

COLLEGE CATALOG & STUDENT HANDBOOK



Table of Contents

Message from the President	4
About Durham Tech	5
Mission	5
Vision Statement	5
Core Values	5
Accreditation	5
Approbation	6
Governance	6
Performance Outcomes	6
Admissions, Registration, and Records	7
Admissions	7
Concurrent Enrollment	7
Enrollment Due Dates	7
Admissions Support for Veterans	7
International Admissions	7
Placement, Advising, and Registration	8
Placement Testing	8
Advising	9
Registration	9
ACA Registration Rule	9
Course Auditing	9
Transfer Credit Evaluation	9
Academic Credit for Prior Learning	9
Credit by Examination	10
Transcripts	10
Student Records	10
Records Retention and Disposition Policy	10
Tuition and Fees	11
Tuition for Credit Courses	11
Tuition for Continuing Education Courses	11
Tuition for Two Community Colleges	11
Tuition Fee Basis	11
Tuition for Self-Support Courses	11
Auditing a Course as a Senior Citizen	12
Student Fees	12
Miscellaneous Fees	13
Course Cancellations and Refund Procedures	13

Financial Aid	14
Eligibility	14
Scholarships	14
Other Forms of Financial Assistance	14
Veterans Information	15
Department of Defense Voluntary Education Partnership	16
Academic Information	16
Academic Recognition	16
Academic Calendar for Credit Courses	17
Classification of Programs of Study	19
Other Degrees	20
Diplomas	20
Certificates	20
Continuing Education	20
Academic Programs	21
Academic Programs Offered at Durham Tech	22
Course Descriptions	24
Online Learning	24
Classification of Students	24
Grades and Grading System	24
Grading System and Grade Point Average (GPA) Calculation	25
Change of Grade	25
Course Repeat	25
Course Prerequisites and Corequisites	25
Curriculum Semester/Term Length and Credit Hour Calculation	25
Course Substitutions	26
Schedule Changes	26
Incoming Transfer Students	26
Requirements for Graduation	26
Foreign Language Graduation Waiver in AA/AS Programs	27
Student Support Services	28
Accessibility Services	28
Center for Academic Excellence	28
College and Career Readiness	28
Center for the Global Learner	29
Center for Workforce Engagement	30
Community Enrichment	31
Counseling Services	31
Additional Financial Support Services	31
Library	31
Transfer Center	32
Student Life	32

Student Success Scholars Institute	32
Student Publications	32
Student Government Association	32
Student Leadership Program	33
Student Rights and Responsibilities.....	34
Student-Faculty Responsibilities.....	34
Class Attendance	34
Student-Initiated Withdrawals	34
Academic Integrity and Plagiarism	35
Student Code of Conduct	35
Anti-Hazing.....	35
Tobacco-Free Campus.....	35
Drug and Alcohol Policy.....	35
Sexual Misconduct/Title IX.....	36
Appropriate Use of Computing Resources.....	36
Student Grievance.....	36
Safety and Security.....	36
Crime Statistics.....	37
The Family Educational Rights and Privacy Act.....	37
Facilities.....	38
Facility Services	38
Rental and Public Use of College Facilities	38
Signs, Fliers, and Bulletin Boards	38

Message from the President

Congratulations on making the decision to further your education, expand your options, and build essential skills for your future. We are excited to welcome you to our college community.

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

For over sixty years, Durham Tech has provided a high-quality and affordable pathway to success for thousands of Triangle residents and have helped power the economy by educating skilled workers for employers across the region.

Durham Tech offers nearly 100 programs designed to help you succeed. The College has more than 90 certificate, diploma and associate degree programs and has guaranteed admissions pathways to eligible students wanting to attend institutions like the University of North Carolina at Chapel Hill, North Carolina Central University, North Carolina State University, and other public and private institutions across the state. In addition, the College offers Continuing Education courses and programs for students wanting to acquire new skills relevant to their current career, career aspirations, or personal interests.

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

At Durham Tech, you are family. We offer clubs and student activities for you to engage with fellow students, explore your interests, and gain new leadership skills. The College also facilitates networking opportunities with area employers and has a robust apprenticeship program through which we partner with multiple employers.

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

We are dedicated to enhancing student learning and fostering community growth and development. Welcome to the next step in your educational journey and 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 \(NCCCS\)](#). With locations throughout Durham and Orange counties, Durham Tech is the community college of choice for more than 18,000 students annually. The College opened as the Durham Industrial Education Center in 1961 and officially became Durham Technical Community College 25 years later.

Mission

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

Vision Statement

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

Core Values

The Standard for Excellence	The College commits to the highest professional standards of quality, integrity, and performance in our programs, services, and operations.
Student-Centered	The College provides high-quality, learner-centered, and affordable educational and training opportunities, within a welcoming and supportive environment, which supports students through goal achievement.
Data-Inspired	The College monitors and utilizes appropriate data, considers various sources of community input and developing trends, and implements changes to support continuous improvement.
A Champion for Equity	The College embraces the diversity, equality, equity, and uniqueness of students, employees, and the communities that we serve by committing to be an antiracist institution.
Communicative	The College commits to effective, open, and proactive communication. We take responsibility to listen and employ effective communication strategies to inform and foster collaboration.
A Good Steward of Resources	The College networks with community partners, targeting grant and resource development to address strategic priorities, and by allocating resources based on focused priorities that are sustainable.
A Collaborator	The College fosters economic development by leading, promoting, and creating educational opportunities through mutually respectful and beneficial partnerships with community organizations.

