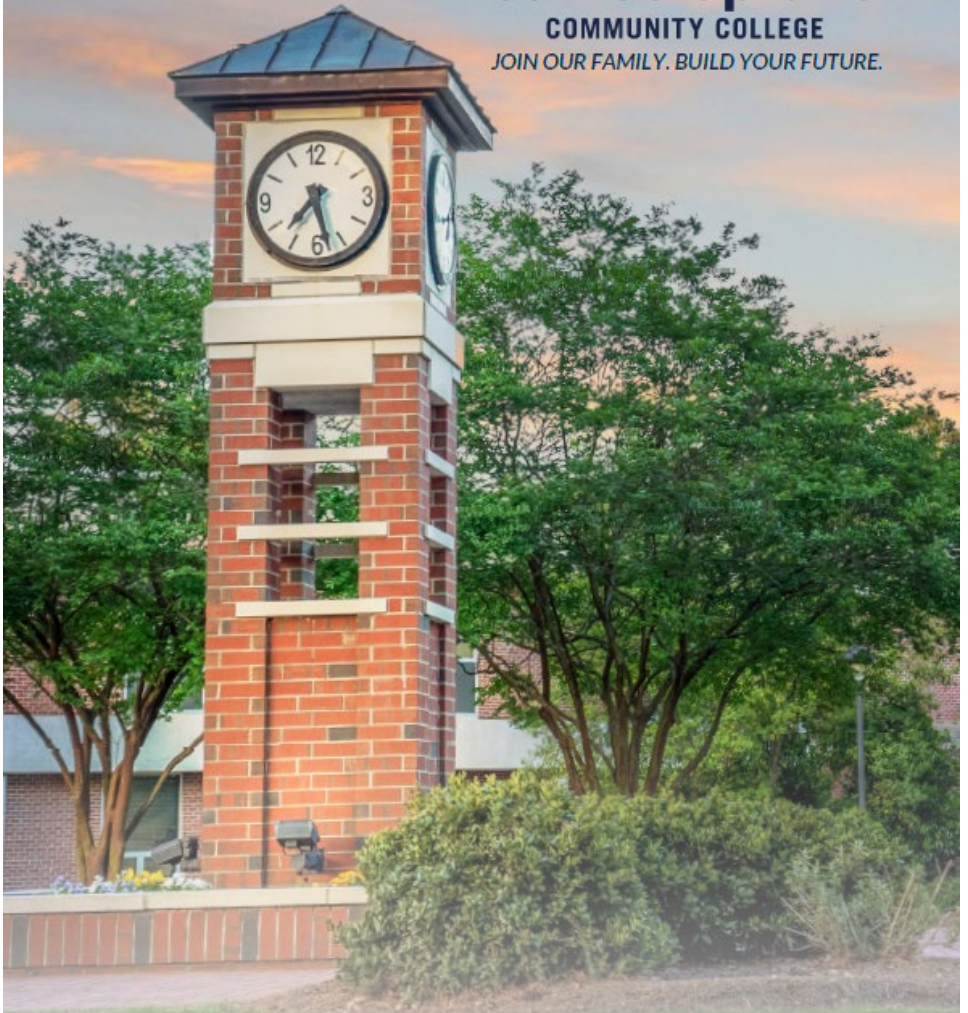




James Sprunt

COMMUNITY COLLEGE

JOIN OUR FAMILY. BUILD YOUR FUTURE.



2026-2027 STUDENT HANDBOOK

***Student
Handbook
Fall 2026 – Summer 2027***



**PO Box 398
Kenansville, NC 28349
(910) 275-6100**

www.jamessprunt.edu

Welcome to James Sprunt Community College!



I am honored and excited to serve as the seventh president of James Sprunt Community College (JSCC). From my very first campus visit, I felt the positive energy and genuine sense of community that makes JSCC such a special community college. I knew immediately I wanted to lead this institution.

My leadership is grounded in collaboration, transparency and shared purpose. Together with our students, faculty, staff, Board of Trustees and community partners, we will continue moving JSCC forward in a strategic, data-driven direction. Our work will align with the college's Strategic Plan: *Bridging Pathways, Building Futures*, while promoting higher education attainment and workforce and economic prosperity across the college's service region.

As a first-generation community college graduate, I know from personal experience the transformative power of a community college education. A community college changed my life and started me on my current path. I am deeply committed to ensuring that same opportunity is available to every current and future JSCC student.

Now that I call Duplin County my home, you will see me out and about in the county visiting with business and industry leaders, attending events and promoting all JSCC has to offer. As I listen and learn more about our community's needs, I will work with the JSCC Board of Trustees and JSCC administration to ensure we are responsive to our stakeholders. Working alongside our campus family and community partners, we will build the next chapter of James Sprunt Community College together.

