DURHAM TECH

2023-2024
COLLEGE CATALOG &
STUDENT HANDBOOK

Effective Fall Semester 2023

2023-2024 College Catalog and Student Handbook

Message from the President

Congratulations on making the decision to further your education, expand your options, and build essential skills for your future. We are proud you are part of Durham Tech and excited to welcome you to our College community.

You are joining an outstanding educational institution dedicated to building careers, growing lifelong skills, offering innovative programs, and ensuring an equitable open-door experience.

We are the community college of the City of Medicine, Durham and Orange counties, and workforce development within Research Triangle Park. Whether you're looking to obtain a bachelor's degree from one of our prestigious neighboring universities, an associate degree aligned with an in-demand occupation, or gain career experience with one of our high-impact certifications, Durham Tech has what you need.

Since 1961, Durham Tech has provided high-quality, affordable, and convenient technical and career education. We have offered higher education and a pathway toward success for thousands of Triangle residents and have helped power the economy by educating skilled workers for employers across the region.

Durham Tech provides a variety of quality programs that are designed to help you succeed. The College has more than 90 certificate, diploma, and associate degree programs and has guaranteed admissions pathways to eligible students wanting to attend institutions like the University of North Carolina at Chapel Hill, North Carolina State A&T University, North Carolina State University, East Carolina University, and University of North Carolina at Wilmington. We also have several program partnerships and university transfer options with nearby North Carolina Central University. In addition, the College offers non-credit courses and programs for students wanting to acquire new skills relevant to their current career, career aspirations, or personal interests.

Durham Tech is committed to serving and supporting all our students. It is a core value of our institution. We serve high school students looking to jump-start their college education; Deferred Action for Childhood Arrivals (DACA), undocumented, and international students; as well as adults wanting to earn a high school diploma. Our [Center for the Global Learner](#) and Office of Equity and Inclusion provide year-round resources and guidance for student support.

At Durham Tech, you are family. We offer clubs and student activities for you to engage with fellow students, explore your interests, and gain new leadership skills. Our Student Life department brings exciting experiences to campuses – and even provides off-campus opportunities – to bring your College experience to life.

The College Catalog and Student Handbook provides information about our services, resources available to students, and how Durham Tech can help you excel during your time with us. Please also explore our College website (www.durhamtech.edu) to find out more about our programs, courses, and student activities at Durham Tech.

We are dedicated to enhancing student learning and fostering community growth and development. Welcome to the next step in your educational journey. We are excited to have you join the Durham Tech community.

J.B. Buxton
President, Durham Technical Community College

About Durham Tech

Durham Technical Community College is a charter member of the [North Carolina Community Collge System (NCCCS)](). With locations throughout Durham and Orange counties, Durham Tech is the community college of choice for more than 18,000 students annually. The College opened as the Durham Industrial Education Center in 1961 and officially became Durham Technical Community College 25 years later.

Mission

Durham Tech ensures that all students develop the knowledge, skills, and networks needed to be successful in college, work, and life.

Vision Statement

To be the leader in our community's educational, training, and economic development.

Core Values

The Standard for Excellence	The College commits to the highest professional standards of quality, integrity, and performance in our programs, services, and operations.
Student-Centered	The College provides high-quality, learner-centered, and affordable educational and training opportunities, within a welcoming and supportive environment, that supports students through goal achievement.
Data-Inspired	The College monitors and utilizes appropriate data, considers various sources of community input and developing trends, and implements changes to support continuous improvement.
A Champion for Equity	The College embraces the diversity, equality, equity, and uniqueness of students, employees, and the communities that we serve by committing to be an antiracist institution.
Communicative	The College commits to effective, open, and proactive communication. We take responsibility to listen and employ

	effective communication strategies to inform and foster collaboration.
A Good Steward of Resources	The College networks with community partners, targeting grant and resource development to address strategic priorities, and by allocating resources based on focused priorities that are sustainable.
A Collaborator	The College fosters economic development by leading, promoting, and creating educational opportunities through mutually respectful and beneficial partnerships with community organizations.

Accreditation

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

Certain College programs are also accredited by regional accreditation agencies.

Approbation

Durham Tech is approved by and a member of the North Carolina Community College System (NCCCS). The following programs are approved by state agencies: the Emergency Medical Sciences program is approved by the North Carolina Office of Emergency Medical Services; the Opticianry program is approved by the North Carolina State Board of Opticians; the Nurse Aide I program is approved by the North Carolina Division for Facilities Services; the Paralegal Technology program is approved by the North Carolina State Bar; 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 (SBCC). 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 Tech 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. One trustee serves as an ex officio, non-voting member of the Board, by virtue of

their election as the College's Student Government Association (SGA) President, pursuant to General Statutes 115D-12(a). The Board is governed by a set of [bylaws](#).

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

Performance Outcomes

Durham Tech uses [State Performance](#) metrics to assess college performance and goal completion. These metrics help the College analyze data on key student outcomes in ways that provide both a big-picture goal for improvement and a starting point for rigorous, internal program-level assessment. The metrics provide an outline for collecting comparative student outcome information relevant to completion, transfer, and bachelor's degree attainment; equitable access and success; and learning.

Admissions Information

Admissions Policy

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

View the [Admissions policy and procedure](#).

Concurrent Enrollment

Durham Tech supports concurrent enrollment for high school students. The College encourages interested high school students who have progressed beyond the normal high school curriculum to take college-level courses at Durham Tech.

View the [Concurrent Enrollment procedure](#).

Enrollment Due Dates

Enrollment due dates are 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 for each term, the student can expect the following: to be admitted to the College, to have their transcripts evaluated in time to meet with an advisor, and to have the option to charge tuition and books to financial aid (if eligible) at the beginning of the general registration period for new students.

Students who miss the enrollment due dates should be prepared to bring official transcripts (sealed in an envelope) to Admissions, Registration, and Records; and pay for tuition, fees, and books independently during registration.

View more information about [enrollment due dates](#).

Admissions Support for Veterans

Students applying for Veterans benefits must provide official transcripts for completed high school credentials and all college transcripts. Veterans follow the College's general admissions procedures as outlined within this document. Veterans participating in the military Tuition Assistance (TA) program are directed to meet with the College's certifying official in [Veterans Services](#) and to speak with their service branch's Educational Services Officer or counselor prior to completing the enrollment process.

International Admissions

As part of its enrollment process, Durham Tech reviews the immigration status of all non-U.S. citizens and provides enrollment advising. Students should visit the [Center for the Global Learner](#) in the White Building (Building 1), room 1-148, to begin this process. Advisors are happy to discuss educational options with students of all immigration statuses, including undocumented students. Students may direct questions or make an appointment by contacting the Center for the Global Learner at cgl@durhamtech.edu or 919-536-7264, ext. 3228.