Accreditation

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

Approbation

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

- The Basic Law Enforcement Training program is approved by the North Carolina Department of Justice;
- The Emergency Medical Science program is approved by the North Carolina Office of Emergency Medical Services;
- The Associate Degree Nursing and Practical Nursing programs are approved by the North Carolina Board of Nursing;
- The Nurse Aide Program is approved by the Division Health Service Regulation within the NC Department of Health and Human Services;
- The Opticianry program is approved by the North Carolina Board of Opticians;
- The Paralegal Technology program is approved by the North Carolina State Bar;
- The insurance pre-licensing courses are approved by the North Carolina Department of Insurance.

Governance

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

Durham Tech is governed by a Board of Trustees. Eight trustees are appointed by the General Assembly—two members annually. Four trustees are elected by the board of commissioners of the county in which the main campus of the college is located. One of those four trustees can be a county commissioner. In addition, each board of commissioners of any other county in the administrative area that provides plant funds to the institution shall elect two additional trustees to the board. The president of the college's student government may also serve as an ex-officio nonvoting member, "if the board of trustees of the community college agrees," pursuant to General Statutes 115D-12(a). The Board is governed by a set of [bylaws](#).

Performance Outcomes

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

Admissions, Registration, and Records

Admissions

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](#).

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 policy and procedure](#).

Enrollment Due Dates

Enrollment due dates are provided to encourage students to complete the admissions process in time for general registration. If a student submits all required paperwork by the enrollment due date for each term, the student can expect the following: to be admitted to the College, to have their transcripts evaluated in time to meet with an advisor, and to have the option to charge tuition and books to financial aid (if eligible) at the beginning of the general registration period for new students.

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

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

Admissions Support for Veterans

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

International Admissions

As part of its enrollment process, Durham Tech reviews the immigration status of all non-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 in the Admissions, Registration, and Records section for Non-US/International Students.

Placement, Advising, and Registration

Course Placement

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

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

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

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

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

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

If high school records or test scores are older or unavailable, 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 the following spring or fall semester). Students who do not attend classes for two consecutive semesters (not including summer term) must reapply and retest if their scores are older than 10 years.

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

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

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

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

Advising

Academic advising at Durham Tech is the key to student success. Our advisors help determine students' interests, explore career options, set academic goals, select courses, answer questions about programs of study, and ensure students are ready for registration.

More information can be found in the [Advising procedure](#) or the [Academic Advising section](#) of the website.

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 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; or at the Orange County Campus. 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.

ACA Registration Rule

The ACA 122 course is designed as the college's First-Year Experience course, intended to deliberately engage students in their first semester of enrollment and support them through that term as they transition into the college. It is a graduation requirement for all Durham Tech Associate degrees.

View the [ACA Registration Rule policy and procedure](#).

Course Auditing

Durham Technical Community College (Durham Tech) welcomes individuals who wish to enroll in courses for self-enrichment and without the opportunity to receive a grade, academic/transfer credit, continuing education units, or certificate of completion. Enrollment is subject to space availability and prior approval. An audit student may not supplant a student who takes the course for credit, continuing education credits, or certificate of completion. Audit students are subject to Durham Tech's standard attendance requirements and may be required to complete coursework.

View the [Course Auditing procedure](#).

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 (NCCCS) and other post-secondary institutions.

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

Academic Credit for Prior Learning

Durham Technical Community College (Durham Tech) provides its students with an opportunity to acquire meaningful credentials and secure living-wage employment through education and training.

View the [Academic for Prior Learning policy and procedure](#).

Credit by Examination

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

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

Transcripts

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

Students may also request a Durham Tech transcript in person by visiting Admissions, Registration, and Records located in the Phail Wynn, Jr. Student Services Center (Building 10) room 10-201. All students must provide photo identification to pick up a transcript. Student transcripts cannot be picked up by another person unless the student has provided written permission.

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

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

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

Student Records

Durham Tech follows the guidelines for records retention and disposition outlined in the [Records Retention and Disposition policy and procedure](#).

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

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

Under North Carolina's Leon's Law (N.C.G.S § 115D-10.80) community colleges must, as allowed under FERPA, automatically share educational records of minor students with their parents, guardians, or acting guardians if:

1. The student is under 18;
2. Is a dependent; and
3. The parent has not opted out.

Colleges must also require these students to sign a form acknowledging this access before registering for courses. The college will release a minor student's education records under N.C.G.S 115D-10.80 to include school administrators and school counselors at the school in which the student is dually enrolled.

View the [Records Retention and Disposition policy and procedure](#).

