



2019-2020 COLLEGE CATALOG & STUDENT HANDBOOK

Effective Fall Semester 2019

Message from the President

Welcome to Durham Tech – where our students and graduates do great things. We are the community college of the City of Medicine, Durham, and Orange counties, and the Research Triangle Park. Whether you're looking to build lifelong skills, gain career experience, achieve certifications, or take the first steps towards a bachelor's degree from one of our prestigious neighboring universities, Durham Tech has what you need.

Since 1961, the College has provided high-quality, affordable, and convenient technical and career education. We have provided higher education and a second chance at success to thousands of Triangle residents.

The quality of our educational programs can be measured in many ways. Durham Tech 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. The College offers a plethora of Continuing Education classes for students looking to acquire new skills relevant to their current or aspiring careers or personal interests. Durham Tech also serves international students wanting to learn English, high school students wanting to get a jumpstart on their college education, and adults wanting to earn their high school diploma.

I encourage you to review the College Catalog and Student Handbook to learn more about our services, what you can access as a Durham Tech student, and how we can help you excel during your time with us.

I also invite you to explore our website to find out more about Durham Tech, our programs and courses, and what you can look forward to as one of our students.

We as a college are dedicated to enhancing student learning and fostering community growth and development. We are excited to have you be a part of the Durham Tech community.

Dr. William G. Ingram

About Durham Tech

Durham Technical Community College is a charter member of the North Carolina Community College System. With campuses 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. Durham Tech serves students seeking credentials needed to enter careers in health care, child care, automotive, skilled trades, business, culinary, public safety, and more and those wishing to earn their associate's degree and transfer to a four-year university. The College also has opportunities for eligible North Carolina high school students, international students, veterans, and adults looking to complete their high school educations.

Mission

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

Vision Statement

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

Purpose

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

View the entire [Strategic Plan](#).

Accreditation

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

Approbation

Durham Technical Community College is approved by and a member of the North Carolina Community College System (NCCCS). The following programs are approved by state agencies: the

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 Nursing Assistant 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 15-member board has full authority to adopt all policies, regulations, and standards it deems necessary for the operation of the system. Members of the State Board are appointed by the Governor and the General Assembly. The State Board has three major functions: equitable distribution of funds and fiscal accountability; establishing and maintaining state priorities; and educational program approval and accountability.

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

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

Performance Outcomes

Durham Tech uses [State Performance](#) and its own internal [College-specific 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 Policies

Durham Tech 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 [1D SBCCC 400.2](#). 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](#).

The state requires students to submit evidence of residency status when completing a college application. Students should use the [Residency Determination Service](#) (RDS) to complete a determination.

Corporate and Continuing Education

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

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 enrollment options in 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 transcripts evaluated in time to meet with an advisor, and to have the option to charge tuition and books to financial aid (if eligible for an award) at the beginning of general registration for new students.

If you miss the enrollment due dates, be prepared to bring official transcripts (sealed in an envelope) to advising and plan to 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-US 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 in all immigration statuses, including undocumented students. To schedule an appointment, contact the Center for the Global Learner at cgl@durhamtech.edu or 919-536-7264, ext. 3228. View more information about [admissions steps for non-US/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 (student orientation). Returning admitted students will connect with their assigned program academic advisor. 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. Detailed instructions are provided in the [Advising procedure](#). View the [Academic Advising section](#) of the website for more information.

Registration

Upcoming course schedules are available in the [Courses section](#) of the College website. Each semester, returning admitted program students may register during priority registration using Self-Service, the College's student academic planning system. New and visiting students will 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 the Financial Aid and Veterans Services office of their intent to utilize benefits each semester prior to enrollment/registration. Detailed registration instructions are found in the [Registration section](#) of the website.

Course Placement

Durham Technical Community College 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 on their plan of study.

Students who do not already hold 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 last 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 for placement into appropriate courses.

