



DSLCC

2017 - 2018 Catalog and Student Handbook

Dabney S. Lancaster Community College, 1000 Dabney Drive, Clifton Forge, Virginia 24422

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DSLCC Rockbridge Regional Center | Phone: 540.261.1211

Contents

Locations	6
Academic Calendar	7
Message from the President.....	12
Disclaimer.....	13
General Information	13
The College	13
Location and Facilities.....	13
History	13
Mission and Vision of DSLCC	14
Mission of the VCCS	15
General Education Goals and Outcomes.....	16
Accreditation and Memberships.....	18
Institutional Policy for Equal Opportunity.....	18
DSLCC Educational Foundation.....	18
Admission.....	18
General Admission to DSLCC	18
How to Apply.....	19
Math Placement	21
English Placement.....	22
Admission to a Curriculum	23
Admission to Courses	23
Admission to Online Courses.....	23
Admission to Non Credit/Special Interest Courses	23
Admission of Veterans/Members of the Military.....	23
Admission of Senior Citizens	23
Admission of International Students	24
Admission of High School Students	24
Admission of Convicted Sexual Offenders (Policy).....	25
Sex Offender Registry	26
Residency Requirements.....	27
Disability Support Services	28
Transferring from Other Colleges.....	28
Transfer Credits for Military Training.....	29
Waiver of Requirements.....	29
Advanced Standing Information.....	29
Associate of Arts and Sciences Programs.....	31

Associate of Applied Science Programs.....	31
Tuition/Financial Aid.....	33
Tuition and Fees.....	33
Refunds.....	33
Other Costs.....	33
Fines.....	33
Books and Materials.....	34
Failure to Meet Financial Obligations.....	34
Student Financial Assistance.....	34
Satisfactory Progress for Financial Aid Recipients.....	35
Fraud Policy.....	35
Refund and Repayment Policy.....	36
Financial Aid Disbursements.....	36
Bookstore Charges.....	36
Veterans' Services.....	37
West Virginia Residents.....	37
American Opportunity and Lifetime Learning Tax Credit.....	37
Educational Foundation Scholarships.....	37
Student Financial Assistance Programs.....	37
Academic Awards.....	38
Associate Degree Requirements.....	38
Certificate Requirements.....	38
Continuing Education Units.....	38
Academic Policies.....	39
Academic Policies and Procedures.....	39
Grading System for Curricular Students.....	39
Developmental Studies.....	40
Grade Point Average.....	40
Grade Reports.....	41
Grade Appeal Policy and Procedures.....	41
Auditing.....	41
Repeating a Course.....	42
Classification of Students.....	42
Academic Standing.....	42
Graduation.....	42
Dual Majors.....	43
Academic Warning.....	43
Academic Probation.....	43

Academic Suspension	43
Academic Dismissal	43
Readmission Procedures	43
Academic Renewal	44
Registration	44
Academic Advising.....	44
Course Load.....	44
Addition of a Course	44
Attendance.....	44
Examinations.....	45
Withdrawal from Class	45
Administrative Withdrawal.....	45
Withdrawal from College.....	45
Unexpected Military Service	45
Cancellation of Classes	45
Scholastic Dishonesty	46
Catalog Requirements	46
Assessment	46
VCCS Computer Competency Policy	46
Intellectual Property	47
Student Support	47
Student Support Services/Achievement Center	47
Special Programs.....	48
Talent Search.....	48
High School Career Coaches.....	48
Success Coaches.....	48
GoodCare Healthcare Training.....	48
America's Promise Grant.....	48
Counseling and Advising.....	49
Student Activities	49
Student Housing Information.....	50
Veterans' Affairs	50
Veterans Service Center	50
Academic Services.....	50
Special Programs.....	51
Auxiliary Services.....	51
Workforce Solutions and Community Education.....	52
Programs of Study.....	53

Transfer Programs	53
Occupational/Technical Programs.....	62
Certificate Programs	75
Career Studies Certificates	92
Special Training	99
Course Descriptions.....	100
Student Policies and Procedures	155
Code for Student Rights, and Conduct.....	155
Student Bill of Rights.....	155
Admission of Convicted Sexual Offenders	160
Sex Offender Registry	161
Firearms/Weapons and Materials Policy	170
DSLCC Student Complaint and Grievance Policy	170
SECTION I. Procedures for Resolving Complaints.....	171
SECTION II. Procedures for Filing a Grievance.....	172
SECTION III. General Provisions.....	173
Student, Parent, and College Communication	174
Computer Guidelines.....	175
Computer Lab Use Policy	175
Information Technology Student/Patron Acceptable Use Agreement.....	175
Official E-mail Communications with Students.....	178
Faculty and Staff	179
Alphabetical Listing of Programs	184
VCCS State Board Members.....	186
DSLCC Local Board Members.....	187
Appendix A: POLICY ON WEAPONS	188
A. Purpose.....	188
B. Application	188
C. Authority	188
D. Definitions	188
E. Policy	188
F. Exceptions	189
G. Further Exceptions.....	189
H. Procedures.....	189
I. Violation of Policy.....	189
Appendix B - VCCS Tuition Refund Policy	190
Appendix C - Program Descriptions.....	194

Locations

Clifton Forge Campus

1000 Dabney Drive
Clifton Forge, Virginia 24422
(Interstate 64 at Exit 24)
(540) 863-2820
(540) 863-2913 (V/TDD)
1-877-73DSLCC (toll-free)
FAX: (540) 863-2915

Rockbridge Regional Center

35 Vista Links Drive
Buena Vista, Virginia 24416
(Interstate 81, Exit 188A, then 5 minutes east on Route 60 Midland Trail to Vista Links Drive)
(540) 261-1211

www.dslcc.edu

Academic Calendar

Summer 2017

Ten-Week Session

Summer Registration Begins.....	April 3, 2017
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 15, 2017
Ten-Week Session Summer Classes Begin	May 30, 2017
Special Class Day (in place of May 30 holiday)	June 2, 2017
Last Day to Add without Permission of the Division Dean and the Instructor	June 2, 2017 ¹
Last Day to Add/Drop or Receive a Refund	June 7, 2017 ¹
Independence Day Holiday (College Closed July 3&4).....	July 3-4, 2017
Special Class Day (in place of July 4 holiday).....	July 7, 2017
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	July 7, 2017
Last Day of Classes.....	August 3, 2017
Final Exams	August 4, 2017

First Five-Week Session

Summer Registration Begins.....	April 3, 2017
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 15, 2017
First Five-Week Session Summer Classes Begin	May 30, 2017
Special Class Day (in place of May 30 holiday)	June 2, 2017
Last Day to Add/Drop or Receive a Refund	June 2, 2017
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	June 16, 2017
Last Day of Classes.....	June 29, 2017
Final Exams	June 30, 2017

Second Five-Week Session

Summer Registration Begins.....	April 3, 2017
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 15, 2017
Independence Day Holiday (College Closed).....	July 3-4, 2017
Second Five-Week Session Summer Classes Begin	July 5, 2017
Special Class Day (in place of July 4 holiday).....	July 7, 2017
Last Day to Add/Drop or Receive a Refund	July 6, 2017
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	July 21, 2017
Last Day of Classes.....	August 3, 2017
Final Exams	August 4, 2017

¹ Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.

Fall 2017

Fall Registration Begins.....	April 3, 2017
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded.....	July 31, 2017
Fall Classes Begin	August 21, 2017 ²
Last Day to Add without Permission of the Division Dean and the Instructor	August 28, 2017 ¹
Labor Day Holiday (No Classes).....	September 4, 2017
Last Day to Add/Drop or Receive a Refund	September 7, 2017 ¹
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	October 30, 2017
Spring 18 Registration Begins	November 6, 2017
Thanksgiving Holiday (No Classes)	November 20-24, 2017
Last Day of Classes.....	December 8, 2017
Final Exams	December 11-15, 2017
Payment Due for All Early Registered Spring 18 Classes Unless Financial Aid Has Been Awarded	December 15, 2017

First Eight-Week Session

Fall Registration Begins.....	April 3, 2017
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded.....	July 31, 2017
First Eight-Week Session Classes Begin	August 21, 2017 ²
Last Day to Add/Drop or Receive a Refund	August 27, 2017
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	September 21, 2017
Last Day of Classes.....	October 13, 2017
Final Exams	October 13, 2017

Second Eight-Week Session

Fall Registration Begins.....	April 3, 2017
Payment Due for All Early Registered Fall Classes Unless Financial Aid Has Been Awarded.....	July 31, 2017
Second Eight-Week Session Classes Begin.....	October 16, 2017 ²
Last Day to Add/Drop or Receive a Refund	October 22, 2017
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	November 16, 2017
Thanksgiving Holiday (No Classes)	November 20-24, 2017
Last Day of Classes.....	December 15, 2017
Final Exams	December 15, 2017

¹ Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.

² Due to the Labor Day Holiday Monday night Classes will run 14 weeks and be extended by 10 minutes each class session.

Spring 2018

Spring Registration Begins	November 6, 2017
Payment Due for All Early Registered Spring Classes Unless Financial Aid Has Been Awarded	December 15, 2017
Spring Classes Begin	January 8, 2018
Martin Luther King Day (college closed)	January 15, 2018
Last Day to Add Without Permission of the Division Dean and the Instructor	January 12, 2018 ¹
Last Day to Add/Drop or Receive a Refund	January 24, 2018 ¹
Faculty/Staff Professional Development Day (No Classes)	February 23, 2018
Spring Break (No Classes)	March 5-9, 2018
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	March 23, 2018
Fall and Summer Registration Begins	April 2, 2018
Last Day of Classes	April 27, 2018
Reading Days/Make-up Days	April 30 & May 1, 2018
Final Exams	May 2-8, 2018
Graduation	May 11, 2018
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded	May 11, 2018

First Eight-Week Session

Spring Registration Begins	November 6, 2017
Payment Due for all Early Registered Fall Classes Unless Financial Aid Has Been Awarded	December 15, 2017
First Eight-Week Session Classes Begin	January 8, 2018
Last Day to Add/Drop or Receive a Refund	January 16, 2018
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	February 8, 2018
Last Day of Classes	March 2, 2018
Final Exams	March 2, 2018

Second Eight-Week Session

Spring Registration Begins	November 6, 2017
Payment Due for all Early Registered Fall Classes Unless Financial Aid Has Been Awarded	December 15, 2017
Second Eight-Week Session Classes Begin	March 12, 2018
Last Day to Add/Drop or Receive a Refund	March 18, 2018
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	April 12, 2018
Last Day of Classes	May 4, 2018
Final Exams	May 4, 2018

¹ Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.

Summer 2018

Ten-Week Session

Summer Registration Begins.....	April 2, 2018
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 11, 2018
Ten-Week Session Summer Classes Begin	May 29, 2018
Special Class Day (in place of May 30 holiday)	June 1, 2018
Last Day to Add without Permission of the Division Dean and the Instructor	June 1, 2018 ¹
Last Day to Add/Drop or Receive a Refund	June 6, 2018 ¹
Independence Day Holiday (College Closed July 4)	July 4, 2018
Special Class Day (in place of July 4 holiday).....	July 6, 2018
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	July 6, 2018
Last Day of Classes.....	August 2, 2018
Final Exams	August 3, 2018

First Five-Week Session

Summer Registration Begins.....	April 2, 2018
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 11, 2018
First Five-Week Session Summer Classes Begin	May 29, 2018
Special Class Day (in place of May 30 holiday)	June 1, 2018
Last Day to Add/Drop or Receive a Refund	June 1, 2018
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	June 15, 2018
Last Day of Classes.....	June 28, 2018
Final Exams	June 29, 2018

Second Five-Week Session

Summer Registration Begins.....	April 2, 2018
Payment Due for All Early Registered Summer Classes Unless Financial Aid Has Been Awarded.....	May 11, 2018
Second Five-Week Session Summer Classes Begin	July 2, 2018
Independence Day Holiday (College Closed)	July 4, 2018
Last Day to Add/Drop or Receive a Refund	July 5, 2018
Special Class Day (in place of July 4 holiday).....	July 6, 2018
Last Day to Withdraw and Receive a Grade of "W" Instead of a Grade of "F"	July 20, 2018
Last Day of Classes.....	August 2, 2018
Final Exams	August 3, 2018

¹ Please note that classes not meeting the entire session/semester will have an earlier date to drop the course and receive a refund. Please inquire in Student Services.