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 Credit Courses

All tuition and fees are due and payable during the registration period. Students registering via Self-Service may pay by credit card or personal check (electronic transfer) or agree to a Nelnet Payment Plan during the registration transaction. Students may also pay by cash, check, money order, or credit card (VISA, MasterCard, Discover, and American Express). Payments may be made in person at the Orange

County Campus or 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 Continuing Education Courses

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

Tuition for Two Community Colleges

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

Tuition Fee Basis

North Carolina General Statute 115D establishes the NCCCS's tuition and fees. Tuition charges are for credit hours enrolled. Credit hours are calculated as follows: one lecture hour, two or three laboratory hours, three clinical hours, or 10 work experience hours equal one credit hour. The tuition rate per credit hour applies to all regularly enrolled students. Tuition is subject to change by the North Carolina General Assembly.

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

Tuition for Continuing Education courses that are not self-supporting is based on the following formula: 0-24 contact hours = \$70; 25-50 contact hours = \$125; and 51+ contact hours = \$180.

Tuition for Self-Support Courses

Tuition may vary for courses offered as "self-support," which means it is based on the number of students enrolled in each class. Students must pay for all hours taken in self-support courses. Students aged 65 and older and Durham Tech employees must also pay for self-support courses.

Auditing a Course as a Senior Citizen

Senior citizens (age 65 years or older on the first day of the course) may audit courses with the following guidelines as outlined in 1E SBCCC 1000.2:C:

- Tuition for all courses, except self-supporting courses, will be waived. Students will be responsible for local fees associated with the course.
- Auditing a course depends on the space available in the course. The auditing student cannot displace students enrolling or registering in the course to receive a grade, academic credit, continuing education unit, or certificate of completion.
- Students must complete the audit registration within the schedule adjustment period during a term. Schedule adjustment is generally the first two days of a term.
- Self-supporting courses are not eligible.

Email registration@durhamtech.edu to obtain an Audit Request form.

Student Fees

Please note that all fees are subject to change.

Curriculum Student Administrative Fees

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

Fee	Semester/Term	5 Hours or Fewer	6-8 Hours or Fewer	9-11 Hours or Fewer	12 Hours or More
Computer Use and Technology Fee	Fall, Spring, and Summer	\$16	\$18	\$20	\$22
Student Activity Fee	Fall and Spring	\$20	\$23	\$26	\$29
Student Activity Fee	Summer	\$12	\$14	\$16	\$18
College Access, Parking, and Security Fee	Fall and Spring	\$18	\$22	\$26	\$30
College Access, Parking, and Security Fee	Summer	\$12.50	\$16	\$20	\$24

Graduation fees for diplomas, covers, caps and gowns are included in the student activity fee. Adult High School students do not pay a parking fee or a student ID fee.

Additional Curriculum Student Fees

Students in certain programs may incur additional expenses, such as the cost of lab coats, miscellaneous supplies, and professional liability insurance. Students enrolling in Nursing and other Health and Wellness programs that require clinical or patient care instruction are required to pay a fee for malpractice and health insurance. For more information, contact the appropriate program director.

View a list of curriculum course supply and miscellaneous fees in the [Tuition and Fees section](#) of the website.

Continuing Education Student Fees

Continuing Education course costs include fees for College access, parking, and security; computer use and technology; and accident insurance (FEECE), totaling to \$11.25. Students enrolled in classes for which tuition is waived are not required to pay the FEECE fee.

Some Continuing Education courses have additional fees for supplies and materials, exams and certifications, malpractice insurance, CPR cards, and/or graduation. A complete list of Continuing Education course fees is available in the [Tuition and Fees section](#) of the website.

Miscellaneous Fees

Transcript Fee

A fee is charged for each official copy of a student's transcript. There is no charge for unofficial copies. Students can access and print an unofficial copy via Self-Service or request a copy stamped "issued to student" from Admissions, Registration, and Records. More information about transcripts can be found on the [Order Transcripts](#) webpage.

Books and Supplies

Students may purchase textbooks, supplies, instruments, and other course materials from the campus bookstore. The cost of books and supplies varies with each program. View more information on the [Bookstore section](#) of the website 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 on the [CCSI website](#). Durham Tech does not offer a student health insurance plan.

Insurance for Study Abroad

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

Course Cancellations and Refunds Procedure

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

Financial Aid

Eligibility

Students accepted for admission to the College may apply for federal financial assistance, including scholarships, 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;
- 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.

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

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

Financial aid is also available for Continuing Education. View the list of [Continuing Education financial aid opportunities](#) on 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](#) is designated for recent high school graduates in Durham County, recent graduates of Orange High School, East Chapel Hill High School, Chapel Hill High School, Cedar Ridge High School, Carrboro High School, Partnership Academy, Phoenix Academy, or recent high school equivalency completers within Durham and Orange counties. Students who enroll in at least six credit hours per term within the academic year immediately after high school may be eligible to receive up to \$1,000 per year for two years. Students do not need to apply. The

Financial Aid office will review student records and contact those who qualify. Recent high school graduates who pay out-of-state tuition may also be eligible and should contact their [Financial Aid advisor](#) for more information regarding eligibility for Durham Tech Promise and other sources of aid.