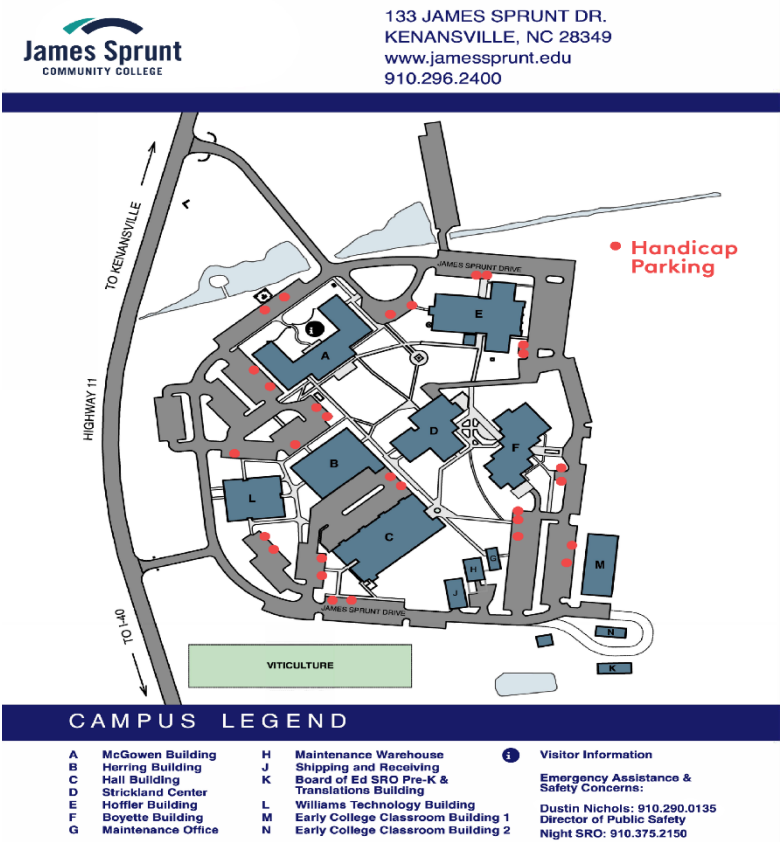
Go Spartans!

Dr. Shannon L. Hair

James Sprunt Community College offers equal employment and educational opportunities to all employees and students, without regard to race, color, national origin, religion, creed, gender, age, disability, medical condition, veteran status, political affiliation, and all other categories protected by federal, state, and local anti-discrimination laws.

All inquiries and questions about James Sprunt Community College’s compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and/or the College’s Equal Opportunity Policy may be addressed to the Associate Vice President of Student Services and Director of Human Resources, JSCC, P.O. 398, Kenansville, NC 28349.

To reach the suicide and Crisis Lifeline, call 988 or text HOME to 741741. To reach the NC Peer Warmline, call 855-733-7762.



James Sprunt Community College
Campus Locator Map

CAMPUS RESOURCES

President's Office

910-275-6112 – McGowen Building

Vice President of Student Services

910-275-6362 or 910-275-6361 – Strickland Building

Vice President of Administrative & Fiscal Services

910-275-6121 or 910-275-6122 – McGowen Building

Vice President of Workforce Development/Continuing Education

910-275-6198 – McGowen Building

Interim Vice President of Curriculum Services/CAO

910-275-6468 – McGowen Building

Associate Vice President of Department of Information Technology

910-275-6342 – Williams Building

Associate Vice President of Human Resources

910-275-6181 – McGowen Building

Director of Customized Training

910-275-6335 – McGowen Building

Director of Comprehensive Facilities

910-275-6137 – Maintenance Building

Director of Marketing, Recruiting & Public Information

910-275-6124 – McGowen Building

Director of the Office of Institutional Advancement

910-275-6152 – McGowen Building

Access To Achievement

910-275-6387 or 910-275-6265
Strickland Building

Campus Safety

Day - 910-275-6175/910-290-0135
Evening – 910-375-2150

Bookstore

910-275-6130

Strickland Building

Business Office

910-275 6132

McGowen Building

Curriculum Services

910-275-6251/910-275-6252

McGowen Building

Distance Learning

910-275-6261

Boyette Building

Enrollment Services

Admission/Registrar

910-275-6360

Strickland Building

Financial Aid

910-275-6379

Strickland Building

High School Programs

910-275-6285/910-275-6265

Strickland Building

Just Ask Tech Support

910-275-6400

Boyette Building

Library/Student Success Ctr.

910-275-6330

Boyette Building

jsclibrary@jamessprunt.edu

Strickland Building

Career Planning

910-275-6367

Strickland Building

Counseling & Disability Services

910-275-6265/910-275-6367

Strickland Building

Student Activities/SGA

910-275-6361

Strickland Building

Success Coach

910-275-6368

Strickland Building

Testing

910-275-6265

Strickland Building

Tutoring

910-275-6392

Strickland Building

Veteran's Affairs

910-275-6378

Strickland Building

Workforce Innovation**Opportunity Act (WIOA)**

910-296-1478

NC Works, 160 Mallard Street

Kenansville, NC 28349

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) provides students with practical experience in responsible democratic citizenship through participation in a program of self-government. The SGA is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, the staff, and the administration. This organization provides a means through which students can promote interest in student activities both on and off campus. Contact Tonda Clowney at 910- 275-6361 for further information.

AMBASSADOR PROGRAM

The James Sprunt Community College Ambassador Program consists of an honorary group of students to represent the college at special events on campus and in the community. Each Ambassador must have completed a successful interview with the screening committee, be a curriculum student, and be in good standing with the college. Contact The Office of Institutional Advancement at 910-275-6152 for further information.

PHI THETA KAPPA

James Sprunt Community College instituted a chapter of Phi Theta Kappa, an international honor society for two-year colleges, in 1995. In 1929, Phi Theta Kappa was designated as the official honor society of America's two-year colleges by the American Association of Community and Junior Colleges. To be eligible for this honor, a student must be enrolled in a two-year college, have completed at least twelve hours of course work towards an associate degree, have a grade point average of at least 3.50, have established a record of academic excellence, be of good moral character and possess qualities of good citizenship. Contact Taylor Kennedy at 910 275-6311 for further information.

SPARTAN SPIRIT INNOVATION CLUB

This is a student-led organization in which new ideas are developed and expressed in a creative environment to strengthen Spartan Skills and to encourage students to engage in the total college experience.

Contact Jacob Simpson at 910-275-6401, Colleen Kehoe-Robinson at 910 275-6332, Krisha Parker at 910-275-6326, or Amanda Jasinski at 910 275-6295.

SOCIAL-BEHAVIORAL SCIENCE CLUB

This organization works toward the overall health of the community. Members intend to spread awareness of, show support for, and guide those who are struggling with various issues including social, environmental, mental and behavioral. The aim is to be a light in the darkness providing support to our community through service and volunteer work. Members will expand on and increase their knowledge of local and global issues. For more information, contact Carolina Simmons at 910-275-6313.