View more information about [admissions steps for non-U.S./international students](#).

Placement, Advising, and Registration

Course Placement

Durham Tech accepts students' college transcripts; unweighted high school GPA; and ACT, SAT, GED®, HiSET®, NCDAP, COMPASS, ASSET, and ACCUPLACER scores for college placement.

Students who have completed associate degrees or higher from a regionally accredited college or university in the United States are college-ready and can take any gateway 100-level course on their plan of study. Students with associate degrees or higher from other countries should contact the Center for the Global Learner for support.

Students who do not already hold an associate degree or higher from the United States must use their unweighted high school GPA for placement if they graduated from an accredited high school in the United States. ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, and ACCUPLACER scores can be used for placement within 10 years from the date taken.

Students who lack an unweighted high school GPA and who have ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, and/or ACCUPLACER scores from the past 10 years that do not place them into college-level courses (with or without corequisite support courses) will be required to take the RISE placement test.

Only the following students are allowed to take the RISE placement test:

- Students whose U.S. high school GPA is not unweighted;
- Students whose unweighted high school GPA is not from a U.S. high school, and they have been referred by the [English for Academic Purposes (EAP) program](#) after first taking ACCUPLACER ESL placement test;
- Students whose ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, or ACCUPLACER scores from the past 10 years do not place them into college-level courses (with or without corequisite support course);
- Students who lack Career and College Ready Graduate (CCRG) grades or DMA or DRE credits;
- Students who are referred via the English for Academic Purposes department; and
- Career and College Promise (CCP) students who lack qualifying high school GPA or test scores for college-level course work.

If high school records or test scores are unavailable, students must take or retake the placement test unless they have been continuously enrolled in classes. Students are considered continuously enrolled at the College if they register for and attend courses (including prerequisites) creditable toward a degree, diploma, or certificate in a following semester after the initial enrollment semester (attendance is required in the following fall or spring semester or the following spring or fall semester). Students who do not attend classes for two consecutive semesters (not including summer term) must reapply and retest if their scores are older than 10 years.

Read more about continuous enrollment in the [Admissions policy and procedure](#).

Non-credit courses or programs may be approved by the dean of the student's intended curriculum program to be considered towards continuous enrollment at the point of application to limited-enrollment programs.

Students who visit the Testing Center are asked a series of questions regarding U.S. English as their first language. Based on their responses, students may be required to take the ACCUPLACER ESL (English as a Second Language) test to determine if English for Academic Purposes (EAP) placement is appropriate.

Read more about test preparation, requesting/submitting test scores, and placement test schedules in the [Placement Testing policy and procedure](#) and in the [Placement Testing section](#) of the website.

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 credential, 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. Encouraged for all students, ConnectSessions (new student orientation) outline the advising process prior to registration. All students are required to meet with an advisor every semester/term in order to have their individualized academic plan approved prior to registration. Returning admitted students must meet with their assigned program advisor prior to registration. Visiting students are advised in Advising Services.

View the Advising procedure and the Academic Advising section of the website for more information.

Registration

Upcoming course schedules are available in the Courses section of the website. Each term, returning admitted program students may register during priority registration using Self-Service, the College's student academic planning system. New and visiting students register during general registration. Prior to registering for courses via Self-Service, all students must meet prerequisite course requirements and have their advising hold removed by an academic advisor. Students may pay their tuition and fees through Self-Service or in person at the Orange County Campus; or on Main Campus at the Cashier's Window in the White Building (Building 1) entrance foyer. Students receiving Veterans educational benefits must notify Financial Aid and Veterans Services of their intent to utilize benefits each term prior to enrollment and registration.

View the Registration section of the website.

Tuition and Fees

Information about tuition and fees can be found in the Tuition and Fees section of the website.

Tuition for Credit Courses

All tuition and fees are due and payable during the registration period. Students registering via Self-Service may pay by credit card or personal check (electronic transfer) or agree to a Nelnet Payment Plan during the registration transaction. Students may also pay by cash, check, money order, or credit card (VISA, MasterCard, Discover, and American Express). Payments may be made in person at the Orange County Campus or on Main Campus; at the Cashier's Window in the White Building (Building 1) entrance foyer. Students will not receive a bill and are responsible for paying by the established deadlines. Partial payments or credits are not accepted. No refund 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 Durham Tech Student Accounts at 1637 E. Lawson Street, Durham, NC, 27703.

Tuition for Non-credit Courses

Registration fees are listed in the non-credit course schedule under each course description. Additional fees and payment options are outlined on the Non-credit Registration webpage.

Tuition for Two Community Colleges

If a student who qualifies for Federal Student Aid enrolls at Durham Tech and another college in the North Carolina Community College System (NCCCS) during the same term, the total amount of tuition and fees may be paid to the student's home college, at the discretion of the home college. The home college is the college at which the student initially enrolls for the academic term. Federal regulations allow students to receive Federal Student Aid at only one institution at a time. Students will be responsible for paying any up-front charges at their host school. This arrangement will be made by an exchange of communication between the colleges involved.

Tuition Fee Basis

North Carolina General Statute 115D establishes the NCCCS'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 10 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 North Carolina General Assembly.

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

Tuition for non-credit courses that are not self-supporting is based on the following formula: 0-24 contact hours = $70; 25-50 contact hours = $125; and 50+ contact hours = $180.

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. Students aged 65 and older and Durham Tech employees must also pay for self-support courses.

Auditing a Course as a Senior Citizen

In accordance with 1E SBCC 1000.2:C, Senior Citizens (age 65 years or older on the first day of the course) may audit courses (with the exception of self-supporting courses) at colleges in the North Carolina Community College System without payment of tuition or registration fees. Senior citizens must pay any applicable local fees to audit a course section consistent with the College's local fee policies.

View the Course Auditing procedure for more information.

Student Fees

View the current list of course and miscellaneous fees. Please note that all fees are subject to change.

All curriculum students, with the exception of Career and College Promise (CCP), are charged a student administrative fee to support student clubs and activities, computer and technology use, college parking and security, student ID cards, and accident insurance that provides coverage while they are participating in college classes and functions.

A supply fee is charged for some credit courses due to students' use of a higher-than-average number of supplies.

Non-credit (Continuing Education) course costs include fees for College access, parking, and security; computer use and technology; and accident insurance. Some non-credit courses have additional fees for exams and certifications or malpractice insurance. Students enrolled in classes for which tuition is waived are not required to pay the fee.

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

Transcript Fee

A fee is charged for each official copy of a student's transcript. There is no charge for unofficial copies. Students can access and print an unofficial copy via Self-Service or request a copy stamped "issued to student" from Admissions, Registration, and Records.

View the Order Transcripts webpage.

Books and Supplies

Students may purchase most textbooks, supplies, instruments, and other course materials from the campus bookstore. The cost of books and supplies varies with each program. View the Durham Tech Bookstore webpage.