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

- Students whose US high school GPA is less than 10 years old but it is not unweighted;
- Students whose unweighted high school GPA is less than 10 years old but it is not from a US high school;
- Students whose unweighted US high school GPA is older than 10 years old;
- Students whose ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, or ACCUPLACER scores from the last 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 ten years, students must (re)take the placement test unless they have been continuously enrolled in classes. Continuously enrolled is defined as not

missing more than two consecutive semesters of enrollment in classes. After being out of classes two consecutive semesters (not including summer term), students must reapply to the college and retest if scores are older than ten years.

Students are considered continuously enrolled if they register for and attend courses or prerequisites creditable toward a degree, diploma, or certificate. The student must attend credit coursework 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). Read more about continuous enrollment in the [Admissions policy and procedure](#).

Noncredit courses or programs offered through the Continuing Education department may be considered towards continuous enrollment if approved by a department head (or designee) of the student's intended curriculum program.

Students who visit the testing center are asked a series of questions regarding US English as their first language. Contingent on their responses, students may be required to take the Accuplacer ESL test to determine if [English for Academic Purposes \(EAP\)](#) placement is appropriate.

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

Tuition and Fees

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

Tuition for Curriculum Students

All tuition and fees are due and payable on the official days of registration. 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 the Durham Tech Student Accounts office at 1637 E. Lawson Street, Durham, NC, 27703.

Tuition for Continuing Education Students

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

Tuition for Two Colleges

If a student wishes to enroll at Durham Tech and another college in the North Carolina Community College System for the same semester, the total amount of tuition and fees may be paid to the

student's home college. The home college is the college at which the student initially registers for classes. The home college assumes responsibility for arranging with the other college the student's enrollment in appropriate courses without further charge. This arrangement shall be made by an exchange of letters between the colleges involved.

Tuition Fee Basis

North Carolina law (General Statute 115D) establishes the 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 N.C. General Assembly.

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

Tuition for Self-Support Courses

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

Continuing Education students 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 where 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. More information about transcripts can be found on the [Order Transcripts](#) web page.

Books and Supplies

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

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 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 Abroad

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

Additional Expenses

Students in certain programs have additional expenses. Some programs also require lab coats and other miscellaneous supplies. Certain health programs require professional liability insurance. View a list of [Course Supply and Miscellaneous Fees](#).

Course Cancellations and Refund Procedures

Tuition refunds for curriculum and Continuing Education 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 [Withdrawal and Refunds web page](#).

Financial Aid

Eligibility

Students accepted for admission to the College may apply for federal financial assistance, including scholarships, student 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), so the College will receive their information. 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 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 semester 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; they should contact their assigned [Financial Aid Advisor](#) for more information regarding eligibility for Durham Tech Promise and other sources of aid.

Veterans Information

The Financial Aid and Veterans Services office assists students who are eligible for Veterans educational benefits, including Veterans, active-duty personnel, and members of selected reserves and the National Guard.

To be eligible for educational benefits, students must be admitted to a curriculum program and have high school and all college transcripts on file at Durham Tech.

Before paying tuition and fees each semester, students must first have their class schedules approved by their academic advisors and then by staff in the Financial Aid and Veterans Services office. Students are required to notify the Veterans Affairs School Certifying Official (SCO)/Specialist, Veterans Services, via email, when registration is complete.

Students “visiting” from their home college who may be eligible for Veterans benefits must contact the Financial Aid and Veterans Services office 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 accredited by a regional accrediting association. 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. Consult the list of [eligible courses and credentials](#).

Credit by Exam

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

To receive credit by examination, the student must score at least 85 percent on the examination. In certain courses, the required passing score may be higher. The examination may be taken only once, and a student failing the examination must complete the course for credit. No more than 10 percent of the total credit hours required by the student’s plan of study may be earned by examination without approval from the chief academic officer.

A student should not attempt credit by examination if they are:

- A student graduating with a CE as part of the 60 University Transfer program hours because it is not transferrable by the Comprehensive Articulation Agreement (CAA).
- A veteran enrolled in a course in which they were not in attendance. Those hours are not eligible for Veterans benefits, thereby reducing or eliminating benefits.

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

Transcripts

Durham Tech offers students the option of [electronically ordering transcripts](#). 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 additional processing time during high volume periods).

Students may also request a Durham Tech transcript in person by visiting the Admissions, Registration, and Records office 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 graduates. 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.

