

**2010-2011**

# **STUDENT HANDBOOK**

## **Piedmont Virginia Community College**

This *Handbook* is informational and subject to all applicable laws and policies of the State Board for Community Colleges. Policies and procedures made subsequent to the publications of this handbook takes precedence and will be part of the next student handbook publication.

### **STATEMENT ON MULTICULTURAL DIVERSITY**

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Piedmont Virginia Community College values the multicultural diversity of its students, faculty, and staff. We are committed to creating and nurturing a campus environment, which both welcomes and empowers all individuals. We recognize cultural differences of background, experience, and national origin, and we seek to promote a genuine understanding of and appreciation for these differences. We seek as well to recognize and promote the common bonds of humanity, which cross the boundaries of cultural difference.

### **POLICY REGARDING ONLINE AND PRINT VERSIONS OF THE STUDENT HANDBOOK**

Every effort will be made to provide the most accurate, helpful and up-to-date information for our students. There may be times however when changes are implemented after the handbook has been published. The most up-to-date version of the Student Handbook is available on the college Web site at [www.pvcc.edu](http://www.pvcc.edu). The statements and the policies in this handbook are not to be regarded as a contract between the student and the college that cannot be recalled or changed when conditions so warrant. The college reserves the right to change any of its policies, procedures, programs and fees.

**REV.01.20.11**



Welcome to Piedmont Virginia Community College. We hope you will find this Student Handbook a useful guide as you pursue your educational goals.

PVCC is a diverse community. Students begin baccalaureate study here. They take advantage of a wide range of career services and programs of study to prepare for careers right here in Central Virginia. They also learn for the sheer joy of it. High school students find academic enhancement, employers find a provider of high-quality workforce development programs, and alumni find a way to reconnect. Everyone who enjoys the arts find a diverse schedule of visual and performing arts in our V. Earl Dickinson Building. Because of our diversity, it is important to remember what unites the communities of PVCC. We are united by what we believe

#### **WE BELIEVE...**

**...that a college education should be available to all.** Economic status and past academic achievement should not be barriers to opportunity. We do not seek out the educational winners; we make winners out of anyone willing to try.

**...in our students.** We do not measure success by people's achievements when they enter, but rather by their skills and abilities when they leave. We are committed to helping our students succeed.

**...in the power of teaching.** Our faculty is second to none. We insist on rigorous standards but also strive to create a supportive environment in which students can achieve.

**...in our community.** We develop programs with area employers – hospitals, businesses, technology companies – to give students the skills they need to advance in the workplace.

And we also believe that we can always improve. I welcome your comments and ideas on how PVCC can better meet the ever changing higher education needs of Central Virginia.

Frank Friedman  
President  
Piedmont Virginia Community College



Welcome to Piedmont Virginia Community College. The faculty and staff of PVCC know what an important time this is for you as you enter a new academic community and make an important transition in your life. Together we want to do everything we can to make this year a success. That's really what this student handbook is all about.

There are two ways to go through your courses, two ways to go through PVCC and really two ways to go through life. One way is simply to do the minimum, sit on the sidelines, remain passive and expect little from yourself and others. That's an option, but not a very meaningful or exciting one.

The second way is to become an active participant in your own education, to commit fully and to expect the most from yourself and the college. This active route requires you to go the extra mile in your classes, savor new experiences, take some risks and make connections with faculty and staff that can help you.

Take advantage of all the skill, experience and resources that we offer both inside and outside of the classroom. Use this handbook to put you in touch with the people, the services, and the policies to guide you in this important journey.

Mary Lee Walsh  
Dean of Student Services  
Piedmont Virginia Community College

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## INTRODUCTION

PVCC is an open access, comprehensive community college offering two year associate degrees, one-year certificates, and career studies certificates as well as continuing education and workforce service programs. As one of 23 colleges comprising the Virginia Community College System, PVCC is governed by the Virginia State Board for Community Colleges. The College is primarily intended to serve residents of the City of Charlottesville, and the counties of Albemarle, Fluvanna, Greene, Louisa, Nelson, and northern Buckingham County.

PVCC strives to meet the educational and training needs of people with differing abilities, education, experiences, and individual goals through a variety of curricula and services.

Please take time to look through the information in this handbook. The current college catalog and the schedule of classes also will provide useful information.

## **STRATEGIC VISION AND PVCC GENERAL EDUCATION GOALS**

The following statement was adopted by the College Board on January 3, 2001:

Piedmont Virginia Community College promotes student success through excellent educational programs and services that are accessible and affordable.

The college is a comprehensive, public, associate degree-granting institution. As part of the Virginia Community College System, Piedmont Virginia Community College serves the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, Nelson, and northern Buckingham.

College transfer and workforce development are the core of the college's mission. Challenging coursework and a full range of support services are provided for students in both college transfer and workforce development programs. The first two years of baccalaureate study prepare students for success at four-year colleges and universities. Workforce development programs prepare students for successful careers and promote a skilled regional workforce by meeting the training and educational needs of employers. Programs and services in developmental education, general education, community service, and lifelong learning support and enhance the mission core and prepare students for success in life.

### **PVCC GENERAL EDUCATION GOALS**

As an institution committed to offering its students the strongest possible postsecondary education, PVCC upholds general education as an integral part of the education of all its students, regardless of their ultimate professional objectives. Accordingly, the college will create on its campus a learning environment that encourages the student body to benefit from the experiences inherent in general education.

General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following General Education Areas: Communication; Critical Thinking; Cultural and Social Understanding; Information Literacy; Personal Development; Quantitative Reasoning; and Scientific Reasoning.

The associate degree programs within the Virginia Community College System support a collegiate experience that focuses on the above definition and attendant areas. The general education outcomes shall be included in the catalog of each college.

## **ADVISORY AND GOVERNING BODIES**

Piedmont Virginia Community College operates as part of the Virginia Community College System that is governed by the State Board for Community Colleges. The associate degree curricula of the college are approved by the State Council of Higher Education for Virginia.

## **STUDENT MEMBERSHIP ON COMMITTEES**

Students have an opportunity to participate in the college's governance processes through membership on campus committees, the College Senate, and the Student Government Association. Students are encouraged to seek appointment to committees with student representation, since student input is important in developing issues and concerns that affect the PVCC community.

The following are committees and representative groups with student membership. For more information on these committees contact the office of the dean of student services.

### **COLLEGE SENATE**

The Senate is a legislative body of representatives, responsible for review of college policy and procedure, and for making recommendations on such matters to the president or vice presidents. In so doing, the Senate serves as the official voice of the college. The Senate is a formal partnership between the administration and the constituencies of faculty, support staff, and students.

### **ADMINISTRATIVE SERVICES COMMITTEE**

Reviews and makes recommendations to the Senate on policies and procedures in the following area: physical facilities (including construction and renovation); building and grounds; business office; security; copying; auxiliary enterprises such as the bookstore and cafeteria; other administrative services. Also oversees the physical facilities and building renovation subcommittees. Works in conjunction with the vice president for finance and administrative services, who is ex officio.

### **CURRICULUM AND INSTRUCTION (C& I) COMMITTEE**

Reviews policy and procedure, and makes recommendations to the Senate regarding the following areas: program review and evaluation, developmental studies, international/intercultural activities, honors, learning resources, quality of teaching and teaching-related issues such as attendance, academic freedom, scholarship and research, the academic calendar, and faculty evaluation. Works in conjunction with and advises the vice president for instruction and student services, who is ex officio.

Reviews and makes recommendations on all course and curricular proposals, involving new, revised and discontinued curricula. Reviews the PVCC Six-Year Curriculum Plan and considers revisions to that plan in compliance with the VCCS calendar for submission and updates. Reviews and makes recommendations to the Senate that address professional development of faculty, administrators, and staff. Reviews and makes recommendations to the Senate on all policies and procedures of an instructional and/or curricular nature. Oversees subcommittees as needed, such as: Developmental Studies, Honors, and Assessment.

### **STUDENT SERVICES COMMITTEE**

Considers matters of student life which relate to conduct, student development, student organizations, student government, orientation, intramural athletics, the Window Series, and other student areas as assigned. Works in conjunction with and advises the dean of student services, who is ex officio. Makes recommendations to the Senate regarding policies and procedure in these areas.

## STUDENT DEVELOPMENT SERVICES

The purpose of Student Development Services is to assist students in achieving their educational and career goals and to provide opportunity to enhance interpersonal skills, expand personal awareness, and promote community involvement.

Student Development Services Objectives:

- To assist students with their transition to the college.
- To implement admissions activities that clearly informs prospective students about policies and procedures and provides step-by-step instructions to successful enrollment.
- To provide experiences and activities that help students develop skills and knowledge that will help them meet their academic, career, and personal goals.
- To assist students in developing job skills and a meaningful career plan.
- To assist students in transferring to a four-year college or university by providing up-to-date advice on transfer programs and transfer requirements.
- To manage student records efficiently, accurately, and with complete security.
- To administer an effective and fiscally responsible financial aid program.
- To provide a comprehensive program of co-curricular activities to enhance the collegial experience and promote engagement.
- To offer programs and services that promotes wellness, community involvement, social awareness and respect for the dignity of all individuals.
- To provide a wide array of learning support services (including counseling, tutoring, and academic coaching) that support students outside of the classroom.

