

Student Policies and Procedures

Code for Student Rights, and Conduct

Preamble: The faculty, staff and administrators of Dabney S. Lancaster Community College are devoted to offering the highest quality education for all citizens of the service region and to developing the scholarly and human potential of each student. We also believe that the students at DSLCC are devoted to these principles and wish to pursue learning in an atmosphere which encourages serious study and human growth.

In attempting to foster this scholarly atmosphere, DSLCC adheres to the standards of the Virginia Community College System. This code for student rights, responsibilities and conduct is intended to clarify within the VCCS framework the standards of the College and the procedures guaranteeing students' rights.

Obligations of a Student: The attendance of a student at DSLCC is a voluntary entrance into the academic community. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes and functions. These obligations are appropriate for scholars; the College is obligated to provide an atmosphere conducive to learning for all students and will act to discipline those persons whose behavior interferes with this obligation.

This code is established to assure that all students are familiar with the conduct and responsibilities expected of them as members of this community. In addition, students should be cognizant of college disciplinary procedures and their rights as DSLCC students.

Student Bill of Rights

1. The faculty, staff and administration of DSLCC respect the students who enroll in the College. The following rights are guaranteed to students as part of membership in this learning community:
 - a. Free inquiry, expression and assembly, except as noted in section on Campus Expression as noted below
 - b. The free pursuit of educational goals
 - c. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures.
 - d. The right of appropriate disciplinary procedures when necessary. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing a student, pending a hearing, may be suspended by the President or the President's designee and barred from the campus if the student's presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the College.

Before a student may be suspended, the student will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as is practicable.

- e. The right of a hearing before a judicial body when a student is accused of violating institutional regulations. The judicial body shall be composed of five voting members and one nonvoting member. The voting members shall be three members of the faculty and two students. The faculty members shall be appointed by the Vice President of Academic Affairs and the student members shall be appointed by the President of Student Government. The nonvoting member

shall be an ad-hoc member and provide administrative and organizational support.

Nothing in procedures D and E above should be construed to prevent the President from taking such official steps as deemed necessary. However, final action should be in accordance with the above procedures.

Definitions of Terms Used in this Code:

2. When used in this code,
 - a. The term "creed" means personal beliefs.
 - b. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
 - c. The term "institution" means Dabney S. Lancaster Community College (DSLCC) and, collectively, those responsible for its control and operation.
 - d. The term "instructor" means any person hired by DSLCC to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of his/her status in a particular situation shall be determined by the facts of the situation.
 - e. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
 - f. The term "may" is used in the permissive sense.
 - g. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in Section 10.
 - h. The term "shall" is used in the imperative sense.
 - i. The term "student" includes all persons taking courses at DSLCC both full-time and part-time.
 - j. The term "student press" means either a formally recognized organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

Access to Higher Education:

3. Within the limits of its facilities, DSLCC shall be open to all applicants who are qualified according to its admission requirements.
 - a. The institution shall make clear the characteristics and expectations of students which it considers relevant to its program.
 - b. Under no circumstances may an applicant be denied admission because of race, creed, gender, national origin, disability or any other non-merit factor. Specific program admittance may be limited due to space, academic history and factors relevant to career job performance.

Classroom Expression:

4. Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order.
 - a. Students are responsible for learning the content of any course for which they are enrolled.
 - b. Requirements may include participation in classroom discussion and submission of written exercises.
5. Academic evaluation of student performances shall be neither prejudicial nor capricious.

6. Information about student views, beliefs and political associations acquired by persons in the course of their work as instructors and counselors is confidential and is not to be disclosed except with the student's permission or under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

Campus Expression:

7. Discussion and expression of all views are permitted within DSLCC subject only to reasonable restrictions to ensure that the mission of DSLCC is not disrupted and to maintain order.
8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities. (See sections 7 and 13.)
9. Organizations and groups may be established within DSLCC for any legitimate and legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
10. The following regulations apply to organizations on campus
 - a. A group shall become an organization when formally recognized by DSLCC. All groups that meet the following requirements shall be recognized.
 - i. A group shall submit a list of officers, including an advisor selected from the faculty or staff and copies of the constitution and bylaws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.
 - ii. Where there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.
 - iii. All sources of outside funds shall be disclosed.
 - b. Upon recognition of the organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.
 - c. Organizations of a continuing nature must annually institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16 and 17.
 - d. Any organization may conduct on or off campus activities subject to the approval of the Student Government Association and the appropriate college administrators.
 - e. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.
11. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.
12. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.
13. Institution facilities may be assigned depending on availability to organizations, groups and individuals within the institution community for regular business meetings, for social programs and for programs open to the public.
 - a. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to insure proper

maintenance.

- b. Preference shall be given to programs designed for audiences consisting primarily of members of the institutional community.
 - c. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.
 - d. The institution may delegate the assignment function to an administrative official.
 - e. Charges may be imposed for any unusual costs for use of facilities.
 - f. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
 - g. The individual, group or organization requesting space must inform DSLCC of the general purpose of any meeting open to persons other than members and must provide the names of outside speakers.
 - h. Solicitation of funds on or off the college campus will be permitted only with prior approval.
14. The authority to allocate student activity funds or institutional student fees for use by recognized organizations shall be delegated to a body in which student participation in the decisional process is assured.
- a. Approval of requests for funds is conditioned upon submission of budgets to and approval by this body.
 - b. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise, organizations shall have independent control over the expenditure of allocated funds.
15. No individual, group or organization may use the institution's name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by an individual, group or organization.

Publications:

16. A student, group or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of DSLCC.
17. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station. This editorial freedom entails a corollary obligation under the canons of responsible journalism, the First Amendment and applicable regulations of the Federal Communications Commission.
18. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.
19. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.

Student Participation and Demonstration:

20. The role of student government and its responsibilities shall be made explicit. There should be no

review of student government actions except where review procedures are agreed upon in advance or those that are required by state or college policy.

21. On questions of educational policy, students are entitled to a participatory function.
 - a. Faculty-student committees shall be created to consider questions of policy affecting student life.
 - b. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions and allocation of student funds.
22. The right of peaceful protest is granted. DSLCC retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.
23. Orderly picketing and other forms of peaceful protests are permitted on institution premises with the following qualifications
 - a. Such activities must not interfere with entrance or exit from facilities, movement within institution facilities or interrupt classes or damage property.
 - b. The institution may choose to impose its own disciplinary sanctions without involving local enforcement bodies.
24. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of noninterference.
25. Every student has the right to be interviewed on campus by any organization that has been approved to recruit at DSLCC.

Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.

Violation of Law and Institutional Discipline:

26. If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to DSLCC unless the student is incarcerated and unable to comply with academic requirements or the student represents a clear threat to any member of the college community. The institution may impose sanctions for grave misconduct off campus demonstrating flagrant disregard for the rights of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of a law.
27. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

Sexual Harassment and Sexual Assault (Title IX):

28. Dabney S. Lancaster Community College does not discriminate on the basis of sex in education programs or activities, as required by the United States Department of Education, Office for Civil Rights. The College informs students and employees of definitions of sexual harassment and sexual violence, the procedures of filing complaints, process for resolution and their rights before, during and after proceedings.