Transcripts from other schools and other documents or forms that Durham Tech has on file are not released, copied, or returned.

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. These records are available in the Admissions, Registration, and Records office, located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-201, to requesters with appropriate identification.

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

Student records are maintained and disseminated in accordance with the Family Educational Rights and Privacy Act (FERPA). View the [Family Educational Rights and Privacy Act \(FERPA\) 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 semester are named to the Dean's List for that semester. Full-time curriculum students with a grade point average of 3.75 or above are named to the President's List for the semester.

Full-time or part-time students completing their plan of study with a grade point average between 3.25 and 3.74 are graduated with honors, while students maintaining a grade point average of 3.75 or above throughout their studies are graduated with high honors. Students who have earned a grade point average of 3.75 or above are recognized in the printed 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. View the [Student Clubs and Organizations](#) web page for more information.

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 Associate in Applied Science, Associate in Arts, Associate in Engineering, Associate in Fine Arts, Associate in Science, and Associate in General Education degrees as well as diplomas and certificates.

Requirements for these awards follow:

- Associate in Arts (AA) – Completion of all requirements for the Associate in Arts degree totaling a minimum of 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The Comprehensive Articulation Agreement (CAA) enables graduates who are admitted to a North Carolina public college or university to transfer with junior status. Students earning the AA are working toward degrees such as business, English, fine arts, history, nursing, psychology, and sociology, to name a few.
- Associate in Fine Arts (AFA) – Completion of all requirements for the Associate in Fine Arts degree in Visual Arts, totaling a minimum of 60 semester hour credits prepares students for a studio arts major at a four-year university.
- Associate in Science (AS) – Completion of all requirements for the Associate in Science degree totaling a minimum of 60 semester hour credits. This two-year degree leads to a four-year baccalaureate degree offered at the university. The Comprehensive Articulation Agreement (CAA) enables graduates who are admitted to a North Carolina public college or university to

transfer with junior status. Students in the AS program are working toward degrees that emphasize math and sciences such as biology, clinical lab science, engineering, geology, mathematics, physics, and radiology.

- Associate in Applied Science (AAS) – Completion of all required courses as listed on the specific program’s plan of study totaling no fewer than 64 semester hour credits. The AAS degree prepares students who intend to enter the workforce immediately following graduation from their program, or are seeking career advancement.
- Associate in General Education (AGE) – Completion of all requirements for the Associate in General Education degree totaling a minimum of 64 semester hour credits. The flexible AGE program is designed for students wishing to broaden their education with emphasis on personal interest, growth, and development, rather than for career preparation or transfer.
- Associate in General Education (AGE) – Nursing – Completion of all requirements for the Associate in General Education degree totaling a minimum of 60 semester hour credits. The Associate in General Education (AGE) in Nursing is designed for students who wish to begin their studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing.
- Diploma – Completion of all required courses identified on the program’s plan of study totaling no fewer than 36 semester hour credits, and prepares students who intend to enter the workforce immediately following graduation from their program, or are seeking career advancement.
- Certificate – Completion of all required courses identified on the program’s plan of study totaling no fewer than 12 semester hour credits, 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, hybrid, and/or online – to meet the needs of all learners.

A student admitted to a degree, diploma, or certificate program must meet the requirements listed on the curriculum’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](#).

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

<p>Creative and Liberal Arts Associate in Arts Associate in Fine Arts Associate in General Education Early Childhood Education</p> <p>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</p>	<p>Business and Entrepreneurship Accounting and Finance Business Administration Culinary Arts Hospitality Management Paralegal Technology</p> <p>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 LPN to ADN Track Practical Nursing Nurse Aide Occupational Therapy Assistant Opticianry Pharmacy Technology Respiratory Therapy Surgical Technology</p>	<p>Human Services and Public Safety Basic Law Enforcement Training Criminal Justice Technology Emergency Management Emergency Medical Science Fire Protection Technology</p> <p>Information Technologies <i>Tracks:</i> Software Development Web Development Network Security IT and Cloud Systems Administration IT Service and Support Medical Office Administration Office Administration</p> <p>Science, Engineering, and Math Associate in Engineering Associate in Science</p> <p>Translation/Interpretation Community Spanish Interpreter (Public Service and Medical Interpreting)</p>
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Course Descriptions