The dean of student services manages the functions and services listed below with assistance from the Coordinator of Advising and Transfer programs, Director of Financial aid, the Registrar, the Coordinator of the Learning Center, the Outreach and Recruitment Manager, the counseling staff and the Director of Student Activities.

The dean of student services reports to the vice president for instruction and student services, who administers both academic and student services policies college wide:

## **Admissions and Advising Center**

- Admissions and domicile
- Enrollment services
- Specialized help with online application process
- In-take advising and steps to enrollment
- Advising for current students
- Transfer advising

## **MyPVCC**

MyPVCC, the student information system, enables students to complete numerous transactions online. A student's ID (EMPLID) and passwords are provided at the time that the student completes an application and allow access to online services. Online services are convenient and secure.

Using MYPVCC online students may:

- apply for admission and the FACTS payment plan
- enroll in classes including adding, dropping, and/or swapping classes
- pay by credit card
- obtain grades
- request an official academic transcript
- update mailing address, telephone number, and e-mail address
- print individual class schedules
- view financial aid awards, payment, disbursement, refund activity, and application status
- view a "hold" placed on their record
- view "to do" requirements

## **ADMISSIONS AND DOMICILE**

Please refer to Tuition Appeal Process, p. 46

## ENROLLMENT

Enrollment procedures and class times are published each semester in the schedule of classes, available online at [www.pvcc.edu](http://www.pvcc.edu) several weeks before enrollment. The schedule is usually available about four to six weeks prior to the beginning of classes. Questions about enrollment not answered in the schedule of classes should be directed to the Admissions and Advising Center. Students are responsible for assuring that their enrollments are what they intend and that adds, drops, swaps, and withdrawals are implemented as expected.

The enrollment period begins several weeks prior to the beginning of classes, and is available online for students who have completed the admissions process. Students are encouraged to enroll early. Schedules may be adjusted by adding, dropping, and/or swapping classes throughout the enrollment period. After the add/drop period, a student may drop classes or withdraw completely only in accordance with regulations stated in the current college catalog.

Students are urged to promptly report any changes in status online using *MyPVCC* or at the Admissions and Advising Center so official records are accurate and up-to-date. Address and telephone number changes are especially important so that correspondence from the college can reach you without delay. Please note that international students are required to notify the dean of student services and the Immigration and Naturalization Service of any address changes within five days.

### **Advising Services**

The college provides a strong advising program to assist students in making sound decisions regarding occupational, educational, and personal goals. Advisors are trained professionals that help both new and continuing students explore their options, help monitor academic programs, and suggest strategies to improve student success.

If students should require assistance beyond the scope of the services of the counseling staff, referral to other qualified persons or agencies will be offered.

All students are also encouraged to seek information and assistance from the Admissions and Advising Center with academic, career planning and curricular planning for graduation.

Advisors provide support services by aiding in a student's curriculum choice, by providing individual and group counseling sessions, and by acting as a resource to faculty in their advising and instructional functions.

## **CRISIS MANAGEMENT AND REFERRAL**

PVCC has a “Crisis Management Plan” that ensures that any student in the midst of a crisis will receive counseling intervention and, if necessary, referral to appropriate agencies.

Counselors are also available to assist students in recognizing and dealing with problems that may affect their academic progress. Counselors see students for a variety of interpersonal, developmental, and mental health concerns, including anxiety and depression. Students that are experiencing these symptoms should go to the Admissions and Advising Center to schedule an appointment.

### **Orientation/Student Success Courses**

An orientation program is offered to assist students in making a success of their experience at Piedmont Virginia Community College. The orientation program generally begins before enrollment when students are asked to meet with a counselor for a program-planning interview.

Students in all associate degree programs and some certificate programs are required to take a one-credit SDV elective. First-time college students should take a student development course during their first semester. SDV courses provide information and skills to help students succeed at college and assist in students’ educational, career, and life planning. Counselors and faculty members serve as instructors of student development courses.

### **New Student/Undecided Student Advising**

New students and undecided students receive their general course advising through the Admissions and Advising Center. Student services specialists provide assistance in general advising and course selection. Admissions and Program Advisors, faculty and counselor assist students in developing an educational goal and in selecting appropriate courses.

### **Transfer Planning**

Students can access comprehensive transfer services in the Admissions and Advising Center. Advisors help students choose a transfer institution, select an appropriate PVCC program of study, make application to 4 year schools and select transfer courses. The Coordinator of the Advising and Transfer Programs supervises these transfer services. For a complete list of transfer services go to: [www.pvcc.edu/transfer/transfer.asp](http://www.pvcc.edu/transfer/transfer.asp) .

## DISABILITY SERVICES FOR STUDENTS

The college is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under *Section 504 of the Rehabilitation Act of 1973* and the *Americans with Disabilities Act (ADA)*.

In order to qualify for services, the student must provide clear and specific evidence that documents a formal diagnosis of a disability from a qualified professional. *Except in certain cases, the documentation can be no older than five years.*

All information obtained in diagnostic and medical reports will be maintained and used in accordance with applicable confidentiality requirements. College policy reclassifies any student not enrolled for three full years as inactive. ***Records of inactive students will not be maintained.***

Requests for academic accommodations need to be received with sufficient notice to consider the request and arrange for appropriate services. Students should make every effort to submit requests at least two weeks prior to the time they will need the service. Students requesting sign language interpretation for their classes are asked to make requests at least four weeks prior to the time that classes begin.

Further information is available at the Admissions and Advising Center.

## VETERANS BENEFITS AND SERVICES

PVCC has a veterans advisor who will answer questions regarding educational benefits, assist veterans in applying for these benefits, and certify enrollment to the Department of Veterans Affairs for payment.

The *Montgomery GI Bill (Chapter 30)* provides 36 months of full-time educational assistance for those veterans who enlisted on or after July 1, 1985 for two or more years of active duty. A monthly pay deduction for 12 months and an honorable discharge are required.

Veterans who were eligible for the *Vietnam Era GI Bill (Chapter 34)* and served continuously on active duty sometime during the period of October 19, 1984 through June 30, 1985, may also be eligible for the Montgomery GI Bill if they continued to serve on active duty until June 30, 1988 or later. No contribution is required but veterans must have an honorable discharge.

In addition, *Public Law 101-510* allows certain individuals who are involuntarily separated from active duty to participate in Chapter 30. *Public Law 102-484* also states that certain individuals who voluntarily separated from active duty will be afforded the opportunity to participate in the Montgomery GI Bill.

Veterans who have a service-connected disability that entitles them to VA disability compensation and who need vocational rehabilitation, should contact the nearest VA Regional Office to obtain detailed information about Vocational Rehabilitation Services.

Dependents of a deceased or 100 percent disabled veteran may be eligible for educational assistance. Dependents of Virginia veterans may be eligible for a tuition waiver through the Virginia War Orphans Education Program.

Members of the Selected Reserve may also qualify for educational assistance under Chapter 1606 if they incur a six-year obligation in the reserves or National Guard, complete their initial active duty for training, and possess a high school diploma or GED. Twelve semester hours of college in a degree program may be substituted for the high school requirement.

PVCC's veterans advisor has more information on these programs. The current college catalog provides more details on admission to a curriculum, credit for prior training, satisfactory progress, and other areas of concern to all students.

## **CAREER SERVICES**

Career Services at PVCC offers a comprehensive program to help students realize their academic and career goals through career assessment and exploration activities. Career Services will assist students in both understanding their strengths, interests, personality, values and skills in relation to potential career options and programs of study offered at PVCC. Career Services include counseling, seminars and workshops, orientation courses, resume writing, career and job fairs, a computer lab, portfolio preparation and on-campus recruitment. Contact Career Services at [careers@pvcc.edu](mailto:careers@pvcc.edu) or call 434.961.5264.

### **Employment**

In addition, Career Services will assist students in preparing for the workforce by developing job seeking skills and participating in experiential learning activities. Whether students are seeking an internship, work study opportunity, or a job, Career Services will help them connect with area businesses. Career Services provides various job search resources including PVCC JobNet where students can post their resume and search for employment.

## ADMISSIONS AND ADVISING CENTER

The Admissions and Advising Center is the central point of contact for admissions and academic advising services for new and current students at the college. The Admissions and Advising Center staff welcomes and orients new students to the admissions and registration process, refers students to appropriate services, and helps all students make connections to college resources. The staff assists current students with monitoring their academic progress and degree or certificate completion and advises them during the course selection process. Any student who is interested in transferring to a 4-year college or university is encouraged to visit the Admissions and Advising Center to explore the transfer opportunities and learn more about the transfer requirements of specific colleges and universities. An advisor is available in the center by appointment or walk-in during regular business hours. The Admissions and Advising Center is located near the south entrance of the main building beyond the Little John's deli.