Sexual Harassment:

29. Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part- time students by any and all DSLCC employees or students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct or written communications of an intimidating, hostile or offensive sexual nature, regardless of where

such conduct might occur. Sexual harassment also shall be construed as repeated verbal, physical or written acts that may create a sexually uncomfortable atmosphere.

30. Complaints of unwelcome sexual advances or repeated sexual expressions creating a hostile environment, threats of penalties in order to gain sexual favors or promises seeking to induce sexual favors may be raised through the following procedures:

- a. A report of the incident should be made to the Director of Student Services if the accused is a student. DSLCC's policy is that the Director of Student Services will then contact the police. It is the victim's decision to file charges. If the accused is an employee, the report should be made to the employee's divisional supervisor. The director/supervisor will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney. The anonymity of both the victim and the accuser will be protected whenever possible
- b. The director/supervisor will meet with the accused to review the incident and, based on the director's/supervisor's findings and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College's disciplinary process and/or involving law enforcement officials.
- c. If either the accuser or the accused is not satisfied with the decision of the director/supervisor, then an appeal may be made to that person's supervisor, up to and including the President of the College or designee.

Admission of Convicted Sexual Offenders

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.*

Threat Assessment:

31. Dabney S. Lancaster Community College is concerned about the safety, health and well-being of students, faculty and staff. There are tools in place meant to address issues regarding potential threats and activities disruptive to the mission of the College.

The College has a Threat Assessment Team (TAT) that meets to address referrals on individuals who may be acting in ways that signal the potential for harm to themselves or to others. The TAT is charged with addressing all reported behavioral or mental health incidents which occur on campus, the Rockbridge Regional Center, classes/training at an off-site location or on an electronic site, including e-mail, blogs, and Blackboard postings.

Anyone may make a referral and a process is in place for handling each case in a proper, prompt

and professional manner, respecting the rights and privacy of all parties involved. Questions regarding the TAT may be addressed to the Director of Student Services at 540/863-2866.

Bullying:

32. Dabney S. Lancaster Community College is committed to maintaining a safe and comfortable environment that facilitates learning and other productive activities. As such, no acts of bullying will be tolerated. Encouraging fighting, using profanity, exhibiting obscene gestures or taking any actions to create a climate of imminent danger or instill in others fear of bodily harm are not considered appropriate and will not be allowed. Immediate action will be taken by the administration.

Sexual Assault:

33. Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation or through the use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or through clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

34. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should seek legal advice. It should be noted, however, that the College's disciplinary proceeding is not a court of law; and as a result, legal representation is not permitted.

35. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:

- a. The accused may be suspended from the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty, then the student will incur no financial loss resulting from lost tuition.
- b. The College may close the disciplinary procedure to the College community.
- c. The College may involve law enforcement officials immediately upon notification that an incident has occurred.
- d. The College's disciplinary procedure may be suspended pending the outcome of criminal proceedings.
- e. An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity may be expelled regardless of whether charges are brought through the College's disciplinary procedures.

Accident & Health Insurance:

36. Certain courses at the College include field/laboratory experiences which require safe and prudent behavior on behalf of students and instructors during travel to and from activities, as well as at on-site activities.

DSLCC does not provide accident or health insurance for individual students in these activities. The College assumes no financial responsibility for medical care or emergency services required due to accident or illness of enrolled students.

Students are encouraged and may be required to obtain accident or health insurance or to provide certified proof of such coverage before participating in certain classes and activities.

Animals:

37. Animals are not permitted in classrooms or other indoor spaces. An exception is made for service animals that accompany persons with disabilities; however, the animal must be under control at all times and the College does not assume responsibility for the care and supervision of the animal.

Children:

38. Children are not permitted to accompany their parents to classes and are not to be left unattended on campus. Arrangements should be made for off-campus child care.

Contagious Diseases:

39. DSLCC is committed to the safety, health and well-being of students, especially during the winter season when illnesses are most prevalent. Students should protect themselves and be respectful of others, both at college facilities and throughout the community. Students who are ill should take care of themselves.

Students should not attend classes or other large gatherings if they are ill, and should visit a doctor if it appears that a serious condition may be developing. If college officials observe a student exhibiting symptoms of an illness that may be contagious to others, they may ask that the student leave and return when their symptoms subside.

Dress Code:

40. As the U.S. Department of Education's Manual on School Uniforms notes, "Dress Codes and/or Uniforms by themselves cannot solve all of the problems of school discipline, but they can be one positive contributing factor to discipline and safety." This statement is synonymous with DSLCC's goal of maintaining a school climate that effectively fosters learning, provides a setting preparing students for expectations in the adult workplace, and strives for safety, a sense of community, and respect for others. Therefore, sexually provocative or distracting clothing will not be allowed, and for the purposes of hygiene, DSLCC requires the body and feet to be appropriately attired.

NOTE: However dressed, instructors have the prerogative to ask students to leave their classroom setting if the student's appearance is distracting to the instructor's learning environment.

HIV/AIDS Policy:

41. Discrimination against persons who are HIV positive or who may have AIDS is incompatible with the goals of DSLCC and will not be tolerated. Students, staff and faculty who are HIV positive or who have AIDS will be able to remain in the College as long as they are physically and mentally able to perform their role. Persons in the college community who need assistance in dealing with issues of HIV/AIDS are encouraged to seek the confidential services of an advisor in Student Services, who will refer the person to an appropriate community agency. Information concerning an individual's HIV status will not be provided to anyone without the expressed written permission of the individual.

Inclement Weather/Emergency Closing Policy:

42. Decisions concerning the closing or late opening of DSLCC due to inclement weather will be made by a college administrator in consultation with personnel who live in various parts of the region. The decision is generally made before 5:30 a.m. for day classes and 3:00p.m. for night classes. Students may access this information through local radio and TV stations, the college website, the college switchboard, or an email to official VCCS student email addresses. Students registered with the college's emergency alert system, DSLCC Alert, will be notified of closing or

emergencies by text messages, email and phone (specified by student when registering for DSLCC Alert).

Late Openings- During a late opening, DSLCC classes will begin meeting as scheduled starting at the late opening start time. For example, if the announcement says that DSLCC opens at 10:00 a.m., 8:30 a.m. - 9:45 a.m. classes will not meet. 10:00 a.m. and later starting classes will meet as scheduled.

Students should always check with their instructors for proper guidelines for their particular courses, especially if the course meets for a longer period of time than what is shown in the example.

Radio Stations

WKEY-AM- 103.5 Big Country (simulcast on 1340AM)
WJVR-FM- 101.9 The River (simulcast on 1230AM)
WSLC 610 AM/WSLQ 99 FM-Roanoke
WSLW AM 1310 (SportsTalk 1310) -White Sulphur Springs, WV
WXLK 92 FM-Roanoke
WRON FM 103.1, The Bear- Ronceverte, WV
WRON –AM 1400(Newstalk 1400)- Ronceverte, WV
WVTF (RadioIQ/NPR) 89.1 FM-Roanoke

Television Stations

WDBJ 7-Roanoke
WSLS 10-Roanoke

Students are urged to listen for information concerning school closing or delayed opening. Each student must ultimately decide whether it is possible or safe to come to class when the College is open. Every attempt will be made to work with students who are forced to be absent due to weather.