DSLCC offers classes in a variety of times and meeting formats to meet student needs. Where possible, class scheduling adheres to the Standard Schedule printed below. Classes are typically NOT scheduled on Mondays and Thursdays from 11:30-12:45 in support of student organizations and faculty and staff meetings.

	Monday - Wednesday		Tuesday - Thursday		Friday
8:30-9:45					
10:00-11:15					
11:30-12:45	OPEN			OPEN	
1:00-2:15					
2:30-3:45					
4:00-5:15					
5:30-6:45					
7:00-8:15					



Message from the President

Greetings from Dabney S. Lancaster Community College!

I am honored to serve as the President of one of Virginia's most student-centered community colleges. We welcome every one of the students we serve and sincerely appreciate opportunities to assist them with steps on their college and career pathway.

There are many reasons why individuals may enroll in DSLCC. Some students come for specific workforce credentials to obtain employment or qualify for advancement. Others come to earn an associate degree and transfer to a four-year college or university. Some enroll just for the love of learning and meeting new friends with similar interests.

Small classes mean big benefits. Our instructors are available to provide more personal attention to each student. The environment is comfortable and supports learning. Services, programs, and activities are available with caring faculty and staff to assist those who wish to have the best college experience possible.

Most of us are concerned with cost. We have many forms of financial assistance such as grants, loans, work/study opportunities and scholarships that help to put a college education within reach.

As a *community* college, DSLCC is an open and accessible resource. Each year, we host hundreds of individuals on campus and at the DSLCC Rockbridge Regional Center for meetings, special events, using library resources, or participating in activities hosted by one of our many community partners such as non-profit organizations, agencies, businesses, schools, or local governments.

We work hard to maintain our stellar reputation. We are proud to be part of this community and wish to engage even more of you to experience what DSLCC offers. Please call or visit soon!

John J. Rainone, Ed.D.

Disclaimer

Dabney S. Lancaster Community College provides its website, catalog, handbooks, and any other

printed materials or electronic media for general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of www.dslcc.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor.

In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the College's endorsement of products or services referenced.

General Information

The College

Dabney S. Lancaster Community College is a two-year public institution of higher education and a member of the statewide Virginia Community College System. The College is supported by the Commonwealth of Virginia and the citizens of the counties of Alleghany, Bath, Botetourt (northern portion) and Rockbridge as well as the cities of Buena Vista, Covington and Lexington, but welcomes students from other areas as well.

DSLCC operates under the policies of the State Board for Community Colleges and the Dabney S. Lancaster Community College Board. The College is financed partially by state funds and supported by contributions from the service area counties and cities, the federal government, businesses, individuals and student tuition.

Location and Facilities

DSLCC's main campus is located one mile west of downtown Clifton Forge on a 117 acre tract bounded by the Jackson River on three sides. Backels and Warren Halls contain offices, classrooms and science laboratories. The Moomaw Center houses student and community activities, vending machines, and a bookstore. McCarthy Hall houses The Center for Workforce Solutions and Community Education. It is adjacent to the Moomaw Center and has classrooms, computer technology laboratories and staff offices. Scott Hall contains laboratories, classrooms and the Library. The Gary Lee Miller Armory/Hale Collins Convocation Center is a joint-use facility for the Virginia National Guard and DSLCC. It contains a gymnasium, classrooms, offices and storage space. The Physical Plant Maintenance Building contains offices and storage space for equipment and materials used for the maintenance of the College's buildings and grounds.

The DSLCC Rockbridge Regional Center is located at 35 Vista Links Drive in Buena Vista. It houses offices, general classrooms, a computer laboratory, a small greenhouse, and classrooms connected through technology to the main campus.

History

In March 1962, the Virginia General Assembly established an institution that was to later become Dabney S. Lancaster Community College. The institution opened in September 1964 as the Clifton Forge-Covington Division of the Virginia Polytechnic Institute, offering some programs available at the parent institution in Blacksburg. A pre-college foundation program was added in 1965 and expanded into a general community college program in 1966.

Beginning with the summer quarter in 1967, all programs of this community college came under the control of the Virginia State Board for Community Colleges. The College itself was renamed Dabney S. Lancaster Community College, honoring the prominent Virginia educator and longtime resident of the area served by the College.

Dr. Dabney Stewart Lancaster began his career as Associate Master of the Chamberlayne School for Boys (now St. Christopher's) in Richmond. He was a professor of Agricultural Education at Virginia Polytechnic Institute and became Dean of Men at the University of Alabama in 1923. He served as the Virginia State Superintendent of Public Instruction in 1941 and became President of Longwood College in 1946. He became the chair of the State Council of Higher Education for Virginia in 1955. He retired to Bath County where he served on the Bath County School Board. Over his lifetime he served on the boards of Madison College (now James Madison University), Sweet Briar College, Virginia Theological Seminary and Episcopal High School.

Dabney S. Lancaster Community College provides an opportunity for the extension of knowledge, skills and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible and respects students' diverse backgrounds, rights, responsibilities, and abilities. In partnership with local business, industry, government, professions and other educational institutions, DSLCC provides programs and services that prepare members of the community to reach their potential as engaged and learned citizens.

Mission and Vision of DSLCC

DSLCC Mission Statement

Dabney S. Lancaster Community College provides an opportunity for the extension of knowledge, skills and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible and respects students' diverse backgrounds, rights, responsibilities, and abilities. In partnership with local business, industry, government, professions and other educational institutions, DSLCC provides programs and services that prepare members of the community to reach their potential as engaged and learned citizens.

DSLCC Vision Statement -

Dabney S. Lancaster Community College changes lives, strengthens community, and provides pathways to success.

DSLCC Values Statements -

Accessibility. We value the opportunity to provide the residents of our service region appropriate pathways through which they can achieve educational and professional goals without barriers of cost, distance, or time.

Learning. We value the process of teaching and learning, the sharing of knowledge, the importance of innovation, and the empowering of all students with the tools to reach their academic potential and maximum career success.

Community. We value the diverse perspectives, backgrounds, and the beliefs that collectively form the DSLCC community, and we embrace these differences among students, employees, and community members as ways to enrich, grow and thrive – as individuals and as an institution.

Integrity. We value the belief that the dream of educational attainment is best realized when all member of the DSLCC community respect academic honesty, promote accountability, and demonstrate responsibility for themselves and others.

Mission of the VCCS

The mission of the Virginia Community College System is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the Commonwealth.

Shared values influence thinking, guide decisions, mold policies, and determine courses of action as Virginia's community colleges strive to fulfill our mission. These values include:

Opportunity

Serving a diverse student population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality.

Teaching and Learning

Sustaining teaching excellence and setting high standards that promote and encourage student learning.

Effective Learning Environments

Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for changing work environments, responsible citizenship, and leading rewarding lives.

Appropriate Use of Technology

Using technology effectively to enhance instruction and learning and to expand access to educational opportunities through distance education.

Professional Development

Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal.

Community Service

Serving our communities by providing facilities for cultural enrichment, promoting economic development and partnerships, and providing leadership and college talent to meet community needs.

Accountability

Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities we serve.

Academic Offerings

DSLCC is a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level.

Occupational-Technical Education: These programs are designed to meet the increasing demand for technicians as well as semiprofessional and skilled workers in business, industry and government. The curricula are planned primarily to meet the occupational needs in the region served by the College.

College Transfer Education: These programs include freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to four-year institutions.

General Education: Courses in general education encompass the common knowledge, skills and attitudes needed by each individual to be effective as a person, a worker, a consumer and a citizen.

Continuing Adult Education: Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and noncredit courses offered during

the day and evening hours.

Special Training Programs: Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia's economic expansion efforts and with the needs of employers.

Developmental Studies: Developmental courses are offered to prepare individuals for college-level work. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in college programs.

Specialized Regional and Community Services: The facilities and personnel of the College are available to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff speaking engagements, cultural events, workshops, conferences, seminars, special courses, public affairs, lectures and forums, extension programs offered by four-year institutions, films, exhibits and use of campus facilities and services, including the library and recreational facilities.

General Education Goals and Outcomes

All programs at DSLCC contain a general education component designed to provide knowledge, skills and attitudes needed by each individual to function effectively in society. To this end, DSLCC has developed a set of expectations for all graduates in seven areas.

Communication: A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. Degree graduates will demonstrate the ability to:

- understand and interpret complex materials;
- assimilate, organize, develop, and present an idea formally and informally;
- use standard English;
- use appropriate verbal and non-verbal responses in interpersonal relations and group discussions; use listening skills;
- recognize the role of culture in communication.

Critical Thinking: A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. Degree graduates will demonstrate the ability to:

- discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data; recognize parallels, assumptions, or presuppositions in any given source of information;
- evaluate the strengths and relevance of arguments on a particular question or issue;
- weigh evidence and decide if generalizations or conclusions based on the given data are warranted; determine whether certain conclusions or consequences are supported by the information provided, use problem solving skills.

Cultural and Social Understanding: A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:

- assess the impact that social institutions have on individuals and culture—past, present, and future; describe their own as well as others' personal ethical systems and values within social institutions; recognize the impact that arts and humanities have upon individuals and cultures;
- recognize the role of language in social and cultural contexts;
- recognize the interdependence of distinctive world-wide social, economic, geo-political, and

cultural systems.

Information Literacy: A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. (adapted from the American Library Association definition) Degree graduates will demonstrate the ability to:

- determine the nature and extent of the information needed; access needed information effectively and efficiently;
- evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
- use information effectively, individually or as a member of a group, to accomplish a specific purpose;
- understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

Personal Development: An individual engaged in personal development strives for physical and/or emotional well-being. Degree graduates will demonstrate the ability to:

- develop and/or refine personal wellness goals;
- develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions.

Quantitative Reasoning: A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:

- use logical and mathematical reasoning within the context of various disciplines; interpret and use mathematical formulas;
- interpret mathematical models such as graphs, tables and schematics and draw inferences from them; use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
- estimate and consider answers to mathematical problems in order to determine reasonableness;
- represent mathematical information numerically, symbolically, and visually, using graphs and charts.

Scientific Reasoning: A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. Degree graduates will demonstrate the ability to:

- generate an empirically evidenced and logical argument;
- distinguish a scientific argument from a non-scientific argument; reason by deduction, induction and analogy;
- distinguish between causal and correlational relationships;
- recognize methods of inquiry that lead to scientific knowledge.
- Students nearing the completion of the requirements for graduation must participate in activities that will assess their achievement of these objectives.

Accreditation and Memberships

Dabney S. Lancaster Community College is accredited by the Southern Association of Colleges and

Schools-Commission on Colleges to award the Associate Degree in Arts and Sciences and the Associate Degree in Applied Sciences. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404/679-4500 for questions about the accreditation of Dabney S. Lancaster Community College.

DSLCC is one of 23 colleges within the Virginia Community College System. The associate degree curricula have been approved by the State Council of Higher Education for Virginia. The certificate and career studies programs have been approved by the State Board for Community Colleges, and the career studies certificate programs have been approved by the DSLCC Local Board.

The College is approved by the U.S. Department of Education for various federal funding programs including Veterans Administration educational assistance.

The College is an institutional member of the American Association of Community Colleges.

The College's Associate Degree Nursing program is approved by the Virginia State Board of Nursing and the Accreditation Commission for Education in Nursing, Inc. (ACEN), which may be reached at (404) 975-5000.

The Culinary Arts and Management AAS Degree and the Culinary Arts Certificate are accredited by the American Culinary Federation.