## STUDENT FINANCIAL AID

### General

It is the desire of the college that no qualified student should be denied the opportunity of enrollment because of financial need.

The Financial Aid Office and campus financial aid specialists provide students with counseling, applications, and information about state, federal, and institutional sources of financial assistance including loans, grants, scholarships, and work-study. Assistance is available to qualified students who enroll in at least one course of an eligible academic plan. Application for state, federal, and most institutional programs requires completion of the Free Application for Federal Student Aid (FAFSA) for the appropriate award year.

Detailed information on scholarships, grants, loans, on- and off-campus and community service employment, and applications may be obtained from the Financial Aid Office and the Admissions and Advising Center. Information may also be found in the current college catalog and on PVCC Web site.

### Financial Aid Policy of Satisfactory Academic Progress

To be academically eligible for student financial assistance, a student must be making satisfactory academic progress toward his/her degree or certificate program. To accurately measure a student's progress, the PVCC Financial Aid Policy of Satisfactory Academic Progress will incorporate a *qualitative* ([GPA](#)) measure of progress, as well as a *quantitative* ([Completion Rate](#)) measure of progress. This policy became effective July 12, 2005.

**QUANTITATIVE STANDARD:      CUMULATIVE GRADE POINT AVERAGE**

At the time an application is received and at the end of each semester each financial aid recipient's cumulative [grade point average](#) will be reviewed to determine if the student maintained satisfactory academic progress in accordance with the following scale:

### DEGREE PROGRAMS

Cumulative Credits Attempted	Credits Earned Must be at least	Minimum Cumulative Grade Point Average
12	8	1.5
24	16	1.5
25	17	1.75
35	23	1.75
40	27	1.75
48	32	1.75
49	33	2.0
60	40	2.0
65	44	2.0
75	50	2.0
85	57	2.0
95	64	2.0*

## CERTIFICATE PROGRAMS

Cumulative Credits Attempted	Credits Earned Must be at least	Minimum Cumulative Grade Point Average
5	4	1.75
10	7	2.0
15	10	2.0
20	13	2.0
25	17	2.0
30	20	2.0
36	24	2.0*

Failure to have the required cumulative [grade point average](#) or completion rate will result in the termination of the student's financial aid eligibility. Students are expected to have a cumulative completion rate of at least 67%. After such termination, the student may regain eligibility by successfully completing enough academic classes to bring his/her cumulative [GPA](#) up to the applicable standard without the aid of financial assistance programs. Any student with a [GPA](#) of 1.5 or less must meet with the student success advisor.

\*Students are required to have a minimum [GPA](#) of 2.0 in order to graduate.

### **QUANTITATIVE STANDARD:      MAXIMUM TIME FRAME AND INCREMENTS**

#### **Section 1.01      Maximum Time-Frame for Receiving Financial Aid**

The maximum period in which a student may receive financial aid will be limited to 150 percent of the published length of an educational program for a full-time student. The 150 percent will be calculated using total credit hours attempted.

**For example:**

Type of Educational Program	Required Credits For Graduation	Maximum Time-Frame (total crs. Attempted) Receiving Financial Aid*
2 Year Degree	65	97
1 Year Certificate	36	54

\*If the published length of an academic program is 65 credit hours, the maximum time frame will be 97 credit hours (65 times 1.5). Please note that it is important to distinguish between attempted and completed credit hours. All credit hours attempted, whether or not they are completed, are counted toward the maximum time frame. Up to 30 credit hours of developmental studies may be counted towards a student's financial aid enrollment status. These developmental courses will be excluded from the time-frame limit. Once a student has enrolled for the maximum number of credit hours allowed under this policy, the student's financial aid eligibility terminates even though the student may not have completed all of the courses needed to graduate. All credit hours transferred in and all credit hours attempted at any other Virginia Community College are included in the calculation, even if the student did not receive financial aid.

**Incremental Assessment of Progress: Completion Standards**

The incremental assessment of progress compares the number of credit hours the student attempted to the number of credit hours the student successfully completed. (Successful completion is defined as earning an A, B, C, D, and P.) This comparison will determine if the student is progressing at a rate that will allow the student to complete their program within the maximum time-frame specified above. Because the maximum time frame is 150 percent of the program's published length a student must successfully complete 67 percent of the work attempted to be making satisfactory progress. Example:  $65\text{crs.}/97\text{crs.}=67\%$  or  $36\text{crs.}/54\text{crs.}=67\%$ .

**PRIOR PERIODS OF ENROLLMENT**

All of the qualitative and quantitative standards of progress must be applied to all prior period(s) of enrollment. Federal regulations require that a student must be in compliance with the school's satisfactory academic progress policy before receiving a financial aid award. These guidelines must be applied to any student requesting financial aid, even if the student did not receive financial aid in the past.

**PLEASE NOTE:** Students who have defaulted on a federal student loan or owe a refund on a federal grant will not be eligible, nor will they receive any future financial aid until the loan or grant obligation is satisfied.

## RE-ESTABLISHMENT OF ELIGIBILITY FOR FINANCIAL AID

A student may re-establish his/her eligibility as follows:

### CUMULATIVE GRADE POINT DEFICIENCY

A student must enroll without financial aid and obtain the minimum [grade point average](#) as required.

### DEFICIENT CREDITS COMPLETED

A student must enroll without financial aid and complete the number of credits that were deficient in meeting the requirements set forth in this policy.

### STUDENT APPEALS

Any student whose financial aid has been terminated because of not maintaining satisfactory academic progress may submit a written appeal. Student appeals should be made within 10 working days following the notice of ineligibility. Students who had to withdraw from the college due to mitigating circumstances may submit a written appeal with proper documentation fully explaining the circumstances that prevented the student from maintaining satisfactory academic progress. Examples of such circumstances are: injury to the student, illness of the student, death of a student's relative, accidents, and family emergencies. Please note: Changes in curriculum objectives will not necessarily be approved as mitigating circumstances. A student's written appeal will be reviewed by the Financial Aid Office. Students will be notified in writing of the decision concerning their appeal.

### ADDITIONAL POLICIES GOVERNING SATISFACTORY ACADEMIC PROGRESS (SAP) AT PIEDMONT VIRGINIA COMMUNITY COLLEGE

- Financial aid programs included under this policy are the Pell Grant, FSEOG, Federal Work Study, COMA Grant, VGAP Grant, PTAP Grant, CSAP Grant, and all other state or federal grants, [Direct Loans](#) and PLUS Loans.
- Students who have reached the 150 percent point of enrollment *may* have federal student loan eligibility in *some* circumstances.
- For purposes of defining credits completed concerning developmental course credit the following will apply: S grade is considered a completed course. U grade is considered an incomplete course.
- A student who receives only grades of F, W, U, X and I during a semester do not indicate course completions and are unsatisfactory.
- Financial aid may not be used for any course (including developmental) that has been taken more than twice.
- A student who does not maintain satisfactory academic progress cannot regain their eligibility on the basis of a change of curriculum.
- Returning financial aid students should be aware of any changes to the PVCC SAP Policy.

- Courses taken for audit are not eligible for financial aid.
- Federal regulations allow a student to receive financial aid for only the equivalent of the first 30 semester credit hours of developmental studies attempted, regardless of whether or not the student received any financial aid for these developmental credit hours.
- For students who were enrolled in the previous semester at another VCCS college, the credits attempted will be used in the SAP calculation.

### **Refunds/Recovery**

When a Title IV (Federal Student Aid) recipient completely withdraws, drops out, or is expelled after receiving a disbursement, the college will determine whether the student has received an overpayment. If the federal aid disbursed exceeds the amount earned, the unearned funds must be returned. The college will calculate this amount based on a federally-mandated formula and will notify the student. The percentage of federal aid earned is equal to the percentage of the period of enrollment completed as of the student's withdrawal date. If this date occurs after the 60 percent point, 100 percent of the aid is considered to have been earned. Federal work-study earnings are not included. Loans will be repaid by the student in accordance with the terms of the promissory note.

The college will notify the student of the amount owed and will attempt to collect the repayment to federal student aid programs. If the student does not pay the determined amount or make satisfactory payment arrangements, he or she will be ineligible for further federal student aid and will be reported as being an overpayment. The student may be referred to the U. S. Department of Education for collection for failure to pay or failure to make payment arrangements. Payments that are collected from the student will be returned to the appropriate program accounts within 30 days of receiving the student's repayment. Repayments will be distributed in the following order: Unsubsidized Stafford Federal Family Education Loan Program (FFELP) or Federal Direct Loans; Subsidized Stafford FFELP or Federal Direct Loans; Federal Perkins Loan Program; Federal Direct PLUS Loan Program; Federal Pell Grant Program; Federal Supplemental Educational Opportunity Grants Program; and other Title IV programs.

Students withdrawing will have their academic progress evaluated and, even though a student may have repaid part or all of an award, failure to make satisfactory academic progress could result in loss of aid in future semesters.