Substance Abuse:

43 Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs or controlled substances are prohibited from campus or campus-related functions by both state and federal laws. Students who violate state or federal laws may be referred by college authorities for criminal prosecution.

Whether or not a criminal charge is brought, a student is subject to college discipline for illegally manufacturing, distributing, possessing or using any alcoholic beverage, illegal drug or controlled substance. Any student found to have engaged in such conduct is subject to the entire range of sanctions specified by the College, including suspension or expulsion.

Tobacco Use:

43. DSLCC buildings are tobacco free. Smoking and the use of all other tobacco products are prohibited. Designated smoking areas are identified throughout the campus grounds and should be used by smokers.

44. DSLCC prohibits the use of tobacco products in all College owned or leased buildings and vehicles. E-cigs (vapor) devices are also prohibited. Designated smoking areas are identified throughout the campus and grounds.

Title IV Crime Statistics Reporting Requirement:

45. The following information is applicable to the Campus Security Act section of Title IV of the Higher Education Act of 1965. This information sets forth the provisions of compliance of this act to strengthen the security concerns applicable to campus life at DSLCC.

The College administration is concerned with the well being and safety of all students and will strictly enforce regulations necessary for the protection of all. Specific policies and crime figures are found on the DSLCC web site at: www.dslcc.edu/student-services/safety-security. Upon request to the Vice President for Finance and Administration or the Director of Student Services, a copy of the policy and statistics will be provided.

Weapons Policy (abbreviated, see complete Weapons Policy in Appendix A of this document)

46. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined below.
- a. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
 - b. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a handgun in their vehicle must possess a valid concealed handgun permit. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.
 - c. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.
 - d. The President or Vice President for Financial & Administrative Services may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

The complete text of the above policy is available in Appendix A of this document

Privacy:

47. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.
48. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities.

Photographs: Photographs taken of individual students or groups of students in buildings or outdoors on campus may be used by the College for release to newspapers or other media and for reproduction in the College's publications. If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Officer within 24 hours after the photograph is taken.

Student Records:

49. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents and other student files shall be maintained only by members of the institution staff employed for that purpose. A separate student academic folder will be maintained which may include, but not be limited to, academic records, supporting documents and general educational records; records of disciplinary proceedings; psychiatric records; and financial aid records.
50. No entry may be made on a student's academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades, announcement of honors and written correspondence shall constitute notice.
51. Access to his or her records and files is guaranteed to every student subject only to reasonable regulation as to time, place and supervision.
52. A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under Section 1.E.
53. No record may be made in relation to any of the following matters except upon the express written request of the student. The completion of an admission or employment application constitutes permission.
 - a. Race
 - b. Religion
 - c. Political or social views
 - d. Membership in any organization other than honorary and professional organizations directly related to the educational process.
54. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:
 - a. Members of the faculty, staff and administration may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.
 - b. The following data may be given any inquirer: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field and date.
 - c. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.
 - d. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor and any information required under legal compulsion.
 - e. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.
55. The Family Educational Rights and Privacy Act of 1974 provides for the denial of the release of information in Section B and C by written notification by the student. Notification shall be provided to the registrar at the beginning of each semester. Upon graduation or withdrawal from DSLCC, the information contained in the student academic folder will be retained in accordance with the above policy and may be destroyed three years from the date of the student's separation from the College.

Use of Facilities/DSLCC Property

56. Bulletin Boards: Glass-enclosed bulletin boards are for official use. All notices posted must have the approval of the President or, in his absence, the Vice President for Academic Affairs. All notices posted on the board will stay for a period of no more than one week. Unofficial bulletin boards in the Moomaw Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.
57. Lost and Found: Found items should be turned into Student Services where they may be claimed for up to two weeks before being discarded.
58. Parking Regulations: Parking space is provided for the students subject to the following regulations:
 - a. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission
 - b. All motorized vehicles shall be operated in compliance with Virginia state law
 - c. The maximum safe speed on campus is indicated by speed limit signs
 - d. Illegal parking will be monitored by the Alleghany County Sheriff's Department and ticketed as appropriate.
59. Room Use: In order to avoid confusion in the use of rooms for extracurricular activities, all student groups requesting facilities should make application through the Student Activities Office. The request should include the name of the group, time, room number and any special facilities required. There is no charge for campus and course-related usage.
60. Telephones: Office telephones should not be used by students. Student cell phones must be turned off during class and in the Library. Students should be courteous to others in their use of cell phones at all times.

Sanctions:

61. The following sanctions may be imposed upon students:
 - a. Admonition: An oral statement to a student that he/she is violating or has violated institution rules.
 - b. Warning: Notice orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
 - c. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.
 - d. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.
 - e. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
 - f. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
 - g. Expulsion: Termination of student status for an indefinite period.

The conditions of readmission, if any, shall be stated in the order of expulsion.

62. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

63. Disciplinary Transcript Notations

Students who have been suspended for, have been permanently dismissed for, or have withdrawn from a college while under the investigation for an offense involving sexual violence under the college's sexual misconduct policy will have a notation stating either "Suspended / Dismissed for a violation of, or withdrew while under investigation for a violation of DSLCC's sexual misconduct policy" placed on permanent records.

Furthermore, in order to alert other institutions of higher education of a student who was dismissed for exhibiting threatening or dangerous behavior, or otherwise has committed an act of misconduct, colleges may place a statement on the transcript, which shall state "Misconduct Dismissal."

Prior to making any disciplinary notation on a transcript, DSLCC shall notify the student in writing of such action and give the student the right to appeal. The appeal may be part of the college's normal process for conduct cases.

Forbidden Conduct:

- a. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action: All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution and forgery (alteration or use of institution documents or instruments of identification with intent to defraud).
- b. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities.
- c. Physical or verbal abuse of any person on institution premises or at institution sponsored or supervised functions.
- d. Theft from, damage to or misuse of institution premises or property or damage to property of a member of the institutional community on institution premises.
- e. Failure to comply with directions of institution officials acting in performance of their duties
- f. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, computer usage and any other regulations which may be enacted.
- g. Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, firearms or other weapons or controlled substances on campus or at campus sponsored activities. Students who violate local, state or federal laws may be referred by College authorities for criminal prosecution. Resources include the Department of Mental Health and Substance Abuse Services (1-800-451-5544).
- h. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings:

64. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
65. The institution may make a preliminary investigation to determine if the charges can be disposed of

informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.

66. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student's response.
67. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause.
68. Hearings shall be conducted in such manner as to do substantial justice.
 - a. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.
 - b. An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The adviser has no procedural standing nor any right to be heard.
 - c. Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom and publically about a case shall be prohibited so far as possible until all proceedings have been completed.
 - d. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.
 - e. Production of records and other exhibits may be required.
69. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion.
70. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.
71. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the President or designee.
 - a. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.
 - b. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanctions.

Judicial Authority:

72. Appropriate judicial bodies as described in Section 1.E. shall be formed to handle all questions of student discipline.
73. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.
74. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future

proceedings.

75. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.