The Forest Management Technology AAS Degree is accredited by the Society of American Foresters.

Institutional Policy for Equal Opportunity

Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and nondiscrimination in the administering of all educational programs and supporting services. It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, admissions and employment, without regard to race, creed, gender, national origin, disability or any other non-merit factor. For concerns or information requests pertaining to students, call 540/863-2866. For matters related to employment, contact the Human Resources Officer (540/863-2808).

DSLCC Educational Foundation

The DSLCC Educational Foundation, Inc. is a nonprofit organization which acts as the sponsoring agency for soliciting financial support for the College and its students.

The Educational Foundation board is composed of representatives of the counties, cities and towns which are served by the College. They volunteer their expertise and service on behalf of the College and the community.

Gifts and contributions to the Foundation are tax deductible for the donor and can be made in the form of money, negotiable securities, equipment, supplies, real estate or buildings. Donors can also name the Foundation in estate planning and as the beneficiary to insurance policies. In addition, memorial funds can be established through the Foundation on behalf of individuals and families.

Admission

General Admission to DSLCC

Dabney S. Lancaster Community College welcomes applications from any person who has a high school diploma or the equivalent or who is 18 years of age and is able to benefit from a program at the College. Students younger than age 18 may be admitted by special arrangement or through the Dual Enrollment program.

How to Apply

The following procedures apply to all degree or certificate seeking students. Please contact Student Services if additional information is needed.

Submit a completed Application for Admission, including completed state residency information. The application is available on the web at www.dslcc.edu.

Forward official transcripts from all high schools, colleges and universities attended. High school transcripts may not be required if the record is over ten years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the registrar.

Graduates who complete secondary school in a home school setting must provide a graduation date and may be required to provide documentation of coursework. The VCCS Student Information System academic records will be sufficient for colleges within the Virginia Community College System.

Complete a placement test or provide satisfactory SAT/ACT scores. (For more information, see SAT/ACT Scores section below.) The test is normally administered prior to registration. The DSLCC placement test series may not be required if the student has completed appropriate English and mathematics courses at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services advisor.

After individuals have been admitted to the College as degree or certificate seeking students, they will meet with a College advisor (a) to discuss their educational interests, (b) to plan their application for admission to a specific curriculum or program at the College and (c) to schedule courses based on placement test scores. Admitted applicants may be required to submit additional information required by the College for admission to a specific program or curriculum.

For all non-degree or non-certificate seeking students (those who are taking classes which they do not intend to apply toward a degree or certificate), the following completed items are required:

- An official Application for Admission with Social Security number requested
- A state residency form, if the course to be taken are for college credit

NOTE: Placement tests may be required prior to enrolling in some courses. Check with an advisor in Student Services for more information.

DSLCC reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the college. DSLCC also reserve the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive by, another college.

Multiple Measures for Placement

In determining students' readiness for college-level English and math courses, DSLCC will use the following means and measures:

1. Any student who has earned an associate degree or higher or who has earned a C or better in college-level courses in math and/or English at a regionally accredited institution will be exempt from placement testing provided they meet the prerequisites for the respective courses in their

chosen program of study.

2. Any student who has successfully completed developmental courses at a VCCS institution will be exempt from placement testing in those areas.
3. Any student who has successfully completed developmental courses at a non-VCCS institution will have their coursework evaluated for placement.
4. A student may submit a high school/home school transcript or an approved test score for placement evaluation. Placement will be based on the tables found in VCCS §6.4.0.2.2 and 6.4.0.2.3 (see below). Seniors who have not yet graduated may submit a transcript as of the completion of the first semester of the senior year to determine readiness for placement into College –level courses for the purpose of early admission.
5. Any student who is not placed by the above criteria will take the Virginia Placement Test, or ESL-specific test, as appropriate. Students have the option to take the Virginia Placement Test in order to improve their placement standing after other measures are considered. Such Placement test scores will not be used to place a student in a lower English or math course than indicated by other criteria, unless the student desires a lower placement.

§6.4.0.2.2 Measures for Math Placement

Math placement will be determined using one of the following measures:

Math Placement Measures#	HSGPA or Score Range	Placement
HSGPA and Algebra II and One Algebra Intensive Course* *Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, Algebra III	3.0 or higher	MTE 1-9 Satisfied
	2.7-2.9	MTE 1-9 Co-Requisite Eligible
HSGPA and Algebra II	3.0 or higher	MTE 1-5 Satisfied
	2.7-2.9	MTE 1-5 Co-Requisite Eligible
HSGPA and Algebra I	3.0 or higher	MTE 1-3 Satisfied
	2.7-2.9	MTE 1-3 Co-Requisite Eligible
SAT – Math	530 or above	MTE 1-9 Satisfied
	510-520 Range	MTE 1-5 Satisfied
ACT- Subject Area Test Math	22 or above	MTE 1-9 Satisfied
	19-21 range	MTE 1-5 Satisfied
GED-Math	165 or above	MTE 1-5 Satisfied
	155-164 range	MTE 1-3 Satisfied

#Students may complete the VPT- Calculus for placement into Pre-Calculus II, Calculus, and 200-level Statistics. Placement directly into Pre-Calculus II, Calculus, and 200-level Statistics based on HSGPA and highest level courses taken will be at the discretion of the college.

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Students who take the Virginia Placement Test- Math and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis.

§6.4.O.2.3 Measures for English Placement

English Placement will be determined using one of the following measures:

English Placement Measures	HSGPA or Score Range	Placement
HSGPA	3.0 or higher	ENG 111
	2.7-2.9	ENF3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above	ENG 111
	460-470 range	ENF3/ENG 111
ACT- Subject Area Tests English and Reading	18 or above	ENG 111
	15-17 range	ENF3/ENG 111
GED-English	165 or above	ENG 111
TOEFL-iBT	95 or above	ENG 111

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test- English scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Students who take the Virginia Placement Test- English and who do not enroll in developmental English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental English course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis.

Admission to a Curriculum

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College in order to ensure that the student possesses the potential to meet program requirements. Admission to the College does not necessarily admit the student to a particular curriculum. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are educational and occupational experiences and other reasonable standards such as appropriate scores on the placement test.

The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Persons who do not initially meet the requirements for a specific curriculum or course may be eligible for entrance at a later time after completing the appropriate developmental studies.

Admission to Courses

Admission to specific courses is available only when the student meets the prerequisite requirements for the course as identified in the Course Descriptions or Programs of Study sections. Some courses are open only to students in particular programs. Contact an advisor for information.

Admission to Online Courses

Students must comply with all individual course prerequisites established in this document. It is the responsibility of the student to review course prerequisites when making enrollment decisions. Students are not eligible to take courses for which they do not meet the prerequisites and the College reserves the right to administratively remove them if they attempt to do so.

Administrative overrides to course prerequisites must be approved by the program head or the Vice President for Academic Affairs.

Admission to Non Credit/Special Interest Courses

Persons applying for non-credit/special interest courses do not necessarily have to meet College admission requirements.

Admission of Veterans/Members of the Military

Many of the College's programs are approved by the State Department of Education for payment of veterans' benefits. The College's Financial Aid Officer, who also serves as the Veteran's Affairs Officer, will assist students in applying for Veterans' benefits and will certify students' enrollment to the Department of Veterans Affairs for payment. Requests for benefits should be directed to the Veterans' Affairs Officer/ Financial Aid Officer in Student Services. It is the lawful obligation of the Veterans' Affairs Officer/ Financial Aid Officer to monitor the veteran's academic program and to inform the Veterans' Administration promptly of such matters as poor attendance, unsatisfactory progress and lapses in enrollment. It is the student's responsibility to inform the Veterans' Affairs Officer/ Financial Aid Officer immediately of any change in status.

Veteran students are reminded that in order to receive benefits for a course, the course must be applicable to their approved program of study, as outlined in this catalog. All veterans must fill out the Veterans' Request for Certification Form each semester they register in order to continue to receive benefits.

Admission of Senior Citizens

Senior Citizen Tuition Waiver/Credit Courses

Criteria to qualify for Senior Citizen Tuition Waiver for Credit Courses:

- Legally domiciled resident (12 months) in Virginia

- 60 years of age or older Annual taxable income not to exceed \$23,850 (regardless of marital status**) for the year preceding the year in which enrollment is sought (may require Virginia tax form for proof of compliance)
- Have been admitted to the College as a student
- Waiver forms (Tuition Assistance Agreement for Senior Citizens) are available in Student Services or the Business Office

NOTE: A nonpaying senior citizen may be withdrawn from a class (even after it has begun) if space is needed for a paying student who may register during the add/drop period. Senior citizen has the option of paying for and remaining in the class.

Senior Citizen Tuition Waiver/Non-credit Courses

Criteria to qualify for Senior Citizen Tuition Waiver for Audit/Non Credit Courses (maximum 3 courses per semester and based on availability, with tuition-paying students receiving first priority):

- Legal domicile in Virginia for 1 year
- 60 years of age or older
- Have been admitted to the College as a student
- Waiver forms (Tuition Assistance Agreement for Senior Citizens) are available in Student Services or the Business Office

NOTE: Senior citizens are responsible for fees established for the purpose of paying for course materials and lab fees. NOTE: If tax forms are requested the form will be returned to student and will NOT be copied in any way.

***If the senior citizen filed a joint return with another person, the total income on the form is considered the individual income for tax and tuition purposes.*

Admission of International Students

DSLCC does not admit international students possessing F,M, or J visas. Other visa-holders will be considered for admission in accordance with institutional policies and procedures and the guidelines of the U.S. Citizenship and Immigration Services (USCIS).

All visa-holders seeking admission must present copies of the I-94 , applications of admission and other required information to the Domicile Officer at DSLCC at least 45 days prior to the beginning of the semester in which they wish to enroll. DSLCC reserves the right to accept or reject credit recommendations that are noted on foreign credential evaluations.

Admission of High School Students

Students enrolled in high school who meet all course prerequisites may be admitted to DSLCC under one of the admission programs described below. In general, students who participate in these programs are at least 16 years old and/or have reached junior status. DSLCC is prohibited from enrolling public or private high school or home school students in developmental studies.

Dual Enrollment

“Dual Enrollment” gives high school students (including home schooled students) the opportunity to earn college credits while meeting the requirements for high school graduation. If qualified, a dual enrollment student may take courses at any DSLCC location or may take special courses that meet all DSLCC academic requirements at their local high school. College credits earned at DSLCC may meet the high school's graduation requirements may be applied toward graduation at DSLCC, and may be transferred to another college or university. For dual enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available from Student Services, high school guidance offices, and the DSLCC Dual Enrollment Coordinator. Beginning in the 2017-2018 Academic

Year, VCCS Policy will prevent dual enrollment students from enrolling in developmental classes.

Early College Pathway Program

The Early College Pathway Program allows high school students to jumpstart their college career. Students will begin to earn credentials that are required by most employers for entering the workforce and having opportunities to advance on a career pathway. Motivated students who meet eligibility requirements may have the opportunity to complete an Associate of Arts and Sciences Degree in General Studies (or Science for Jackson River Governor's School students) through Dabney S. Lancaster Community College. By following specific guidelines for scheduling courses that meet both high school graduation and DSLCC degree requirements, students may graduate from high school and DSLCC at the same time. Information is available in the guidance office of each participating high school. Students and families may be able to save a considerable amount of money with the cost of earning a college degree by choosing this option. For questions, call the DSLCC Dual Enrollment Coordinator at (540) 863-2913.

Concurrent Enrollment

"Concurrent Enrollment" is the enrollment of high school students (including home schooled students) in college courses for which they are receiving college credit but are not receiving high school credit. It gives students who do not need additional high school credits the ability to begin their college careers early, enjoying the challenge of college courses. For concurrent enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available in Student Services or in the high school guidance office.

Admission of Home Schooled Students

DSLCC welcomes home schooled students! Applicants will generally be at least 16 years old and comply with the following procedures.