### **Recalculation of Awards/Repayment for Non-Attendance**

If a student fails to begin attending any class, financial aid awards will be recalculated. This may occur at any point during the semester/term that the Financial Aid Office is made aware of the situation and it may affect a student's enrollment status. In most cases, however, calculation of the award will be based on enrollment status on the last day to drop with a tuition refund.

## **Work-Study Opportunities**

The college offers both on- and off-campus, part-time employment opportunities for students who qualify for the federal or PVCC work-study programs. Federal work-study is a need-based program and students are awarded work-study based on eligibility and funding. Student who have been awarded work-study may access a list of available positions at [http://www.pvcc.edu/career\\_services/work\\_study\\_orientation.php](http://www.pvcc.edu/career_services/work_study_orientation.php)

## STUDENT ACTIVITIES

**T**he student activities program seeks to assist students and the faculty in reaching the goal of integrating a variety of educational, cultural, recreational, and social experiences with the college instructional program.

Types of student activities include the following: student government, publications, intramurals and recreation, dramatic activities, political organizations, professional and service organizations, and music activities. All student clubs and organizations work with an advisor or sponsor from the faculty and administration. The Student Activities Office directs student activities and maintains an activities calendar. (See Student Organizations.)

### ACTIVITIES CALENDAR

The Student Activities Office maintains an activities calendar. All campus-wide activities and events of interest to the college generally appear on the calendars. All events sponsored by campus groups must be scheduled in the Student Activities Office. These will appear on the activities calendar. Dates of activities will also be posted on the college Web site calendar.

### PUBLICITY

Student organizations are responsible for their own on-campus publicity for activities. On-campus publicity must be approved by the organization advisor. Students should check with the Student Activities Office for details concerning other publicity policies.

### PUBLICATIONS

A student, group, or organization of the college may not distribute written material on campus without prior approval of the faculty advisor or director of student activities. Approval shall be granted unless the material is libelous, obscene, or preaches the disruption of normal college activities. Editorial freedom of the student press entails a corollary obligation under the canons of responsible journalism. All student communication shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the college or its student body.

## **SOLICITATION AND DISTRIBUTION OF MATERIALS ON COLLEGE PROPERTY**

The college welcomes and respects the free expression of ideas. In order that these activities not be disruptive to the regular operations of the college, conditions of time, place, manner, and frequency will generally be established by the dean of student services. The following procedures will apply:

- A. When no special facilities, equipment or services (e.g., rooms, audiovisual equipment, duplicating equipment, maintenance or set-up services) are requested of the college:
  - 1. Distribution of materials or solicitation may be conducted with prior approval from the dean of student services.
  - 2. Any material remaining after the distribution or solicitation must be properly discarded. Sponsors will be responsible for any littering.
- B. When special facilities, equipment or services are requested of the college:
  - 1. Contact the dean of student services in the Admissions and Advising Center.
  - 2. A request for audiovisual or maintenance services must be submitted in accordance with campus policy.
  - 3. Arrangements for facilities must be made at the time the request is made.
- C. No commercial distribution or solicitation is permitted except with the approval of the dean of student services or designee. Approval will be subject to regulation as to time, place, and manner to assure non-interference with operations of the college.
- D. All distribution or solicitation must be conducted with regard to conduct regulations contained in the current student handbook and club activity manual.
- E. College jurisdiction extends to the property boundaries of the college. Jurisdiction also includes all property owned, leased, controlled, used, or occupied by the college except where the college may be bound by legal restrictions which may be contrary to these regulations.
- F. Posting of printed materials by students and nonstudent groups will follow established campus procedures as to location, time limits, and responsibility for removing posted items. Approval for posting is granted only by the guidelines established by the college. Materials printed in a foreign language must be presented in the English translation prior to approval for posting.

## **INTRAMURALS/RECREATION**

Recreational events that are adaptable to intramural and extramural competition are encouraged, and are a part of the total student activities program at PVCC. The primary purpose of the recreation program is to provide an opportunity for students to participate in a variety of activities on a self-directed, self-selected basis.

The intramural recreational opportunities at the college include the following:

Soccer Club	Fitness Room
Basketball	Cross Country
Golf	Yoga
Tennis	Board Games

\*Students who are interested in pursuing some form of activity that is not listed should contact the student activities director.

## **STUDENT ACTIVITY FUNDING**

Student activity funding is established to support all entities of the student activity program. The funds are derived from the college local revenue account which is in part generated from student activity fees. This fund is operated and controlled by the PVCC Board under methods and procedures established by the Virginia Community College System and approved by the state auditor. During spring semester, budget requests are submitted to the director of student activities and the Student Services Committee. Upon approval by the president's staff and the PVCC Board, monies are allocated for the ensuing year.

## **STUDENT GOVERNANCE**

Students at the college are involved in student governance in many different ways. College-wide committees consisting of faculty, staff, and administration also include student members. The College Senate has three permanent seats for students and one for a student alternate.

In addition, students are primarily represented by the Student Government Association. The SGA has representation from all student clubs/organizations, the College Senate, and at-large student members. The Student Government constitution describes in detail the purpose and structure of this organization.

## **STUDENT ORGANIZATIONS**

Organizations may be established, as hereinafter provided, within the college for any legal purpose. Affiliation with an extramural organization such as a national society shall not, in itself, disqualify the college branch or chapter from institutional privileges. Specific policies related to establishment of student organizations are as follow and as stated in the following section, *Policies and Procedures for Recognition of Student Groups*.

- A. Full membership lists, including a list of officers of each student organization and copies of the organization's mission statement will be filed and maintained with the college student activities director.
- B. Private clubs, private associations, social fraternities, and social sororities will not be recognized by the college.
- C. All organization funds will be deposited with and expended through the PVCC Business Office and are subject to policies, procedures, and regulation pertaining to such funds as established by the State Board for Community Colleges.
- D. Recognition of an organization implies neither college approval nor disapproval of the aims, objectives, and policies of the organization. Recognition means only that the organization may use college facilities and receive other support as provided by college policies.
- E. Any organization that engages in illegal activities on or off campus may have sanctions imposed against it including admonition, probation, or withdrawal of college recognition.
- F. There must be a full-time faculty or staff advisor for each student organization.
- G. College facilities may be assigned to student organizations and community civic groups for regular business meetings, social programs, and all programs open to the public, unless in the opinion of the president, the group or the planned program poses a serious threat to the continued well-being and safety of the college.
- H. 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.
- I. An individual, group, or organization may use the college name only with the expressed authority of the college.
- J. Student organizations, including their officers and members, have no authority to speak for the college or commit the college to any agreement or undertaking. The college reserves the right to supervise on-campus activity, but does not assume any obligations to do so.

## **POLICIES AND PROCEDURE FOR RECOGNITION OF STUDENT GROUPS**

The following policies and procedures regarding the development of student groups are established to provide an orderly and timely process of official recognition to those groups organized to provide a particular service in keeping with the college's missions and goals. It is recognized that small groups of students may wish to meet, often on a short-term basis, to support a particular curricular or service interest. Because of the informal or temporary nature of the group, development of a mission statement may not be necessary. Such an interest group may be formed as noted in Section A of the following procedures. Those student groups anticipating a more continuing function and seeking college funding will go through a process of official recognition as a college organization.

### **Recognition of Interest Groups**

An interest group may be established observing the following guidelines:

- Any group of students wishing to form an interest group should complete an *Application for Approval as an Interest Group* and obtain approval from the student activities director who will keep the dean of student services informed of all interest groups formed on the campus. Notice of approval or disapproval shall be made by the student activities director.
- The use of college facilities may be provided.
- No revenue-producing activities will be permitted except through the sponsorship of an officially recognized organization that bears full fiscal responsibility and liability for the activity.
- The group will not be allowed to use the college name in its title. The college locations for meetings and activities will be designated.
- The group shall be open to all students, faculty, and staff regardless of race, color, sex, age, political affiliation, religion, handicap, national origin, veteran status, marital status, or sexual orientation.

### **Recognition as a College Organization**

#### **1. Initiating the Process**

- a. Any group of students wishing to form a recognized club or organization should contact the director of student activities and obtain the necessary forms from the student activities director and manual.

- b. An application for full recognition and a constitution shall be completed and approved by the student activities director and the dean of student services. Notice of approval or disapproval of the application will be made by the student activities director.
- c. An organization advisor designated from the full-time college teaching, administrative faculty, or staff will be required.
- d. Until recognition has been granted, the group will not be allowed to use the college name in its title and no college funds or services will be provided to the group. However, the campus locations for meetings and activities may be designated.
- e. The group may sponsor revenue-producing activities.
- f. Funds collected or disbursed must be accounted for according to college and state fiscal policies.

## 2. Final Processing

- a. As soon as the mission statement is reviewed and an advisor is secured the club may become active and enjoy all the privileges for clubs and organizations.
- b. Once an organization has been fully recognized, it may utilize funds for approved purposes. If a club missed the deadline for requesting funds for an academic year it may request seed money from the Office of Student Activities.
- c. Approved use of money and activities and all other information pertinent to having a successful club can be found in the student activity manual. This manual can be obtained from the director of student activities.
- d. Accountability of aforementioned funds is critical and as stated in the student activities manual is a major parameter for disbursement of funds the following year.