Student Insurance

Durham Tech students may be eligible to purchase Community College Student Insurance (CCSI). Learn more about requirements, benefits, enrollment, and costs. Durham Tech does not offer a student health insurance plan.

Malpractice and Health Insurance

Students enrolling in Nursing and other Health and Wellness programs that require clinical or patient care instruction are required to pay a fee for malpractice and health insurance. For more information, contact the appropriate program director.

Insurance for Study/Travel Abroad

The cost of insurance for students participating in Study/Travel Abroad is included in the study abroad program fees.

Additional Expenses

Students in certain programs may incur additional expenses, such as the cost of lab coats, miscellaneous supplies, and professional liability insurance.

View a list of [Course Supply and Miscellaneous Fees](#).

Course Cancellations and Refund Procedures

Tuition refunds for credit and non-credit courses are subject to specific requirements. View the [Course Cancellation and Refunds procedure](#). For curriculum deadlines visit the [Drop, Withdrawal, and Refund Deadlines webpage](#).

Financial Aid

Eligibility

Students accepted for admission to the College may apply for federal financial assistance, including scholarships, work-study employment, grants, and loans. Curriculum students approved to receive federal financial assistance must meet the following eligibility requirements:

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

Students interested in applying for financial aid should complete the online [Free Application for Federal Student Aide (FAFSA®) form](#) and include the Durham Tech school code (005448). 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 October 1. Students are encouraged to apply as early as possible for the next academic year, preferably no later than April 15.

Federal regulations require students receiving Title IV financial assistance to maintain satisfactory academic progress. In general, satisfactory academic progress includes maintaining a 67 percent completion rate and a 2.0 cumulative grade point average. Failure to maintain satisfactory academic progress will result in the suspension of aid. Students must maintain satisfactory academic progress regardless of enrollment status (full-time, part-time) or admitted program.

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

Financial aid is also available for non-credit (Continuing Education). View the list of [non-credit financial aid opportunities](#).

Scholarships

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

Other Forms of Financial Assistance

[Durham Tech Promise funds](#) are designated for recent high school graduates in Durham County, recent graduates of Orange High School, East Chapel Hill High School, Chapel Hill High School, Cedar Ridge High School, Carrboro High School, Partnership Academy, Phoenix Academy, or recent high school equivalency completers within Durham and Orange counties. Students who enroll in at least six credit hours per term within the academic year immediately after high school may be eligible to receive up to $1,000 per year for two years. Students do not need to apply. The Financial Aid office will review student records and contact those who qualify. Recent high school graduates who pay out-of-state tuition may also be eligible and should contact their [Financial Aid advisor](#) for more information regarding eligibility for Durham Tech Promise and other sources of aid.

Veterans Information

Financial Aid and Veterans Services 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 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 Veterans Services office. Students are required to notify the VA School Certifying Official (SCO) via email when registration is complete.

Students "visiting" from their home college who may be eligible for Veterans benefits must contact Financial Aid and Veterans Services to provide appropriate documentation.

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

The Veterans Benefits and Transition Act of 2018

Consistent with the Veterans Benefits and Transition Act of 2018, Section 3679 of Title 38, United States Code, Section 103, Durham Technical Community College shall not impose any penalty, including the assessment of late fees or the denial of access to classes, libraries, or other institutional facilities, or require a covered individual to borrow additional funds in order to meet financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

A *covered individual* (entitled to education assistance under Chapter 31: Vocation Rehabilitation and Employment or Chapter 33: Post-9/11 GI Bill benefits), shall be permitted to attend or participate in the approved course of education during the period beginning on the date on which the individual provides to the College a Certificate of Eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "Certificate of Eligibility" can also include a "Statement of Benefits" obtained from the [Department of Veterans Affairs' website](#) – eBenefits, or a VA Form 28-1905 for Chapter 31) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution; or
- Ninety (90) days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

Department of Defense Voluntary Education Partnership

The Department of Defense Voluntary Education Partnership Memorandum of Understanding between Durham Technical Community College and the Department of Defense Office of the Under Secretary of Defense for Personnel and Readiness articulates the commitment and agreement the College provides to the Department of Defense by accepting funds via each Military Service's Tuition Assistance program in exchange for education services. To ensure compliance with the Memorandum of Understanding, Durham Technical Community College adheres to Department of Defense Voluntary Education program guidelines related to recruiting, marketing, and advertising; financial matters; accreditation and credentialing; and academic counseling and post-graduation employment opportunities.

View the [Department of Defense Voluntary Education Partnership policy and procedure](#).

Student Information and Records

Transfer Credit Evaluation

Durham Tech evaluates transfer credit for equivalent courses from member institutions of the North Carolina Community College System and other post-secondary institutions.

View the [Transfer Credit Award policy and procedure](#).

Academic Credit for Professional Credentials

Academic credit may be given for adequately documented and validated industry-recognized credentials.

View the [Academic Credit for Professional Credentials procedure](#) and the list of [eligible courses and credentials](#).

Credit by Examination

Qualified credit students with relevant prior training or experience may earn academic credit for certain courses by examination.

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

Transcripts

Durham Tech offers students the option of [ordering Durham Tech transcripts](#) electronically. Once students create an account, they may request an official, certified PDF of their transcript and track the status of their order. Orders are usually processed within five business days (allow for additional processing time during high volume periods).

Students may also request a Durham Tech transcript in person by visiting Admissions, Registration, and Records located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-201. If a student shows a transcript payment receipt, the transcript can usually be processed at that time.

Paper transcripts may be sent via the U.S. Postal Service or picked up in person. 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.

Students are charged a fee for each official transcript copy, with the exception of Adult High School transcripts. There is no charge for unofficial copies printed through Self-Service. Requests made by phone and fax are not accepted.

The College does not release, copy, or return transcripts or other documents from other schools.

Students are not eligible to receive an official transcript if they have an outstanding debt to Durham Tech.

Student Records

Durham Tech follows the guidelines for records retention and disposition outlined in the [Records Retention and Disposition policy and procedure](#). Back-up copies of permanent records are stored on computer tape in the Admissions, Registration, and Records office, located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-201, or via document imaging.

A student's permanent record includes demographic information provided on the application to the College, a registration form, or through use of student information portals.

Student records are maintained, available for inspection and review, and disseminated in accordance with the Family Educational Rights and Privacy Act (FERPA). View the [Family Educational Rights and Privacy Act (FERPA) policy and procedure](#).

Academic Information

The focus of Academics and Guided Career Pathways is effective student learning for career and personal growth. To this end, 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.

Academic Recognition

Honors

Curriculum students meeting the requirements listed below will have the designation reflected on their permanent record.