BEST BUDDIES

Best Buddies Club is a student-led organization built on the belief that everyone deserves friendship, inclusion, and a sense of belonging. As part of a global movement working to end the social, physical, and economic isolation of individuals with intellectual and developmental disabilities (IDD), the club connects students through peer mentorship, shared events, and meaningful relationships that extend across campus and beyond. Members grow as leaders, broaden their perspectives, and make a genuine difference in the lives of those around them, all while helping to shape a more welcoming and inclusive community for everyone. Whether you're looking to serve as a peer mentor, be paired with one, or simply show up and connect, Best Buddies welcomes all students, staff, and faculty who are ready to be part of something bigger. Join today at bestbuddies.org/join. For more information, please contact Jennifer Cotten at 910-275-6387 or Jena Gutierrez at 910-275-6265.

NATIONAL TECHNICAL HONOR SOCIETY

The purpose of the National Technical Honor Society at James Sprunt Community Collee shall be to recognize, honor, and empower students who excel in Career and Technical Education (CTE) Programs. Membership in the Society and the local NTHS Chapter shall be composed of students enrolled in workforce education programs or majors, and who qualify for membership according to the regulations of the NTHS national office and the local chapter. Members may be from and and/or all occupational

departments, programs, or majors within the institution and must have been duly approved by the local chapter advisor or school administration. Membership selection shall be made, at all times, without regard to race, religion, color, national origin, sex, sexual orientation, gender, gender identity or expression, age, disability, genetic information, political affiliation, veteran's status, other protected class of the individual candidate for membership. For further information, contact Stanley Skidmore at 910-659-6041.

ACADEMIC POLICIES AND PROCEDURES

Class Attendance

Students are expected to be in class on time and attend all scheduled class meetings. A student will be withdrawn from any course where they have not attended at least 80% of scheduled class meetings.

Attendance is also important for student success in a distance education course. All online courses require completion of an activity each week of the semester. For any week a student does not complete an activity, that week will constitute as an absence. Logging in to Moodle without completing and submitting an assignment is not considered for weekly attendance. As is the case with seated classes, students taking online courses must attend at least 80% of the course. Failure to do so will result in students being withdrawn from the course.

Drop/Add

A drop/add period for registered students will be held to accommodate students that need to make necessary changes. A student who registers for a class, but drops prior to the 10% point of the semester, will have no entry on his/her transcript. Please refer to the section "Curriculum Refunds" for other information.

Course Load

A student must register for 12 semester hours to be considered a full-time student. The maximum course load for students across all Curriculum program areas is 21 semester hours. Approval from the Vice President of Curriculum is required to register for more than the maximum number of hours (including those being taken at other institutions) unless it is required in the typical course sequence of the major.

The student's academic advisor should notify the Vice President of Curriculum of the student's desire to enroll in more than the maximum number of allowed hours. A student may be enrolled only for those courses approved by his/her advisor. Students who are placed on academic probation may be required to register according to the probation policy as stated in this catalog, or by the college counselor.

Withdrawal

Students who must withdraw from one or more classes during the semester have the responsibility of notifying each instructor. Each course instructor completes a withdrawal form for their class(es) indicating the date of notification by the student. The form will then be sent to the Student Services Office for processing. Students receiving financial aid should verify with the Financial Aid office the impact withdrawing may have on their financial aid funds. Notification of withdrawal from a course must be received within ten (10) working days of the last date of attendance or as specified by the instructor in the course syllabus.

Students may officially withdraw through the twelfth week of the semester (or 75% of the allotted time for any shorter session). Beyond the twelfth week (or after the 75% point), the course instructor will withdraw the student and a grade of "F" will be assigned for that course. Additionally, students may withdraw only when extenuating circumstances occur and such withdrawals must be approved by the appropriate division Dean. Official withdrawals through scheduled withdrawal dates will result in a grade of "W" unless the student is withdrawing due to cheating (see Academic Integrity section) or other circumstances as approved by the division Dean. Courses in which grades of "W" are received will not be counted as hours attempted and will not affect a student's grade point average. Associate Degree Nursing and Practical Nursing students should also refer to the section "Involuntary Withdrawal from Health Education Programs."

Curriculum Refund Policy

The College is authorized to refund tuition under the regulations set forth by the North Carolina State Board of Community Colleges (1E SBCCC 900.1) which state that a refund shall not be made except under the following circumstances:

- 1) A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment. A 100% refund includes all tuition and fees paid.
- 2) A 75% refund shall be made if the student officially withdraws from the class(es) prior to or on the official 10% point of the semester. A 75% refund includes tuition only. Fees are not included in the 75% refund.
- 3) For classes that do not meet for the entire term, a 100% refund shall be made if the student officially withdraws from the class prior to the first-class meeting. A 75% refund shall be made if the student officially withdraws from the class prior to or on the 10% point of the class.
- 4) Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the College the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.

Curriculum Transcript Fee

All student records are confidential and transcripts will be sent upon signed request from the student. Request an official curriculum transcript from the college’s website; which offers an option for mailing or sending electronically. Transcripts are \$6.00 and can be paid for and tracked with this option.

Electronic transcripts are sent every day. Paper transcripts are printed on Monday and Thursday. Paper transcripts will not be printed on the following days: Registration Day, first and last day of class, Grade Day, and Graduation Day. Course work taken prior to Fall 1997 was on the quarter hour system. Beginning Summer 1997, all courses were converted to the semester hour system.