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

Online Learning

Durham Tech offers a wide array of online courses as a flexible alternative to traditional, on-campus classes. College curriculum online courses cover the same content as their traditional counterparts on campus and follow the academic calendar. Students are required to complete assignments each week according to the class schedule, to maintain regular contact with the instructor, and to participate in online class discussions. While all coursework is completed online, attendance at an orientation on campus may be required for some classes. Noncredit online courses offer a convenient way to advance your career or learn something new. More information is available in the [Online Learning section](#).

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

Grades and Grading System

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

Each semester, Durham Tech establishes a date on which final course grades are due. To ensure that all students are treated in a fair and equitable manner, 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 policy conflicts with grade reporting deadlines at their home institution must work to resolve the matter at that college or university rather than at Durham Tech.

Grading System

View the [Grading System policy and procedure](#) in the Policies and Procedures section. This also includes the credit by examination 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

Durham Tech employs a letter grading system to evaluate the student's performance in meeting the stated objectives of the classroom, laboratory, shop, clinical setting, or work experience. Review the [Grade Point Average \(GPA\) Calculation policy and procedure](#).

Course Repeat

A student may repeat a course for a better grade two additional times. A student may not enroll in the same course more than three times without departmental approval.

Some Health Technologies programs have a limit of two enrollments. Repeating courses may also have a negative impact on satisfactory academic progress. Students receiving financial aid should consult the [Satisfactory Academic Progress section](#) for additional information.

Students may repeat a course for which they have already earned a grade. In such an instance, only the higher grade will be used in calculating the cumulative and program grade point average for graduation. A student may choose to take a different elective course instead of repeating the same elective course; however, the credit hours and grade points for both courses will be included in calculating the grade point average for graduation. 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' grade point averages 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 grade point average. Students may not register for two sections of the same course within the same term.

Course Prerequisites and Corequisites

Some courses have prerequisites and corequisites which are listed in the course descriptions section. Before these courses may be taken, any prerequisite course must be completed with a grade of C or better (completing with a grade of B or better is required in Developmental Education courses). Corequisites must have been taken during a previous or the same semester (completing with a grade of C or better). Advisors work with students to determine that prerequisites 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:

- 1 hour of classroom instruction per week equals 1 credit hour;
- 2 hours of supervised laboratory instruction per week equal 1 credit hour;
- 3 hours of supervised manipulative laboratory, shop, or clinical practice per week equal 1 credit hour; and
- 10 hours of work experience, practicum, or internship per week equal 1 credit hour.

Course Substitutions

The core curriculum for any program of study should be maintained with integrity and followed completely. From time to time, however, it may be necessary or reasonable to waive a required course or substitute a course of equal value and classification to facilitate the completion of a student's program. Department deans have the authority to waive or substitute a course if it brings similar value to the program of study or if the student has not been able to enroll in the course because it has not been offered or has been offered in a manner or schedule impossible for the student. View the [Course Waivers and 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 grade point average of 2.0 in order to be eligible for graduation. In order to assist students in their academic pursuits and ensure that they can successfully persist through graduation, the College has established an academic progression plan which 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 semester and seek additional support services if at risk for not meeting the standards.

Incoming Transfer Students

Transfer students applying for admission to Durham Tech must meet all admission requirements for their chosen program. More information can be found in the [Transfer Credit evaluation](#) and the [Readmission and Change of Academic Program](#) sections of the website.

Transferring to Other Institutions

The Arts, Sciences, and University Transfer (ASUT) program allows students to complete up to two years of course work for a baccalaureate degree. The wide variety of freshman-level and sophomore-level courses satisfies general education requirements at senior institutions across the United States. Completion of the Associate in Arts or Associate in Science degrees enables an eligible student to transfer as a junior to University of North Carolina System institutions after acceptance at the four-year university.