President's List – If a student is enrolled in a minimum of 12 curriculum credit hours and earns a 3.75 GPA or higher, the student will be placed on the President's List for that term. This designation will be reflected on the student's permanent record.

Dean's List – If a student is enrolled in a minimum of 12 curriculum credit hours and earns a 3.25 to 3.74 GPA, the student will be placed on the Dean's List for that term. This designation will be reflected on the student's permanent record.

Part-Time Honor Roll – If a student is enrolled in 6 to 11 curriculum credit hours and earns a 3.25 GPA or higher, the student will be placed on the Part-Time Honor Roll for that term. This designation will be reflected on the student's permanent record.

Latin Honors

Students who meet the requirements listed below will have the designation reflected on the student's permanent record and in the commencement program.

Cum Laude – If a graduating student has earned a cumulative GPA of 3.25 to 3.74, the student will graduate Cum Laude.

Magna Cum Laude – If a graduating student has earned a cumulative GPA of 3.75 to 3.99, the student will graduate Magna Cum Laude.

Summa Cum Laude - If a graduating student has earned a cumulative GPA of 4.0, the student will graduate Summa Cum Laude.

The [Honors Program](#) provides advanced opportunities for learning, leadership, and service within the arts and sciences curriculum. This program ensures that motivated students are

offered leadership roles that will help enrich their academic pursuits with advanced scholarship. Students who present an acceptable Honors project and earn a final grade of A or B in the Honors course will receive an Honors designation on their transcript.

Academic achievement is also recognized through the Gamma Beta Phi Society and Phi Theta Kappa honor societies.

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 Registration section of the website provides information about advising, registration, payment, and withdrawal and refund deadlines.

Classification of Programs of Study

The College is authorized by the State Board of Community Colleges to award the Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation, Associate in Science in Teacher Preparation, Associate in Engineering, Associate in Fine Arts in Visual Arts, Associate in Applied Science, Associate in General Education, and Associate in General Education in Nursing degrees as well as diplomas and certificates. Several associate degrees allow students to complete up to two years of transferable course work toward a baccalaureate degree so the student will enter as a junior at a four-year college or university or have met the entrance requirements for a specialized degree. Other programs, ranging in length from one semester to two years, provide entry-level employment training.

Transferable Degrees

The **Associate in Arts** (AA) and **Associate in Science** (AS) degrees are protected under the 2014 Comprehensive Articulation Agreement (CAA) and the 2015 Independent Comprehensive Articulation Agreement. Students who complete the AA or AS (totaling a minimum of 60 semester hours of credit) with a grade point average of 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 North Carolina (NC) public and most NC private four-year institutions and will transfer as a junior upon acceptance to a participating university. Students earning the AA are working toward degrees such as business, English, fine arts, history, nursing, psychology, and sociology, to name a few. Students in the AS program are working toward degrees that emphasize math and sciences such as biology, clinical lab science, geology, mathematics, physics, and radiology.

The **Associate in Arts in Teacher Preparation** (AATP) and **Associate in Science in Teacher Preparation** (ASTP) degrees are approved for transfer to all UNC System universities under the Uniform Articulation Agreement in Teacher Preparation and a parallel agreement with many NC Independent Colleges and Universities. The degrees consist of 60 semester hours of credit (SHC) of college transfer courses. A student who completes all 60 credits of an AATP/ASTP degree with a GPA of at least 2.7 and a grade of C or better, meets NC state educator testing

requirements, and is accepted through competitive admissions will have met requirements for entry into the education program and the university's lower division general education requirements. Students in this program develop a broad liberal arts foundation in writing, math, science, humanities, and social sciences. They also complete field-specific training through a set of foundational education courses.

The **Associate in Engineering** (AE) degree is protected under the [Uniform Articulation Agreement (Associate in Engineering)](#) between the North Carolina Community College System (NCCCS) and the five UNC institutions that offer the Bachelor of Science in Engineering (BSE) degree. Students who complete the AE program of study (totaling a minimum of 60 semester hours of credit) with a grade point average of 2.5 or higher and with a grade of C or higher in all courses and are accepted through competitive admission to a public four-year BSE program are considered both to have met the entrance requirements to the university engineering programs and the receiving university's general education requirements.

The **Associate in Fine Arts in Visual Arts** (AFA) degree is protected under the [Uniform Articulation Agreement (Associate for Fine Arts in in Visual Arts) between the University of North Carolina](#) and its [counterpart agreement with the NC Independent Colleges and Universities](#). It is designed for seamless transfer to one of the University of North Carolina Bachelor of Fine Arts/Visual Arts programs and many independent colleges in North Carolina. Students who complete this degree (totaling a minimum of 60 semester hours of credit) with a grade point average of 2.0 or higher and at least a C in all courses and are accepted through a competitive admissions process to a participating university will have met the entrance requirements for the Baccalaureate of Fine Arts program.

The [Early Childhood Education Uniform Articulation Agreement](#) provides guidelines for transferring the **Associate in Applied Science (AAS) in Early Childhood Education Transfer** degree to a Bachelor of Science degree in Birth-to-Kindergarten Teacher Education at participating UNC System universities. Students who complete the degree (with a minimum of 71 semester hours of credit) and earn a C or higher and an overall 2.0 GPA and who gain admission through a competitive admissions process may transfer at least 60 credit hours to a participating university.

The **Associate in General Education in Nursing** degree (AGE-N), governed by the [RN to BSN Uniform Articulation Agreement with the University of North Carolina](#) and a similar agreement with [North Carolina Independent Colleges and Universities](#), provides a pathway for Registered Nurses to complete general education requirements before transferring to complete a Bachelor of Science in Nursing (BSN) at most UNC System schools of nursing and many private institutions. Students who complete the AGE-N (with a minimum of 60 semester hours of credit) with a C or higher in all courses and an overall 2.0 GPA and who are accepted to a participating university through a competitive admissions process are considered to have met the nursing program entrance requirements and the receiving university's general education requirements. These students can transfer at least 58 credit hours towards a BSN. An additional

30-34 transfer credits (may vary by university) for nursing content taken as part of the AAS degree are awarded after an RN student has successfully completed university-level nursing courses. The AGE-N is also designed for students who wish to begin their studies toward the Associate Degree Nursing with the long-term goal of earning a BSN.

Other Degrees

The **Associate in General Education (AGE) i**s a highly flexible degree program (with a minimum of 64 semester hours of credit) that is designed for students wishing to broaden their education with emphasis on personal interest, growth, and development. While not designed specifically for transfer, transferability of some courses is possible, depending on which specific courses are selected for the degree. Courses for the AGE degree may be selected from either the University Transfer programs or from technical programs, provided that a minimum of 18 credits in a general education core is included. Students should consult with their advisor about course selections based on their goals, and carefully review course descriptions for information about transferability. Additional information is available on the NCCCS [College Transfer Articulation Agreements](#) webpages.