Firearms/Weapons and Materials Policy

Weapons Policy (*abbreviated, see complete Weapons Policy in Appendix A of this document*)

77. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined below.
- a. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
 - b. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a handgun in their vehicle must possess a valid concealed handgun permit. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.
 - c. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.
 - d. The President or Vice President for Financial & Administrative Services may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

DSLCC Student Complaint and Grievance Policy

It is the goal of Dabney S. Lancaster Community College to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting an educational institution. Therefore, this policy is presented in three sections. Section I deals with resolving disagreements and complaints. Special policies for grade appeals are included at the end of Section I. Section II involves filing a grievance (which can only be done after a student has completed the process for resolving disagreements and complaints) Section II discusses General Provisions related to formal complaints and grievances.

NOTE: DSLCC students may file a written complaint with any college employee. Upon receiving a written complaint, the receiving employee will forward the complaint to the appropriate administrator for response and disposition. Information on the complaint shall be considered confidential and shall be shared only on a "need to know" basis. If the student does not consider the response and disposition concerning the complaint to be adequate, he or she may appeal to the appropriate Vice President and then to the President, whose decision is final.

SECTION I. Procedures for Resolving Complaints

A. Step One.

If you wish to file a complaint about the actions of a person, with a policy, or with a procedure of the College, you must first discuss your concern with the person with whom you have a complaint. If your complaint involves harassment by another individual, you should file your complaint directly with the Director of Student Services. Since disagreements should be raised and settled promptly, a complaint shall be filed with the person with whom you have a complaint within 20 calendar days either of the event giving rise to the complaint or within 20 calendar days of the time when you reasonably should have gained knowledge of its occurrence. For the time limit for making a complaint about a grade, see below.

B. Step Two

If, after discussing your complaint with the person with whom you have a complaint, you are not satisfied with the disposition of the complaint, you may appeal to the person's supervisor with a formal complaint. You must make a written statement clearly describing the nature of the complaint. Submit this statement to the Director of Student Services. If the complaint is against the Director of Student Services, submit the form to the Vice President of Academic Affairs. You must do this within 10 calendar days after talking with the person with whom you have a complaint. The following individuals will hear your complaint:

1. Academic matters (e.g., grades, course requirements, etc.) will be heard by the Vice President for Instruction. The Vice President for Workforce Solutions and Community Education will hear complaints regarding non-credit courses.
2. Complaints regarding admissions matters, such as enrollment and transfer of credits, financial aid matters, and other student services will be heard by the Director of Student Services.
3. Complaints in other areas should be submitted to the Director of Student Services, who will forward the complaint to the appropriate person.

It is the responsibility of the appropriate administrator to hear your complaint within 10 calendar days of your appeal. The administrator must notify you, in writing, of the disposition of your appeal within 10 calendar days of hearing your appeal.

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.

SECTION II. Procedures for Filing a Grievance

In rare instances, a situation may arise in which you are not satisfied with the response that you have received to your complaint. In such an instance, after you have completed the complaint procedure, you have the right to file a grievance. The following are the procedures for filing a grievance.

- A. Compose a written statement clearly describing the nature of the grievance. Submit this statement to the Director of Student Services. If the grievance is against the Director of Student Services, submit the form to the Vice President of Academic Affairs.
- B. Grievable Action – a complaint of unfair treatment may be determined to be grievable if you are able to demonstrate reasonable evidence that a College policy or procedure was applied to you unfairly, in a different manner than application to others, and that you have experienced some damages or injury as a result. Determination of grievability will be made, in order, by the Director of Student Services or, if you are not satisfied, by the Vice President of Academic Affairs or, if you are still not satisfied, by the President.
- C. If it is determined that you have a grievable complaint, your grievance will be heard by a Grievance Panel. The Vice President of Academic Affairs will, within 10 calendar days of the determination of grievability, appoint a Grievance Panel with the following membership:
 1. One academic administrator, who will serve as a chair of the panel. This may be an administrator who works in an academic division or in an academic support area.
 2. One teaching faculty member.

3. One member of the Student Senate, to be selected by the President of the Student Senate.

Within 10 calendar days after the Grievance Panel has been designated by the Vice President of Academic Affairs, the chair of the Grievance Panel shall set a time and place for the hearing and notify you in writing. The hearing shall be held within 14 calendar days after the Grievance Panel has been designated. The Grievance Panel shall make its decision by simple majority vote and will notify the Vice President of Academic Affairs of its decision within 10 calendar days after the hearing is completed. The Vice President of Academic Affairs will notify you, in writing, of the decision of the Grievance Panel within 10 calendar days of the receipt of the Panel's recommendation.

The decision of the Grievance Panel may be appealed, in writing, by you to the Vice President of Academic Affairs within 10 calendar days of the postmark of the panel's decision that is sent to you by the Vice President of Academic Affairs. Either party in the grievance procedure has the right to appeal. If you appeal the decision of the Grievance Panel to the Vice President of Academic Affairs, a decision will be made within 10 calendar days of the postmark of the appeal. The decision of the Vice President of Academic Affairs may be appealed, in writing, by you to the President within 10 calendar days of the postmark of the decision.

- D. If you appeal the decision of the Vice President of Academic Affairs to the President, the President's decision will be made within 10 calendar days of the postmark of the appeal and this decision will be final.

SECTION III. General Provisions

- A. In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel.
- B. When filing a grievance, you may have an advisor present at the hearing; however, you must so inform the chair of the Grievance Panel five calendar days prior to the hearing. You may receive advice, but this person may not speak for you. In like manner, the person with whom you have a grievance may have an advisor present at the hearing.
- C. If the person with whom you have a grievance chooses not to attend the hearing, the person's written statements shall be reviewed in her/his absence.
- D. All parties shall have the opportunity to present to the panel any written and/or oral information relevant to the grievance. The panel may also request information from other sources. Signed written statements may, when necessary, be submitted by individuals and witnesses who are unable to attend.
- E. The Grievance Panel will have the responsibility of interpreting the grievance in light of College policies and procedures. The panel will determine whether or not there is sufficient evidence to support the grievance. The Grievance Panel cannot formulate or change College policies or procedures nor commit state resources.
- F. The Grievance Panel shall make its decision by simple majority vote. All members must be present. The chair of the panel is a voting member. All decisions of the panel must be supported by the weight of the evidence. The panel's decision will be communicated in the form of a recommendation to the Vice President for Instruction.
- G. Copies of the Grievance Panel's recommendation, if approved by the Vice President of Academic Affairs will be forwarded to the complainant and the other administrative offices that have been involved in the grievance.

- H. Any new information pertaining to the grievance may be presented by you through the grievance process, but where an official of the College was the subject of the grievance, the person shall have the right to receive copies of all information that you present.
- I. The Vice President of Academic Affairs shall have the authority to accept and implement or modify the recommendation of the panel. If a grievance alleges arbitrary and capricious grading and the panel finds in favor of the grievant, the Vice President of Academic Affairs may exercise her/his authority to alter the grade.
- J. An audio recording of the meeting with the Grievance Panel will be made by the College. You shall be entitled to a copy of the tape of the meeting at your expense.
- K. All hearings are closed to the public.
- L. Calendar day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.
- M. During the procedure, if there are additional grievances directly related to the original grievance, they will be noted but usually will not be acted upon until the original disagreement has been resolved.
- N. Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Vice President of Academic Affairs reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the person against whom the grievance is filed does not respond within the deadline, the Vice President of Academic Affairs will ensure that a response is issued. If the grievant does not respond within the deadline, the grievance is ended. In the case of injury, illness or other mitigating circumstance on either part, a deadline revision will be considered appropriate.