## Loss of Recognition

Possible reasons for loss of recognition are:

- Evidence of failure to comply with college, local, state policies and regulation (financial policy, policy on scheduling of events, etc.)
- Evidence of failure to comply with its own mission statement.

## Procedure following Loss of Recognition

Funds accrued in the organization's account will revert back to the student activities account. An organization may be declared inactive and lose recognition by the Dean of Student Services and Director of Student Activities. Appeal of this action may be submitted to the Student Government Association, Dean of Student Services and Director of Student Activities.

## Organization and Interest Groups Active at the College

The following groups were active at PVCC as the 2007 – 2008 academic year began:

Art Club	Masquers (theatre group)
Black Student Alliance	Music Club
Christian Fellowship	Philosophers' Club
Dance Club	Poetry Club
Engineering Club	Pottery Club
Forum (student newspaper)	Piedmont Volunteers Caring for the Community
International Club	Phi Theta Kappa
Intramurals and Recreation	Science Club
Investment Club	Student Ambassadors
Japanese Club	Student Government Association

## STUDENT ACTIVITIES OFFICE

This office is responsible for coordinating and implementing the policies and procedures pertaining to the operation of campus organizations and activities. In addition to assisting the Student Government (where applicable), student publications, and clubs, the Student Activities Office helps individual students, informal groups, and faculty and staff to develop new activities and services to meet the needs of the campus community. Contact this office to find out what types of programs have been established at PVCC.

If students see a need that is not being met they are encouraged to tell someone about it, or better yet, DO something about it. Suggestions and requests for social, cultural, recreational, and co-curricular activities are most welcome.

## STUDENT PUBLICATIONS

Students are responsible for developing student publications that respond to the needs of the College. PVCC has a newspaper, *The FORUM*. There is also a weekly publication, the *PVCC Weekly*, which provides important updates and information on student life.

## PRIVACY OF STUDENT RECORDS

**T**he college is obligated to annually notify students of the *Family Educational Rights and Privacy Act of 1974, Sec. 438, Publ. L. 90-247*, as amended, which sets forth requirements governing protection of a student's right to privacy in educational records, and which affords students the right to inspect such records.

If a student believes the college has failed to comply with the above Act and/or regulations, he/she may file a complaint with the U. S. Department of Education; or alternatively, he/she may follow the college's procedures by contacting the dean of student services. The college has adopted a policy that summarizes in greater detail student rights under the Act and regulations, and describes a procedure for handling alleged violations of the above Act and/or regulations. Upon written request, a student may obtain a copy of the policy (or any page of his/her records, except transcripts from other institutions). Such requests shall be filed with the Admissions and Advising Center.

Every effort is made to protect the privacy and confidentiality of student records. A student's official academic records, supporting documents, and other records are maintained by appropriate members of the college administration. Separate files are maintained for academic and general education records, records of disciplinary procedures, medical records, job placement records, financial aid records of disciplinary procedures, medical records, job placement records, financial aid records, and student activities records. The registrar is responsible for the maintenance of all records.

### STUDENT RECORDS DISCLOSURE TO FACULTY AND ADMINISTRATION

Disclosure of student records to faculty and administrative officers shall be only for (1) internal educational purposes, (2) routine administrative and statistical purposes, or (3) legitimate inquiries made by faculty instructors pertinent to the specific instructor's need to review a student's background information in order to adequately instruct and guide the student in a specific academic area.

## STUDENT RECORDS DISCLOSURE TO PERSONS OUTSIDE THE COLLEGE

The following is considered “directory” information and may be given to any inquirer unless a student specifically requests the Admissions and Advising Center to withhold such information by completing campus personal information – privacy settings in the Student Information System. Additional information is available in the Admissions and Advising Center.

- A. Whether or not a student is or has been admitted and/or enrolled at PVCC. Beginning and ending dates of attendance may be given.
- B. Credit enrollment status; i.e., less than ½ time, ½ time or full-time.
- C. Curriculum in which the student is currently enrolled.
- D. Degrees or certificates awarded
- E. Honors received
- F. Date of graduation.

Other information that is part of a student’s records will not be released to anyone outside the college without the student’s prior written consent except as noted here:

- A. Information requested under a court order or subpoena (an effort will be made to contact the student prior to the release of such information).
- B. Certain federal and state authorities as noted in the *Family Education Rights and Privacy Act of 1974* (including the secretary of the Department of Education, the comptroller general of the United States, and certain state educational authorities).
- C. In connection with a student’s application for or receipt of financial aid.

Requests from research agencies or individuals making institutionally approved statistical studies may be approved without a student’s prior approval, provided no information revealing a name or Social Security number is to be published.

## STUDENT REVIEW OF RECORDS

A student is guaranteed access to his/her permanent educational record, subject only to reasonable regulation as to time, place, and supervision. A student should direct requests to review educational records to the Admissions and Advising Center. Please note that copies of transcripts from other institutions may not be given to a student but that review of such transcripts is possible.

Students should contact the Admissions and Advising Center to question the content of their educational records. Further appeal should be directed in writing to the dean of student services as a final appeal. Student access to the financial records of parents through the student financial aid file is not permitted.

## **STUDENT RECORDS RETENTION**

Official student academic records, financial aid data and applicant materials and documents are maintained by the college during a student's enrollment and for a specified period after enrollment. Some records such as courses attempted, grades, etc., are maintained permanently (electronically) in the college's computer systems. Documents related to admission and enrollment, such as the application for admissions, are maintained by the college. The retention period varies by document, with the longest retention period being five years subject to audit. Contact the Admissions and Advising Center for details on this policy.

## **USE OF STUDENT PHOTOGRAPHS**

Photographs taken of an individual student or groups of students, for example, in classrooms, student lounge areas, and outdoors on campus, may be used by the college for release to newspapers or other media and for reproduction in PVCC publications. If a student is included in such photographs, he/she will not be identified by name or position and will not have his/her name released to outside individuals or organizations without prior written permission.

## **MYPVCC STUDENT ID NUMBER**

The MyPVCC student ID number is used throughout a student's college career to identify him/her in the Student Information System (SIS) and college records. The SIS assigns 7-digit Student ID number at the time students apply for admission.

Applicants for financial aid are required to provide Social Security numbers. Pell Grant program applicants are advised that Social Security numbers are required by the U. S. Department of Education when processing applications. Also, student requesting deferments for previous loans are advised that the Social Security number is required.

## GENERAL INFORMATION

### ACADEMIC HONORS

#### Vice President's List

Students will be placed on the *Vice President's List* for achieving a semester [grade point average](#) of 3.2 or higher and earning a minimum of 12 credit hours, with no grades less than C.

#### President's List

Students will be placed on the *President's List* for achieving a semester [grade point average](#) of 3.8 or higher and earning a minimum of 12 credit hours, with no grades less than C.

To be eligible for grading term honors, students must have 12 credits in graded courses (A,B,C).

### ACADEMIC STANDING

Students are considered in good academic standing if they maintained a semester minimum [GPA](#) of 2.00, are eligible to re-enroll at the college, and are not on *academic suspension* or *dismissal status*.

The college will send students official notification by letter when they are having academic difficulty. Students will be given an appropriate period of time to show improvement. The college may determine that a student is best served by being prevented from further enrollment for a period of time if he/she shows no academic improvement.

The college provides the following official indications of academic difficulty:

#### A. Academic Warning

If a student fails to maintain a minimum [GPA](#) of 2.00 for any semester or fails any course, he/she will receive an *academic warning*.

#### B. Academic Probation

If a student fails to maintain a minimum cumulative [GPA of 1.50](#), he/she will be placed on *academic probation* until his/her [GPA](#) reaches **1.50** or better. The statement "*Placed on Academic Probation*" will be included on the student's permanent record. The student will be ineligible for appointive or elective office in student organizations

and usually will be required to carry less than a normal course load the following semester. While on *academic probation* the student is required to consult a counselor. An average between **1.50** and **1.99** may not result in formal *academic probation*; nevertheless, a minimum of **2.00** in a student's curriculum is a prerequisite to the receipt of an associate. Part-time students will not be placed on **academic probation** until they have attempted **12 semester credit hours**.

### **C. Academic Suspension**

If a student is on *academic probation* and fails to attain a minimum **GPA of 1.50** for the next semester, he/she will be placed on *academic suspension*. *Academic suspension* normally will be for one semester unless the student applies and is accepted for readmission to another curriculum of the college. The statement "*Placed on Academic Suspension*" will be included on the student's permanent record.

If a student is informed that he/she is on *academic suspension*, he/she may submit an appeal in writing to the dean of student services for reconsideration of the case. After termination of the suspension period, a student must meet with the dean of student services to be reinstated. Students will not be placed on suspension until 24 semester credit hours have been attempted.