Veterans Information

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

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

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

Students “visiting” from their home college who may be eligible for Veterans benefits must contact Financial Aid and [Veterans Services](#) to provide appropriate documentation.

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

The Veterans Benefits and Transition Act of 2018

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

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

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

Department of Defense Voluntary Education Partnership

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

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

Academic Information

The focus of Academics and Guided Career Pathways is effective student learning for career and personal growth. To this end, faculty and staff are available to work closely with students from the point of application for admission through the progression of courses to completion of studies at Durham Tech.

Academic Recognition

Honors

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

- **President's List** – If a student is enrolled in a minimum of 12 curriculum credit hours and earns a 3.75 GPA or higher, the student will be placed on the President's List for that term. This designation will be reflected on the student's permanent record.
- **Dean's List** – If a student is enrolled in a minimum of 12 curriculum credit hours and earns a 3.25 to 3.74 GPA, the student will be placed on the Dean's List for that term. This designation will be reflected on the student's permanent record.
- **Part-Time Honor Roll** – If a student is enrolled in 6 to 11 curriculum credit hours and earns a 3.25 GPA or higher, the student will be placed on the Part-Time Honor Roll for that term. This designation will be reflected on the student's permanent record.

Latin Honors

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

- **Cum Laude** – If a graduating student has earned a cumulative GPA of 3.25 to 3.74, the student will graduate Cum Laude.
- **Magna Cum Laude** – If a graduating student has earned a cumulative GPA of 3.75 to 3.99, the student will graduate Magna Cum Laude.
- **Summa Cum Laude** - If a graduating student has earned a cumulative GPA of 4.0, the student will graduate Summa Cum Laude.

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

Academic achievement is also recognized through the [Gamma Beta Phi Society](#) and [Phi Theta Kappa](#) honor societies.

Academic Calendar for Credit Courses

The [Academic Calendar](#) provides dates applicable to credit (curriculum) courses. The [registration section](#) of the website provides information about advising, registration, payment, and withdrawal and refund deadlines.

Students enrolled in Basic Law Enforcement Training (BLET) adult education, or continuing education courses should consult the syllabus for specific class meeting dates as these dates may vary from the academic calendar.

*9-month and 12-month Employee Work Day, College Open

**12-month Employee Work Day (only) College Open

Fall Semester 2025

Friday, August 1	College Open**
Monday, August 4	College Open**
Tuesday, August 5 - Friday, August 8	College Open*
Monday, August 11	Fall 16-Week Semester and Term A Classes Begin
Monday, September 1	Labor Day Holiday, College Closed
Monday, October 6	Term A Classes End
Tuesday, October 7 – Monday, October 13	Inclement Weather Make-Up Days*
Tuesday, October 14	Term B Classes Begin
Tuesday, November 11	Veteran's Day Holiday, College Closed
Wednesday, November 26	College Open**
Thursday, November 27 – Friday, November 28	Thanksgiving Holiday, College Closed
Saturday, November 29	No Saturday Classes Meet
Saturday, December 6	Last Saturday Classes Meet
Monday, December 8	Last Monday Classes Meet
Tuesday, December 9	Last Tuesday Classes Meet
Wednesday, December 10	Last Wednesday Classes Meet
Thursday, December 11	Last Thursday Classes Meet
Friday, December 12	Last Friday Classes Meet
Monday, December 15 – Wednesday, December 17	College Open; No Classes Meet*
Thursday, December 18	College Open; No Classes Meet**
Friday, December 19 – Thursday, January 1	Winter Break, College Closed

Spring Semester 2026

Friday, January 2	College Open**
Monday, January 5	College Open**
Tuesday, January 6 – Friday, January 9	College Open*
Monday, January 12	Spring 16-Week Semester and Term A Classes Begin
Monday, January 19	Martin Luther King, Jr. Holiday, College Closed
Monday, March 9	Term A Classes End
Tuesday, March 10 – Monday, March 16	Inclement Weather Make-Up Days*
Tuesday, March 17	Term B Classes Begin
Friday, April 3	Spring Holiday, College Closed
Saturday, April 4	No Saturday Classes Meet, College Closed
Tuesday, May 5	Last Tuesday Classes Meet
Wednesday, May 6	Last Wednesday Classes Meet
Thursday, May 7	Last Thursday Classes Meet
Saturday, May 9	Last Saturday Classes Meet
Monday, May 11	Last Monday Classes Meet
Tuesday, May 12	Last Friday Classes Meet
Wednesday, March 13 – Friday, May 15	College Open*
Monday, May 18 – Friday, May 22	College Open**

Summer Term 2026

Monday, May 25	Memorial Day Holiday, College Closed
Tuesday, May 26	Summer Term Classes Begin
Friday, July 3	Independence Day Holiday Observance, College Closed
Tuesday, July 14	Last Tuesday Classes Meet
Wednesday, July 15	Last Wednesday Classes Meet
Thursday, July 16	Last Thursday Classes Meet
Monday, July 20	Last Monday Classes Meet
Tuesday, July 21 – Friday, July 31	College Open**

Classification of Programs of Study

The College is authorized by the State Board of Community Colleges to award the Associate in Arts, Associate in Science, Associate in Arts in Teacher Preparation, Associate in Science in Teacher Preparation, Associate in Engineering, Associate in Fine Arts in Visual Arts, Associate in Applied Science, Associate in General Education, and Associate in General Education in Nursing degrees as well as diplomas and certificates. Several associate degrees allow students to complete up to two years of transferable course work toward a baccalaureate degree so the student will enter as a junior at a four- year college or university or have met the entrance requirements for a specialized degree. Other programs, ranging in length from 12 credits hours to 73 credit hours, provide entry-level employment training.