Student, Parent, and College Communication

DSLCC's Mission Statement emphasizes the commitment of the College to student support that respects each student's rights and responsibilities and assists students in achieving their potential and in making sound education, occupational and personal choices. The College believes that a supportive college environment is a good place for students to learn sound decision-making skills, and our faculty and staff members work to supply the environment needed for these skills to grow in a positive manner.

Students are responsible for their educational choices, meeting college requirements for course and program selection and completion. They are also responsible for communicating openly with their parents and other family members to the extent they feel necessary. The College encourages students to discuss their educational choices and progress openly with their parents, especially when the parents are supporting the student financially. Parents are asked to encourage their student to stay informed about DSLCC policies, procedures, and deadlines; respond promptly to College communications; and take advantage of College services and activities. In addition, they are asked to listen to student concerns and encourage the student to discuss any concerns with Student Services personnel. Parents are especially encouraged to let their student accept responsibility for their actions and educational progress.

The College publishes on its web site a wealth of general information on each program, including course requirements, the academic year calendar, inclement weather schedule, and schedule of classes. Parents should refer to this source for information that may apply to their student. Under the Family Educational Rights and Privacy Act (FERPA), if the student is age 18 or older, the College policy is to

communicate only general information about College standards, policies, and procedures to parents who call with questions, unless the College has written student permission to discuss personal student information.

Computer Guidelines

Computer Lab Use Policy

1. This policy applies to the computer lab facilities available at DSLCC used in supporting the computing needs of the students, faculty, and staff of the college. Its purpose is to ensure the equitable, legal, and economical use of these facilities by authorized college users. The following policies relate to their use:
2. Because of the expenses associated with operating and supporting computing facilities, computer labs are neither designed nor available for use by the general public. Access is limited to students, faculty, and staff engaged in college related activities only. Community patrons may use the designated computers in the DSLCC library.
3. Computer equipment and software are to be used in support of the mission of the college and are not to be used for commercial or personal objectives, or non-college related activities. Staff can and will periodically examine computer records (which may include file, logs, and listings) to diagnose problems and to assure these policies are being followed.
4. In cases where an account is assigned to an individual, it must not be used by others. The individual is responsible for the proper use of the account, including proper password protection.
5. No user shall attempt to alter in any manner the setup of the hardware or software on individual computer workstations or enterprise systems (Blackboard, SIS, etc.) unless expressly authorized by support personnel. Utilization of files from outside sources is highly discouraged due to possible contamination from viruses.
6. Users shall not attempt to gain access to any privileged account or files unless specifically authorized. This includes access to operating system files and files belonging to other users. Each user is expected to utilize the computing resources and facilities in a manner which does not infringe upon use of these resources by others.
7. Use of the facilities for required work has priority over use for convenience. Recreational use of the equipment and software is expressly forbidden.
8. No user shall use any equipment or software in an activity which violates federal, state, or local laws.
9. Computer software protected by copyright is not to be copied except as permitted by law or by the contract with the owner of the copyright. The number of copies and distribution of the copies may not be done in such a way that the number of simultaneous users exceeds the total authorized for the college. Private copies of software should not be used on college equipment. College staff is expressly forbidden to assist in the use of illegally obtained or improperly licensed software.

Information Technology Student/Patron Acceptable Use Agreement

As a student of Dabney S. Lancaster Community College, and a user of DSLCC and the Virginia Community College System's local and shared computer systems, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to, and use of, the information technology applications, services, devices, credentials, and resources provided by DSLCC

and the VCCS.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

- DSLCC has granted me access to an official VCCS g-mail account, and I will use this account as my primary vehicle for all official DSLCC communications.
- I will not use any access control mechanism that DSLCC and/or the VCCS has not expressly assigned to me.
- I will not share my login credentials or passwords with any unauthorized person.
- I will treat all information maintained on DSLCC and VCCS computer systems as strictly confidential and will not release information to any unauthorized person.
- DSLCC computer systems and e-mail accounts are only to be used for official DSLCC purposes pertaining to the role of the user.

I will follow all of the security procedures of DSLCC and VCCS computer systems as they are communicated to me and protect the data contained in them. I will use care when opening e-mails and attachments to avoid introducing Malware into DSLCC and VCCS systems.

The penalties for unauthorized disclosure of data can be found in the Code of Virginia § 18.2 – 186.6 (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-186.6>).

Copyright law protects computer software, databases, and electronic documents. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it. An employee must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Users of DSLCC computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the DSLCC computing resources. Downloading or distributing copyrighted materials such as documents, movies, music etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the DSLCC network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<http://www.copyright.gov/title17/92chap5.html>) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75 – Use of Electronic Communications and Social Media, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by DSLCC and the VCCS or by its authorized

users without the permission of the owners of that information

- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spyware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using DSLCC computing resources to support any commercial venture or for personal financial gain.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my Institution. I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. DSLCC may regard these actions as criminal acts and may treat them accordingly. I must not use DSLCC Information Technology resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and colleges reserve the right (with or without cause) to monitor, access, and disclose all data created, sent, received, processed, or stored on DSLCC systems to ensure compliance with DSLCC policies and federal, state, or local regulations. DSLCC or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the Information Technology Acceptable Use Agreement or any other Information Technology Policy, I understand that I need to contact the DSLCC Information Security Officer or appropriate college official for clarification.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same.

- I. I have received and read a copy of the "Acceptable Use Agreement" and understand the same;
- II. I understand and agree that any computers, software, and storage media provided to me by

Dabney S. Lancaster Community College contain proprietary and confidential information about DSLCC, its staff and students, and that this is and remains the property of DSLCC at all times

III. I agree that I shall not copy or duplicate (except for backup purposes), or allow anyone else to copy or duplicate any information or software from any DSLCC information systems;

I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

Official E-mail Communications with Students

VCCS has established e-mail as a primary vehicle for official communication with students. An official VCCS Gmail e-mail address has been established and assigned by the VCCS and the colleges for each registered student, and current faculty and staff member. All communications sent via e-mail will be sent to the students' Gmail address. Faculty members will use their official DSLCC e-mail address to communicate with a student registered in their classes and administrative units will correspond with students via this address.

The VCCS expects that students will receive and read e-mail in a timely manner. Students are expected to maintain their accounts and check their e-mail periodically so that new mail will be properly received and read. A student's failure to receive and read official college communications delivered to their Gmail e-mail address in a timely manner does not absolve that student from knowing and complying with the content of such communications.

While students are allowed to redirect e-mail from their official VCCS e-mail address to another address (e.g. @hotmail.com, @aol.com), they do so at their own risk. The VCCS is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve students from knowing and complying with the content of the communication sent to their official college e-mail address.