WORKFORCE DEVELOPMENT/CONTINUING EDUCATION

Subscribing to the philosophy of “life-long learning”, the Continuing Education Division offers a wide range of courses and programs for adults of all ages and interests. Courses are offered in several broad program areas: Occupational Extension, Self-Supporting, Human Resources Development (HRD), Adult Basic Education (ABE), High School Equivalency (HSE) preparation, Adult High School Diploma Program (AHSDP), English as a Second Language (ESL), cultural and civic activities, as well as workshops and seminars provided through the Small Business Center. Customized Training for area industry is also available.

Adult Continuing Education classes are offered both on and off campus, and during both day and evening. Classes may be offered in other locations where suitable facilities are made available, to include workplace sites.

James Sprunt Community College will establish appropriate classes where needs arise in cooperation with local officials at any suitable location in Duplin County.

When a class is established, the most qualified teachers available will be employed by the college to teach the class. The instructor will also be a liaison between the students, the appropriate division Dean, and the Associate Vice President of Continuing Education in the operation and upgrading of the class offerings.

Announcements concerning dates and times of classes will be made as classes are established. Announcements are usually made through the local newspapers, the James Sprunt Community College Website, social media, as well as through the James Sprunt Community College Newsletter published each semester. James Sprunt Community College reserves the right to limit class enrollment and, when necessary, to cancel any class due to insufficient enrollment. Preregistration is required for all Occupational Extension and HRD classes.

At least (6) persons must enroll to begin a class. If the average attendance of the class falls below six (6) at any time, the Associate Vice President of Continuing Education shall have the option of discontinuing the class.

If a need arises for a class in your area, call Continuing Education, James Sprunt Community College, telephone (910) 275-6160.

Eligibility

To enroll in courses offered in Continuing Education, a person must be at least eighteen (18) years of age. Persons between the ages of 16 and 18 and still attending high school (including home schooling), may enroll.

Academic Credit

Classes/courses offered through Continuing Education are non-credit. Continuing Education Units (CEU's) may be awarded to students who successfully complete certain occupational extension programs. One CEU is equivalent to ten (10) clock hours of instruction.

When Courses Will Begin

An approved course may be started at any time. The time and dates of registration for courses generally will be announced separately in the semester schedules, advertised in local newspapers, on the JSCC website and other public and social media.

Registration

Students must register and pay all associated fees prior to the class start date. Registration forms can be found on the JSCC website or by visiting the Continuing Education office. For additional information, call (910) 275-6160.

Attendance

Students are encouraged to attend all classes. In order for a student to be eligible for a Certificate of Completion/Achievement, he/she must attend at least 80 percent of the classes as well as successfully complete the prescribed course work. Some specialty classes may have more strict attendance requirements. This applies to those classes that have clinical hours included in the total hours of the class.

ACCEPTABLE USE POLICY

Purpose

College owned or operated computing resources are reserved for the educational, instructional, research, and administrative computing needs of the faculty, students, staff, and other individuals authorized by the

College. The College's computer resources include but are not limited to all College computers and hardware, access to the Internet or access to any College intranet provided through College owned or operated computers, online and offline storage, and network and communications facilities including cloud accessible hardware or software provided by the College. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible, ethical, and lawful behavior when using these resources. Users are expected to read, understand, and comply with the College's Acceptable Use Policy.

The College monitors access to the computing resources and reserves the right, without prior notice to users, to access these resources and to use any and all information retrieved from the computing resources. **Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College.** Information contained on the College's computing resources and in College accounts, including but not limited to e-mail, may be subject to inspection under the Public Records Law of the State of North Carolina.

The College does not attempt to articulate all required or unacceptable behavior by its users. Therefore, each user's judgment on appropriate conduct must be relied upon. To assist in such judgment, users will follow this policy:

Acceptable and Unacceptable Uses

- 1) Use should be consistent with the Acceptable Use Policies (AUP) for the North Carolina Research and Education Network (NCREN), operated by MCNC and consistent with the mission of James Sprunt Community College.
- 2) College computing resources are to be used only for educational, research, instructional or college administrative purposes for which access is provided, and are not to be used for any unauthorized purpose, including but not limited to commercial purposes, unauthorized access to remote computers or non-College related activities.
- 3) An access account assigned to a user must not be used by any other individual. Users are responsible for the proper use of their

accounts, including proper password protection and appropriate use of the College's computing resources. Obtaining another user's password, allowing friends, family, co-workers, or any other individual use of your or another user's account, or other unauthorized use of an access account, is a serious violation of this policy.

- 4) All computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the College's computing resources. Software that is not owned by the College cannot be installed on College equipment.
- 5) Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator. Additionally, users shall not publish information, messages, graphics, or photographs on any web page without the express permission of the author or creator.
- 6) Users shall not engage in activities to damage or disrupt the hardware, software, or any communication associated with the College's computing resources, such as virus creation and propagation, wasting system resources, overloading networks with excessive data, or any attempt to circumvent data protection schemes or uncover security loopholes.
- 7) Users shall not access or damage any portion of the College's computing resources or other College property, such as College records, or use the College's computing resources for illegal activities.
- 8) Users learning of the misuse of the College's computing resources or violations of this Acceptable Use Policy should notify a College faculty member or College official immediately.

Enforcement:

Anyone found to have violated this policy may be subject to disciplinary action including but not limited to suspension or revocation of computing privileges, disciplinary review, dismissal from class with a grade of "F," and/or termination. Any conduct, which violates local, state, or federal laws, will result in the immediate loss of all access to the College computing resources and will be referred to appropriate College offices and/or law

enforcement authorities. James Sprunt Community College is not liable for actions of anyone connected to the Internet through the College's computing resources. All users will assume full liability (legal, financial or otherwise) for their actions.

Modifications: JSCC reserves the right to modify this policy at any time.

ACADEMIC INTEGRITY

All James Sprunt Community College students are held to the same academic standards regardless of course format: online, hybrid, blended, hyflex, or traditional. A violation of academic integrity includes but is not limited to plagiarism, multiple submissions, and/or cheating.

- Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own, including AI generated content (ChatGPT).
- Multiple submissions are defined as submitting assignments that were previously submitted in another course. The use of one's previous work in an assignment requires written prior approval from the current faculty member.
- Cheating is defined as obtaining information in a dishonest manner. Obtaining and using all or part of someone else's work as your own or allowing someone else to obtain and use your work are examples of cheating.

Online Identity

Any student registered in a college course will be the same student who participates in and completes all course work. Any student who allows his/her unique username and password to be used by another individual student to complete an assignment or participation in the course will be in violation.

Consequences

If a student commits any act of academic dishonesty, the instructor may assign a zero grade on the assignment or assign a grade of "F" in the course. The instructor must file an academic dishonesty incident report describing the alleged violation with the Vice President of Curriculum and provide a copy to the student.

The student may appeal the grade assigned by the instructor if (1) the student feels the penalty is unfair or (2) the student does not agree with the evidence presented by the instructor. See the Student Appeals section for more details on the academic appeals process. Repeated offenses of academic dishonesty will result in the student being referred to the Vice President of Curriculum.

Academic and Non-Academic Appeals

Any student has the right of appeal on grievances resulting from any action taken by the college which affects a student's academic standing or the student's status within the academic program. The proper procedures for academic and non-academic appeals are outlined in the college catalog.

CONSUMER INFORMATION

James Sprunt Community College is committed to providing students, their families, and the campus community full disclosure of all consumer information as required by state and federal laws and regulations. Please visit our "Consumer Information" page at www.jamessprunt.edu.

POLICY ON CLOSURE OF THE COLLEGE

DUE TO ADVERSE WEATHER AND OTHER CONDITIONS

The following is an excerpt from the "Policy on Closure of the College Due to Extenuating Circumstances":

General Policy

When inclement weather prevails (ice, snow, or natural disaster) or other hazardous conditions exist, the President or his designee will determine whether the college will be closed and/or what activities of the college will be canceled or postponed. Announcements about the closing and reopening of the College, cancellations or postponements of classes and other activities, and whether college personnel and students should report to work or class will be made by utilizing the following outlets:

1. Local television stations
2. Social media platforms
3. College website
4. Spartan Alert System (SAS)

The Director of Marketing and Recruitment (Public Information Officer) will contact television stations and update the College website. The Director of Public Safety and Security will maintain the SAS. Activities of the College will proceed as scheduled unless specifically announced otherwise. The college will reschedule classes canceled because of inclement weather as necessary.

Disability Services

James Sprunt Community College is committed to seeing that students with disabilities have equal access to and participation in all programs of study. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act, students will receive reasonable accommodations to assure equal access to all programs and activities.

Students who wish to request accommodations must present documentation regarding the disability to a counselor in Student Services. Accommodations will be determined based upon the documentation and in consultation with the student. Students needing accommodations should make arrangements with the counselor prior to the beginning of the semester in order to provide ample time for arrangements to be made. Accommodations must be requested each semester.

James Sprunt Community College strives to support students who are pregnant in continuing their program of study. Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination based on sex, including pregnancy, in educational programs and activities. Students who may need accommodations can meet with a counselor to create a support plan. Documentation from a medical provider will assist the counselor in creating an accommodation plan that best supports the individual student's needs. Students are encouraged to contact a counselor as soon as possible to ensure supports are provided. For additional information, see a counselor in Student Services or call (910) 275-6360. You may also request services online by completing the [Disability Services Request Form](#).

Access To Achievement

Access to Achievement is designed to support students with Intellectual and Developmental Disabilities (IDD) by creating accessible educational

pathways that promote independence, workforce readiness, and community engagement. No formal documentation of disability is required—students may self-identify, and we'll provide the tools and support needed to thrive in and beyond the classroom.

Resources available through Access to Achievement include academic support, campus engagement opportunities, and career planning services.

To learn more, contact the Access to Achievement Coordinator at (910) 275-6360.

Title IX Policy

James Sprunt Community College strives to make its campus a safe and welcoming learning environment. Pursuant to the Clery Act, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining, and educating the College community about sexual harassment and sexual-based violence.

Also, pursuant to the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973 and other applicable federal and state laws and regulations, the College prohibits discrimination in its services and programs based on race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information and veteran status.

The College is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The College responds to reports of sexual harassment including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. An individual who has questions or concerns regarding possible discrimination based on sex should contact the Title IX Coordinator or the Deputy Title IX Coordinator.

All members of the College community are expected to engage in conduct that contributes to the culture of integrity and honor upon which James Sprunt Community College is grounded. Acts of sexual misconduct, sexual harassment, dating, violence, domestic violence, and stalking, jeopardize

the health and welfare of our campus community and the larger community as a whole.

The College has established procedures for preventing and investigating allegations of sexual misconduct, sexual harassment, dating violence, domestic violence and stalking that are compliant with Title IX federal regulations.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policy

James Sprunt Community College does not tolerate behavior that results in sexual assault, dating violence, domestic violence, or stalking. Students on our campus have the right to live free of behaviors that interfere with students attaining their educational goals. Students who report sexual assault, dating violence, domestic violence, and stalking have the right to:

- Treatment with dignity and respect, not subjected to biased attitudes or judgments.
- Not having past and irrelevant conduct discussed during any resulting proceedings.
- Changes in academic situations, if possible.
- All support services regardless of the choice to file a school or criminal complaint.
- Submission of a written account of the incident and a victim-impact statement.
- Having a person of choice, including legal counsel or an advocate, present throughout the proceedings, as set forth in the student code of conduct.
- Having one's identity protected, in accordance with legal requirements.

Victims may request immediate transfer of classes or other steps to prevent unnecessary or unwanted contact or proximity to an alleged assailant. When possible, requests will be accommodated.