The **Associate in Arts (AA)** and **Associate in Science (AS)** degrees are protected under the [2014 Comprehensive Articulation Agreement \(CAA\)](#) and the [2015 Independent Comprehensive Articulation Agreement](#). Students who complete the AA or AS (totaling a minimum of 60 semester hours of credit) with a grade point average of 2.0 or higher and with a grade of C or above in all courses, will have satisfied the lower-division general education requirements at all North Carolina (NC) public and most NC private four-year institutions and will transfer as a junior upon acceptance to a participating university. Students earning the AA are working toward degrees such as business, English, fine arts, history, nursing, psychology, and sociology, to name a few. Students in the AS program are working toward degrees that emphasize math and sciences such as biology, clinical lab science, geology, mathematics, physics, and radiology.

The **Associate in Arts in Teacher Preparation (AATP)** and **Associate in Science in Teacher Preparation (ASTP)** degrees are approved for transfer to all UNC System universities under the [Uniform Articulation Agreement in Teacher Preparation](#) and a parallel agreement with many NC Independent Colleges and Universities. The degrees consist of 60 semester hours of credit (SHC) of college transfer courses. A student who completes all 60 credits of an AATP/ASTP degree with a GPA of at least 2.7 and a grade of C or better, meets NC state educator testing requirements, and is accepted through competitive admissions will have met requirements for entry into the education program and the university's lower division general education requirements. Students in this program develop a broad liberal arts foundation in writing, math, science, humanities, and social sciences. They also complete field-specific training through a set of foundational education courses.

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

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

The [Early Childhood Education Uniform Articulation Agreement](#) provides guidelines for transferring the **Associate in Applied Science (AAS) in Early Childhood Education Transfer degree** to a Bachelor 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 receiving university's general education requirements. These students can transfer at least 58 credit hours towards a BSN. An additional 30-34 transfer credits (may vary by university) for nursing content taken as part of the AAS degree are awarded after an RN student has successfully completed university-level nursing courses. The AGE-N is also designed for students who wish to begin their studies toward the Associate Degree Nursing with the long-term goal of earning a BSN.

Other Degrees

The **Associate in General Education (AGE)** 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 [NCCCS College Transfer Articulation Agreements](#) webpages.

The **Associate in Applied Science (AAS)** degree is awarded for two-year technical programs (with a minimum of 64 semester hours of credit). Associate in Applied Science degree completers may transfer most or all of their credits to a bachelor's degree program at universities with which Durham Tech has an AAS partnership agreement or to university programs designed for AAS transfer. 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 AAS Transfer Options webpage. 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 [AAS Transfer Options](#) webpage.

Diplomas

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

Certificates

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

Continuing Education

[Continuing Education courses and programs](#) provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations. Continuing Education options include programs designed to offer instructional opportunities for individuals looking to develop new or enhance existing job-related skills, as well as those interested in personal growth, exploring new interests, or pursuing hobbies.

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

Academic Programs

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

Durham Tech offers classes in three "modes of delivery":

- **Seated** (also called "traditional" or "face-to-face")
- **Online**
- **Hybrid** (combination of seated and online)

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

If a student does not complete their catalog year credit program of study within a period of five (5) years despite continuous enrollment at the College, the College may administratively update the student's program catalog year to the most current year program of study. Students may also request to move to a more recent catalog year, often based on a program director's recommendation due to a change in the plan of study. This process will maintain the integrity of changes in standards, prerequisites, course content, regulatory guidelines, and procedures.

