DURHAM TECH

2020-2021
COLLEGE CATALOG & STUDENT HANDBOOK

Effective Fall Semester

August 1, 2020

Message from the President

Congratulations on making the decision to further your education and expand your options. We are proud you have chosen Durham Technical Community College.

Durham Tech welcomes you to 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 the workforce development hub within Research Triangle Park. Whether you're looking to obtain a bachelor's degree from one of our prestigious neighboring universities, an associate's 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 100 credit certificate, diploma, or degree programs and has guaranteed admissions pathways to eligible students wanting to attend University of North Carolina-Chapel Hill or North Carolina State University. We also have several program partnerships and university transfer options with nearby North Carolina Central University. The College also offers Continuing Education courses and programs for students wanting to acquire new skills relevant to their current or aspiring careers 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 jumpstart their college education, dozens of undocumented, Deferred Action for Childhood Arrivals (DACA), and international students, as well as adults wanting to earn a high school diploma. Our Center for the Global Learner and Office of Institutional Equity and Inclusion provide year-round resources and guidance for student support.

The following College Catalog and Student Handbook will provide more information about our services, the College resources available to students, and how Durham Tech can help you excel during your time with us.

Please also explore our College website to find out more about Durham Tech, our programs and 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 College System. With locations throughout Durham and Orange counties, Durham Tech is the community college of choice for more than 19,000 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 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 Strategic Plan.

Accreditation

Durham Tech is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's degrees, diplomas, and certificates. Direct questions about the College's accreditation to SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or 404-679-4500. 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. 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. 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 student performance, goal completion, and employment success. These metrics are designed as a tool to help the College analyze data on key student outcomes in ways that both provide 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, learning, and post-graduation success in labor markets.

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 Technical Community 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.

View the Admissions policy and procedure.

Noncredit (Continuing Education)

Noncredit course and programs provide students with opportunities for training, to respond to the needs of diverse community members, and to inspire a vision of educational success. Individual classes also 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 noncredit course schedule.

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

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 the Advising Services office and pay for tuition, fees, and books independently during registration.

View more information about enrollment due dates.

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.

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. New students learn about the advising process prior to registration at a ConnectSession (mandatory student orientation). Returning admitted students must connect with their assigned program academic advisor prior to registration. Visiting students are advised during general registration in the Advising Services office. All students are required to meet with an advisor in order to have their individualized academic plan approved prior to registration.

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 in the Admissions, Registration, and Records office in the Wynn Center (Building 10), or 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.

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 an accredited college or university are college-ready and can take any gateway 100-level course in their plan of study.

Students who provide transcripts demonstrating completion of an associate degree or higher, must use their unweighted high school GPA for placement if they graduated from an accredited high school in the United States within the past 10 years. ACT, SAT, NCDAP, COMPASS, ASSET, and ACCUPLACER scores can be used for placement within ten years from the date taken.

Students who lack the appropriate high school GPA and who have ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, and ACCUPLACER scores that do not place them into college-level courses will be required to take the RISE Placement Test.

Specifically, only the following students are allowed to take the RISE placement test:

- Students whose U.S. high school GPA is less than 10 years old but is not unweighted;
- Students whose unweighted high school GPA is less than 10 years old but is not from a U.S. high school;
- Students whose unweighted U.S. high school GPA is older than 10 years old;
- 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;
- Students who lack DMA or DRE credits; and
- Students who are referred via the English for Academic Purposes or Career and College Promise (CCP) program.

If high school records or test scores are older than 10 years, students must (re)take 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 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.

Noncredit courses or programs may be considered towards continuous enrollment if approved by a department head in the student's intended curriculum program.

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 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 section of the website.

Tuition and Fees

Tuition and fee costs can be found in the Tuition and Fees section of the website.

Tuition for Students in 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) during the registration transaction. Students may also pay by cash, check, money order, or credit card (VISA, MasterCard, Discover, and American Express) in person at the Orange County Campus, or on Main Campus in the Admissions, Registration, and Records office in the Wynn Center (Building 10), or 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 Students in Noncredit Courses

Registration fees are listed in the noncredit course schedule under each course description. Additional fees and payment options are outlined on the Register for Continuing Education Registration web page.