The Associate in Applied Science (AAS) degree is awarded for two-year technical programs (with a minimum of 64 semester hours of credit) that focus on preparing the student for a profession or career advancement. There are senior institutions that accept some of these degrees as the first two years of a four-year program through four-year partnerships, also referred to as bilateral agreements. Other senior institutions evaluate the Associate in Applied Science degree on a course-by-course basis. Students should consult with their advisor about course selections based on their goals, and carefully review course descriptions for information about transferability. Information about the colleges and universities that offer transfer credit for courses in the Associate in Applied Science degree programs completed at Durham Tech is available on the [Four-Year College and University Partnerships](#) webpage.

Diplomas

A Diploma (with a minimum of 36 semester hours of credit) prepares students who intend to enter the workforce immediately following graduation from their program or who are seeking career advancement.

Certificates

A Certificate (with a minimum of 12 semester hours of credit) prepares students who intend to enter the workforce immediately following graduation from their program or who are seeking career advancement.

Non-credit (Continuing Education)

[Non-credit (Continuing Education) courses and programs](#) provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations. Non-credit options include programs that are designed to provide instructional opportunities for individuals seeking to gain new or

upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses that provide instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) or meet local workforce labor needs. Through Corporate Services, Durham Tech provides flexible, dynamic, customized training for industries and our community partners. The Center for Global Learner (CGL) serves non-native English speakers with courses in English as a Second Language (ESL) and Beyond Basic English as a Second Language (BBESL).

Academic Programs

Durham Tech students can enter one of seven [Guided Career Pathways](#) with clear paths aligned to their career interests. Students can shift between short-term, long-term, and university transfer options within a Pathway with easier transitions.

Durham Tech offers classes in three "modes of delivery": **seated** (also called "traditional" or "face-to-face"), **online**, and **hybrid** (combination of seated and online).

Online classes can be **synchronous** (everyone is online at the same time) or **asynchronous** (students can go online when it is convenient for them).

If a student does not complete their catalog year credit program of study within a period of five years despite continuous enrollment at the College, the College may administratively update the student's program catalog year to the most current year program of study. Students may also request to move to a more recent catalog year. This process maintains the integrity of changes in standards, prerequisites, course content, regulatory guidelines, and procedures.

Academic advisors 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 online about entry requirements, required and elective courses, potential career and/or transfer opportunities, and graduation requirements.

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

Only courses included in the student's academic program and any officially approved substitute courses count toward graduation.

To graduate, students must successfully complete all required courses by meeting required credit hours for the program of study, receiving a passing grade in each course required for the program of study, earning at least a 2.0 overall grade point average (2.5 for Associate in Engineering and 2.7 for the Associate in Arts or Science in Teacher Preparation), and completing a minimum of 25 percent of the required coursework at the College. In addition, specified programs may require a grade of no less than C for some courses and no less than a grade of B in other courses as designated in the appropriate program handbook.

When changing the primary program or adding a secondary program, a student must follow the steps in the [Readmission and Change of Program procedure](#).

Academic Programs Offered at Durham Tech

Note: Non-credit programs are in *italicized type*. Programs that have both curriculum and non-credit options are in ***bold italicized type***.

Building, Engineering and Skilled Trades	Health and Wellness	Creative and Liberal Arts
Architectural Technology	Anesthesia Technology	Associate in Arts
Associate in Engineering	*Cardiovascular Technician*	Associate in Arts in Teacher Preparation
Automotive Systems Technology	*Central Sterile Processing*	Associate in Fine Arts
Biomedical Equipment Technology	*Community Health Worker*	Associate in General Education
Carpentry	Clinical Trials Research Associate	Community Spanish Interpreter
Computer Integrated Machining	Dental Laboratory Technology	Early Childhood Education
Construction Trades	*Dialysis Technician*	*Foreign Languages*
Electric Line Technician	*EKG Technician*	*Music Recording and Audio Engineering*
Electrical Systems Technology	*Medical Administrative Assistant*	*Photography*
Electronics Engineering Technology	Medical Assisting	
HVAC	*Medical Coding/Medical Billing*	**Human Services and Public Safety**
Industrial Systems Technology (Advanced Manufacturing and Facilities Maintenance)	Medical Product Safety and Pharmacovigilance	*911 Academy*
Plumbing	*Mental Health Technician*	Basic Law Enforcement Training
Welding Technology	Nursing	Criminal Justice Technology
	• Associate Degree Nursing	***Emergency Medical Science***
Business and Entrepreneurship	• Associate in General Education — Nursing	*Emergency Medical Technician*
Accounting and Finance	• LPN to ADN Track	*Paramedic*
Business Administration	• ***Nurse Aide***	Public Safety Administration
Cosmetology	• Practical Nursing	*Public Service Management*
Culinary Arts	Occupational Therapy Assistant	
Esthetics Technology	Opticianry	**Information Technology**
Hospitality Management	Orthopaedic Technology	IT and Cloud Systems Administration
Insurance	*Peer Support Specialist*	***IT Service and Support***
Manicuring	*Pharmacy Technician*	***Network Security***
Massage Therapy	*Phlebotomy*	***Software Development***
Natural Hair Care Specialist	Respiratory Therapy	***Web Development***
Paralegal Technology	Surgical Technology	
Real Estate	*Substance Use Treatment*	**Science and Math**
Successful Project Management		Associate in Science
Social Media Marketing		Associate in Science in Teacher Preparation
		Biotechnology

View the alphabetical list of programs and the complete list of short-term, long-term, and university transfer options in the Programs and Pathways section of the website.

Course Descriptions

Descriptions of each credit and non-credit (Continuing Education) course, number of semester credit hours or contact hours, prerequisites, and corequisites are listed in the Courses section of the website. Course outlines for most courses are also available.

Online Learning

Durham Tech offers a wide array of online courses as a flexible alternative to traditional, on-campus classes. Credit online courses cover the same content as their traditional counterparts and follow the academic calendar. Students are required to complete assignments each week according to the class schedule, maintain regular contact with the instructor, and participate in online class discussions. While all coursework is completed online, attendance at an orientation or to take exams on campus may be required for some classes. Non-credit online courses offer students a convenient way to advance their career or learn something new.

View the Online Learning section of the website.

Classification of Students

Individuals attending the College are classified as either credit students or non-credit students. Credit students can be admitted students or visiting students. Credit students are classified as either full-time or part-time students. Below are definitions for student classifications:

Credit Students – People who are enrolled in credit courses that can lead to an associate degree, diploma, or certificate.

Admitted Students – People who have been fully admitted to a program of study leading to an associate degree, diploma, or certificate. They are also eligible to be considered for course substitutions or credit by examination and qualify for academic recognition.