Faculty and Staff (April 2017)

President

Rainone, John J.
B.S., Southern New Hampshire University
M.S., Southern New Hampshire University
Ed.D., Nova Southeastern University

Professors

Bartocci, Charles A.
Wind Turbine Service Technology
B.S., Western Michigan University
M.S., Old Dominion University
Ph.D., Old Dominion University

Associate Professors

Boyer, Sr., Gary L. CLET, PI
Program Head, Administration of Justice
A.A. Prince Georges Community College
B.A. Temple University
M.S. Villanova University

Dressler, Tina T.
Business and Psychology
A.A.S., New River Community College
B.S., Virginia Polytechnic Institute and State University
M.S., Virginia Polytechnic Institute and State University

Fauber, Penny
Nursing
B.S.N., Lynchburg College

Hawley, Tina
Program Head, Nursing
B.S., West Virginia University
M.S.N., Marshall University

Keener, Gary S.
VP Workforce Solutions and Community Education
A.A., Louisburg College
B.B.A., James Madison University
M.Ed., Virginia Polytechnic Institute and State University

Mann, Jeanette
Program Head, Emergency Medical Services
A.A.S., Piedmont Virginia Community College
BSN, Radford University
NREMT-P Certified

Persinger, Karen
Nursing
A.S.N., Marshall University
B.S.N. Radford University M.S., Radford University

Smitka, Gloria
Nursing
B.S.N., Philippine Women's University, Manila
M.A.N., New York University

Van Lear, Tondalaya English/Art
B.A., Hollins College
M.A.L.S., Hollins University

Worth, Benjamin
VP of Academic Affairs
B.A., Washington & Lee University
M.A., James Madison University
Ph.D., University of Kentucky

Assistant Professors

Bryant, Michael
Program Head, Welding
B.B.A., Roanoke College
M.A., Liberty University

Ellis-Smith, Beverly
Nursing
B.S.N., University of Virginia
M.S., Radford University

Lawrence, Gloria
Program Head, Massage Therapy
Certified Massage Therapist
Blue Ridge School of Massage & Yoga - Blacksburg, VA

McGraw, Matthew
Director, Student Services
B.S., Concord University
M.S., Mountain State University
Ph.D., Old Dominion University

Sass, Ralph
Program Head, Business/Economics
B.S. Northern Illinois University
M.B.A., University of Wisconsin-Oshkosh

Instructors

Appel, Gary R.
Mathematics
A.B., Glenville State College
M.A., West Virginia Graduate College

Benke, Sam
Program Head, Information Systems Technology
B.S., Lincoln University
M. Ed., Technology University of Missouri

Bowling-Angle, Lee Anne
Program Head, Science
B.S., Concord University
M. Ed., University of Virginia

Casstevens, Kristy
Director, Achievement Center
B.S., Longwood University
M.A., University of South Dakota

Hardbarger, Christie
Director, Talent Search
A.A.S., Dabney S. Lancaster Community College
B.A., James Madison University
M.S., Capella University

Lipscomb, Tamra
Director Technical Services
A.A.S., Northern Virginia Community College
B.S., Strayer University
M.S., Strayer University

Newman, Billy
Assistant Professor, Forest Management Technology
B.S., Virginia Tech
M.S., Averett University

Nicholson, Stephen
Physics; Mathematics
B.S., Virginia Polytechnic Institute and State University
M.S., Virginia Polytechnic Institute and State University
Ph.D., Virginia Polytechnic Institute and State University

Reigel, Richard Scott
Forest Management Technology
B.S., West Virginia University

Van Ness, Michael
Sustainable Agriculture
B.S., Virginia Polytechnic Institute and State University
J. D., Northwestern School of Law, Lewis & Clark College

Wright, Nova,
Director Library
A.A.S., Dabney S. Lancaster Community College
B.A., Thomas Edison State College, Trenton, New Jersey
M. S., Library Science - University of North Texas

Staff

Agnor, SharonAdministrative Assistant
Andrews, Julie.....Administrative Assistant
Armentrout, AlisaFinancial Aid Technical Assistant
Baker, Doris.....Administrative Assistant
Bartley, PhyllisExecutive Assistant to the President
Bishop, Karen.....Accountant
Bodnar, Jennifer.....Academic Coach
Boteler, CynthiaCoordinator, Student Activities
Brackenridge, Ronnie.....Grounds
Broughman, JoyceOn Ramp Coordinator/Adult Career Coach
Broyles, JoyFinancial Aid Coordinator
Burgess, JodiAdministrative Assistant
Burkholder, DarynIT Specialist
Campbell, David.....Security
Capps, SandraAchievement Center
Cartwright, LindsaySystem Administrator
Cary, TimDual Enrollment Coordinator
Clark, Judy.....Marketing Assistant
Clarke, Kathie.....Public Service Specialist
Conner, CarolRetention Specialist
Dotson, Katie.....Library Assistant
Dressler, W. L.....Supervisor, Grounds

Alphabetical Listing of Programs

• Administration of Justice	AAS
• Administration of Justice with a Specialization in Forensic Science.....	AAS
• Administrative Support Technology.....	C
• Advanced Health Care	C
• Advanced Manufacturing Fundamentals	CSC
• Advanced Manufacturing Technology	C
• Arts Management (Introduction to)	CSC
• Baking and Pastry Arts.....	CSC
• Business Administration.....	AA&S
• Business Administration with Specialization in Business Foundations.....	AA&S
• Business Fundamentals	CSC
• Business Management	AAS
• Business Management with Specialization in Administrative Support.....	AAS
• Culinary Arts.....	C
• Culinary Arts and Management	AAS
• Cyber Security.....	CSC
• Education	AA&S
• Electrical Wiring Fundamentals	CSC
• Emergency Medical Service (Basic).....	CSC
• Forensic Science	C
• Forest Management Technology.....	AAS
• General Education.....	C
• General Studies.....	AA&S
• Heating, Ventilation, Air Conditioning and Refrigeration Fundamentals (HVACR).....	CSC
• Hospitality Management	CSC
• Hospitality Services.....	C
• Industrial/Structural Welding	C
• Information Systems Technology	AAS
• Instrumentation Technology Fundamentals	CSC
• Law Enforcement	C
• Massage Therapy.....	CSC
• Microcomputer Operations	C
• Networking Technologies	CSC
• Nursing.....	AAS
• Nursing PN to RN Pathway Course (leads to an AAS – see academic advisor)	
• Office Skills	CSC
• PC Repair	CSC
• Pipe Welding.....	C
• Practical Nursing.....	C

- Private Security Services.....CSC
- Renewable Energy Technology Fundamentals.....CSC
- Science.....AA&S
- Science and Mathematics.....CSC
- Small Business Management..... C
- Sustainable Agriculture.....CSC
- Sustainable Agriculture & Horticulture..... C
- Technical Studies: Electrical and Instrumentation AAS
- Urban ForestryCSC
- Web Page DesignCSC
- WeldingCSC
- Wind Turbine Service Technology (Basic)CSC
- Wind Turbine Service Technology..... C

Code for Academic Awards

AA&S.....Associate of Arts & Sciences Degree (*transfer*)

AAS.....Associate of Applied Science
(Preparation for employment and not designed to transfer but some courses/programs may transfer into selected programs at four year colleges and universities.)