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

Durham Tech offers the Associate in Arts (AA), Associate in Engineering (AE), Associate in Fine Arts (AFA), and Associate in Science (AS) degrees in its University Transfer program. The AA and AS degrees are protected under the 2014 Comprehensive Articulation Agreement (CAA). Students who began their program Fall Semester 2014 or later and who complete the AA or AS (with a 2.0 or higher and with a grade of C or above in all courses), will have satisfied the lower-division General Education requirements at all NC public four-year institutions and will transfer as a junior upon acceptance to a University of North Carolina (UNC) System institution.

The AE degree is protected under the February 2015 articulation agreement between the North Carolina Community College System and the five UNC institutions that offer the Bachelor of Science in Engineering (BSE) degree. Students who complete the AE plan of study with a 2.5 or higher and with a grade of C or higher in all courses and who are accepted through competitive admission to a public four-year BSE program should be able to complete their degree within two additional years.

Students who earn the AFA degree should work with AFA advisors at Durham Tech for personalized assistance in transferring to a four-year institution for the Bachelor of Fine Arts or Bachelor of Arts in Art degree. University Transfer advisors and faculty in the Arts, Sciences, and University Transfer department can assist students with general transfer information and planning for public and private institutions in North Carolina.

Associate in Applied Science

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

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

Associate in General Education

While not designed specifically for transfer, the Associate in General Education (AGE) is a highly flexible degree program, which a student may structure to meet individual needs. Transferability of courses depends on which specific courses are selected for the degree. Courses for the AGE degree may be selected from either the University Transfer program or from technical programs, provided that a minimum of 18 credits in a general education core is included. Additional information is available on the [Bilateral Agreements by Program](#) web page.

Requirements for Graduation

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

Students 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 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.

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

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. Also, the library subscribes to nearly 100 online databases, where students can access articles, streaming videos, e-books, and other research resources.

The [library 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 in this section.

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

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

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

Counseling Services

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

Career Services

Our diverse, rapidly growing economy offers tremendous opportunity for students searching for a job. However, identifying the career and specific job that suits one's skills, abilities, and personality can be a frustrating task. Career Services 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. Students interested in taking advantage of Career Services should visit the Career Center, located in the Phail Wynn Jr. Student Services Center (Building 10), room 10-109, or view the [Career Center section](#) of the website.

Durham Tech is also a key partner in the [Durham NCWorks Career Center](#) located a few blocks from the Main Campus. This partnership enables Durham Tech students and the residents of Durham to access countless job opportunities throughout the state.

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 with the College as having a documented condition that may affect 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 for more information and forms or visit the Counseling, Accessibility, and Resources office, located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209.

Additional Financial Support Services

Durham Tech offers several support services for students with additional financial needs to help them persist and complete their goals. These include 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 will be able to assist students with a diverse range of financial matters related to assets, banking, credit, debt, and financial goal setting. The financial coach is available through 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. Durham Tech provides a variety of activities, clubs, and organizations for students and the broader community. Educational, cultural, and social activities must support the College's mission, values, and strategic goals. The College establishes and follows processes and guidelines to encourage student engagement; foster student leadership; charter official student clubs and organizations; coordinate and provide administrative oversight of activities, clubs, and organizations; provide access to and information about related funding and expenditures; maintain a safe learning environment; and ensure compliance with college policies and with state and federal laws. Review the [Clubs, Organizations, and Activities procedure](#).

More information can be found in the [Student Clubs and Organizations](#) section of the website.

Student Publications

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

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.

Student interest and leadership are necessary for the SGA to function effectively; students are encouraged to become actively involved. Additional information about the SGA is available on the [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 will be selected through a competitive process.

Student Rights and Responsibilities

Student-Faculty Responsibilities

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

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

The College does not permit a student to attend class with a child or leave a child unattended on campus while attending class.

Students are responsible for personal items. The College is not responsible if they are lost, stolen, or if they are damaged due to electrical current variations.

The faculty member is responsible for being prepared for each class, starting the class on time, and providing a full period of effective instruction throughout the semester; providing students with

complete information about the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory; maintaining an accurate record of attendance for all students and consulting promptly with students 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 the student to complete all course requirements and receive the optimum benefit of instruction. In the event of an absence, it is the student's responsibility to make up all missed work in the timeliest manner possible. Failure to make up missed work will adversely affect the student's course grade.