Visiting Students – People 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, but who are taking classes that can lead to these credentials. They receive advising through Advising Services. They are not eligible to be considered for course substitutions, may not receive credit by examination, do not qualify for academic recognition, and are not eligible for federal financial aid.

It is strongly recommended that any student intending to complete a program of study at Durham Tech not proceed beyond one term 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 – People who have registered for a minimum of 12 credit hours for the term.

Part-Time Students – People who have registered for fewer than 12 credit hours for the term.

Non-credit Students – People who are engaged in education and training courses that lead to job-related skills, industry credentials/certifications, or personal enrichment and are not classified as credit courses within a degree, diploma, or certificate.

Grades and Grading System

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

Each term, Durham Tech establishes a date on which final course grades are due. To ensure that all students are treated in a fair and equitable manner, the College will not release a final grade for any student prior to the final grade due date.

Grading System and Grade Point Average (GPA) Calculation

Durham Tech employs a letter grading system to evaluate students' performance in meeting the stated objectives of the of the instructional experience.

View the Grading System policy and procedure and the Grade Point Average (GPA) Calculation policy and procedure.

Change of Grade

Grades may be changed if an instructor has made a data entry error or miscalculated a final grade. Such a miscalculation may occur due to the inadvertent omission of an assignment, a missed electronic transmission of a grade or assignment, or a mathematical/calculation error.

View the Grade Change Request and Approval procedure.

Course Repeat

A student may not enroll in the same course more than three times without departmental approval. Some Health and Wellness courses have a limit of one or two enrollments. A student may request a waiver from this restriction if they discuss their request with the appropriate dean and complete a waiver request form.

Repeating courses may have a negative impact on satisfactory academic progress. Students receiving financial aid should consult the Academic Standards for Financial Aid section of the website for additional information.

If a course is repeated, only the best grade is used in calculating the cumulative GPA. 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 GPA for graduation. Grade point averages for financial aid purposes are calculated based on all course attempts.

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

All grades remain on the student's transcript, regardless of whether they are included in the calculation of a student's GPA.

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 Courses section of the website. Courses covered by the Comprehensive Articulation Agreement (CAA) require students to complete any prerequisite course with a grade of C or better before taking these courses. This requirement may be waived on a case-by-case basis for CAA courses in non-transfer programs at the discretion of the program director and approval from their supervisor.

Corequisites are taken during the same term or a previous term. Advisors work with students to ensure that prerequisite requirements have been met.

Curriculum Semester/Term Length and Credit Hour Calculation

Durham Tech curriculum (credit) courses operate on a three-term academic calendar. The fall and spring semesters are each 16 weeks long; the duration of courses in the summer term is 8 or 10 weeks. In addition, the College offers some courses in 8-week mini-sessions during the fall and spring semesters, 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 State Board of Community Colleges Code, is calculated according to the following formula:

- Credit of one semester hour is awarded for each 16 hours of lecture and other instruction provided in a class under the supervision of an instructor;
- Credit of one semester hour is awarded for each 32 hours of "experiential laboratory work";
- Credit of one semester hour is awarded for each 48 hours of "faculty directed laboratory";
- Credit of one semester hour is awarded for each 48 hours of clinical practice; and
- Credit of one semester hour is awarded for each 160 hours of work-based learning.

Course Substitutions

Academic deans have the authority to substitute a course if it brings similar value to the program of study. Substitutions are distinctly separate from teach-out plans. Deans and program directors should review plans of study regularly to ensure they reflect current offerings and scheduling practices to avoid excessive substitutions.

View the Course Substitutions procedure.

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 through the last day of registration. Students do not need to meet with an advisor again unless they are registering for classes not previously approved by an academic advisor or need additional assistance.

During the schedule adjustment period, new and currently enrolled students may add courses or adjust existing schedules. View the Schedule Adjustment Dates.

For any course added during the schedule adjustment period, payment is due at the time of registration. Students requesting an exception to the schedule adjustment process must make a request to the academic dean over the program area responsible for the course.

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

Incoming Transfer Students

Transfer students applying for admission to Durham Tech must meet all admission requirements for their chosen program.

View the Transfer Credit Award policy and procedure and the Readmission and Change of Academic Program procedure.

Requirements for Graduation

To be eligible for graduation, students must complete all courses and credit hours required in the program of study under which they were admitted with a minimum GPA of 2.0 (2.5 for the Associate in Engineering and 2.7 for the Associate in Arts and Sciences in Teacher Preparation degrees). In addition, specified programs may require a grade of no less than a C in some courses and no less than a B in other courses as designated in the appropriate program handbook.

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

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

View the Curriculum Program Completion and Graduation policy.

Student Support Services

Accessibility Services

Durham Tech provides accommodations and services designed to create equal access to the many aspects of education. Students have the opportunity to voluntarily self-identify as having a documented condition that may affect their access to programs and activities.

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

View the [Accommodations for Students with Disabilities policy and procedure](#) and the [Accessibility Services](#) section of the website for more information and forms. To make an appointment students may email [accessibility@durhamtech.edu](#) or visit Counseling, Accessibility, and Resources, located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209.

Center for Academic Excellence

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

- Provide students with an alternative learning environment for individualized and small group tutoring sessions.
- Empower students to achieve academic success and to challenge them to become independent and critical thinkers by modeling effective examples of clear communication.
- Collaborate with colleagues inside and outside the CAE to share best practices in tutoring, academic support, and general higher education.
- Provide online tutoring 24/7 through Upswing.

Child Care and Support for Parenting Students

The Durham Tech community offers a range of support to parenting students, including resources for students and their families. Parenting students can connect to resources and a community of support through the Student Parent Success Network. Child care assistance is also available, along with support for students during and after pregnancy. View the [Support for Students with Children](#) section of the website.

Computer and Internet Assistance

Durham Tech offers loaner laptops at no charge, and students can purchase discounted, refurbished computers using financial aid or personal funds. Internet assistance is also

available, including hotspots and internet service discounts. Visit the Computer and Internet Assistance webpage for details and to request support.

Community Enrichment

As an active community partner in educational, workforce, and economic development, Durham Tech is committed to establishing and maintaining mutually beneficial relationships between our students, staff, alumni, and the Durham community.

Volunteerism

Volunteerism is dedicated to providing opportunities - both on and off campus - for students, employees, college partners, and the public at large to participate in activities that support the growth and advancement of our communities. Volunteering at service events is a great way to make new friends and help your community. Interested individuals can learn more and sign up for volunteer opportunities on the Volunteerism webpages.

Campus Harvest Food Pantry

The Durham Tech food pantry offers free bags of groceries, fresh produce, snacks, frozen family meals, personal hygiene products, and diapers to employees and currently enrolled students. Snacks are offered daily Monday-Thursday, and grocery pickup is available weekly. Employees and students can submit their online pantry requests or visit Phillips (Building 3), room 3-110.