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

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

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

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

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

Academic Programs Offered at Durham Tech

* Continuing Education programs

** Programs with both Curriculum and Continuing Education options

<p>BUILDING, ENGINEERING, AND SKILLED TRADES</p> <p>Architectural Technology</p> <p>Associate in Engineering</p> <p>Automotive Systems Technology</p> <p>Biomedical Equipment Technology</p> <p>Carpentry*</p> <p>Computer-Integrated Machining</p> <p>Construction Trades*</p> <p>Electric Line Technician*</p> <p>Electrical Systems Technology**</p> <p>Electronics Engineering Technology</p> <p>HVAC*</p> <p>Industrial Systems Technology (Advanced Manufacturing and Facilities Maintenance)**</p> <p>NC DMV Inspector*</p> <p>Plumbing*</p> <p>Welding Technology**</p>	<p>BUSINESS AND ENTREPRENEURSHIP</p> <p>Accounting and Finance</p> <p>Business Administration</p> <p>Cosmetology*</p> <p>Culinary Arts*</p> <p>Esthetics Technology*</p> <p>Human Resource Management*</p> <p>Insurance*</p> <p>Manicuring*</p> <p>Massage Therapy*</p> <p>Natural Hair Care Specialist*</p> <p>Notary Public*</p> <p>Paralegal Technology</p> <p>Project Management*</p> <p>Real Estate*</p>
<p>CREATIVE AND LIBERAL ARTS</p> <p>Associate in Arts</p> <p>Associate in Arts in Teacher Preparation</p> <p>Associate in Fine Arts in Visual Arts</p> <p>Associate in General Education</p> <p>Community Spanish Interpreter</p> <p>Early Childhood Education**</p> <p>Elementary Education Residency Licensure</p> <p>Income Maintenance Caseworker*</p> <p>Foreign Languages*</p> <p>Music Recording and Audio Engineering*</p> <p>Photography*</p>	<p>HEALTH AND WELLNESS</p> <p>Anesthesia Technology</p> <p>Cardiovascular Technician*</p> <p>Central Sterile Processing*</p> <p>Community Health Worker*</p> <p>Clinical Trials Research Associate</p> <p>Medical Administrative Assistant*</p> <p>Medical Assisting</p> <p>Medical Coding*</p> <p>Medical Product Safety and Pharmacovigilance</p> <p>Mental Health Technician*</p> <p>Nursing</p> <ul style="list-style-type: none"> ▪ Associate Degree Nursing ▪ Associate in General Education — Nursing ▪ LPN to ADN Track ▪ Nurse Aide** ▪ Medication Aide* ▪ Practical Nursing

HEALTH AND WELLNESS CONTINUED Occupational Therapy Assistant Opticianry Patient Care Technician* Peer Support Specialist* Pharmacy Technician* Phlebotomy Technician* Respiratory Therapy Restorative Dental Technology Surgical Technology Substance Use Treatment*	HUMAN SERVICES AND PUBLIC SAFETY 911 Academy* Basic Law Enforcement Training* Criminal Justice Technology** Emergency Medical Science** Emergency Medical Technician** Fire Protection* Public Safety Administration**
INFORMATION TECHNOLOGY Cybersecurity** IT and Cloud Systems Administration IT Service and Support** Network Management** Software Development** Web Development**	SCIENCE AND MATH Associate in Science Associate in Science in Teacher Preparation BioAg Pro* Biotechnology**

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

Course Descriptions

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

Online Learning

Durham Tech offers a wide array of online courses as a flexible alternative to traditional, on-campus classes. Credit online courses cover the same content as their traditional counterparts and follow the academic calendar. Students are required to complete assignments each week according to the class schedule, maintain regular contact with the instructor, and participate in online class discussions.

While all coursework is completed online, attendance at an orientation or to take exams on campus may be required for some classes. Continuing Education online courses offer students a convenient way to advance their career or learn something new. See the [Online Learning section](#) of the website.

Classification of Students

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

- **Credit Students** – People who are enrolled in credit courses that can lead to an associate degree, diploma, or certificate.
- **Admitted Students** – People who have been fully admitted to a program of study leading to an associate degree, diploma, or certificate. They are also eligible to be considered for course substitutions or credit by examination and qualify for academic recognition.
- **Visiting Students** – People who have not been admitted to a program of study offered by the College and, therefore, are not officially pursuing a degree, diploma, or certificate but who are taking classes that can lead to these credentials. As non-credential 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.

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

- **Full-Time Students** – People who have registered for a minimum of 12 credit hours for the term. **Part-Time Students** – People who have registered for fewer than 12 credit hours for the term.
- **Continuing Education Students** – People who are engaged in education and training courses that lead to job-related skills, industry credentials/certifications, or personal enrichment that are not classified as credit courses within a degree, diploma or certificate.

Grades and Grading System

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

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

Grading System and Grade Point Average (GPA) Calculation

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

View the [Grading System policy and procedure](#) and the [Grade Point Average \(GPA\) Calculation policy and procedure](#).

Change of Grade

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

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

Course Repeat

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

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

If a course is repeated, only the best grade is used in calculating the cumulative GPA. A student may choose to take a different elective course instead of repeating the same elective course; however, the credit hours and grade points for both courses will be included in calculating the GPA for graduation. Grade point averages for financial aid purposes are calculated based on all course attempts.

During the university transfer process, the senior institution may recalculate transfer students' GPA using that institution's method of calculation for course repeats. All grades remain on the student's transcript, regardless of whether they are included in the calculation of a student's GPA.

Students may not register for two sections of the same course within the same term.

Course Prerequisites and Corequisites

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

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

Curriculum Semester/Term Length and Credit Hour Calculation

Durham Tech curriculum (credit) courses operate on a three-term academic calendar. The fall and spring semesters are each 16 weeks; each semester is split into two 8-week terms. Courses are offered in 16-week and 8-week durations, depending on the program and class. The College also occasionally offers instruction in time frames of varying length to meet the training demands or schedules of other agencies.