Student Withdrawals, Faculty 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 [Withdrawal and Refunds](#) 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 e-forms. (Login credentials are the same as your Self-Service username and password.) 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 included 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 the Counseling, Accessibility, and Resources office located in the Phail Wynn, Jr. Student Services Center (Building 10), room 10-209. For more information, call 919-536-7207, ext. 1413.

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 more information.

Faculty-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 absence. In this situation, Development Education students will be withdrawn and assigned the grade of W. Excused absences are not counted when calculating the 15 percent absence threshold.

Intermittent Absences

If a student misses 15 percent of the class meetings intermittently within the first 60 percent of the instructional hours for that course, the instructor may withdraw the student from the course and assign the grade of W. If a student misses 15 percent of the class meetings intermittently such that the student's last absence occurs after the first 60 percent of the instructional hours for that course, the instructor may assign the grade of F2. Developmental Education students in this situation may be withdrawn and assigned the grade of W. Excused absences are not counted when calculating the 15 percent absence threshold.

Students should refer to the instructor's attendance requirements included 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.

Excused Absences

An excused absence is defined as a planned absence. Durham Tech students are allowed one excused absence per class per semester or term for a planned event or observance.

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 more information in 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. All students are required to abide by the [Student Code of Conduct](#).

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](#) for more information.

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. Any student violating this policy will be subject to disciplinary action. 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 [Title IX](#) information.

Appropriate Use of Computing Resources

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

Durham Tech Police and Public Safety provides 24-hour-a-day patrol protection for college buildings, grounds, and parking lots. It responds to crime reports, fires, medical emergencies, traffic accidents, and other incidents requiring police or security assistance. The Police and Public Safety office is located on Main Campus in Building 8. Students and employees may report emergencies by dialing extension 5555 from any campus phone or calling Durham City Police by dialing 9-911. To report security or safety hazards or other non-emergency situations, call 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 the Main Campus, Orange County Campus, 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 Durham Technical Community 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) (20 U.S.C. § 1232g; 34 CFR Part 99), the Federal law that protects the privacy of student education records, students have certain rights to inspect and review their education records, request that their records be corrected if they believe that they are inaccurate or misleading, and determine what information about their

records can be released. Durham Tech reserves the right to disclose, without consent, “directory” information. View the [Family Educational Rights and Privacy Act \(FERPA\) policy and procedure](#).

College and Career Readiness

Adult Basic Education (ABE)

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. Adult Basic Education 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 held at the Main Campus, and 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.) View [registration and schedule](#) information.

Adult High School Diploma (AHSD)

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

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 have the ability to benefit from an academic and career-focused setting. The program’s focus is to accelerate academic skills in reading, math, language, and computer literacy. Courses are free and students may enter Adult Basic Education (ABE) courses at any time and progress at their own pace. Preregistration is required.

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. For further information, view the [High School Equivalency Diploma section](#).

Center for the Global Learner

The [Center for the Global Learner](#) fosters intercultural understanding and the development of engaged global citizens. Its mission is to lead and facilitate global engagement and intercultural understanding.

English as a Second Language

Durham Tech offers courses in English as a Second Language (ESL) to non-native speakers at several locations in Durham and Orange counties. Courses are free, and students must be at least 18 years old to enroll. All new ESL students must first take a placement exam. View the [Program Overview](#) for more information, including the placement test and class schedule.

Continuing Education for Non-Native Speakers

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

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 variety of English), but need to improve their skills with respect to college-level reading, writing, research, grammar, listening, and speaking.

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-US citizens in areas of 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. Please review the [admission steps](#) for more information about the application process for non-citizens as well as [requirements for current F-1 \(student visa\) students](#).

Study/Travel Abroad

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

Corporate and Continuing Education

Continuing Education

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

Corporate Education

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

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

Small Business Center

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

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

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

Workforce Development

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

Continuing Education Fees

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

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

Self-Support Courses

Some courses are offered by the College on a self-support basis, which means they are not conducted with state funding. The fees for these courses vary. Registration fee exemptions do not apply to self-support courses. More information can be found on the [Self-Support Courses](#) web page.