Counseling Services

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

To make an appointment with a counselor, students may email counseling@durhamtech.edu, or visit Counseling, Accessibility, and Resources in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209.

Additional Financial Support Services

Durham Tech is committed to supporting students by providing the resources needed to succeed. Students may connect to resources at Durham Tech and in the community, by completing a Student Support Intake Request. Durham Tech offers Emergency Financial Assistance for students with additional financial needs to help them persist and complete their goals. This support includes on-campus resources such as the Campus Harvest Food Pantry, the Finish Line Grant, and the Emergency Financial Assistance Program, as well as referrals to community agencies.

Library

Durham Tech libraries support the mission and goals of the College by providing staff, services, and resources to support learning, research, engagement, and success.

Library collections on Main Campus, Orange County Campus, and Northern Durham Center include approximately 40,000 books, periodicals, DVDs, and other audiovisual materials. The library subscribes to more than 120 online databases for students to access articles, streaming videos, e-books, digital audiobooks, and other resources.

The [Library homepage](#) contains hours, policies, research guides, databases, search tools, an online chat service, instructional tutorials, a link to the library blog, and more. [Chromebooks and tech tools](#) are available for borrowing. Many reserve textbooks are available for use in the library.

Library facilities include individual and group study areas, computers, printers, copiers, and scanners. The recording room is a space for audio or video recording, interviews, meetings, or conferences.

For questions about library services, resources, spaces, or events, call 919-536-7211 or email library@durhamtech.edu.

Transfer Center

The [Transfer Center](#) serves all Durham Tech students at all stages of their education and provides students with information and advising to facilitate transfer to baccalaureate-level institutions.

The Transfer Center supports transfer students in the following ways:

- Providing students with transfer planning and information through individual advising sessions, transfer preparation workshops, and degree-specific information sessions.
- Facilitating opportunities for students to meet with four-year university representatives to discuss admission procedures, academic programs, transfer credit, funding, and other issues concerning transfer.
- Developing and maintaining course selection guides to inform students and advisors of general education and pre-major course requirements.

Student Life

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 College 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.

View the [Clubs, Organizations, and Activities procedure](#) and the [Student Clubs and Organizations](#) section of the website.

Men of Color Scholars Institute

The [Durham Tech Men of Color Scholars Institute (MCSI)](#) is a program that fosters leadership, nurtures professional and personal development, and is a support network for its members. In scholarly pursuit, members and mentors learn from one another by promoting and stimulating self-efficacy, academic excellence, career aspirations, and a sense of community.

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. The [Final Draft Club](#) publishes *Final Draft*, a student literary magazine.

Student Government Association

The [Student Government Association (SGA)](#) provides input to the College's administration on decisions affecting students, makes decisions regarding the allocation of student event funds, and plans student activities and events. The SGA also approves and provides support for student organizations. Student senators represent academic departments and student organizations. The SGA President serves as an ex officio, non-voting member of Durham Tech's Board of Trustees.

Student interest and leadership are necessary for the SGA to function effectively; students are encouraged to become actively involved.

Student Leadership Program

The Durham Tech Student Leadership Program, [Journey,](#) is designed for students seeking to build their leadership skills through active participation in dynamic workshops led by motivational speakers. Eligible students are encouraged to apply in the fall semester, and program participants will be determined through a competitive selection process.

Student Rights and Responsibilities

Student-Instructor Responsibilities

Durham Tech students and instructors are obliged to meet reciprocal responsibilities as part of the student-teacher relationship and as members of the college community.

Students and faculty are responsible for reviewing and adhering to the College's [policies and procedures](#).

Students are responsible for the following:

- Arriving at all classes on time and being prepared to participate in assigned work or activities;

- Obtaining assignments from the instructor before an absence whenever possible so that work may be submitted upon returning;
- Requesting to make up assignments missed due to legitimate absences according to procedures stipulated by the instructor at the outset of the course; and
- Seeking instructor assistance when clarification or additional assistance is needed to complete an assignment.

The College does not permit a student to attend class with a minor or leave a minor unattended on campus except when the minor is a student in a Career and College Promise (CCP) or College and Career Readiness (CCR) program. CCR students must submit a Waiver of Age Requirement Application for approval by the dean.

Students are responsible for personal items. The College is not responsible for items that are lost, stolen, or damaged.

Instructors are responsible for the following:

- Preparing for each class, starting the class on time, and providing a full period of effective instruction throughout the term;
- 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 about any attendance problems; and
- Being available to students outside of class in the event additional assistance is needed in meeting course requirements.

Class Attendance

Durham Tech ensures that all students develop the knowledge, skills, and networks needed to be successful in college, work, and life. Faculty and staff work closely with students from the point of application to the culmination of studies to ensure that they receive the support needed to meet the College's attendance and course requirements. To ensure successful course and program progression and completion, the College requires students to attend classes regularly and in accordance with the guidelines of this policy.

Religious observances, military service, and pregnancy/childbirth are defined as excused absences by State Board of Community Colleges (SBCC) Code or federal law.

View the Class Attendance – Credit-Bearing Courses policy and procedure to learn more about class attendance, no-shows, tardiness, early departure, and excused absences.

Student-Initiated Withdrawals

The timing of when a student officially drops a credit-bearing course determines if the course appears on their transcript or shows a grade of "W", and if they receive a tuition refund for a credit or non-credit-bearing (Continuing Education) course.

Students who fail to officially withdraw from a credit-bearing course, but no longer meet course attendance requirements, may receive a grade of "F2".

A student may request a medical withdrawal from all curriculum (credit-bearing) courses if one or more circumstances arise after the established withdrawal deadline for the applicable term.

View the Student-Initiated Withdrawals procedure.

Academic Integrity and Plagiarism

Durham Tech upholds and enforces high standards of academic honesty and integrity both in and out of the classroom. The College establishes and follows a process for defining and addressing academic dishonesty when it occurs. The College recognizes plagiarism as a specific subset of academic dishonesty and follows a process for addressing plagiarism.

View the Academic Integrity and Plagiarism policy and procedure.

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 Student Code of Conduct is to protect the rights and safety of all individuals on campus.

View the Student Code of Conduct policy and procedure.

Tobacco-Free Campus

Employees, students, visitors, and contractors are prohibited from using tobacco products at any time on college property as well as on any spaces where college-sponsored or college-related activities are held, including during non-instructional and non-service hours.

View the Tobacco-Free Campus policy and procedure.

Drug and Alcohol Policy

Durham Tech is committed to the well-being of the College community and to promoting and providing a safe and healthy environment. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances or alcoholic beverages is prohibited on College premises and at College-sponsored activities.

View the Drug and Alcohol - Students policy and procedure.