A credit hour at Durham Tech, as required by the State Board of Community Colleges Code, is calculated according to

the following formula:

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

Course Substitutions

Academic deans at Durham Technical Community College (Durham Tech) 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 (consult the Curriculum Course/Program Termination procedure for more information). 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. Students can only register for courses that have not met more than once. View the [Schedule Adjustment Dates](#).

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

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

Incoming Transfer Students

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

View the [Transfer Credit Award policy and procedure](#) and the [Readmission and Change of Academic Program procedure](#).

Requirements for Graduation

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

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

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

View the [Curriculum Program Completion and Graduation policy](#).

Foreign Language Graduation Waiver in AA/AS Programs

The foreign language requirement in the Associate in Arts (AA) and Associate in Science (AS) plans of study exists to ensure students will gain exposure to other cultures and an introductory knowledge of a language other than English. For students whose first language is other than English, a waiver of the foreign language graduation requirement for the AA or AS degree may be an option if the student meets one of the following criteria:

1. Student has lived in a different country and has been educated in a language other than English through high school.
2. Student has taken the Foreign Language (FL) placement test at Durham Tech and placed into the 211 level or higher (placing out of 111 and 112 levels).

It is important to note that a waiver of the foreign language requirement does not award credit. Students who receive a waiver must take a course designated as a general education course for AA or AS on the Gen Ed Matrix to make up the credits in their plans of study. The process for requesting a waiver of the foreign language requirement follows:

1. Student should be referred to the Chair of the Foreign Languages discipline to make the request.
2. The Chair will screen the requester and determine if the student has met the requirements for the waiver.
3. The Chair will note placement test scores in Self-Service or Colleague. If the student places into the 211 level or higher, or education in a language other than English through high school is verified, the Chair will submit the waiver request via Etrieve to the Dean of CALA.
4. If the Dean approves the waiver, the Dean will forward the waiver request via Etrieve to Admissions, Registration, and Records (ARR).
5. The Chair of Foreign Languages will notify the student via email of approval of the waiver and the options for the required replacement general education course(s) and place a note in Self-service and Colleague.
6. ARR will process the waiver by the completion of the graduation audit with the replacement general education course(s).

View the [Foreign Language Graduation Waiver in AA/AS Programs policy](#).

Student Support Services

Accessibility Services

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

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

Durham Tech is mandated by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (amended in 2008) to provide appropriate and reasonable accommodations to students who qualify for services.

These services are provided to students with a variety of disabilities including, but not limited to, attention deficit hyperactivity disorder, learning disabilities, psychological disorders, Asperger's and other pervasive developmental disorders, blindness or low vision, deafness or hard of hearing, pregnancy, mobility, and chronic health issues.

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

Center for Academic Excellence

The [Center for Academic Excellence \(CAE\)](#) provides 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.

College and Career Readiness

Durham Technical Community College's [College and Career Readiness \(CCR\)](#) programs provide free educational opportunities to adult learners in Durham and Orange counties. These programs are designed to prepare students for postsecondary education, employment, and personal growth. CCR courses are offered at the Main Campus and various community locations.

Enrollment Requirements

All new CCR students must attend a brief orientation, complete placement testing, and meet with an advisor to register for classes. Returning students who have not been enrolled for two or more consecutive semesters are required to complete a re-orientation and re-testing process before re-enrolling.

Program Offerings

Adult High School Diploma (AHS)

The [Adult High School Diploma program](#) enables students to complete the required 22 high school credits to earn a North Carolina high school diploma. An official high school transcript is required and will be evaluated to determine transferable credits. Coursework is delivered online and in-person, and consistent participation is required. The program is ideal for adults seeking to complete a traditional diploma in a flexible, supportive environment.

High School Equivalency (HSE): GED® and HiSET®

Durham Tech offers preparation courses for the High School Equivalency (HSE) exams, including the GED® and HiSET®. These exams assess competency in reading, language arts, mathematics, science, and social studies. HSE courses are offered in-person and online, and are designed to help students successfully earn a state-issued [High School Equivalency Diploma](#). Free testing vouchers may be available for eligible students who complete the preparation requirements.

Adult Basic Education (ABE)

The [ABE program](#) serves adults who are performing below the high school level in reading, writing, and mathematics. Courses focus on foundational academic skills to prepare students for transition into the Adult High School Diploma or High School Equivalency programs. ABE classes are offered at no cost at multiple Durham Tech locations.

Adult Basic Education: First Step Program

The [ABE First Step Program](#) is designed for beginning adult learners and students with developmental disabilities who may benefit from a structured, supportive, and career-focused academic environment. This program emphasizes core academic skills—including reading, math, language arts, and computer literacy—while allowing students to progress at their own pace.

Center for the Global Learner

The [Center for the Global Learner \(CGL\)](#) promotes language empowerment, 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. All new ESL students must first take a placement exam. View the [English as a Second Language \(ESL\) Program Overview](#) webpage for more information, including class schedules and placement testing dates.