- Applicants will provide a current copy of a completed and signed home schooled agreement between the appropriate school system and the authorizing parent or guardian.
- An applicant whose home schooling does not require a home schooled agreement will generally be 18 years of age and able to demonstrate the ability to benefit from a program at the College as determined by an appropriate score on the placement test or the SAT or ACT test. If the applicant is not yet 18 years old, they must submit a letter from the school board in the district where they are registered as a home-schooled student which confirms that they are of junior or senior status. Students under 16 years of age will not be admitted.
- Applicants will submit a college application and meet with a college advisor for course approval.
- Applicants may be required to complete placement testing in mathematics, writing and/or reading.
- Regular tuition rates apply.

Contact the Director of Student Services to discuss how DSLCC can help further the education of a home schooled student.

Admission of Convicted Sexual Offenders (Policy)

DSLCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant or an enrolled student who has attended

at least one class meeting at any Dabney S. Lancaster Community College location is listed on the Sex Offender Registry, the State Police will notify a local law enforcement agency who will notify DSLCC.

When the college receives such a notification:

- The applicant will be denied admission to DSLCC in accordance with its admission policy as published in its catalog:

Admission Denied/Revoked: Admission to the college, or to college functions or activities, will be denied or revoked to individuals who have demonstrated unsafe and/or disruptive conduct.

If the applicant has already registered for classes and attended at least one class meeting at any DSLCC location before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund. The offender's name will be listed on the main website along with a link to the Virginia Sex Offender Registry per the Campus Sex Crimes Prevention Act

- The student who has attended at least one class meeting may invoke his/her right to an appeal.

Appeal Process for the Withdrawal for a Convicted Sex Offender

When a convicted sex offender is administratively withdrawn from classes at Dabney S. Lancaster Community College, he/she may invoke the following appeal process:

- The withdrawn offender will receive a letter from the Director of Student Services stating his/her denial of admission or administrative withdrawal
- The withdrawn offender may write a letter of appeal to the Director of Student Services in which he/she provides the following information:
 - Disclosure of the nature of the offense for which he/she has been convicted
 - Justification for consideration of admission/reinstatement; Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated

Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the Director of Student Services within seven (7) calendar days of the denial or administrative withdrawal.

A team of administrators will review the information submitted and make a decision by a simple majority vote within seven (7) calendar days of receiving the letter of appeal. The Director of Student Services will serve as the moderator of the panel and will be a voting member of the panel only in the event of a tie vote.

The Director of Student Services will inform the withdrawn offender by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.

If an offender has been denied admission or withdrawn from courses, he/she is encouraged to meet with the Director of Student Services to discuss further education options.

Sex Offender Registry

The DSLCC campus community is advised that the following site may be accessed to obtain information on registered sex offenders: VA Sex Offenders. This site, maintained by the Virginia State Police, provides information about registered sex offenders in the geographical area served by Dabney S. Lancaster Community College (as well as anywhere in Virginia). Once the web site is reached, click on "sex offender registry" for relevant information. Information about offenders who are enrolled as students may be obtained through Student Services.

Currently Enrolled Registered Sex Offenders

To comply with federal mandates, DSLCC must inform the public of registered sex offenders who are attending classes at DSLCC. The individuals listed below will also be hyperlinked to their entries in the sex offender registry itself.

***None are known to be enrolled this semester** Additional Information is available on the DSLCC Web Site.*

Residency Requirements

A Domicile Officer in Student Services is responsible for determining residency, and guidance will be sought where there is a question regarding a student's residency status. Applicants must submit a residence affidavit to determine residency for tuition purposes.

State law does not permit discretion in determining Virginia residency status. Classification must be decided solely by reference to a student's domicile. Domicile is a technical legal concept and is determined objectively by established legal rules which must be applied impartially. Mere physical presence or maintenance of a residence does not confer domiciliary status.

The following general rules are used in determining domicile: (1) a person's domicile is the place where he or she resides with the unqualified intention of remaining permanently; (2) persons must demonstrate that they have been domiciled in Virginia for one year immediately prior to the commencement of the semester for which they are seeking Virginia residency status. Two of the following documents must be presented as evidence of the one-year residency status:

- Current year Virginia income tax statement
- Virginia driver's license
- Virginia vehicle registration
- Virginia voter registration card

Parents of students 18 years of age or less must have been domiciled in Virginia for one year. After age 19 residency is normally determined by the individual student's domicile and not the parents' because the age of majority in Virginia is 18. If the student, regardless of age, is a "dependent student" as defined for income tax purposes, then the student may claim the domicile of either parent. Students residing in the country on a temporary or education visa are not considered permanent residents of Virginia. These are general rules, to which there are exceptions and qualifications.

When enrollments must be limited for any curriculum or course, first priority is given to qualified students who are residents of the political subdivisions supporting the College, if such students apply for admission to the program a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the College; (2) other Virginia residents; (3) out-of-state and foreign students.

Domicile/Tuition Appeal Process

Entitlement to in-state tuition charges is based on domicile status, not residency. In cases where the State Council of Higher Education for Virginia (SCHEV) Guidelines explicitly deny a student eligibility for in-state tuition rates, the student cannot appeal the decision.

Level I: Since tuition appeals should be settled promptly, a verbal appeal should be made with the DSLCC Registrar within 10 business days following the time the student reasonably should have gained knowledge of the tuition status.

Level II: The student may appeal the disposition of Level I by filing an appeal in writing with the Director of Student Services within five business days following the Level I decision. The appeal will be reviewed within 15 business days and the student will be advised in writing within five business days of

the decision.

Level III: The student may appeal the disposition of Level II by filing an appeal in writing with the Student and Community Services Committee within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level II. (Consult Student Services for the name and contact information of the chair of the Committee.) The Student and Community Services Committee Chair will communicate in writing within 30 business days the decision of the Committee.

Level IV: The disposition of Level III may be appealed in writing to the President of DSLCC within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level III. The President's decision is the final step in the appeals process and may not be appealed. The President will inform the student of the decision in writing within 15 business days.

If the student is not satisfied with the final administrative decision, the student has the right to review in the appropriate circuit court.

Disability Support Services

DSLCC is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of a disability. Efforts will be made toward providing reasonable accommodations to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the American with Disabilities Act Amendments Act (ADAAA January, 2009).

In order to qualify for accommodations, the student must provide clear and specific evidence from a qualified professional that documents a formal diagnosis of a disability. Except in certain cases, the documentation can be no older than three years. Students with current documentation of a disability that would affect academic progress should contact Student Services.

Transferring from Other Colleges

DSLCC welcomes students who wish to transfer credits from another college. Potential transfer students must have an official copy of the transcript from each previously attended college sent to the DSLCC registrar prior to consulting an advisor in Student Services for an assessment of credits. At the discretion of the registrar, students transferring credits to DSLCC from other Virginia community colleges may not be required to provide a transcript, as course and enrollment history may be available via DSLCC's computerized files. DSLCC accepts credit from regionally accredited colleges where equivalency of course material is demonstrated, provided the credits are applicable to the student's DSLCC program. No credit will be given for courses with grades lower than "C." A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in the chosen curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student's record. The determination of the amount of credit which will transfer will be shared with the student as soon as possible, but no later than the end of the first academic term in which he/she is enrolled.

Usually, a student eligible to return to the College from which he or she is transferring is eligible for admission to DSLCC.

Students who are ineligible to return to a previous college due to academic reasons generally will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until an approved preparatory program at DSLCC is completed. The admission of students who are ineligible to return to their previous college for non-academic reasons will be reviewed on a case by case basis. The Vice President of Academic Affairs or a designee will decide on each case and usually shall impose

special conditions for the admittance of such students, including placement on academic probation.

Transfer Credits for Military Training

DSLCC welcomes students who wish to transfer credits from previous military training. Students must submit a copy of their DD214 or obtain an official copy of their military transcript from either the Community College of the Air Force (CCAF), or the Army/American Council on Education Registry Transcript System (AARTS at aarts.army.mil) or the Sailor/ Marine Council on Education Registry Transcript (SMART at smart.navy.mil) which will detail their previous training and the American Council on Education (ACE) recommendation on the number of transfer credits that they should be awarded for this training. In most cases, students will receive a minimum of 2 credits for HLT 100—First Aid and CPR and 2 credits of PED electives for their basic training. Students who request that credit be awarded for program-specific knowledge, skills and/or experience that they have previously acquired will require the approval of the appropriate program head and/or division dean. After approval is granted, the student may then discuss with an academic advisor how the credit may apply toward the completion of a certificate or associate degree.

Waiver of Requirements

Students who have reason to believe that previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact Student Services to determine procedures before registering for classes. All waivers must be approved by the Vice President of Academic Affairs or a designee.

Advanced Standing Information

DSLCC adheres to the philosophy that educational development (knowledge and/or expertise gained), regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, curriculum students may receive advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing is the administrative placement of a student beyond the basic course in a program, allowing college credit for mastery of subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience or credit by exam. There is no credit-hour charge for credits earned in this manner.

Credits earned by examination may be applied toward meeting degree and/or certificate requirements, but neither grades nor grade points will be awarded. A “credit-by-examination” notation will be included on a student’s official transcript for each course completed in this manner. It should be noted that, although an increasing number of colleges are accepting credits earned by examination for transfer purposes, not all colleges have adopted this policy. It is the responsibility of the student to acquire information on transfer policies at the institution he or she plans to attend.

Advanced placement may be attained in the following ways:

- ***Certification of Competency:*** Students entering from a secondary vocational program may be eligible for advanced placement in certain occupational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Fundamental skills in selected topics are offered at the area’s career and technical education centers. Advanced placement is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the advisor, respective program head or Vice President of Academic Affairs.
- ***Examinations for Advanced Standing:*** (AP, IB, CLEP, Cambridge): Upon Receipt of official test scores, DSLCC shall accept a score of three (3) and higher for Advanced Placement (AP) courses, a score of four (4) or higher for higher level International Baccalaureate (IB) courses, a score of five

(5) or higher for standard level International Baccalaureate (IB) courses, fifty (50) or higher on CLEP courses, and scores of C or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by the college. DSLCC assumes no responsibility regarding the acceptance of Advanced Standing credit by other institutions to which the student may transfer.

- ***Credit for Military Service Experience and Education:*** Credit may be allowed for courses completed in military service schools if such credit is recommended in the American Council on Education's Guide to the Evaluation of Educational Experience in the Armed Services and if the work is applicable to the student's program of study. To receive this credit, the student must submit the appropriate documentation and an evaluation request to the appropriate academic advisor. Veterans may also receive a waiver of credit for physical education requirements by submitting a discharge certificate or other appropriate certification. This waiver carries no credit, so the student must substitute elective credits to meet the total requirements for their curriculum.
- ***Locally Constructed Examinations for Advanced Standing:*** Tests prepared by DSLCC faculty are available for several DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this credit-by-examination program should consult their advisor and/or the appropriate division dean. There is no fee for locally constructed tests.
- ***Specialized Training:*** Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries' exam and Certified Legal Secretaries' exam may merit credit. Individuals who can provide official documents certifying successful completion of the above programs (exams), who have declared a major in a DSLCC degree or certificate program and who are currently enrolled in classes applicable to the program may request advanced placement. The number of credit hours awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested in this type of advanced placement should contact an advisor, respective program head or division dean.

The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to the designated credit experience. Students may be referred to the appropriate department for a locally constructed examination at which point the policy for a locally constructed examination applies.

Transfer Between Curricula

As students proceed in their studies, they may decide to change a program or curriculum. In such cases, the student should make an appointment with an advisor to arrange for any necessary testing or other requirements. No changes in program or curriculum may be made without the recommendation of an advisor or, in select programs, the Vice President of Academic Affairs.

Transfer to Other Institutions

Depending on the program of study, DSLCC students may transfer credits to a four-year institution. DSLCC has many Guaranteed Admissions Agreements with four-year colleges and universities; these agreements provide for a smooth transfer for students who meet specific requirements. Consult an academic advisor in Student Services for information on Guaranteed Admissions Agreements.