Tuition for Two Community Colleges

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

Tuition Fee Basis

North Carolina General Statute 115D establishes the North Carolina Community College System's tuition and fees. Tuition charges are for credit hours enrolled. Credit hours are calculated as follows: one lecture hour, two or three laboratory hours, three clinical hours, or ten work experience hours

equal one credit hour. The tuition rate per credit hour applies to all regularly enrolled students. Tuition is subject to change by the 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 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.

Student Fees

View the current list of student fees. Please note that all fees are subject to change.

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

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

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

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.

View the Order Transcripts web page.

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. Students should attend each class at least once before purchasing texts and materials.

View the Durham Tech Bookstore web page.

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 provide a student health insurance plan through the College.

Malpractice and Health Insurance

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

Insurance for Study/Travel Abroad

Students who participate in Study/Travel Abroad pay for insurance when they pay tuition for the course.

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 noncredit classes are subject to specific requirements. View the Course Cancellation and Refunds procedure. For curriculum deadlines, including the 10 percent point of the semester, visit the Drop, Withdrawal, and Refund Deadline web page.

Financial Aid

Eligibility

Students accepted for admission to the College may apply for federal financial assistance, including scholarships, work-study employment, grants, and loans. 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 Aid (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.

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.

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 a public high school in Chapel Hill/Carrboro and Orange High Schools, and recent high school equivalency completers within both 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 term, students must first have their class schedules approved by their academic advisors and then by staff in the Financial Aid and Veterans Services office. Students are required to notify the Veterans Services Specialist, who qualifies as the Veterans Affairs 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 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.

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

Students may be granted credit for courses if they have successfully completed an industry certification exam with comparable learning outcomes.

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

Transcripts

Durham Tech offers students the option of [ordering 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. 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. Paper transcripts are processed in three business days and sent via the U.S. Postal Service.

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

Students are not eligible to receive an official or unofficial transcript if they have any 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 all of the information on the student's transcript: name, address, Social Security number, gender, date of birth, major(s), dates enrolled, grades, credit hours earned, grade point average, and graduation information.

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

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

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

Academic achievement is also recognized through the Honors Program and two honor societies: the Gamma Beta Phi Society and Phi Theta Kappa. 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 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 Plans of Study

The College is authorized by the State Board of Community Colleges to award the Associates in Arts, Associate in Science, 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 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 Engineering** (AE) degree is protected under the [Uniform Articulation Agreement (Associate in Engineering)](#) 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 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 in 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 NC 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 general education requirements and can transfer at least 58 credit hours towards a BSN. The AGE-N is also designed for students who wish to begin their studies toward the Associate in Nursing degree with the long-term goal of earning a BSN.

Other Degrees
The **Associate in General Education** (AGE) is 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 [Four-year College and University Partnerships](#) and North Carolina Community College System [College Transfer Articulation Agreements](#) web pages.

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 what is often 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 [Bilateral Agreements by Program](#) web page.

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 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 are seeking career advancement.

Academic Programs
Durham Tech awards degrees, diplomas, and certificates in a variety of academic areas, and in a variety of formats – day, evening, traditional, 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 in the curriculum's plan of study for the academic year during which the student was accepted.

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 on entry requirements, required and elective courses, potential career and/or transfer opportunities, and graduation requirements.

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

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

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

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

Academic Programs Offered at Durham Tech

Creative and Liberal Arts
Associate in Arts
Associate in Fine Arts
Associate in General Education
Community Spanish Interpreter
Early Childhood Education

Building and Skilled Trades
Architectural Technology
Automotive Systems Technology
Biomedical Equipment Technology
Computer Integrated Machining
Electrical Systems Technology
Electronics Engineering Technology
Industrial Systems Technology
   (Advanced Manufacturing and
   Facilities Maintenance)
Welding Technology

Business and Entrepreneurship
Accounting and Finance
Business Administration
Culinary Arts
Entrepreneurship
Hospitality Management
Medical Office Administration
Office Administration
Paralegal Technology

Health and Wellness
Anesthesia Technology
Clinical Trials Research Associate
Dental Laboratory Technology
Health Information Technology
Medical Assisting
Medical Product Safety and
Pharmacovigilance
Nursing
   Associate Degree Nursing
   Associate in General Education
   – Nursing
   LPN to ADN Track
   Practical Nursing
   Nurse Aide
Occupational Therapy Assistant
Opticianry
Pharmacy Technology
Respiratory Therapy
Surgical Technology

Human Services and Public Safety
Basic Law Enforcement Training
Criminal Justice Technology
Emergency Management
Emergency Medical Science
Fire Protection Technology
Public Safety Administration

Information Technologies
Software Development
Web Development
Network Security
IT and Cloud Systems
Administration
IT Service and Support

Science, Engineering, and Math
Associate in Engineering
Associate in Science

View the full list of degrees, diplomas, and certificates on the Academic Programs web pages.