Reporting

Reports regarding an alleged violation of Title IX, including those taking place off campus, such as sexual misconduct, sexual harassment, dating violence, domestic violence, stalking; sexual misconduct incidents involving minors, guests and third-party users; and any allegation of

inequity in educational programs and activities should be reported to any College responsible employee and communicated to the Title IX Coordinator or Deputy Title IX Coordinator.

Contact information for the Title IX Coordinator and the Deputy Title IX Coordinator is as follows:

Tonya M. Kenan, Associate Vice President of Human Resources &
Title IX Coordinator
McGowan Building, Room 101B
910-275-6181

Dr. Shakeena White, Deputy Title IX Coordinator
Vice President of Student Services
Located in the Strickland Building, Room 107
910-275-6362

Student E-mail

Students are provided an email account for their use at James Sprunt Community College. All communication from various departments on campus, (Admissions, Registrar's Office, Financial Aid., etc.), will be through your assigned student e-mail account. Usernames will be assigned from the first letter of your first name, the first letter of your middle (or maiden) name (as it appeared on your college application), last name, and the last three digits of your student ID number. You will also be assigned a temporary password which will be your birthday (mm/dd/yyyy). To access student e-mail, go to www.jamessprunt.edu. Go to "Campus Toolbox" at the top of the page, and scroll down to "Just Ask Tech Support". Scroll down to "How To" – Login to Office 365 Email and follow the directions. If you have questions or need assistance with your e-mail account, please call Just Ask Tech Support at 910-275-6400.

Self-Service Password Reset

To reset your Self-Service password, go to the college website: www.jamessprunt.edu. Go to "Campus Toolbox" at the top of the page, and scroll down to "Just Ask Tech Support. Scroll down to "How To" – Login To Self-Service follow the directions. If you have questions or need assistance with Self-Service Password Reset, please call Just Ask Tech Support at 910-275-6400.

STUDENT IDENTIFICATION POLICY

Identification (ID) Cards

ALL JSCC students must obtain a JSCC photo identification (ID) card regardless as to whether they are online students or in-person students. Students must present one form of government issued photo identification and their class schedule at the time the ID card is made. Cards for all students are issued in the Student Activities Office (Strickland Center) at registration and as needed.

JSCC ID cards must be visible at all times while on campus and under no circumstances should they be altered or lent to another person. Presentation of the ID card is required for identification or participation in various student activities or events. Persons who do not have proper identification may be asked to leave campus. Students who withdraw before the semester ends must turn their ID cards into the SGA Office.

Lost ID cards must be replaced, and a fee of \$5.00 is charged for each duplicate card. Students will need to pay the fee at the Business Office and bring the receipt to the Student Activities Office to have an ID card replaced. "JSCC student" defined as to this policy is a student who attends James Sprunt Community College for at least five (5) consecutive days."

Purpose

- 1) To enhance the safety and security of all individuals on James Sprunt Community College's campuses, ALL students will be required to obtain a photo identification card regardless as to whether they are online students or in-person students.
- 2) This student ID will serve as the official means of identification for James Sprunt Community College.
- 3) Unless a student loses/misplaces their ID card, it will only need to be issued once.
- 4) The first issued student ID is FREE. All replacements will cost \$5.00.
- 5) The student ID must be visible at all times while on campus.
- 6) The ID is good for two years from date of issue. If student is still taking classes after that time, the ID will be updated with a current date of issue at no cost.
- 7) Individuals not wearing proper identification will be asked what business they have on campus. If the answer is satisfactory (i.e.

potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.

Scope

- 1) JSCC students will be required to obtain a student ID card before attendance verification, as faculty will not allow a student to attend class without an ID past this date.
- 2) Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.

Photo ID Policy

- 1) Students will be required to present one form of government-issued photo identification before an ID card is issued.
- 2) For ID pictures, James Sprunt Community College requires individuals to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.
- 3) All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

STUDENT ON-CAMPUS PARKING PROCEDURES

Vehicle Parking Stickers

All JSCC students (including on-campus Continuing Education students) must have a parking sticker on their vehicle while on JSCC campus. In order to obtain a parking sticker, students must go to the Student Activities office and see the SGA Advisor. The sticker must be visible, attached on the outside of the rear glass in the bottom left corner. Failure to do so may result in a student not being allowed to park on campus grounds. If a parking sticker is lost, misplaced, or stolen, \$5.00 must be paid for a duplicate at the Business Office and the receipt returned to the Student Activities office.

Traffic Regulations

Students are expected to drive carefully, courteously and abide by all North Carolina and James Sprunt Community College traffic regulations while on campus. A speed limit of 15 miles per hour will be observed by all

vehicles while on campus. Students are expected to display the JSCC parking tag at all times.

Children on Campus

Children are not allowed in classes, classrooms, or labs even when accompanied by a parent. Children are also not allowed in a reception area unaccompanied by a parent or left unsupervised while a parent is in class. If a child is brought to a class, the instructor has the right to ask the student to leave the class.

Pets On Campus

Employees and students may not bring live animals on campus. If there should be circumstances when any live animals are to be brought to campus for any reason, advanced approval should be received from the President's Office. In accordance with federal and state law, individuals with disabilities may be accompanied by their service animal while on campus.

Dress Code

Students are expected to maintain good personal dress and hygiene that is consistent with college life and/or industry. Students are expected to conform to regulations concerning special dress, grooming, and safety devices as required by the college. A student's dress should not be distracting to the educational environment as determined by college officials.

Student Code of Conduct

Students are expected to conduct themselves as responsible adults with dignity and to maintain high standards of responsible citizenship. Students, as all citizens, are subject to civil authority on campus as well as off campus.