A student who is interested in transferring to another college should work closely with that college's advisor to ensure that DSLCC courses will transfer. Students should become familiar with the requirements of their chosen major at the four-year college and should work with a DSLCC academic advisor in choosing courses. DSLCC maintains a file of catalogs of many four-year institutions. While the academic advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

International Transcript Evaluation

Individuals who have completed university coursework at an institution in a country other than the United States must obtain evaluation of international transcripts, degrees, and other relevant documents through a transcript evaluation service in order to receive transfer credit for these courses at DSLCC. These organizations are private enterprises which charge a fee for their services. Individuals pursuing an international transcript evaluation must follow the procedures outlined by the organization providing the evaluation. In all instances, original, official documentation will be required when requesting the evaluation.

DSLCC does not officially endorse any of the transcript services. Numerous providers are available and are located on the web.

If you have any questions about transcript evaluation, please contact an Academic Advisor in Student Services (540-863-2820)

Associate of Arts and Sciences Programs

The Associate of Arts and Sciences Degree Programs are designed for students who plan to complete a baccalaureate degree program at a four-year institution. An academic advisor in Student Services will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

Associate of Applied Science Programs

The Associate of Applied Science Degree Programs are designed as two-year programs preparing for employment in specific career fields. However, many four-year institutions do accept credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after enrolling in an A.A.S. program should work closely with their advisor to identify four-year institutions that will accept these credits and to ensure that they enroll in general education courses which are transferable.

Guaranteed Admissions/Articulation Agreements

Dabney S. Lancaster Community College and the Virginia Community College System have entered into guaranteed admissions/articulation agreements with many four-year colleges and universities. These agreements may entitle students to certain benefits, including:

- Status as a junior similar to students who began as freshmen (native students) Equal access to financial aid, scholarships, and housing availability
- Equal access to junior level classes which may have enrollment limits
- Access to academic advisors who maintain a relationship with students during their freshman and sophomore years at DSLCC
- Admission to certain student activities at the four-year institution while they are still attending DSLCC

Under the terms of these guaranteed admissions/articulation agreements, students must follow certain guidelines, such as adhering to the institution's deadline for declaring their intention to enroll and maintaining a specified grade point average.

Students interested in participating in the guaranteed admissions/ articulation agreements should contact DSLCC's Student Services for details and requirements, which vary by institution.

Transcripts

A student may request that a copy of his/her student permanent record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers or any person designated by the student. The request must be made by the student in writing. Request forms may be obtained from Student Services or the Registrar's Office or on the DSLCC website, www.dslcc.edu. Requests from valid

VCCS student emails will also be honored.

Fax requests are honored and must have the full name of the requestor, the Social Security number or student identification number, complete address where the transcript is to be sent and the student's signature authorizing transcript release. The fax request should be directed to the Registrar's Office.

Due to student information limitations under the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), telephone and third-party requests for transcripts cannot be honored.

During periods when the registrar receives a high volume of transcript requests, typically at the beginning and end of a semester, there will be a three (3) day waiting period on requests. Students with immediate needs will be addressed on a case-by-case basis.

Release of Student Information

All requests for official information about students should initially be referred to the registrar. Student records are treated as confidential information as provided by the Family Rights and Privacy Act of 1974, Sec. 438, Pub.L. 90-247 as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release.

The colleges of the VCCS will share student education records in accordance with current and any future amendments to the Family Educational Rights and Privacy Act regulations. Specifically, colleges must receive permission from the student to share information, except for a situation where the student seeks or intends to enroll at another college within the VCCS. The ability to disclose personal data for this situation is allowed under 34 CFR 99.31(a) (2) and 99.34(FERPA). Colleges will insure that all data transfers among colleges of the VCCS, related to this policy, are based on business processes approved by the Chancellor.

Employees of the College may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These persons may include faculty, academic advisors and personnel in Student Services.

Directory information including name, participation in officially recognized activities and sports, address, telephone number, date and place of birth, major field of study, dates of attendance, grade level, degrees and awards received, number of credits for which the student is enrolled, and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this directory information be kept confidential by notifying the registrar each semester by the last day to add/drop.

Emergency requests for information will be handled by the registrar after consultation with another appropriate college official. Students have the right to inspect, review and challenge the information contained in their own records.

Retention of Student Records

The College retains student records in accordance with the policies established by the State Library of Virginia. The College will retain on a permanent basis an official record of a student's academic history (transcript).

The College also will maintain a separate student academic folder which may include, but not be limited to, the following: application forms, standardized test results, drop/add forms and faculty grade reports. Information contained in the student academic folder will be retained in accordance with the aforementioned policy and may be destroyed three years from the date of the student's separation from the College.

Tuition/Financial Aid

Tuition and Fees

General Tuition: Tuition rates are set by the State Board for Community Colleges. Tuition rates are subject to change and do not include student activity fees or technology fees. Different tuition rates are established for Virginia residents and non-Virginia residents. A Virginia resident is one who has lived in, is and has been a legal resident of Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling. (See Residency Requirements.) Specific classes may have additional fees which will be noted in the semester class schedule.

Non-documented residents of the United States are not eligible for Virginia resident tuition rates or any form of financial aid.

Payment of tuition enables the student to use the library, bookstore, student center and other facilities of the College.

A fee will be charged for all returned checks and dishonored credit or debit card payments. If the check or credit/debit card debt is not picked up within 30 days, an additional fee will be imposed.

Veterans: Veterans who wish to receive education benefits must contact the Financial Aid Office located in Student Services. The Veterans' Tuition Waiver provides free tuition and fees at state supported institutions for the children of permanently disabled or deceased veterans of the United States Armed Forces some requirements apply. Requests for applications should be directed to the DSLCC Financial Aid Office.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. Refunds are made in accordance with state policy. Exceptions must be approved by the Vice President for Financial and Administrative Services. Tuition refunds are processed after the end of the add/drop period. Members of the military who are called into active duty service during a semester may be eligible for a full refund of tuition and fees. Please contact the Director of Student Services for more information.

For information on refunds for students on financial aid, see Refund and Repayment Policy under the Student Financial Aid section.

Other Costs

Capital Fee: A capital fee is charged for all out-of-state students and out-of-state contract students who are not classified as in-state residents.

Special Items: Some programs may require students to purchase additional program-related items.

Student Activity Fee: A student activity fee will be charged in addition to tuition. This fee is refundable during the add/drop period.

Technology Fee: A technology fee is charged to all students for each credit hour taken. This fee is refundable during the add/drop period.

Fines

Students who damage or lose school property (laboratory or shop equipment, supplies, library materials, etc.) are expected to pay charges for such losses.

Transcripts, certificates, diplomas or degrees will not be issued, nor will a student be permitted to register until all of the student's accounts at the business office, bookstore or library have been paid in

full.

Fines for illegal parking in fire lanes, handicapped parking spaces or "No Parking" designated areas at DSLCC facilities may be imposed by the appropriate Sheriff 's Department.

Library Fine Policy

The library does not charge a late fee for overdue books. When a book is thirty days overdue, the borrower is considered delinquent and cannot check out more library materials until he or she has returned or paid for the book. The delinquent account is sent to the Business Office for collection. Students may not graduate, receive transcripts, or register for classes until all obligations are satisfied.

Books and Materials

Students are expected to obtain the books, supplies and materials needed in their studies.

Failure to Meet Financial Obligations

Students failing to meet a financial obligation to the College are placed on financial suspension. Failure to meet financial obligations to the College also may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation and other collection procedures as are necessary to settle the account. The student is responsible for any additional costs incurred in the collection of delinquent accounts. A fee will be charged for all dishonored checks. If the debt, including the fee is not paid within 30 days, an additional fee will be charged.

DSLCC honors the financial obligations which students may have with other VCCS colleges. If a student has a financial obligation to a VCCS college totaling \$500 or more, they must resolve that obligation before they are eligible to enroll at DSLCC. These obligations may include tuition, fees, college loans, college fines, or other debts owed the college.

Student Financial Assistance

Financial Aid: The purpose of the College's financial aid program is to provide financial assistance to qualified students who, without such aid, would be unable to attend college. Non-documented residents of the United States are not eligible for any form of financial aid.

DSLCC offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the DSLCC Educational Foundation, area organizations, clubs, businesses and private citizens.

Applying for Financial Aid: Students are encouraged to file for financial assistance as early as October 1. Completing all steps in the process will allow sufficient time for processing the student's file by the start of the semester.

There are some sources of aid that have limited funds to award; those who file early have a greater likelihood of being considered for assistance than those who file later when funds may be exhausted. DSLCC strongly suggest filing for aid by March 1. Contact the Office of Financial Aid with any questions and watch for updates posted on the web site.

Students interested in applying for financial aid must do all of the following:

- Apply as a curricular student to DSLCC.
- Complete the Free Application for Federal Student Aid (FAFSA) directly on the web at www.fafsa.gov.
- Students must first create an FSAID which becomes an electronic signature. The application process may be completed on a home computer or on a computer at DSLCC in the Library, Student Services and at the Rockbridge Regional Center. To have the report sent to the College, students must enter DSLCC's Title IV school code (004996) in the school section of the FAFSA.

- Graduate from high school or earn a GED certificate

Students are encouraged to utilize the electronic option. This method is simple and user friendly, reduces errors and most importantly, greatly reduces processing time.

When the FAFSA has been processed, the student will receive a Student Aid Report (SAR). Schools listed by Title IV code (004996 for DSLCC) on the FAFSA will receive an electronic version of the SAR.

After the application for financial aid is reviewed, the Financial Aid Office will send the student a letter explaining the status of the application. Additional information may be requested in order to complete the file. Students should respond promptly to requests for additional information; failure to do so will result in delays with the completion of the student's file.

Satisfactory Progress for Financial Aid Recipients

Federal regulations require that students receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College. Exclusive of developmental studies, degree seeking students may receive financial aid for no more than 150 percent of the time frame for program completion. These limitations include all terms of enrollment, not only those terms when aid was awarded or received. Developmental study courses are limited to one academic year, 30 semester hours, of enrollment.

Student aid recipients will also be required to maintain a minimum cumulative grade point average (GPA) and credit completion rate. GPA requirements will be evaluated after each term and credit completion rate will be evaluated after each academic year.

For further information on the DSLCC Satisfactory Academic Progress Standards or to obtain a copy of these standards, contact the Financial Aid Office or visit our web site at www.dslcc.edu/admissions-aid

Students who lose financial aid eligibility can submit an appeal. The Student Financial Aid Committee, composed of representatives of the administrative, counseling and instructional staff, is appointed by the Director of Student Services for the purpose of reviewing student appeals concerning financial aid matters. If reinstated, students will be placed on contract until they are back in good standing.

Fraud Policy

Fraud is something we are very concerned about in the DSLCC Office of Financial Aid. There are situations where students and/or parents misrepresent information in hopes of qualifying for or obtaining financial aid assistance. Some examples include:

- False claims of independent student status
- False claims of citizenship
- Use of false identities
- Forgery of signatures or certifications
- False statement of income

The Office of Financial Aid is required to have a policy of referral when confronted with actual or suspected cases of fraud and abuse. DSLCC procedures for fraud are as follows:

If, in the Financial Aid Coordinator's judgment, there has been intentional misrepresentation, false statements, or alterations of documents which have resulted or could result in the awarding or disbursement of financial aid for which the student is not eligible, the case shall be referred to the Director of Student Services for possible disciplinary actions.

After investigating the situation, if the Financial Aid Coordinator and the Director of Student Services believe there is a fraudulent situation, all information will be forwarded to the Office of Inspector General of the Department of Education within ten business days after the initial date of discovery.