Course Descriptions

Descriptions of each credit course, hours, credits, 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 on campus may be required for some classes. Noncredit 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

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

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

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

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

Full-Time Students – Persons who have registered for a minimum of 12 credit hours for the term.

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

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. 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 guideline 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 procedure.

Change of Grade

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

Grade Point Average (GPA) Calculation

Durham Tech employs a letter grading system to evaluate students' performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience.

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

Course Repeat

A student may repeat a course for a better grade two additional times.

Some Health and Wellness 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 Academic Standards for Financial Aid section of the website for additional information.

Students may repeat a course for which they have already earned a grade. In such an instance, only the higher grade will be used in calculating the cumulative and program GPA 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 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 s 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. Students must complete any prerequisite course with a grade of C or better before taking these courses. Corequisites must have been taken during a previous or the same term and completed with a grade of C or better. Advisors work with students to ensure that prerequisites requirements have been met.

Semester Length and Credit Hour Calculation

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

A credit hour at Durham Tech, as required by the North Carolina Administrative Code, is calculated according to the following formula based on a 16-week semester:

- One hour of classroom instruction per week equals one credit hour;
- Two hours of supervised laboratory instruction per week equal one credit hour;
- Three hours of supervised manipulative laboratory, shop, or clinical practice per week equal one credit hour; and
- Ten hours of work experience, practicum, or internship per week equal one credit hour.

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 (the first week of classes) new students who are not currently enrolled may register only for classes that have not yet begun. Currently registered students may adjust their schedules to add courses. These students may register for seated or hybrid courses only (not online courses), and the section of the course being added must have met no more than once. 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 interests of the student and/or of the teaching and learning process.

Standards of Progress

Durham Tech requires that students maintain a minimum GPA 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.

The College offers multiple support services to help students make satisfactory academic progress. Students should monitor their individual progress each term and seek additional support services if they are at risk of not meeting the standards.

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 plan of study under which they were admitted with a minimum GPA of 2.0. In addition, specified programs may require a grade of no lower than C in some courses as designated in the appropriate program handbook. Transfer credit may not exceed 75 percent of the total credit hours required to complete the desired program of study. Students must complete a minimum of 25 percent of the total credit hours required to complete the desired program of study at Durham Tech.

Students should complete a graduation application form for their degree, diploma, or certificate one term 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 web page for instructions on how to complete the graduation application process.

Student Support Services

Center for Academic Excellence

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

- Provide students with an alternative learning environment for individualized and small group tutoring sessions.
- Empower students to 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.

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.

The library's collection on Main Campus, Northern Durham Center, and Orange County Campus includes approximately 40,000 books, magazines, newspapers, DVDs, and other audiovisual materials. The library also subscribes to nearly 100 online databases, where students can access articles, streaming videos, e-books, and other research resources.

The library's web page contains links to the College's online catalog and full-text databases. Library hours, policies, research guides, and a guide to citing sources are also available there.

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

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

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

Counseling Services

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 call 919-536-7207, email counseling@durhamtech.edu, or visit Counseling, Accessibility, and Resources in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209.

Career Services

Identifying the career and specific job that suits one's skills, abilities, and personality can be a daunting task. Career Services offers 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. 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.

Durham Tech is also a key partner in the Durham NCWorks Career Center located a few blocks from Main Campus. This partnership gives Durham Tech students access to countless job opportunities throughout the state.

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 Accessibility Services section of the website for more information and forms or visit Counseling, Accessibility, and Resources, located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209.

Additional Financial Support Services

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.

Durham Tech also provides students with free financial coaching. A trained financial coach is available to assist students with a diverse range of financial matters related to assets, banking, credit, debt, and financial goal setting. Interested students may meet with the financial coach in the Counseling, Accessibility, and Resources office, located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209.

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.

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.

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.

Students interested in starting a new student publication should follow the Procedure for Securing a Charter.

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.

View the Student Government Association (SGA) web page.

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 a number of 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.

The student is 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 child or leave a child unattended on campus.

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

The instructor is responsible for being the following:

- Preparing 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 about 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 students 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.