James Sprunt Community College honors the right of academic freedom, freedom of expression, and participation in the institution's decision-making process to the fullest extent possible. However, it is clear that, in a community of learning, willful disruption of the education process, destruction of property and interference with the rights of other members of the college cannot be tolerated. Accordingly, it shall be the policy of the

college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, political beliefs, national origin, or handicap. Infractions that violate the student code of conduct will be reported to the Vice President of Student Services for appropriate disciplinary actions.

Definition of Disruptive Conduct

Any student who, with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature prevents any member of the college community from conducting his/her normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion, or dismissal from the college.

The following, while not intended to be exclusive, illustrates the offenses encompassed therein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components:

- 1) Occupation of any campus building or part thereof with intent to deprive others of its normal use.
- 2) Blocking the entrance or exit of any campus building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room.
- 3) Setting fire to or by any other means of destroying, tampering, or substantially damaging any campus building or property, or the property of others on school premises.
- 4) Any possession or display or, or attempt or threat to use, for any unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any campus building or on any campus grounds.
- 5) Prevention of, or attempt to prevent by physical act, the attending, convening, continuation, or orderly conduct of any class or activity or any lawful meeting or assembly in any building.

- 6) Blocking normal pedestrian or vehicular traffic on or into the campus.
- 7) Disorderly, lewd, or indecent conduct, as well as, distributions of obscene written and electronic materials.
- 8) Smoking (and/or using other forms of tobacco products, including vaping).
- 9) Failure to comply with instructions of college officials acting in performance of their duties, including failure to provide student ID in a timely manner when requested.
- 10) Theft of, misuse of, or damage to college property, or theft of or damage to property of a member of the college community or at college functions.
- 11) Possession of or use of alcoholic beverages or being in a state of intoxication on the college campus or at a college sponsored or supervised function off-campus to include college vehicles.
- 12) Any act, comment or behavior which is of a sexually suggestive or harassing nature and which is sufficiently severe and pervasive from both a subjective perspective (i.e., the recipient's view) and an objective perspective (i.e., a reasonable person's view) that it unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment.
- 13) Mental or physical abuse of any person on college premises or at college-sponsored or college-supervised event, including verbal or physical actions which threaten or endanger the health or safety of any such persons by committing severe, pervasive acts from both a subjective (i.e., a recipient's view) and an objective perspective (i.e., a reasonable person's view) and thus affects a student's ability to participate in or benefit from one of the college's programs or activities is prohibited. NOTE: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students/or staff) will be expelled immediately. Personal combat will not be tolerated.
- 14) Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive, making a knowingly false statement, either orally or in writing to college officials.

- 15) Operating a motor vehicle without proper license and registration.
- 16) Operating a motor vehicle in an unsafe manner.
- 17) Inappropriate dress that is not conducive to the educational environment of the institution.

Infractions that violate this policy will be reported to the Vice President of Student Services for appropriate disciplinary actions.

DRUG AND ALCOHOL USE

Policy

The employees of the College are its most valuable resource, and their health and safety are of great importance. The use of illegal drugs and the abuse of alcohol are harmful to employee health, and the College will not tolerate any drug or alcohol use which imperils the health and well-being of its employees, students, or the public at large, or which could result in damage to college property. All employees have the right to work in a drug and alcohol-free environment, and the College is committed to maintaining a safe workplace free from the influence of illegal drugs and alcohol.

This statement of the drug and alcohol-free workplace policy of the College is being provided as part of its good faith commitment in complying with the Drug-Free Workplace Act of 1988 and to maintain a safe workplace. Employees are required to abide by this policy as a condition of their employment with the College.

Definitions

For purposes of this policy, the term “prohibited drugs” means any “controlled substances” as defined at 21 U.S.C. 802 and listed on Schedules I through V of 21 U.S.C. 812; 21 CFR Part 1308; and Article V, Chapter 90 of the North Carolina General Statutes, as revised from time to time, and as defined by other federal statutes and regulations. Generally, these are drugs, which have a high potential for abuse and include but are not limited to heroin, marijuana, cocaine, PCP, methamphetamines, amphetamines, and “crack.” Also included are any other drugs that are illegal under federal, state, or local law, legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed health care provider, and substances that are not intended for human

consumption (such as glue). “Alcohol” means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol.

For purposes of this policy, “workplace” includes the buildings, grounds, and parking lots of the College campus, satellite facilities, including the use of any other location where the business of the College is being performed or carried out, and College equipment and vehicles.

Violation of Policy

A violation of this drug and alcohol use policy occurs when any employee:

- Engages in the unlawful or unauthorized manufacture, distribution, dispensing of, possession of, sale, purchase, or use of any prohibited drug or alcohol while at the workplace, while traveling to or from the workplace, while using equipment owned or leased by the College, while in a vehicle owned or leased by the College, while at work or during working hours, while engaged in business for the College, or while representing the College away from the workplace, except for the reasonable social use of alcohol in a business/social setting;
- Manufactures, distributes, dispenses, possesses, sells, purchases, or uses prohibited drugs away from the workplace in a manner that adversely affects the employee’s work performance, his or her or others’ safety at work, or the regard or reputation of the College in the community;
- Manufactures, distributes, dispenses, possesses, sells, purchases, or uses alcohol away from the workplace in a manner that adversely affects the employee’s work performance or his or her or others’ safety at work;
- Fails to report to the College a conviction under any federal or state criminal drug statute or conviction of an alcohol-related crime more than five (5) calendar days following such conviction; or
- Stores any prohibited drug or alcohol in a locker, desk, vehicle, or other repository owned or leased by the College or located at the workplace.

No employee, student, or guest shall knowingly use or be under the influence of any non-prescribed narcotic drug, a hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the College campus; however, the legal use of alcoholic beverages may be allowed as appropriate at selected off-campus college-sponsored activities.