Certificate (*30-59 credits*)

CSC.....Career Studies Certificate (*9–29 credits*)

**VCCS State Board Members
2016 – 2017***

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Nathaniel Bishop.....Christiansburg
Thomas Brewster Falls Mills
David Broder.....Vienna
Benita Thompson Byas.....Reston
Darren ConnerCallands
James Cuthbertson, Chair.....Glen Allen
Idalia Fernandez Centreville
Douglas M. Garcia..... Fairfax
Susan Tinsley Gooden.....Richmond
William C. Hall, Jr.Richmond
Eleanor SaslawSpringfield
Joseph Smiddy, M.D,.....Church Hill, TN
Senator Walter Stosch.....Henrico
Robin Sullenberger Monterey

Glenn DuBois, Secretary
Virginia Community College System
300 Arboretum Place, Suite 200
Richmond, Virginia 23236

**As of April 2017*

***DSLCC Local Board Members
2016 - 2017****

William M. Hartsfield Alleghany County
Eddie Graham Alleghany County
Ramona Garcia Bath County
Robert R. (Dan) Collins Botetourt County
Steven Douty City of Buena Vista
Kyle Keyser City of Covington
Tammy Scruggs-Duncan City of Covington
Glenn Sullivan City of Lexington
Tony McFaddin, Jr Rockbridge County
Robert Claytor Rockbridge County

**As of April 2017*

Appendix A: POLICY ON WEAPONS

A. Purpose

The purpose of this policy is to promote a safe learning and working environment for all college locations by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, and at campus events. It is consistent with the Regulation of Weapons (Appendix A) adopted by the State Board for Community Colleges, Policy 3.14.6, Workplace Violence Prevention and Threat Assessment Policy Guidelines of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia Application:

B. Application

This policy applies to all faculty, staff, students, contractors, and visitors entering campus buildings or attending college-sponsored events.

C. Authority:

The State Board for Community Colleges is authorized by Virginia Code §§ 23-215 and 23-217(g) to promulgate regulations for carrying out its responsibilities. State Board for Community Colleges Regulation 8VAC95-10-10 et seq. (Appendix A) sets out prohibitions for weapons possession on all college campuses within the VCCS. College boards may approve policies consistent with guidelines set by the State Board for Community Colleges.

D. Definitions:

1. "Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.
2. "College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.
3. "Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, Tasers. "Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

E. Policy:

1. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.
2. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined in Section F of this policy.

E. Exceptions:

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
2. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a handgun in their vehicle must possess a valid concealed handgun permit. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.
4. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.

G. Further Exceptions

The President or Vice President for Financial & Administrative Services may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

H. Procedures

1. If campus security guard or an administrator observes or receives a report of a violation of this policy, they will direct the individual to leave the campus building or event immediately. The individual may secure the weapon inside his or her vehicle and return. In the event the individual fails to comply the campus security guard or administrator will take appropriate action, including contacting local police.
2. In cases involving an immediate threat of violence, members of the campus community are encouraged to call 911 immediately. The Campus security guard or administrator will take appropriate action, to include contacting local police.
3. Persons observed on the open grounds of campus (streets, sidewalks, and other open areas on college property) may be asked by the campus security guard or an administrator to identify his or her relationship with the college to confirm whether a violation of this policy has occurred, (i.e., determine whether the individual is a student, employee, or visitor). If the individual is a visitor who intends to enter a campus building or event where weapons are prohibited, the campus security guard or administrator shall advise that, pursuant to regulation (Appendix A), it is unlawful to enter such places while possessing or carrying a weapon. The individual shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event.

I. Violation of Policy:

1. Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including, dismissal.
2. Employees who violate this policy will be subject to disciplinary action up to and including termination, using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.
3. Pursuant to the Regulation of Weapons (Appendix A), visitors and contractors in violation of the prohibitions on the possession of weapons are subject to arrest and may be barred from the campus.

Appendix B - VCCS Tuition Refund Policy

(Revision to VCCS Policy Manual Section 4.3.2)

Approved by the State Board of Community Colleges, May 21, 2015

Background:

In the process of approving tuition refunds for students after the end of the add/drop period, colleges have been expunging courses from the course registration records. Financial aid and student accounts staff have identified this practice as a concern particularly because it violates federal regulations pertaining to Satisfactory Academic Progress (SAP). The revision to the VCCS policy 4.3.2 directs that course registrations shall not be deleted for students who receive a tuition refund for extenuating circumstances after the end of the add/drop period, but a grade of "W" would be assigned instead. This policy change applies to all students including the military and those receiving financial aid. In the case of a financial aid student, the refund should not exceed Tuition/Fees minus Gift Aid. In this way, the student would not be refunded for tuition and fees they did not actually pay. It would be at the college's discretion to refund the full amount of tuition and fees to such financial aid students. This change could greatly assist with Return to Title IV (R2T4) obligations when extenuating circumstances exist since it would eliminate those outstanding balances to the colleges. In cases where a loan is borrowed, the full tuition and fees can be refunded and students will be encouraged to provide permission to return the funds to the lender. In this way, they are treated in the same fashion as paying students but strongly advised to return the funds to their lender to reduce their student loan debt.

4.3.2 Tuition Refunds

Students are eligible for a refund for those credit hours dropped during the add/drop period. After the add/drop period has passed, there shall be no refunds, except as provided in subsections 4.3.2.2, 4.3.2.3., and 4.3.2.4.

4.3.2.0 Tuition Refund Eligibility

To be eligible for refund under any of the circumstances set forth in the foregoing paragraph, a student must either execute an official drop form at the college or drop classes on the internet using the VCCS Student Information System (SIS) by refund dates published by academic term. Official withdrawal for a student shall become effective on the date that written notification of intent to withdraw is received by the Office of Admissions and Records or the date the student drops the course(s) on the internet using the VCCS SIS.

All services shall be withheld from a student who owes money to the college for any reason or who has books or materials outstanding from the college.

4.3.2.1 Tuition Refund Procedures (SG and SB)

Revenue refunds are generally generated automatically from the Student Information System (SIS) from which a general State warrant shall be issued. The revenue refund is prepared payable to the student or third party.

Exception: at the discretion of the chief business officer, a total refund of tuition may be made from petty cash in cases where courses are cancelled by the college and the student has no election in the action. This procedure should be exercised only under extraordinary circumstances.

For refunds generated automatically from the SIS, colleges should maintain the appropriate detail documentation that reconciles to and supports the revenue refunds. The documentation should include the listing of students receiving the refunds from the SIS, daily accounting system activity reports, and the Commonwealth Accounting and Reporting

System (CARS) daily transmittals.

In awarding tuition refunds, the college shall maintain accurate student records in compliance with section 5.6.2, *Withdrawal from a Course*. Students' courses should not be administratively removed except in cases where students either never attend or stop attending during the course add/drop period.

4.3.2.2 *Policy on Tuition Refunds in Exceptional Cases (C)*

The college is authorized to issue a tuition refund based on the following: (1) administrative error, (2) documented extenuating circumstances (e.g., major medical emergency, extreme financial hardship, death of an immediate family member, etc.), or (3) a national emergency or mobilization declared by the President of the United States and in accordance with Section 23-9.6.2 of the Code of Virginia (see: <http://bit.ly/1HOyWM6>). In the latter case, there shall be a full refund. If a tuition refund is required as a result of actions of the college, the student may be granted a tuition refund notwithstanding earlier provisions of the section. In addition, if a tuition refund is required due to a highly unusual emergency or extenuating circumstance, any such refund shall be approved in writing by the president or his/her designee.