Repeated Coursework Policy

- Financial Aid can only pay for 30 credits of developmental courses. If more than 30 developmental credits are taken, the developmental education credits must be paid for by the student, i.e. the additional developmental courses will be factored out of the Financial Aid enrollment level.
- Financial aid eligibility cannot be determined if a student has one or more incomplete grades, "I" grades, from a previous term.
- Financial aid will pay for repeated classes until a student passes, in addition to one more attempt, to achieve a higher grade.
- Repeated courses are always counted in the Standards of Satisfactory Academic Progress (SAP) calculation and may negatively affect the student's Completion Rate, GPA and 150 percent Timeframe.
- Audited, non-credit, and BSK courses are not eligible for Financial Aid. These courses will be factored out of the Financial Aid enrollment level.

Refund and Repayment Policy

(VCCS Policy document: see Appendix B)

Title IV Returns

Title IV funding includes Federal Pell Grant, Federal SEOG Grant, Federal Direct Stafford Loans, COMA and VGAP. Students who receive Title IV funding may have to return money to the College if they withdraw from all of their classes or stop attending without official withdrawal.

After calculations are performed, there will be a portion the College will be required to return from the amount retained to cover tuition and/or book charges. After the College returns the required amount, an unpaid balance will be created on the tuition/book account. The student will be billed for these unpaid charges and given a deadline to pay. If not paid by the deadline, the College will turn the debt over to the State for collection. In some rare cases, the student could owe additional funds back to the Title IV programs from the checks received. In this case the student has 45 days to return their part to the College and the College will also return the student portion to the Department of Education (DOE). After 45 days, The College must turn the debt over to the Department of Education (DOE) for collection. Once submitted to the DOE, the student becomes ineligible to receive financial aid from any school until the DOE is repaid.

Adjustment to Financial Aid When Classes Are Never Attended

Financial aid will not pay for classes that the student never attends. If a student signs up for classes, but never begins attendance, financial aid cannot be used and the student will be dropped from the class. Financial aid students who do not begin attendance in all classes will have their financial cut to the level appropriate to their actual class attendance level. The student will be responsible for paying any difference that results from the adjustment.

Financial Aid Disbursements

Disbursements of financial aid awards (minus appropriate tuition, fees and bookstore charges) are processed no later than the fifth week of classes each semester. Beginning Spring 2015, most refunds will be processed through Tuition Management Systems (TMS).

Bookstore Charges

Eligible financial aid recipients may choose to charge textbooks and/or supplies in the campus bookstore up to a maximum of \$3,000 or less if the amount of remaining financial aid is limited. Charges may be made during the designated period each semester.

Non Allowable Purchases include but are not limited to: Apparel, food and drink, gift items,

gift/pre-paid cards, and electronic devices and peripherals used with such devices (cell phones, chargers, batteries, power cords, etc.)

Veterans' Services

Applications for VA benefits and assistance in applying are available from the College's Financial Aid Office. All students receiving VA benefits must be enrolled in an approved curriculum that leads to a certificate or degree.

All students receiving VA benefits must report class registrations and adjustments to class schedules (such as add/drop, withdrawal from classes, changes in academic program, etc.) to the College's Financial Aid Office. These changes may affect a student's VA benefits. When certifying the enrollment status of veteran students, only those courses applying to their curricula will be certified to the Veterans' Administration for payment of benefits.

In addition to monthly benefits, the Veterans' Administration will pay for tutorial assistance.

Veterans' educational benefits will be suspended when the veteran student fails to maintain minimum standards of academic progress. A copy of the Veterans' Standards of Academic Progress Policy may be obtained from the College's Financial Aid Office.

DSLCC is designated as an institutional member of Service Opportunity Colleges (SOC). The SOC, composed of over 1,000 colleges and universities, functions in cooperation with the Department of Defense and the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members.

West Virginia Residents

Eligible residents of Monroe, Greenbrier, Summers, Mercer and Pocahontas Counties may enroll in any programs of study at DSLCC and pay in-state tuition rates. These individuals and their families may now be able to enjoy saving thousands of dollars over the out-of-state rates previously charged.

Individuals who would like more information should contact DSLCC Student Services at (540) 863-2820.

American Opportunity and Lifetime Learning Tax Credit

The American Opportunity tax credit can be taken by eligible students for tuition paid during the freshman and sophomore years (maximum of \$2,500). Students may also be eligible for the Lifetime Learning tax credit of up to \$2,000 for qualified educational expenses. A taxpayer cannot claim both the American Opportunity credit and Lifetime Learning credit for the same student in one year.

To determine specifically if you qualify, you must seek the advice of a tax expert.

Educational Foundation Scholarships

Each year, the DSLCC Educational Foundation awards thousands of dollars in merit and need based scholarships, including the Dabney Promise Program to qualified students from the College's service area. Students may apply online at www.dslcc.edu/scholarships. Not all scholarships are awarded every year. Please note that additional scholarships may be offered through civic and business organizations. For more information regarding available scholarships, please contact the DSLCC Educational Foundation at (540) 863-2837, visit their web site, or visit the Educational Foundation Office in room 154 in Backels Hall.

Student Financial Assistance Programs

Please refer to the Student Financial Aid web site for all the assistance programs that are offered to students.

NOTE: All selected applicants must provide a copy of their parent's and/or their own Federal tax transcripts for the prior year. Priority deadline for student aid applications is March 1.

Academic Awards

Dabney S. Lancaster Community College offers the following degrees or certificates for students who successfully complete approved programs at the College.

Associate of Arts and Sciences (A.A. and S.): awarded to students majoring in one of the transfer curricula (Business Administration, Education, General Studies and Science) who plan on transferring to a four-year college or university after completing their respective program.

Associate of Applied Science (A.A.S.): awarded to students majoring in one of the occupational-technical curricula who may either plan to obtain employment immediately upon graduation from DSLCC or transfer to an appropriate bachelor's degree program.

Certificates: awarded to students who complete an approved curriculum with a minimum of 30 semester hours.

Career Studies Certificates: awarded to students completing approved curricula with nine to 29 semester hours.

Associate Degree Requirements

To be awarded an associate degree from the College, a student must have:

1. Completed the required semester hours in the degree program, of which 25 percent (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.
2. Fulfilled all of the course requirements of the particular curriculum as outlined in the College catalog.
3. Been recommended for graduation by the appropriate instructional authority in the curriculum.
4. Completed the general education requirements (course work in English, Health, Mathematics/Science, College Success Skills, Physical Education, Humanities and Social Science) for an associate degree.
5. Earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in the particular curriculum.
6. Filed an Application for Graduation in Student Services before December 1.
7. Resolved all financial obligations to the College and returned all materials, including library books.
8. Completed all required assessments and surveys including a test of competency in general education.

Certificate Requirements

DSLCC offers several certificate programs, which are described by category in this catalog. To be awarded a certificate, the student must have completed all academic requirements for the particular certificate and also have completed numbers six through eight above.

Continuing Education Units

CEUs can be granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEUs may be obtained from the Workforce Solutions and Community Education Division.

Academic Policies

Academic Policies and Procedures

Credits: A credit is equivalent to one collegiate semester hour. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. The course may consist of lectures, laboratory or shop, and various kinds of out-of-class study such as technology-based learning. Combinations of these types of course components may include:

- One hour of lecture plus an average of two hours of out-of-class study.
- Two hours of laboratory or shop study plus an average of one hour of out-of-class study.

-or-

- Three hours of laboratory or shop study.

Fixed credit and variable hours with behavioral objectives are assigned to each developmental course. Variable credit is granted for all supervised study, seminar and project and coordinated internship courses.

Grading System for Curricular Students

Students must satisfy required course prerequisites or placement testing requirements before entering a course that has requisite requirements. In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a class but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college.

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. An "I" is an interim grade. Grades of P, R, S, W and X carry no credits.

Usually, if a student transfers to a four-year college or university, only grades of A, B and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The quality of performance in any academic course is reported by a letter grade, the assessment of which is the responsibility of the instructor. These grades denote the quality of study and are assigned quality points as follows:

A - Excellent	4 grade points per credit
B - Good	3 grade points per credit
C - Average	2 grade points per credit
D - Poor	1 grade point per credit
F - Failure	0 grade points per credit
P - Passing	0 grade points per credit
S - Satisfactory	0 grade points per credit

Re-enroll (R): This grade is to be used for developmental courses (numbered 01-99) or special courses as approved by the Vice President of Academic Affairs. The "R" grade will be given in only those courses in which the student can re-enroll the following semester and complete the remaining objectives without taking the entire course over. The Vice President of Academic Affairs keeps a list of courses in which the "R" grade may be used and must approve each course eligible for an "R" grade. When students re-enroll for a course, they must pay for the course again. No credit is awarded until the

course objectives are finished.

Incomplete (I): Students must complete at least 60 percent of the course requirements to be eligible for an "I" grade. No credit is awarded; the grade denotes that the student did not complete the class for verifiable, unavoidable reasons. Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" has been awarded must be completed by the date designated by the instructor but no later than the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. With mitigating reasons, the Vice President for Academic Affairs may approve the extension of an "I" grade. Members of the military who are called into active duty service during a semester may be eligible to receive an "I" for that semester. They should speak with their instructors prior to deployment.

Withdrawal (W): A grade of "W" conveys no credit and is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After this time, the student will receive a grade of F except under mitigating circumstances which must be documented. A copy of that documentation is placed in the student's academic file. Members of the military who are called into active duty service during a semester after the withdrawal date for their courses, may be eligible for a withdrawal for mitigating circumstances. If a withdrawal is given, the student is ineligible for a refund.

Audit (X): A student who audits earns no credit. Permission of the instructor or other appropriate administrator is required to audit a course. An auditing student may be dropped from the course if that student's place is needed for a student taking the course for credit. Full tuition and fees apply.

Pass (P) and Unsatisfactory (U): Grades of Pass (P) or Unsatisfactory (U) may be used as a grading option in Developmental Studies and special interest classes. Permission of appropriate academic administrator is required.

Pass grades in courses numbered 10-299 carry academic credit but are not included in grade point average calculations.

A maximum of seven (7) credit hours in courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma or certificate. Satisfactory: A grade of "S" is assigned for satisfactory completion of each course in developmental studies numbered 01-99.

Developmental Studies

Developmental or preparatory programs shall be offered to prepare individuals for admission to the college transfer programs and the career/technical programs in the community college. These developmental programs shall be designed to develop the basic skills and understandings necessary to succeed in other community college programs. DSLCC is prohibited from enrolling public or private high school students or homeschooled students in developmental courses.

Students not making satisfactory progress in developmental studies shall be graded Unsatisfactory and advisors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

Grade Point Average

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. While the permanent record must reflect the full history of all courses taken, a curriculum GPA including only those courses applicable to the student's curriculum must be computed for graduation.

When a course is repeated, only the last grade earned is counted by DSLCC in computing the curriculum

GPA for graduation purposes. The grades, credits completed, credits attempted and quality points for previous enrollments are no longer used by DSLCC but remain on the student's transcript.

Grade Reports

Final grade reports are available on-line through the student information system at the end of each semester. All final grades are part of the student's permanent record and will be recorded on his or her official transcript.

Grade Appeal Policy and Procedure

The faculty of Dabney S Lancaster Community College is unequivocally committed to the principle that evaluation of student work and assignment of grades is a responsibility and a prerogative to be exercised solely by the faculty. Therefore, at no point may an administrator change a grade assigned by an instructor. When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor, (with a copy to the Vice President of Academic Affairs) identifying specifically the reason(s) for the appeal and including any supporting documentation. Grounds for the appeal are limited to the following:

- A computational error in the grade;
- Grade computation in a manner other than that listed in the course of study or as amended with advance notice; or
- Computation of grade in a manner other than that used for other students in the class.

This written report must be filed with the instructor as soon as possible and no later than ten calendar days after the first day of class of the next subsequent term. If the matter is not mutually resolved at this level, the student may appeal to the Program Head (where appropriate) and finally to the Vice President of Academic Affairs.