Following reinstatement after *academic suspension*, a student must achieve a minimum **2.00 GPA** for the semester. He/she must maintain at least a **1.50 GPA** in each subsequent semester of attendance. A student remains on *probation* until his/her overall **GPA** is raised to a minimum of **1.50**

### **D. Academic Dismissal**

If a student does not maintain at least a **2.00 GPA** for the semester of reinstatement to the college when on *academic suspension*, he/she will be *academically dismissed*. If a student has been placed on *academic suspension* and achieves a **2.00 GPA** for the semester of his/her reinstatement, he/she must maintain at least a cumulative **1.50 GPA** in each subsequent semester of attendance. The student will remain on *probation* until his/her cumulative **GPA** is raised to a minimum of **1.50**. Failure to attain a cumulative **1.50 GPA** in each subsequent semester until a student's cumulative **GPA** reaches **1.50** will result in *academic dismissal*.

*Academic dismissal* normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration for readmission by the dean of student services. The statement "*Academic Dismissal*" will be placed on the student's permanent record.

### **E. College Procedures for Students Academically Suspended or Dismissed**

The procedures listed below apply to students who have been academically suspended or dismissed:

1. The student is notified of the academic suspension/dismissal through both the PVCC grade report and a letter sent from the college that describes the suspension/dismissal policy and the steps available for an appeal.

2. A “hold” will be placed on the student’s records so that he/she cannot enroll. The hold will indicate “academic suspension” or “academic dismissal” and is a part of your academic record.
3. If the student chooses to appeal, he/she is required to write a letter to the dean of student services requesting an exception to the policy. The letter should detail the causes for academic difficulties and describe remedies the student proposes to improve academic performance.
4. If the student is requesting reinstatement to the college, he/she must meet with a counselor and/or dean of student services.
5. The dean of student services makes the reinstatement decision.
6. The dean of student services’ reinstatement decision may be appealed to the vice president of instruction and student services.

## ALCOHOLIC BEVERAGE POLICY

The serving, possessing, and consuming of alcoholic beverage is prohibited at all college-sponsored student events or activities.

## BOOKSTORE

Students may purchase books and other supplies during their regular posted hours. Students may purchase/rent textbooks and purchase some supplies at the bookstore's web site 24/7. The address for the web site is [www.pvcc.bkstr.com](http://www.pvcc.bkstr.com). Additional operating hours are provided during the beginning weeks of each semester allowing more flexible hours to purchase books. The bookstore is operated by a private company under an agreement with the college. Sometime during the last few weeks of each semester, the bookstore may buy back books at its discretion. Exact dates of “buy back” will be posted in advance. Questions concerning bookstore services should be directed to the bookstore manager.

### **Please Note:**

- A. Basic textbooks are selected and ordered by the academic divisions of the college.
- B. Supplementary materials may be used to accompany a basic textbook. Such materials may be selected and ordered for an individual instructor. These types of materials may or may not be required for a subsequent term.
- C. Save cash register receipts on book purchases. They are required for refunds when returning books due to add/drop/swop or class cancellation. Students should not write or mark in a book until they are sure they will need the book.

## CHILDREN ON CAMPUS

College facilities, *including the library*, cannot accommodate the care of children while parents are working or attending class. Since the college and its staff cannot be responsible for the safety and welfare of a student's children, the student must make arrangements for them off campus. Children may not be brought into classrooms or laboratories without permission of the instructor.

## COLLEGE CATALOG

The *PVCC Catalog* is available online at [www.pvcc.edu](http://www.pvcc.edu).

## COPYRIGHT

Students are expected to comply with federal copyright law. The United State Copyright Law protects all copyrighted materials: printed materials such as books and journals, music, sound recordings; films, videocassettes, art works, and computer software. Most Internet sites and all their contents are protected by copyright.

The Copyright Act of 1976 grants copyright owners exclusive rights to publish, reproduce, perform, and display their works. Anyone publishing, reproducing, performing, or displaying all or part of a copyrighted work is guilty of infringing the copyright unless the act falls within one of the fair use exceptions, or unless she or he has acquired permission to use the work from the copyright owner. Read the law at <http://lcweb.loc.gov/copyright/>.

## ELECTRONIC MAIL (E-MAIL)

The college's e-mail system is provided by the Virginia Community College System to all students within the PVCC community. To protect student privacy, instructors may only use a student's official e-mail address. Students may forward their e-mail to another account if they choose. Instructors are able to issue assignments by e-mail and students are allowed to mail in their work. The college also provides faculty and students with access to Blackboard, a Web-based learning management system. This system allows instructors to post assignments and announcements, have students participate in asynchronous discussions, share written materials, etc.

## EMERGENCIES

The college makes every effort to prevent accidents and reduce risks, but emergencies or crisis situations can happen anywhere. College personnel will call the appropriate emergency service in the event of fire, accidents, or severe illnesses on campus. The appropriate emergency services will be called if anyone at PVCC exhibits symptoms of extreme illness, violent or potentially violent behavior, or other extreme or unexplainable behavior.

### PVCC EMERGENCY PROCEDURES

Campus Telephone Numbers	
Dial "911"	To Summon Rescue Squad
Dial "0"	PVCC Reception Desk
Dial "434.981.6362"	Security Officer Cell Phone

**MEDICAL AND OTHER EMERGENCIES:** In the event of an injury, illness, or other circumstances requiring immediate emergency assistance, the person on the scene should first call 911 and then contact either the receptionist (during the day) or a security officer (during the evening). The receptionist can be reached by dialing 0 from 8 a.m. to 6 p.m. Monday-Thursday, and 8 a.m. to 5 p.m. on Friday. A security officer can be reached by dialing 434.981.6362. To dial either 911 or 434.981.6362 from a college telephone, first dial 9 followed by the phone number. For situations that do not require immediate emergency assistance, the receptionist or a security officer should be contacted. The receptionist or security officer will summon emergency personnel if needed and notify appropriate persons at the college.

911 is a free call from pay phones on the PVCC campus. Pay phones are located outside at the main building south entrance and in the Dickinson Building vending area. Public use house phones (for on-campus calls only) are located in the Bolick Student Center in the main building and in the Dickinson Building lounge area. The 911 addresses for PVCC are 501 College Drive for the main building and 400 College Drive for the Dickinson Building.

Only employees with the proper training should attempt to administer first aid. First aid kits are available in each laboratory and shop, the receptionist's desk in the main building, the Admissions and Advising Center (room M144), the Business Office (room M240), the Security Office (room M218), and the Humanities and Social Sciences Division Office (room D317) in the Dickinson Building.

**FIRE, GAS LEAK, OR BOMB THREAT:** When the fire alarm sounds (in case of fire) or when verbally instructed (in case of gas leak or bomb threat), all persons should immediately leave the building by the nearest exit. With the exception of emergency personnel, all persons must remain at least 500 feet from the building until such time as authorization is given to return to the building. Parking Lot 3 is the designated evacuation area for both the main building and the Dickinson Building. All persons without exception must leave the building when instructed to do so by authorized personnel.

**TORNADO OR SEVERE WINDSTORM:** In the event of a tornado or severe windstorm requiring shelter, all persons should evacuate to one of the following interior rooms:

**MAIN BUILDING (501 COLLEGE DRIVE):** M155, M158, M159, M160, M174, M175, M248, M249, M251, M601, M607, M701, M704, M813, M822, M823, M832, M834, M849, M850

**DICKINSON BUILDING (400 COLLEGE DRIVE):** D102, D106, D129, D130, D132, D222, D223, D226

**ADMINISTRATOR ON CALL:** When classes are in session, an administrator on call is assigned to deal with evening and weekend emergencies that require an executive level response. Typically, this would be a situation that requires the closing of the college. The administrator on call rotates between members of the president's executive staff. The security officer on duty has telephone access to the administrator on call.

**ACCIDENT REPORTS:** For accidents involving students or the general public, a PVCC accident report form should be completed by the supervising faculty or staff member, or by the person involved, as appropriate. Forms are available at the receptionist's desk and from the vice president for finance and administrative services (room M241). Reports of accidents involving students and the general public should be submitted to the vice president for finance and administrative services. For accidents involving PVCC employees, including student employees, the employee should contact the Human Resources Office (room M810) and complete a first report of accident form.

**DIAL 911 TO SUMMON RESCUE SQUAD, COUNTY POLICE, and FIRE DEPARTMENT.  
REQUEST ESCORT SERVICES AT RECEPTION DESK OR CALL SECURITY OFFICER**

**PVCC RECEPTION DESK—DIAL 0  
SECURITY OFFICER CELL PHONE—DIAL 434.981.6362**

## DISTANCE LEARNING

For students who prefer to study independently, distance learning courses taught by PVCC faculty are comparable to the same courses taught in the traditional classroom format. Distance learning courses have the same content, grading system, and course credit values as traditional courses. PVCC offers a variety of distance learning formats including online, hybrid, Web conferencing and video conferencing.

**Online Courses.** Online (Web-based) courses and several associate degree programs are offered through technologies that include the Internet, discussion forums, e-mail, online conferencing, and other Web-based instructional strategies.