- a. Student Records
- b. Should a student defined in subsection 4.3.2.2 be approved to withdraw from the college with a tuition refund after the add/drop period is passed, the student shall be assigned a grade of "W." Under no circumstances shall a student's course(s) be deleted after the add/drop period is passed.
- c. Federal Student Financial Aid Recipients
- d. Tuition refunds for students defined in subsection 4.3.2.3 who are recipients of Federal Student Financial Aid shall be awarded in compliance with subsection 4.3.2.4.

4.3.2.3 *Policy on Refunds, Credits, and Reinstatement as a Result of Military Service*

Each community college shall have a policy statement providing for the tuition relief, refund, and reinstatement of military students in the event that military requires their sudden withdrawal or prolonged absence from their enrollment. For purposes of this section, military services is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, when mobilized or deployed for a period of more than 30 days. Dependents of military members may also be given consideration under this policy. Dependents are defined as any civilian qualifying as a military dependent under 37 USC 401 currently or as otherwise amended. Each community college shall provide for the following:

- a. Tuition and Required Fees
Should a military or military-dependent student defined in Section 4.3.2.3 request to be withdrawn from the college after the census date, the student shall be awarded a full refund and assigned a grade of "W", except for the refund requirements per Section 4.3.2.4 where active duty military students receive federal financial aid.
Each community college shall have a policy statement regarding the granting of refunds of Miscellaneous Education, General Program, Auxiliary Services and Student Activity fees to students.
The college shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.
- b. Deposits
Each community college shall have a policy statement regarding the granting of refunds of deposits to military or military-dependent students.

- c. Textbooks
Each community college shall process refunds for textbooks for military or military-dependent students according to contractual arrangement with bookstore vendors.
- d. Academic Credits and Grades
Military or military-dependent students as defined in Section 4.3.2.3 should have the opportunity to receive an incomplete grade ("I") instead of receiving a tuition refund and a grade of "W" (withdrew). For a grade of "I", all course requirements shall be completed within one year from the date of release from active duty or mobilization.
Students may be given the option of taking their examinations prior to regularly scheduled exams.
- e. Reinstatement
Military or military-dependent students as defined in Section 4.3.2.3 shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to the same community college after a cumulative absence of not more than five years, so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service.
- f. Dissemination of Information
Community college officials shall make every effort to ensure that the aforementioned VCCS policies relative to tuition relief, refund, academic credit and reinstatement for military and military-dependent students are well disseminated and carefully explained in accordance with the requirements of the Code of Virginia, Section 23-9.6:2 (see: <http://bit.ly/1HOyWM6>), and the Virginia Tuition Relief, Refund, and Reinstatement Guidelines (see: <http://bit.ly/1Ks26yn>) in the appropriate college publications. Moreover, the college shall designate an administrative unit to ensure that these policies are properly disseminated and administered.

4.3.2.4 Tuition Refund Policy for Certain Federal Student Financial Aid Recipients

The Higher Education Amendments of 1992 (Public Law 102-325) require all institutions participating in federal Title IV financial aid programs to have fair and equitable refund policies for all students receiving Title IV funds. An institution's refund policy is considered to be fair and equitable if the policy provides for a refund of at least the larger of the amount provided under:

- a. The requirements of the applicable state law.
- b. The specific refund standards established by the institution's nationally recognized accrediting agency, if those standards are approved by the U. S. Secretary of Education.
- c. The pro-rata refund calculation for any student attending the institution for the first time who withdraws completely during the first 60 percent of the period of enrollment, or drops out without notice to the institution. In the latter case, the refund date is the last day of attendance documented in the institution's records.

- d. If the pro-rata refund calculation does not apply, and if there is no refund policy mandated by applicable state law, or accrediting agency standard, then the larger of the following shall apply:
 - 1. The refund standards contained in 34 CFR Part 668 of the Federal Regulations (see: <http://bit.ly/1HOyRbh>).
 - 2. The institution's refund policy. As of the date of implementation of this policy, the Commonwealth of Virginia does not have an applicable refund law, and the Southern Association of Colleges and Schools does not have an applicable refund standard. The Virginia Community College System shall adhere to the policies as provided in guidance memoranda from the System Office.
- e. Under no circumstances should a tuition refund be processed prior to a Return to Title IV Funds (R2T4) calculation. In addition, a tuition refund generally should not result in a credit balance on the account of a financial aid recipient whose tuition and fees were paid by gift aid. Tuition refunds should be calculated as the amount of tuition and required fees less any gift aid. At the discretion of the college, the full amount of tuition and required fees may be refunded to the student regardless of how tuition and required fees were paid. To the greatest extent possible, students who have borrowed student loans should be encouraged to permit the college to return any credit balance to the lender.

Appendix C - Program Descriptions

Program Descriptions (Information Sheets) provide details on each Program of Study offered by the College. As these programs may change in scope or in individual courses offered, students should print and keep the course offerings for the year that they enter the Program of Study. This is to be your individual "program of study" and should be approved by your academic advisor and faculty advisor.

Degree Programs

<i>Arts and Sciences (AA&S) Degree</i>	<i>Code</i>
Business Administration	216
Business Administration with a Specialization in Business Foundations.....	216-01
Education.....	624
General Studies	697
Science	881

<i>Applied Sciences (AAS) Degree</i>	<i>Code</i>
Administration of Justice.....	400
Administration of Justice with a Specialization in Forensic Science	400-02
Business Management.....	212
Business Management with a Specialization in Administrative Support	212-01
Culinary Arts and Management.....	242
Forest Management Technology	328
Information Systems Technology.....	299
Nursing (ADN)	156
PN to RN Pathway Course leading to ADN.....	156
Technical Studies – Electrical and Instrumentation Technology.....	718

Certificate Programs

<i>Certificates</i>	<i>Code</i>
Administrative Support Technology	398
Advanced Health Care	194
Advanced Manufacturing Technology	722
Culinary Arts	245
Forensic Science.....	475
General Education	695
Hospitality Services	271
Industrial/Structural Welding.....	Pending
Law Enforcement	463
Microcomputer Operations.....	207
Pipe Welding	Pending
Practical Nursing	157
Small Business Management.....	
Sustainable Agriculture & Horticulture	312

Wind Turbine Service Technology824

Career Studies Certificates

Code

Advanced Manufacturing Fundamentals.....	221-990-48
Arts Management (<i>Introduction to</i>)	221-706-01
Baking & Pastry Arts.....	221-242-05
Basic Wind Turbine Service Tech.....	221-941-10
Business Fundamentals.....	221-212-24
Cyber Security.....	221-732-09
Electrical Wiring Fundamentals.....	221-706-01
Emergency Medical Service (Basic).....	221-146-01
Heating, Ventilation, Air Conditioning and Refrigeration Fundamentals.....	221-903-10
Hospitality Management.....	221-775-01
Instrumentation Technology Fundamentals.....	221-938-21
Massage Therapy	221-179-01
Networking Technologies.....	221-732-07
Office Skills.....	221-298-08
PC Repair.....	221-731-24
Private Security Services	221-400-60
Renewable Energy Technology Fundamentals.....	221-706-40
Science and Mathematics.....	221-695-01
Sustainable Agriculture.....	221-335-06
Urban Forestry	221-328-03
Web Page Design.....	221-352-02
Welding.....	221-995-01