At each level of appeal, each response to the appeal and subsequent appeal must be made in writing within ten calendar days. No new matter may be appealed at any higher level which was not identified by the student in the original written appeal to the instructor. If appropriate, at the sole discretion of the Vice President of Academic Affairs, the Vice President may appoint a faculty committee to review the case. If the Vice President does not appoint a committee, the grade assigned by the faculty member will remain unchanged. The decision of the Vice President as to whether or not to appoint a committee cannot be appealed by either party. Should a committee be appointed by the Vice President it will consist of three (3) instructional faculty from a variety of disciplines.

Students dually-enrolled through DSLCC shall follow their local school district grade appeal policies unless the course is taught by a DSLCC faculty member. In this case, the procedures described in this policy will apply.

The student should be aware that the committee review process may result in the grade being raised, lowered, or unchanged. The committee will meet and report its findings within fifteen calendar days from its appointment by the Vice President. The decision of the committee is final and binding and will be reported to the Vice President of Academic Affairs with copies to the Director of Student Services, who will record the grade. A copy of the finding of the committee will be placed in the student's file in the Registrar's Office.

Auditing

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the

regular manner and pay the regular tuition and fees. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change from audit to credit must do so within the official add/drop period. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. A student auditing a course may be dropped from the course if that student's place is needed for a student taking the course for credit.

Repeating a Course

Normally, a student is limited to two (2) enrollments in the same credit course. The limitation also includes students receiving grades of "R", "W" or "X". A student desiring to take a course more than twice should formally request permission through an advisor in Student Services. This request will be forwarded to the Director of Student Services.

Classification of Students

Curricular Student: A curricular student is one who has satisfied all college admission requirements and has been admitted to one of the curricula of the College.

Non-Curricular Student: A non-curricular student is one who is not formally admitted to one of the curricula, but who is classified according to the following student goals or conditions: (1) upgrading employment skills for present job, (2) desiring skills for new job, (3) career exploration, (4) personal satisfaction and general knowledge, (5) transient student, (6) non-degree transfer student, (7) high school dual enrollment student, (8) general or curricular requirements pending and (9) auditing a course.

Full-Time Student: A full-time student is carrying twelve or more credits of course work.

Part-Time Student: A part-time student is carrying less than twelve credits of course work.

Freshman: Students are classified as freshmen if they have completed 0-29 credit hours in a designated curriculum.

Sophomore: Students are classified as sophomores when they have completed 30 or more credits in a designated curriculum. Transferred credits are included, providing they apply toward meeting the requirements of the student's curriculum.

Academic Standing

President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.91 and do not have a grade of I, D or F will be on the President's List for that semester.

Vice President's List: Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.25 or higher and do not have a grade of I, D or F will be on the Vice President's List for that semester.

Graduation

Students are encouraged to contact their academic advisor or their faculty advisor to review their graduation credentials two semesters prior to graduation. An Application for Graduation must be received by the registrar before December 1 for spring graduation. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Vice President of Academic Affairs. DSLCC degrees are only conferred in May of each year.

Graduation Honors

Appropriate honors are awarded for degrees and certificates based upon the student's cumulative grade point average as follows:

- 3.8 grade point average—Summa Cum Laude (with highest honors)
- 3.5 grade point average—Magna Cum Laude (with high honors)
- 3.2 grade point average—Cum Laude (with honors)

Dual Majors

In awarding students an additional degree, diploma, certificate, or career studies certificate, the College may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credit. (VCCS Policy Manual: 5.1.2.0 Credits Applicable to Second Degree, Diploma, or Certificate)

Academic Warning

Any student who fails to maintain a grade point average of 2.0 for any semester or who fails any course will receive an “Academic Warning.”

Academic Probation

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.5 or better. The statement “Academic Probation” shall be placed on their permanent records. Generally, students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Director of Student Services or other appropriate college administrator. Students may be required to carry less than a normal course load the following semester and must consult with their advisor about appropriate courses and academic support. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a GPA of 1.5 shall be placed on suspension only after they have attempted twenty-four (24) semester credit hours. Academic suspension normally shall be for one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement “Academic Suspension” shall be placed on the student’s permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Director of Student Services for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Director of Student Services.

Academic Dismissal

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the College after academic suspension shall be academically dismissed. Students who have returned from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement, at which time they will be placed on academic probation.

Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 shall result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Director of Student Services. The statement “Academic Dismissal” shall be placed on the student’s permanent record.

Readmission Procedures

Students seeking to appeal their academic suspension status or gain readmission after their suspension period must complete the following procedures:

- Make an appointment with the program advisor and obtain an application for reinstatement Submit

a completed application for reinstatement to the Director of Student Services

- Attend a personal interview or appeal before a committee, at the Director's discretion

The student will be notified of the decision in writing. If the student is readmitted, the notification letter will include a Reinstatement Contract. Students who are denied readmission may appeal to the Vice President of Academic Affairs.

Academic dismissal is permanent. Students who believe that they have extenuating circumstances may appeal by using the aforementioned proceedings. It should be noted that without clear documentation of special circumstances, appeals of dismissal may be denied without an interview or appearance before a committee.

Academic Renewal

Students whose past academic record may indicate a lack of academic progress and who have not enrolled in the College for five consecutive years, may adjust their grade point average by applying for Academic Renewal. Students interested in Academic Renewal should contact Student Services for more information.

Registration

Students must follow the regular registration procedures as described in the current schedule of classes. Registration takes place at the beginning of each semester and during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration.

Academic Advising

Upon full admission to a specific curriculum, most students are assigned an academic advisor. That person oversees the student's academic progress, offers consultation on academic schedules, registration and dropping classes and assists the student to meet graduation and/or transfer requirements.

Course Load

The normal academic load carried by students is 15-17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits should have a 3.0 cumulative GPA or higher and must have the approval of both the Director of Student Services and Vice President of Academic Affairs.

Students who have received academic warning or academic probation may be required to take less than the normal semester course load. Since the maximum academic load is 18 credits, no curriculum may officially list in any publication more than 18 credits per semester.

Addition of a Course

In most cases a student may not enter a new class after the add/drop period of a semester. Any request for entry after that period must be approved by the instructor and the Vice President of Academic Affairs.

Attendance

Regular class attendance is required. If absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence. Instructors may establish a definitive attendance policy for their courses.

A student may be withdrawn administratively for prolonged, unexcused absences from a course. (See

Administrative Withdrawal).

Examinations

All students are expected to take course examinations at the regularly scheduled times. No exceptions will be made without the permission of the Vice President of Academic Affairs and the class instructor.

Withdrawal from Class

A student may withdraw from a course within the first 60 percent of the semester and receive a grade of "W" instead of an "F" (see Academic Calendar for exact date). The student must contact instructors prior to requesting withdrawal. Students should contact Student Services for the correct procedures and forms.

However, a student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal). The student will be financially responsible for the cost of the course.

Administrative Withdrawal

As announced by each instructor at the beginning of each course and specified in the course of study, a student can be withdrawn from a course on the written recommendation of the instructor for prolonged, consecutive, unexcused absences. After consulting with the instructor, the Vice President of Academic Affairs or an official designee may also administratively withdraw a student from a course for prolonged, consecutive, unexcused absences.

During fall and spring semesters an absence of one week is considered prolonged. For classes not meeting 15 weeks, this time period will be shorter. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of the administrative withdrawal, the student will be allowed to return to class. At the end of the seven-day period, the student's name will be removed from the class roll. The student may appeal his or her removal to the Vice President of Academic Affairs within one week of the effective date of the withdrawal. Withdrawal procedures will be applied equally to all enrolled students.

Withdrawal from the College

A student who wishes to withdraw from the College must contact Student Services to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in jeopardy and prejudice his or her return to this or another college.

Unexpected Military Service

Students who are in the military, either active or inactive duty, including reservists, and are called into unexpected service, whether voluntary or involuntary, which forced a sudden withdrawal from the college shall be given the option to drop all of their courses in which they are enrolled at the time of their service. They will have all mandatory charges for tuition and fees refunded to them. There will not be a negative academic or financial impact on the student's record. When the student chooses to return to DSLCC, they will be fully reinstated at the level they were prior to the unexpected service. These students should contact the Director of Student Services prior to the deployment or beginning of the unexpected service and provide sufficient documentation if such unexpected service begins after the add/drop date of the term currently enrolled.

Cancellation of Classes

Students registered for classes which are canceled due to lack of enrollment will be dropped by Student Services.

Scholastic Dishonesty

The value of the College's degrees and certificates depends on the academic integrity of the work done by each student; therefore, it is imperative that students maintain a high standard of individual honor in their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz.
- Giving or receiving, offering or soliciting information on any quiz or examination, including the following classes of dishonesty:
- Copying another student's work.
- Use during the examination of prepared materials, notes or tests other than those specifically permitted by the instructor.
- Collaboration with another student during the examination.
- Buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a coming examination or the use of any such materials.
- Substituting for another person during an examination or allowing such substitutions for one's self.
- Bribery of any person to obtain examination information.
- Plagiarism, the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one's own in written work offered for credit.

It is always assumed that the written work offered for credit is the student's own unless proper credit is given the original author by the use of quotation marks or other explanatory inserts. This includes the copying of laboratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the use of other themes, theses, books, web pages or pamphlets without credit.

Collusion, collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit, must be approved in advance by the instructor. Examples of collusion include extensive use of another's ideas for preparing a creative assignment or assistance in the preparation or editing of written materials.

Catalog Requirements

The catalog to be used to determine graduation requirements is the one in effect at the time of initial enrollment in the curriculum from which the student is graduating. However, the student may elect to meet the requirements as published in a subsequent catalog. The graduation requirements as stated in this catalog shall remain in effect for no more than six (6) years.

Assessment

Students may be required to participate in one or more tests, projects or capstone courses designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of academic programs. Program assessment test results will remain confidential and will be used for the sole purpose of improvement of the College. Students may have access to their own test scores upon request. Occupational competency and performance evaluations must be successfully completed for graduation.

VCCS Computer Competency Policy

The Virginia Community College System believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The VCCS endorses the principle of computer competency for all students who are intent on completing a curriculum in excess of 45 semester credits. Students must demonstrate proficiency in specific computer competencies defined within programs and by individual institutions. This requirement is typically satisfied by the successful completion of ITE 115-Introduction to Computer Applications and Concepts.

Intellectual Property

Dabney S. Lancaster Community College follows the intellectual property policy found in the VCCS Policy Manual Section 12 (See <http://www.boarddocs.com/va/vccs/board.nsf/public#>). This section outlines the procedures for employees and/or students of a VCCS college to follow in the event that intellectual property is created. The VCCS Intellectual Property Policy defines intellectual property broadly as “a potentially patentable machine, product, composition of matter, process, or improvement in any of these, an issued patent, a legal right which is part of a patent or anything that is copyright-able including published or unpublished written materials or works, course-ware including lectures, printed materials, images no matter the physical medium of expression, visual and/or record materials whether published or unpublished, and computer related materials including programs, procedures and any other documents involved in the operation and maintenance of a data processing system.” The policy defines a procedure to determine the value of intellectual property and the division of equity in such property.

Pursuant to VCCS Policy 12.0.2, the VCCS Intellectual Property Policy applies to all employees and students of Dabney S. Lancaster Community College. Any student who has additional questions about intellectual property or copyright regulations should contact the Director of Library Services (540-863-2868).

Student Support

Student Support Services/Achievement Center

Student Support Services is a grant program funded by the U.S. Department of Education through Title IV of the Higher Education Act of 1965 under the TRiO Programs (Student Support Services is one of seven). Housed in The Achievement Center, the program provides academic and personal support services to eligible students in an effort to assist them in achieving their personal and career goals. The services help to engage students throughout their college experience and support them while completing their chosen program of study through graduation.