View the Class Absences policy and procedure.,

Student Withdrawals, Instructor Withdrawals, and Class Absences
Student-Initiated Withdrawals

Students may officially drop one or all courses prior to the 75 percent tuition refund deadline of each semester without the enrollment being shown on the transcript. The last date for students to withdraw with a refund and the last date to initiate a withdrawal with a grade of W are published on the Drop, Withdrawal, and Refund Deadlines web page. For irregular length courses, students should consult the syllabus for the last day they may withdraw with a grade of W. Students making registration changes prior to the 75 percent tuition refund deadline may be eligible for a refund and must complete the necessary refund request process. View the Course Cancellation and Refunds procedure.

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. 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, students must complete a withdrawal form via eForms using their Self-Service login credentials. Students who fail to officially withdraw from a course may receive a grade of F2. Therefore, all students should refer to the instructor's attendance requirements as noted on the course syllabus and should consult with their instructor regarding any questions or concerns.

Students with medical situations who must request withdrawal from all credit courses after the established deadlines must complete the Request for Medical Withdrawal form, attach appropriate documentation, and submit the form and documentation to Counseling, Accessibility, and Resources via email at counseling@durhamtech.edu.

Military Students

Students who are called to active military duty should contact the College registrar for assistance with their enrollment needs.

View the Class Absences policy and procedure for information on absences excused due to military service.

Instructor-Initiated Withdrawals

Consecutive Absences

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

If a student misses 15 percent of the class meetings consecutively such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor will assign the grade of F2. The last day of attendance is required for Web Grading when the F2 grade is assigned due to excessive absences. 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 instructional hours for that course, the instructor may withdraw the student from the course and assign the grade of W. If a student misses 15 percent of class meetings intermittently such that the

student's last absence occurs after the first 60 percent of instructional hours for the course, the instructor may assign the grade of F2. Excused absences are not counted when calculating the 15 percent absence threshold.

Students should refer to the instructor's attendance requirements noted on the course syllabus and should consult with their instructor regarding any questions or concerns.

A student who has withdrawn from a class may request reinstatement subject to the approval of and conditions set by the instructor. To be reinstated, the student must have been in good academic standing in the course at the time of withdrawal and must provide the instructor with evidence that the extenuating circumstances that necessitated the withdrawal have been resolved.

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

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

View the [Class Absences policy and procedure](#).

Tardiness and Early Departure
Students 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 a 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.

View the [Class Absences policy and 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 web page.

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. Persons 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 dialing extension 5555 or 9-911 from any campus phone. To report security or safety

hazards or other 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 web page.

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.

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

Adult Basic Education

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

These free courses are offered at main campus, and at other sites throughout Durham and Orange counties. All new students at the Orange County locations must take a placement test and complete a brief orientation prior to registering for courses.

Adult High School Diploma

Students enrolled in the Gateway to College Adult High School Diploma (AHSD) program are required to complete 22 units of credit, including 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.

Adult Basic Education First Step

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

High School Equivalency (HiSET® and GED®)

The High School Equivalency test is based on high school curriculum standards and certifies mastery in four subject areas: language arts, social studies, science, and math. The High School Equivalency diploma is the certified equivalent of a traditional high school diploma. Students may take courses to prepare for the 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 High School Equivalency online instruction. Eligible students must have internet access and possess the ability to work independently. All interested students must attend a pre-online study orientation.

View the High School Equivalency Diploma section of the website.

Center for the Global Learner

The Center for the Global Learner 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 web page 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 web page 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 s 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 via a combination of evening seated, hybrid, and online classes. Prerequisites and plans of study can be found on the [Interpretation program pages](#).

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 for 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 Community and Workforce Engagement

Corporate Education

[Corporate Education](#) offers continuing education, training, and workforce assessment to meet the needs of area businesses, industries, and other organizations. Program directors work closely with company representatives in selecting the best materials and the most qualified instructors to present cost-effective, performance-enhancing programs.

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 SBCN, 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 assist with business plan development or address business needs;
- Resource and referral services; and

- A Resource Center with small business publications and literature.

View the Small Business Center web page for more information about course and seminar offerings.

Workforce Development

Workforce Development (HRD) courses provide skills assessment, employment skills training, and career development and enhancement. HRD courses are offered in short sessions to equip students with the knowledge, values, and practical skills essential for applying for and maintaining employment and career advancement.

View class offerings.