Sexual Misconduct/Title IX

Durham Tech does not discriminate on the basis of sex, gender, or sexual orientation in its education programs, services, or activities. The institution is committed to maintaining and strengthening an environment founded on civility and respect, and providing a learning, working, and living environment that is free from harassment, discrimination, or other forms of sexual misconduct. Durham Tech is further committed to ensuring all parties are afforded the protections of due process in reviewing complaints of sexual misconduct.

View the Sexual Misconduct policy and procedure and the Sexual Misconduct/Title IX webpage.

Appropriate Use of Computing Resources

Durham Tech provides a variety of computing resources to employees, students, and the community. Restrictions or limits placed on the use of college computing resources are intended to protect the resources; maintain the integrity of the networks; and comply with appropriate policies, laws, and regulations. People using college computing resources are expected to use these resources responsibly.

View the Appropriate Use of Computing Resources policy and procedure.

Student Grievance

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

View the Student Grievance policy and procedure.

Safety and Security

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

In times of emergency, the College will provide appropriate College-wide response to assure safety and minimize losses. Up-to-date emergency information and communication options are posted on the Alert Notifications webpage.

View the Safety and Security policy and procedure for information about identification cards, transportation options, campus safety tips, first aid, and lost and found.

Crime Statistics

Information about crime at Main Campus, Orange County Campus, Duke Street North, and Northern Durham Center is available online through the Office of Postsecondary Education in the U.S. Department of Education. The daily crime log is available upon request in the Police and Public Safety office on Main Campus or at the Security desk at Orange County Campus and the Northern Durham Center.

Your Guide to Safety on Campus, which serves as the College's Clery Report, provides information about safety and security on Durham Tech campuses.

States of Emergency

When a state of emergency (e.g., a communicable disease emergency) is declared, the College may modify its instructional methods and operations. Examples of such modifications include temporary suspension of courses, transitioning in-person instruction to online instruction, and/or modification of the attendance policy. Such emergency modifications will be communicated via student communication platforms and the College's website.

The Family Educational Rights and Privacy Act

In accordance with the Family Educational Rights and Privacy Act (FERPA), 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 Technical Community College reserves the right to disclose directory information without consent.

View the Family Educational Rights and Privacy Act (FERPA) policy and procedure.

College and Career Readiness

All College and Career Readiness courses are tuition-free and offered on Main Campus as well as other sites in Durham and Orange counties. All new students must attend a brief orientation to complete placement testing and register for classes. Returning students who have not been enrolled for two semesters must attend an orientation for re-testing before registering for classes.

Adult High School Diploma

Students enrolled in the Gateway to College Adult High School Diploma (AHSD) program are required to complete 22 credits (units). An official transcript is required and will be reviewed to determine which high school credits satisfactorily qualify for transfer into the AHSD program. Courses are offered online and in-person. Regular class participation is required for this program.

High School Equivalency (HiSET® and GED®)

The High School Equivalency (HSE) exams, HiSET® and GED®, are based on high school curriculum standards and certify mastery in four subject areas: language arts, social studies, science, and math. The HSE diploma is the certified equivalent of a traditional high school diploma. Students may take HSE courses to prepare for the HSE exams. HSE preparation courses are offered online and in person. View the High School Equivalency Diploma section of the website.

Adult Basic Education

Adult Basic Education (ABE) courses are available for adults who perform below high school level on the placement tests and wish to improve their reading, writing, and math skills. ABE courses are designed to prepare students to transition into the Gateway to College/Adult High School Diploma (AHSD) or High School Equivalency programs.

Adult Basic Education First Step

Durham Tech offers the Adult Basic Education First Step Program to beginning adult learners who may benefit from an academic and career-focused setting and to students with developmental disabilities. This program focuses on building academic skills in reading, math, language, arts, and computer literacy and allows students to progress at their own pace.

Center for the Global Learner

The Center for the Global Learner (CGL) seeks to lead, foster, 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 of age or older to enroll. All new ESL students must first take a placement exam.

View the English as a Second Language (ESL) Program Overview webpage for more information, including class schedules and placement testing dates.

Continuing Education for Non-Native Speakers

Durham Tech offers additional noncredit, fee-based courses in Continuing Education for Non-Native Speakers (Beyond Basic ESL) for students whose proficiency is beyond the basic ESL program.

View the Beyond Basic ESL (BBESL) Program Overview webpage for more information, including class offerings and fees.

English for Academic Purposes

English for Academic Purposes (EAP) is a program designed to help students improve their skills in U.S. academic English. Students entering this program already have the basics of English (or speak another variation of English), but need to improve their college-level reading, writing, research, grammar, listening, and speaking skills.

Translation/Interpretation Programs

Durham Tech offers Public Service and Medical Interpreting certificate and diploma programs to prepare students to work as paraprofessional interpreters. View more in the Academic Programs section of this document.

International Student Services

International Student Services provides admissions guidance for all non-U.S. citizens in the following areas:

- International educational credentials;
- Residency assessment for tuition purposes, including the few community college exceptions outside of RDS;
- Immigration and visa status verification; and
- General support services to help students enroll in Durham Tech programs.

View the admission steps for non-U.S./international students and the 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 different cultures. Some programs are developed by Durham Tech faculty, while others are identified through individual student interest.

View the Study/Travel Abroad section of the website.

Center for Workforce Engagement

Career Services

Identifying the career and specific job that suits one's skills, abilities, and personality can be a daunting task. Career Services offers an array of services including mock interviews, résumé preparation, job exploration, job posting, worksite visits, career fairs, and individual counseling to help students develop and clarify career goals. Services are available to Durham Tech students and alumni. Interested students and alumni should visit the Career Center, located in the Phail Wynn Jr. Student Services Center (Building 10), room 10-109 or view the Career Services section of the website.

Corporate Services

Corporate Services works directly with business and industry partners to assess, identify, develop, and deliver training solutions needed to equip new employees and skill-up incumbent workers. The Customized Training Program is housed within Corporate Services and provides comprehensive customized training solutions to industries at little to no cost.

Human Resources Development

Human Resources Development (HRD) provides skills and workforce assessments and employment skills training to students and business and industry partners. They collaborate with external stakeholders to provide training opportunities and job search strategies for students within the Food and Nutrition Services Employment and Training (FNS E&T) program.

Small Business Center

The Small Business Center (SBC) provides counseling, training, and connects entrepreneurs to critical resources and tools needed to develop business ideas to become viable, sustainable, profitable, and successful. They collaborate with external agencies to increase available resources to start-up and existing entrepreneurs.

Work-Based Education and Apprenticeship

Students gain real work experience that translates into greater job offers at higher starting salaries through Work-Based Learning (WBL), apprenticeships, pre-apprenticeships, internships, job-shadowing, and on-the-job training. This area collaborates with internal and external stakeholders to help identify short-term certificate training programs.