Student Support Services include

- career and academic advising for students needing assistance with college or career planning, resume writing, job interviewing skills, and interest inventories
- computer lab usage for word processing needs (reports, essays, and resumes), skill-building tutorial programs (math, reading, and writing), and Internet access (class research, college or career searches, and interest inventories)
- cultural activities, such as reduced-priced or free tickets and transportation to concerts, plays, museums, and historic sites around the region
- mentoring and personal advising for students struggling with academic issues
- specialized services, such as tutoring, note-taking assistance, modified test administration, taped texts, test readers, and scheduled computer usage for students with documented physical or learning disabilities
- study skills instruction in note taking, test taking, time management, and stress management
- transfer assistance in choosing a school, selecting courses, completing admissions applications, financial aid forms, and touring four-year college campuses in the nearby area
- free tutorial services for students enrolled in DSLCC classes (group and individual sessions are available).
- career exploration and job placement assistance

The College offers career exploration and assistance with job placement. Occupational information is available for those individuals who wish to select or change a career. Notices of job openings and

employment needs of area employers are posted. Special tests and inventories are available for students who desire help in determining their future occupational and educational plans.

Career exploration and job placement assistance available in the Achievement Center and in the Library. Individuals are encouraged to make use of these services.

Special Programs

Talent Search

The DSLCC Educational Talent Search (ETS) program is a federally funded TRIO program that identifies and assists individuals who are potential first-generation college students who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to participants and encourages them to graduate from high school and continue on to postsecondary education. The program publicizes the availability of financial aid and assists participants with the college application process. The goal of this program is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete a program of postsecondary education.

High School Career Coaches

High School Career Coaches are community college employees who are based in local high schools to help students define their career aspirations. The Coaches explain community college and other postsecondary programs, including apprenticeships and workforce training, that can help students achieve their goals. As stated by the Virginia Community College System, the objectives of the VCCS High School Career Coaches Program are "...to empower students to make informed decisions about their career and educational plans and to prepare students for success in postsecondary education and training". For more information, contact the Director of Student Services at 540-863-2866.

Success Coaches

The Chancellor of the Virginia Community College System launched an initiative designed to serve Pell-eligible and first generation college students. Called College Success Coaches, these individuals encourage students and assist them in securing any resources they may need to remain in college and complete their program of study. At DSLCC, Success Coaches are professionals housed within Student Services to provide participants with encouragement, connection to resources, and collaboration with faculty to make the pathway to success achievable. For more information about the Success Coach initiative, contact the Director of Student Services at 540-863-2866.

GoodCare Healthcare Training

GoodCare is a healthcare training program provided by Goodwill Industries of the Valleys. Through a partnership with community Colleges and Adult Education or Literacy programs, participants benefit from supportive services, life skills training, education, and assistance to obtain employment in the healthcare industry. Individuals served will enter an in-demand occupation and have the opportunity to grow and advance their career through healthcare pathways. Goodcare will serve individuals who are TANF recipients, as well as other low-income individuals. Seats are limited and eligibility applies. Call 540-863-2848.

DSLCC is a participating college. Additional partners include businesses in the healthcare sector and adult education programs throughout the service area. Funding for the program is provided by a Healthcare Professions Opportunity Grant from the United States Department of Health and Human Services.

America's Promise Grant

Dabney S. Lancaster Community College is a partner in one of 23 grants awarded by the United States

Department of Labor to help strengthen local communities across the nation and increase chances that both employees and employers are well-prepared to compete in today's global economy. Grant activities will be developed, implemented and evaluated over four years, ending in 2021. DSLCC's partners include Eastern West Virginia Community and Technical College in Mooresville, WV and Allegany College of Maryland in Cumberland, MD.

The program offers a number of benefits for those who are eligible to participate, including tuition-free training for middle-to high-skilled occupational pathways in select industries, focusing on the fields of healthcare and manufacturing. Partners will share best practices and work together to increase college completion, employability, employment earnings and outcomes of job seekers. For more information, call 540-863-2933.

Counseling and Advising

DSLCC will make referrals in special circumstances to the Alleghany Highlands Community Services Board (CSB), the Rockbridge Area Community Services Board, or Blue Ridge Behavioral Healthcare for personal counseling services to students at DSLCC. The CSB will accept referrals from DSLCC only in writing from the Vice President of Academic Affairs or the Director of Student Services.

DSLCC will pay the CSB for one intake session and up to three one-hour counseling sessions per student. If the CSB therapist believes that additional sessions are needed, the CSB will contact the Vice President of Academic Affairs or the Director of Student Services to obtain written authorization for additional sessions.

DSLCC also has advisors to assist students in making informed decisions regarding their vocational, educational and personal/social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information and information regarding financial assistance or employment.

The advising available provides individual attention and supplementation to the instructional program of the College.

The College cooperates with the high schools in the region to provide pre-college advising to those students planning to attend the College. Students in the vicinity will be kept informed of the offerings of the College. In addition, the College works closely with organizations in the community to determine the educational needs and interests of adults in the region. A College representative will respond to requests for information from anyone in the community.

Student Activities

Student activities cover a wide spectrum, ranging from intramural athletics to presentations in the fine arts. Events at the Moomaw Center planned for students' leisure time on campus include tournaments, lectures, dances and holiday celebrations. Programming provided by the Student Activities Office enhances general education goals of the College, especially wellness information and multicultural events.

Intramural and/or Club Sports: Students may participate in a variety of club and intramural sports. All participants in the intramural sports program participate at their own risk and are responsible for treatment of their own injuries.

Orientation: New student orientation sessions are offered near the start of fall and spring semesters. Information is provided on topics such as academic advising, support services, financial aid programs, campus security and student safety issues, academic calendar, email accounts, students IDs, and assistance with instructional software packages used by instructors. Orientation is also an opportunity for new students to take campus tours, visit the Bookstore, receive information on transfer agreements

with four-year institutions and meet some members of the College's faculty, staff and administration.

A one-credit student development (SDV) course is required of all curricular students. This course includes important information that all students should have regarding ways in which to increase the chances for a successful college experience.

Student Senate: The Student Senate serves as a vital link of communication among students, administration and faculty. It works to provide the leadership necessary for the welfare of the students and DSLCC. The Senate has the responsibility of initiating services and activities for the benefit of the students.

Student Housing Information

Students will find a variety of housing options in the area. The College assists students and families by sharing information about rooms, apartments and houses available to rent. Individuals and businesses listed as housing contacts have indicated their interest in sharing information with students. Please call Student Services at (540) 863-2820 or the Rockbridge Regional Center at (540) 261-1211 for more information.

Please note that DSLCC provides this information as a service for students and does not recommend or promote any specific listings. Students will want to explore possibilities and select the housing arrangement, location and price range best suited for their needs. The College assumes no responsibility for the arrangements made between students and any of these property owners/agents, including financial matters and/or safety issues.

Veterans' Affairs

The Financial Aid Office is prepared to provide veterans and their dependents with information on Veterans' Administration programs, certification for VA educational benefits and counseling and referrals to outside agencies.

Veterans Service Center

An on-campus office is staffed to assist veterans and their families seeking education and training.

Academic Services

Distance Education: Responding to the increasing needs of its students, DSLCC plays an active role in using cutting-edge innovations to reach students in a variety of environments. (Through the Virginia Distance Education Network, the Library brings media based, independent learning courses from all VCCS campuses to provide breadth and depth to DSLCC's curriculum.) By studying at home and testing at convenient locations, students can attain their educational goals within the flexibility of their personal schedules.

DSLCC is participating in the Shared Services Distance Learning program, through which instructors may share select courses with students from other partner colleges. DSLCC offers students opportunities to enroll in classes shared by Northern Virginia Community College and other colleges within the VCCS.

DSLCC broadcasts courses over state-of-the art telecommunications equipment to reach off-campus sites and participates in the VCCS statewide compressed video network. This classroom environment allows an instructor to teach to multiple sites at the same time, which in turn affords the student all the benefits of asynchronous learning without some of the long-distance travel inconvenience.

The DSLCC computer network has become an integral part of distance education. Students are given the opportunity to participate in web-based learning either in an entirely distance learning format or as a supplement to traditional courses. Through the use of the Virginia Community College System

implementation of an Enterprise Blackboard course management system, students can be given the opportunity to complete course work synchronously or asynchronously. DSLCC continues to seek opportunities to advance and enhance distance learning formats.

A closed circuit system and facilities are also available to receive teleconferences, international television broadcasts and tele-courses via satellite, providing global access and perspective to an ever-changing world.

Library

The Library provides a variety of informational services to students, faculty and the community in a modern, comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction.

The Library also houses our Writing Center, staffed by professionals who may assist students who wish to improve their writing skills

Spring, Fall and Summer Hours: Please refer to the Library site for current information.

Testing Center

Test Times: Please refer to the Library site for current information.

The Library contains a large collection of materials to support DSLCC's curriculum as well as provide for a wide range of interests. It subscribes to several hundred serials and has extensive holdings of DVDs, video cassettes, computer software, compact discs and other non-print materials. Equipment for the use of media is available to viewers in the Library. A professional staff is ready to assist with research library orientations and a variety of skill programs, including training on the World Wide Web via Internet. Audio-Visual materials and test proctoring services for "independent learning" and distance education courses are also available. The staff is equally committed to participate in the Commonwealth's initiative to prepare students in information literacy as a core requirement to transfer to a four-year college or university.

As a member of the Virtual Library of Virginia, the DSLCC facility shares access to over 800 databases with its sister schools. Sponsored by the State Council of Higher Education for Virginia (SCHEV), the project ensures that Virginia Community Colleges have equal access with the Commonwealth's research universities.

Special Programs

Cooperative Education and Coordinated Internships: The concept of learning through paid or volunteer work in community organizations related to a student's area of study is an integral part of the curriculum offerings at DSLCC. Cooperative Education may serve as elective courses in the respective degree or certificate program or may be a program requirement. Depending on the nature and number of hours per week involved in the paid employment or volunteer service, students may earn from one to five college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective faculty advisor.

Auxiliary Services

Follett College Bookstore

Textbooks and school supplies are sold in the bookstore, located in the Moomaw Center. Miscellaneous items are also in stock, including DSLCC clothing and gift items.

Textbook ISBN information is available on the Follett College Bookstore web page.

Bookstore Return and Exchange Policy

The original sales receipt is required for all refunds and exchanges. No refund will be given if the shrink-wrap is removed from the text.

Food Service

Vending machines for snacks and drinks are located in Moomaw Center, in the Armory/Convocation Center, in the Library cafe and at the Rockbridge Regional Center.

Workforce Solutions and Community Education

The Workforce Solutions and Community Education Division administers programs at DSLCC to provide continuing educational opportunities and experiences for all college area residents. The division offers a variety of educational opportunities and experiences and is committed to providing a comprehensive workforce services program for business and industry that includes world-class training to develop the workforce for today and the future. The facilities and personnel of the College are also available to provide specialized services to help meet the cultural and educational needs of the service region.

Workforce Solutions: DSLCC offers a comprehensive package of workforce development services designed to enhance the ability of business and industry to gain and maintain the competitive edge in the marketplace. These services range from training needs assessment to training delivery and evaluation and are offered both for credit and non-credit. DSLCC can customize training programs to fit the needs of individuals and organizations and can be offered at the business site or one of the College's training centers. DSLCC is committed to developing partnerships with business, government and the community to promote the economic vitality of the region and improve the overall quality of life.

Community Education: Community Education at DSLCC is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Community Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences, as well as non-credit courses and specialized services providing for the educational needs of the region. These services are offered in formalized classroom instruction, conferences, workshops and seminars and are held on-campus or at convenient off-campus locations.

Non-Credit Program: DSLCC offers a wide variety of non-credit classes, seminars, workshops and activities for individuals seeking to enhance occupational skills or enrich personal and professional development. Also, through a wide variety of recreational offerings, area residents have the opportunity to start new hobbies, learn new skills in sports camps and participate in activities for personal enjoyment. The non-credit program is offered on a self-supporting basis. For current non-credit classes, call (540) 863-2899.

Economic Development: DSLCC plays an active role in economic development by collaborating with local and state economic development offices to recruit new business and industry to the service region and encourage the expansion of existing business and industry. As a partner in economic development, DSLCC is focused on the goal of enhancing productivity and employment in the College's service area by providing a comprehensive workforce services program.