

2023-2024

COLLEGE CATALOG &
STUDENT HANDBOOK

2023-2024 College Catalog and Student Handbook

Message from the President

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

You are joining an outstanding educational institution dedicated to building careers, growing

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

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

J.B. Buxton
President, Durham Technical Community College

About Durham Tech

Durham Technical Community College is a charter member of the [North Carolina Community 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, sQ (c)-2 (i)-1 (-)-1 (e)-2 /TT2h-2 (o)2 (n

	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, diplomas, and certificates. 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 30097, by calling 404-79-4500, or by using information available on SACSCOC’s website ([sacscoc.org](#)).

Certain College programs are also accredited by [regional accreditation agencies](#)

Approbation

Durham Tech is approved by and a member of the [North Carolina Community College System \(NCCCS\)](#). The following programs are approved by state agencies: the Emergency Medical Sciences program is approved by the North Carolina Office of Emergency Medical Services; the Opticianry program is approved by the North Carolina State Board of Opticians; the Nurse Aide I program is approved by the North Carolina Division for Facilities Services; the Paralegal Technology program is approved by the North Carolina State Bar; and the Basic Law Enforcement Training program is approved by the North Carolina Department of Justice.

Governance

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

Durham Tech is governed by a Board of Trustees. Four members of the Board are appointed by the Governor; four are appointed by the Durham County Board of Commissioners; four are appointed by the Durham Public Schools Board of Education; and two are appointed by the Orange County Board of Commissioners. Trustees serve ~~year~~ ^{four} terms and set local policy for the College. One trustee serves as an ex officio, ~~voting~~ ^{voting} member of the Board, by virtue of

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](#)

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, NCDMPASS, ASSET, or ACCUPLACER scores from the past 10 years do not place them into college-level courses (with or without corequisite support course);
- Students who lack Career and College Ready Graduate (CCRG) grades or DMA or DRE credits;
- Students who are referred via the English for Academic Purposes department; and
- Career and College Promise (CCP) students who lack qualifying high school GPA or test scores for college-level course work.

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

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

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

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

prepared to register for courses appropriate to their skill levels and educational goals. Encouraged for all students, ConnectSession (new student orientation) outline the advising process prior to registration. All students are required to meet with an advisor every semester/term in order to have their individualized academic plan approved prior to registration. Returning admitted students must meet with their assigned program advisor prior to registration. Visiting students are advised in Advising Services.

View the [Advising procedure](#) and the [Academic Advising section](#) of the website for more information.

Registration

Upcoming course schedules are available in the [Courses section](#) of the website. Each term, returning g g4d856 >>BDC7 rg 36 JTJ 2 (urram -1 (g)2 (i2 (t)1.1 (u)1 (d)1 (e)-6 (n)1 (t)may)1 (h))1 (o)3

Tuition for Two Community Colleges

If a student who qualifies for Federal Student Aid enrolls at Durham Tech and another college in the North Carolina Community College System (NCCCS) during the same term, the total amount of tuition and fees may be paid to the student's home college, at the discretion of the home college. The home college is the college at which the student initially enrolls for the academic term. Federal regulations allow students to receive Federal Student Aid at only one institution at a time. Students will be responsible for paying any 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 noncredit courses that are not self-supporting is based on the following formula: 0-24 contact hours = \$70; 25-49 contact hours = \$125; and 50+ contact hours = \$180.

Tuition for Self-Support Courses

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

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

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

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

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

Transcript Fee

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

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

Course Cancellations and Refund Procedures

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](#)

Academic Credit for Professional Credentials

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

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

Credit by Examination

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

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

Transcripts

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).

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 [Theta Kappa](#) honor societies.

Academic Calendar for Credit Courses

The [academic calendar](#) lists class start dates, end dates, and holidays for the fall and spring semesters and the summer term for credit programs. The [Academic Calendar](#) (e)-86onono, e2(e)-1 (gcDC 0.129

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 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 \(Associate for Fine Arts in Visual Arts\) 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.

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 nursing courses. The AGE 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 [NC College Transfer Articulation Agreements](#) webpage.

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

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

Academic Programs

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

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

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

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

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

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

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

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

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

Academic Programs Offered at Durham Tech

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

Building, Engineering and

Skilled Trades

Architectural Technology

Associate in Engineering

Automotive Systems

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

Course Descriptions

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

Online Learning

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

View the [Online Learning](#) section of the website.

Classification of Students

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

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

Grades and Grading System

Grades are available through **SSS** service at the end of each term. Grade information includes the semester hour credits earned and the grade point average for the term.

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

Grading System and Grade Point Average (GPA) Calculation

Durham Tech employs a letter grading system to evaluate students' performance in meeting the stated objectives of the 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](#) 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.

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, ebooks, digital audiobooks, and other resources.

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

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

For questions about library services, resources, spaces, or events, call 516-7211 or email library@durhamtech.edu

Transfer Center

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

The Transfer Center supports transfer students in the following ways:

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

Student Life

Durham Tech acknowledges the importance of student life outside the classroom and supports a variety of social, cultural, and professional opportunities to enhance a student's 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 procedures](#) and the [Student Clubs and Organizations](#) section of the website.

Men of Color Scholars Institute

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

Student Publications

Recognizing the importance of a public forum for the written expression of ideas as well as the development of effective communication skills, Durham Tech supports student involvement in campus publications. The [Final Draft Club](#) publishes *Final Draft*, a student literary magazine.

Student Government Association

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

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

Student Leadership Program

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

Student Rights and Responsibilities

Student-Instructor Responsibilities

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

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

Students are responsible for the following:

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

Student

Sexual Misconduct/Title IX

Durham Tech does not discriminate on the basis of sex, gender, or sexual orientation in its education programs, services, or activities. The institution is committed to maintaining and strengthening an environment founded on civility and respect, and providing a safe 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](#)

Crime Statistics

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

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

States of Emergency

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

The Family Educational Rights and Privacy Act

In accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#), the federal law that

High School Equivalency (HiSET® and GED®)

The High School Equivalency (HSE) exams, HiSET® and GED®, are based on high school

English for Academic Purposes

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 incumbent workers. The Customized Training Program is housed within Corporate Services and provides comprehensive customized training solutions to industries at little to no cost.

Human Resources Development

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