Continuing Education for Non-Native Speakers

Durham Tech offers additional noncredit, fee-based courses in Continuing Education for Non-Native Speakers (Beyond Basic ESL) for students whose proficiency is beyond the basic ESL program. View the [Beyond Basic ESL \(BBESL\) Program Overview](#) webpage for more information, including class offerings and fees.

English for Academic Purposes

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

Translation/Interpretation Programs

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

International Student Services

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

- International educational credentials;
- Residency assessment for tuition 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 Workforce Engagement

Career Services

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

Corporate Services

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

Human Resources Development

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

Small Business Center

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

Work-Based Education and Apprenticeship

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

Community Enrichment

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

Volunteerism

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

Campus Harvest Food Pantry

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

Counseling Services

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

To make an appointment with a counselor, students may 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.

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.

Library

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

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

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

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

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

Transfer Center

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

The Transfer Center supports transfer students in the following ways:

- Providing students with transfer planning and information through individual advising sessions and transfer preparation workshops.
- Facilitating opportunities for students to meet with four-year university representatives to discuss admission procedures, academic programs, transfer credit, funding, and other issues concerning transfer.
- Developing and maintaining transfer planning resources to inform students and advisors of course requirements for specific majors and transfer universities.
- Assisting students with the transfer application process.

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 Success Scholars Institute

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

Student Publications

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

Student Government Association

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

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

Student Leadership Program

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

Student Rights and Responsibilities

Student-Faculty 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](#).

Students are responsible for the following:

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

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

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

Instructors are responsible for the following:

- Preparing for each class, starting the class on time, and providing a full period of effective instruction throughout the term;
- Providing students with complete information about the objectives and requirements of the course, including the resources available to students outside the classroom or laboratory;
- Maintaining an accurate record of attendance for all students and consulting promptly with students about any attendance problems; and
- Being available to students outside of class in the event additional assistance is needed in meeting course requirements.

Class Attendance

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

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

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

Student-Initiated Withdrawals

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

course.

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

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

View the [Student-Initiated Withdrawals procedure](#).

Academic Integrity and Plagiarism

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

View the [Academic Integrity and Plagiarism policy and procedure](#).

Student Code of Conduct

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

View the [Student Code of Conduct policy and procedure](#).

Anti-Hazing

The college’s core values include providing a welcoming and supportive environment that supports students through goal achievement. Consistent with that value, the college is dedicated to creating an environment that is free from hazing. Durham Tech prohibits hazing and any conduct that aids, abets, assists, or supports another in hazing.

View the [Anti-Hazing 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.

Durham Tech understands that substance abuse is an extremely complex issue that can impact the safety and welfare of the College community. Therefore, the College pledges its cooperation to maintain a drug and alcohol abuse prevention program as required by federal law.

View the [Drug and Alcohol - Students policy and procedure](#).

Sexual Misconduct/Title IX

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

View the [Sexual Misconduct policy and procedure](#) and the [Sexual Misconduct/Title IX webpage](#).

Appropriate Use of Computing Resources

Durham Tech provides a variety of computing resources to employees, students, and our community. Restrictions or limits placed on the 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. Users of college computing resources are expected to use them responsibly.

View the [Appropriate Use of Computing Resources policy and procedure](#).

Student Grievance

Durham Technical Community College 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

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.

Alert Notifications

In times of emergency, the College will provide appropriate College-wide response to assure safety and minimize losses. The College uses an emergency notification system called [Everbridge](#), which will notify students and employees through text, email, and push notifications on the Everbridge app when an emergency occurs and for weather closure information. If the app is not installed, students and employees will still receive text and email notifications. Text notifications will be sent to the cell phone the College has on file, and email notifications will be sent to Durham Tech email accounts.

Step-by-step instructions for downloading the Everbridge app, up-to-date emergency information and communication options are posted on the [Alert Notifications](#) webpage.

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

Crime Statistics

Information about crime at 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](#) serves as Durham Tech's Clery Report, and provides information about safety and security on Durham Tech campuses. The document is posted on the website and available from Durham Tech Police and Public Safety.

The Family Educational Rights and Privacy Act (FERPA)

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](#).

Facilities

Facility Services

The Facility Services Department provides maintenance, housekeeping, landscaping, shipping/receiving, and mail services for the college facilities in both Durham and Orange counties. They also assist with equipment and furniture moves across campus and maintain inventory for paper and lab products.

Rental and Public Use of College Facilities Policy

Durham Technical Community College's Board of Trustees grants the President authority to permit external use of College facilities for certain community, cultural, economic development, or educational purposes. External organizations may not use College facilities for commercial gain, or partisan political activity. On at least an annual basis, the President shall report on the external use of College facilities to the Board of Trustees.

View the [Rental and Public Use of College Facilities policy and procedure](#).

Signs, Fliers, and Bulletin Boards

The content of any posted material will not be subject to restrictions unless said content breaches any College policies, violates federal, state, or local laws, falsely defames an individual or group, presents a legitimate threat, infringes on substantial privacy or confidentiality rights, or causes disruption to the College's normal operations.

View the [Signs, Fliers, and Bulletin Boards policy and procedure](#).