Adopted 11/30/1997

Revised 10/17/2017

Revised 8/16/2022

TOBACCO USE AND SMOKING

Policy

James Sprunt Community College, in its efforts to create a healthier atmosphere for the campus community, strives to control exposure to secondhand smoke. It emphasizes prevention and education efforts that support non-use and that address the risks of tobacco use. To protect our students, staff, visitors and guests, James Sprunt Community College prohibits the use of tobacco products and vaping.

- 1) At James Sprunt Community College, smoking, vaping, and tobacco use is prohibited in the following locations:
 - A. On all parts of the campus.
 - B. Inside all campus buildings (see item # 3 for definition of campus).
 - C. In all college owned or leased vehicles.
 - D. Includes all classes taught by JSCC personnel regardless of location.
- 2) The College is committed to prevention and education efforts that support non-use and address the risk of tobacco use. The College also offers programs and services that include practical steps to quit using tobacco products, including smoking-cessation resources.
- 3) Promotional advertising, sale, or free sampling of tobacco is prohibited on campus.
- 4) The sponsorship of any campus event by tobacco-promoting organizations is prohibited.
- 5) All tobacco advertising in public spaces in College locations, such as billboard and signage, is prohibited.
- 6) This policy applies to trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.

- 7) Tobacco advertisements are prohibited in college publications.
- 8) Organizers and attendees at public events using James Sprunt Community College's facilities, such as conferences, meetings, public lectures, athletic events, social and cultural events will be required to abide by the College's Smoking Policy. Organizers of such events are responsible for communicating and enforcing this policy.

DEFINITION OF TERMS

1. Tobacco Products: For the purposes of this policy, tobacco is defined to include any lit or unlit cigarette, pipe, cigar, cigarillo, or other smoking equipment (whether filled with tobacco or any other type of materials), smokeless tobacco (use of snuff, dip, chew, smokeless pouches, or other forms of loose-leaf tobacco), and any other tobacco product in any form. This is to include "e-cigarettes" or any device designed to introduce tobacco into the body.
2. Students: Includes but is not limited to full-time day students, part-time students, commuter students, non-traditional students and other special students.
3. Campus: Includes any and all college owned, leased, or maintained property (includes all classes taught by JSCC personnel regardless of location) including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds.
4. College vehicle: This includes college owned, rented, or leased vehicles.

Adopted 11/11/1993

Revised 8/16/2022

WEAPONS ON JSCC PROPERTY

Policy

It is against college policy for any person, while on college property, to possess, or carry, with a limited exception, any gun, rifle, pistol, or other firearm; dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in NC G.S.14.284.1; BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors or razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except

instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, maintenance, or for school-sanctioned ceremonial purposes; or any other weapon of any kind.

A firearm is permissible on campus only under the following limited circumstances:

- 1) The firearm is a handgun; AND
- 2) The individual has a valid concealed handgun permit or exempt from the law requiring a permit; AND
- 3) The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
- 4) The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- 5) The firearm remains in the closed compartment at all times.

College property refers to any college building or vehicle; campus grounds, recreation areas, athletic fields, or other property owned, used or operated by the College Board of Trustees. Any person violating this policy shall be guilty of a felony or misdemeanor depending on the weapon involved and the enrollment status of the individual.

CAMPUS SAFETY AND SECURITY

James Sprunt Community College seeks to provide an atmosphere of openness for the encouragement of collegiate activity on campus facilities. However, this policy of promoting openness must be balanced by controls designed to promote security on campus facilities.

The President is primarily responsible for campus security and the Director of Public Safety & Security is responsible for campus safety.

Statistics on campus crime are gathered and annually published in a document entitled "Annual Security Report". This report is posted in the McGowen Building and is available in the Office of the Director of Public Safety & Security. It can also be found on the website at www.jamessprunt.edu.

Emergency Services

Security and the Vice President of Student Services are the primary First Responders. They respond to campus emergencies such as injury, illness, fire, tornadoes, etc. In the event of an emergency, students and campus visitors should follow the instructions of college officials. In addition, emergency instructions are posted throughout the campus.

FOR MEDICAL EMERGENCIES DIAL: 911

TIP LINE: (910) 275-6464

Anonymous Calls for Criminal & Suspicious Activity

Open 24 hours/Day – 7 Days/Week

Non-Medical Emergency Assistance

Director of Public Safety and Security – (910) 275-6175 McGowen

Building

Cell – (910) 290-0135

Evening: Public Safety Concerns

College Resource Officer - (910) 375-2150 - Mobile

- Please remember: Safety Tips
- Park in well-lit areas.
- Avoid walking alone in the dark.
- Be alert! Your safety depends mostly upon your attitude and actions.
- Please report any suspicious individuals or activities to the JSCC Resource Officer (CRO).

SPARTAN ALERT SYSTEM (S.A.S.)

The Spartan Alert System (S.A.S.) is a mass notification platform used by James Sprunt Community College to deliver important messages – such as emergency alerts, school closures, and other critical updates via email, text, and/or voice messages.

Enrolled students are automatically registered in the Spartan Alert System. Messages are sent to James Sprunt email addresses as well as personal email addresses and phone numbers provided during the application process. To ensure you receive alerts, please keep contact information up to date by following the college's current procedure for updating phone numbers. For assistance or more information, contact

Just Ask Tech Support at justasktechsupport@jameessprunt.edu; (910) 275-6400; location: Library, Boyette Building.

James Sprunt Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. James Sprunt Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of James Sprunt 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).

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**NC COMMUNITY
COLLEGES**

**Access to
Achievement**

The 2026-2027 Student Handbook is being provided to you by the Access To Achievement Program. Access to Achievement is a state-funded IDD workforce training program empowering individuals with intellectual and developmental disabilities (IDD) to pursue their education and career goals with confidence. Access to Achievement is designed to create inclusive educational pathways that lead to real opportunities: skills for the workforce, greater independence, and the confidence to thrive in community life.

For more information about Access To Achievement, contact Student Services at (910) 275-6360.

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