Students are responsible for providing their own hardware, software, and Internet service. Requirements to be on campus vary among the online courses; some courses require a minimal number of visits to the PVCC campus for orientation and/or testing. Online courses are delivered in a primarily text-based environment; therefore, reasonably good reading and writing skills are critical factors for adequate course participation. Additionally, research has shown that students who are self-directed and manage their time well are more likely to succeed using this delivery model. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting online courses. Resources to assist students in determining readiness for online courses may be found at [www.pvcc.edu/distancelearning](http://www.pvcc.edu/distancelearning).

**Hybrid Courses.** In addition to online courses, PVCC offers a variety of hybrid courses. A hybrid course is one that blends online and face-to-face delivery. A substantial proportion of the course content is delivered online; the course typically includes online discussions and some face-to-face meeting times. Students are responsible for providing their own hardware, software, and Internet service.

**Web Conferencing and Video Conferencing.** Web conferencing is live, synchronous (real time) learning over the Internet. Video conferencing is live, synchronous, interactive audio and video using advanced technologies available on the PVCC campus. Students must be able to attend a Web conferencing class or video conferencing class during a scheduled time on PVCC's campus. These technologies provide an opportunity to collaborate with other institutions to promote programs that are available at PVCC.

Additional information regarding distance learning and technical requirements maybe found at [www.pvcc.edu/distancelearning](http://www.pvcc.edu/distancelearning)

## **FACULTY ADVISORS**

Students entering college should work with an academic advisor to plan their program for meeting their educational objectives. New and current students can receive advising services in the Admissions and Advising Center. Student Services staff and faculty advisors will work with students each semester to select courses, monitor academic progress and help students meet their academic and career goals. Faculty advisors are available for advising on a walk-in basis within the Admissions and Advising Center.

## **FIRE ALARMS**

When you hear a fire alarm, gather your belongings and quickly exit the building through the nearest emergency exit. Emergency evacuation plans are posted in all rooms on campus. You should become familiar with the exits for each room you use. Follow the directions of college faculty and staff members and move away from the building and out of the path of responding emergency equipment. Do not return to the building until you are directed to do so by faculty or staff members. Do not ever assume that an alarm is a drill. Treat every alarm as real.

## **FIREARMS AND OTHER DANGEROUS WEAPONS**

Bringing firearms and other dangerous weapons onto campus is prohibited. It is a violation of the rules to carry weapons or to leave them in a car parked on the campus. The only exception applies to duly sworn Commonwealth of Virginia police officers. While civilian-attired police officers have the authority to carry firearms, they must do so by keeping them concealed so as not to alarm others.

“An employee or student with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected offense to PVCC security (434.981.6362) if there is no immediate threat to personal safety, or the Albemarle County Policy (911) when an immediate threat to personal safety exists.”

## FOOD SERVICES

Littlejohn's New York Delicatessen is located at the south entrance of the main building. Hours of operation are posted at the restaurant. Littlejohn's serves breakfast and lunch, and is open several evenings a week as well. Littlejohn's also offers catering service to on-campus events. Call 434.961.5482 for additional information.

PVCC also offers vending machines on campus, both in the main building and the Dickinson Building. Vending options include snack, beverage, and bill changing machines.

Coffees and teas (hot or cold), lattes, hot chocolate, smoothies, pastries and biscotti are available from Mermaid Express, in the kiosk near the Jessup Library in the main building. Hours are posted at the kiosk.

## GRADUATION

The college awards degrees and certificates at the end of each semester to those who have applied and met graduation requirements. A commencement ceremony is held each year at the end of the spring semester. Applicants for graduation are advised to check with the Admissions and Advising Center for information.

## INCLEMENT WEATHER POLICY

Piedmont Virginia Community College remains open when primary and most secondary roads are passable. When travel to the college campus is unreasonably dangerous the entire college closes.

The Web site is the first method of notification, followed by local television stations, then local radio stations (both FM and AM).

The following phone numbers will also have delay/closing information:

PVCC main phone: 434.977.3900

PVCC inclement weather/emergency message line: 434.971.6673

Due to the unpredictable nature of Virginia weather, PVCC may be required to close or delay opening. If a delay announcement is made, that delay is based on an 8 a.m. opening time. In the event of a delay, students should attend the class that is in progress at the time they arrive at the campus.

For example, if the college is on a two-hour delay, students would arrive at the campus at 10 a.m. to attend their 10 a.m. class (*not* 8 a.m. class.)

PVCC uses the following television and radio stations to announce decisions regarding delayed opening or closing:

**Television Stations:**

WVIR-TV: NBC 29     [www.nbc29.com](http://www.nbc29.com)

WVAW 16

WCVA 19

WAHU 27

<http://www.charlottesvilleneewsplex.tv/closings> (Web site for channels 16, 19, and 27)

**Radio Stations:**

All local Charlottesville Stations

WKCI/WKDW/WSVO in Staunton/Waynesboro

WFLO in Farmville

WVTF in Roanoke

**How to interpret the closing announcements you hear on the media:**

***“Piedmont Virginia Community College is closed.”*** PVCC will be closed until classes begin on the following morning. This announcement means that no day or evening classes will be held.

***“Piedmont Virginia Community College will open X hours late.”*** For the purpose of delayed opening announcements, the college’s official opening time is 8 a.m. Therefore, a two-hour-delay means that the college will open at 10 a.m. Classes that begin at 10 a.m. or after will be held as usual.

For classes that last for two hours or more at a time, students should check with their instructor about when a delayed opening cancels the entire class.

***“Morning classes at Piedmont Virginia Community College are canceled.”*** The college will be closed until noon. The college will open at noon and classes beginning at noon and thereafter will be held as usual.

***“Day classes at Piedmont Virginia Community College are canceled.”*** Day classes are those that begin at 5 p.m. The college will open and classes that begin at 5 p.m. and thereafter will be held as usual.

***“Evening classes at Piedmont Virginia Community College.”*** Evening classes are those classes that begin at

and after 5 p.m. The college will close at 5 p.m. and will not reopen until the next morning.

Events sponsored by organizations other than PVCC scheduled in the Dickinson Building are not necessarily canceled when the college closes. Listen for separate announcements for special events.

## **INSURANCE INFORMATION**

Students may obtain information on student health insurance from the Admissions and Advising Center. Such insurance is voluntary and not a prerequisite to enrollment; however, certain international applicants must give evidence of comparable coverage. The college reserves the right to require insurance in some programs such as allied health and nursing programs. The college makes this information available, but the insurance company sells the policy directly to the student. The college is not affiliated with the insurance company in coverage of the student body with accident and health insurance. Payment of premiums and filing of claims are matters between the student and insurance company.

## BETTY SUE JESSUP LIBRARY

The Betty Sue Jessup Library was named in memory of a Charlottesville woman known for her care and concern for area residents. It was formally named and dedicated in a ceremony held September 11, 1991.

The library collection consists of over 37,000 print; over 60,000 ebooks; 156 print periodicals; 1,849 audiovisual units, including DVDs, CDs, maps, slides, videotapes, etc. The Jessup Library also has access to full-text periodicals and databases on the Internet. Some of these full-text periodical services include EBSCO, Factiva and Literature Resource Center.

Other electronic tools include APA PsycNet, FirstSearch, CQ Researcher and Cambridge Scientific Abstracts. These databases have restrictions that require the college to limit access to students, faculty and staff. Access to these databases is available from off-campus. Instructions for remote access and a list of all electronic databases can be found on the library's Web page: [www.pvcc.edu/library](http://www.pvcc.edu/library).

Books from the circulating collection may be checked out for 28 days. Students may renew materials twice until the end of the semester unless another user requests the item. Periodicals, newspapers and magazines may be checked out for one week and renewed once. Videos may be checked out to students for use within the library. Materials may be placed in the reserve collection by faculty for students; most are circulated within the library. Reference librarians are present to assist in locating information and to provide instruction in using library materials, information sources and the Internet. Students at remote sites may phone (434.961.5309), or e-mail ([reference@pvcc.edu](mailto:reference@pvcc.edu)), or instant message (<http://jessuplibrary.blogspot.com/>) the reference librarians for assistance. The staff conducts student orientation to the library as well as instruction for classes with special assignments.

The library is committed to providing students with the resources they need to make their academic experiences at PVCC successful.

## **LOCKERS**

PVCC has a limited number of lockers available on the 100 hallway. Lockers are primarily for use by students taking a physical education class. Any lockers that remain after the first two weeks of class may be used by the remaining student body. PVCC does not provide locks, but the student can bring a lock and reserve a locker with the Fitness Room staff.

## **LOST AND FOUND**

Lost personal articles are stored in the PVCC Security Office. They may be claimed upon appropriate demonstration of ownership.

## **SAFETY INFORMATION**

The annual College Safety Report is available on the college Web site

[http://www.pvcc.edu/security\\_safety/clery\\_act.php](http://www.pvcc.edu/security_safety/clery_act.php)

## **SMOKING**

Smoking is permitted in personal vehicles and within parking lots. Smoking is also permitted within designated smoking areas identified by "DESIGNATED SMOKING AREA" signs and the presence of smoking urns.

Except as noted above, smoking is not permitted on college grounds.

Smoking is not permitted inside college buildings.

Smokers are responsible for properly disposing of smoking materials.

## COLLEGE FEES AND FINES

### TUITION PAYMENT

Tuition is due and payable at the time of registration or by the dates posted each term. Tuition charges are subject to change at the discretion of the State Board for Community Colleges. The most current tuition is posted on the college Web site: [www.pvcc.edu](http://www.pvcc.edu).

Payment of tuition enables students to use the library, bookstore, student study areas, and other facilities of the college.

Dishonored checks received from the bank must be made good within five working days after notification from the Business Office. There is a service charge for each check returned. In addition, the check writer is responsible for all reasonable administrative costs, collection fees, or attorney fees incurred in the collection of the check.

Refer to the schedule of classes and college Web site for payment deadlines.

### TUITION PAYMENT PLAN

To help you meet educational expenses during the fall and spring semesters, PVCC offers a convenient and affordable payment plan administered by [Nelnet](#) (formerly FACTS). **This payment program is not available for classes taken during the summer semester.** This is not a loan program, so you incur no debt. There are no interest or finance charges, only a modest enrollment fee and there are no credit checks.

The earlier you enroll in the program, the more likely the lowest monthly payment option will be available. For more information go to the financial aid pages of the PVC Web site or contact the Cashier's Office.

### TUITION REFUND

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. After the add/drop period has passed, there will be no refunds.

For exact add/drop dates, consult the schedule of classes or the calendar on the college Web site. Short courses (less than one term in length) have shorter add/drop and withdrawal periods.

## DOMICILE/TUITION APPEAL PROCESS

To be eligible for in-state tuition, an applicant must be and have been legally domiciled in Virginia for a period of at least one year prior to the semester for which he/she is enrolling. An applicant must establish by clear and convincing evidence, that he/she is eligible for in-state tuition. All applicants must complete the domiciliary items included on the application and provide any documentation that may be deemed necessary.

All independent applicants under the age of 24 must meet one of the following criteria or provide clear and convincing evidence of independent domicile:

- Veteran or active duty member of the U. S. Armed Forces;
- Married;
- If both parents are deceased, no adoptive or legal guardian;
- Graduate or first professional student post bachelor degree;
- Ward of the court or was a ward of the court until age 18; or
- Legal dependents other than spouse.

For all dependent applicants under the age of 24, a parent or legal guardian will need to complete domiciliary items included on the application.

Documentation may include the following forms from Virginia: driver's licenses, vehicle registration, state income tax forms, employment verification from employer, voter registration, etc. Factors used to support in-state tuition must have existed for a period of one year prior to the first day of class.

The Admissions and Advising Center is responsible for making decisions on domicile matters. The applicant who is denied in-state tuition has a right to appeal. PVCC's appeals process is as follows:

- Within five working days of notification of denial, the applicant must submit a written appeal with any additional supporting documentation to the dean of student services. Within five working days of receiving the information, the dean will notify the applicant of the decision.
- If the applicant is denied again, an appeal, in writing, may be made to the vice president for instruction and student services within five working days. The vice president will chair a committee to review the case. The applicant will be notified of the committee decision within 10 working days from date the appeal was received.
- A final appeal may be made to the circuit court in Charlottesville within 30 days of receipt of the decision by the dean. A copy of the petition for review must be filed with the college when it is filed with the court.

## **LIBRARY CHARGES**

Jessup Library charges no fines for overdue books. A hold is placed on the records of students with overdue books at the end of the semester; the student is prohibited from receiving a transcript and may not register for classes. A borrower who loses or damages library material shall be charged the cost to replace the item. A minimum charge of \$50.00 for books no longer in print shall be charged. Payments for lost materials are not refundable.

## **PHYSICAL EDUCATION CHARGES**

Some physical education courses, such as ice skating and bowling, have additional charges that must be paid at the first class meeting of the semester. For further information, the schedule of classes should indicate if there are additional costs.

## **PHOTO IDENTIFICATION**

Student photo identification cards are provided to credit students through the student activities fee. ID cards may be needed for library material use, campus copying and printing, admissions to special student activities, parking, and so forth. The photo identification cards can be obtained from the Security Office.

# STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES

## PVCC CODE OF CONDUCT

### INTRODUCTION

**P**iedmont Virginia Community College is an academic community and all members and visitors share the duty and responsibility of securing and maintaining the freedom to learn within that academic college community. Freedom carries responsibilities; chief among these is the respect for the rights and the values of others. In order to provide and preserve this freedom on the college campus and at college sponsored and college-supervised functions, the student code of conduct was developed by a committee of students, faculty, staff, and administrators.

Within the college community, individuals are accorded respect in a learning environment that is free of discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability or any other characteristics protected by law or by the policies and practices of PVCC. All students are expected to exhibit and practice appropriate behavior when participating in instructional settings, including field experiences, internships, athletic and cultural events, or any other related college endeavor.

The college faculty and staff recognize their role in developing this sense of responsibility through example and guidance. Additionally, every student is presumed to have sufficient maturity, intelligence, and concern for the rights and values of others and to preserve the standards of the academic community. This code enumerates clear expectations of students as members of the college community, the kind of unacceptable behavior that may result in disciplinary action, and sanctions and disciplinary proceedings utilized when the code is not observed.

While on college property or at college-sponsored/supervised events, all person, including guests of students, are required to abide by all college policies, procedures, practices, and related rules and regulations.

**It is the student's responsibility to become familiar with the PVCC Code of Conduct. Lack of awareness is no excuse for non-compliance with PVCC policies and regulations.** Copies of the PVCC Code of Conduct are available in the Admissions and Advising Center, Counseling and Career Services, and at the college receptionist area. All new students are oriented to the Code of Conduct in the PVCC SDV orientation course, and the Code of Conduct is referenced on the course syllabus in all classes. To review the Code of Conduct, go to the PVCC Web site at [www.pvcc.edu](http://www.pvcc.edu), click on current students and then click on PVCC Code of Conduct.

## Definitions

When used in this code:

1. The term “college” means Piedmont Virginia Community College and, collectively, those responsible for its control and operation.
2. The term “student” includes all persons registered for credit courses and noncredit courses on a full-time or part-time basis.
3. The term “faculty member/instructor” means any person hired by PVCC to conduct educational activities. In certain situations, a person may be both “student” and “faculty member/instructor” and is subject to the rights and responsibilities of both.
4. The term “college official” pertains to all college employees.
5. The term “college community” includes students (credit and noncredit) and all college employees.
6. The term “student club” means a number of persons who have complied with the formal requirements of college recognition.
7. The term “working days” means Monday through Friday of each week when PVCC is open.
8. The term “college premises” includes all land, buildings, facilities, and any other property in the possession of, owned, used, or controlled by PVCC.
9. The “College Hearing Committee” refers to the body authorized to implement the conduct hearing process.
10. The term “policy” includes all written regulations of PVCC as found in, but not limited to, the college catalog.
11. The term “recommendation” refers to a remedy proposed by the conduct hearing committee. A recommendation is not binding.
12. The term “decision” refers to a determination by the dean of student services or her/his designee, or the president or her/his designee. A decision is binding.
13. The term “advisor” means any college official selected by or designated for the student charged with misconduct.

## **Judicial Authority**

1. The dean of student services or her/his designee is responsible for the administration of the student code of conduct.
2. The College Hearing Committee is the body authorized to implement the conduct hearing process.
3. Any decision(s) made by the dean of student services or her/his designee shall be final unless the student(s) or complainant(s) initiates the appeal process within the specified time frame.

## **Student Rights and Responsibilities**

Each student indicates a willingness to abide by the Piedmont Virginia Community College Code of Conduct when he or she submits the application for admission and/or registers for courses (credit or noncredit). The following statement of rights and responsibilities is designed to clarify those rights that the student may enjoy as a member of a community college. It also defines the responsibilities and obligations of the student in joining the college community.

### **Student Rights**

- Each student is guaranteed the privilege of exercising his or her rights without fear of prejudice.
- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the college through the curricula offered.
- Students have the right to freedom of expression, inquiry, and assembly, subject to reasonable rules and regulations.
- Students have the right to inquire about and offer suggestions to improve policies, regulations, and procedures that affect their welfare.
- Students are entitled to due process as required by law and by the student Code of Conduct.
- Academic evaluation of student performance shall be fair and not arbitrary or inconsistent.
- The student as a member of the college community has the right to expect safety, protection of property, and the continuity of the educational process.
- A student has the right to a college catalog and written Code of Conduct which lists the policies and procedures of the college.
- Each student will be informed at the beginning of each course how the course will be graded. A written syllabus will be provided to the student which will include a course outline and a grading and attendance policy.

## **Student Responsibilities**

- The student has a responsibility to demonstrate respect for self and others in the college community (including faculty, staff, and other students).
- The student has the responsibility to know and abide by the regulations and policies of the college, including registration deadlines, payment of tuition, withdrawal dates, and graduation application deadlines.
- The student has the responsibility to pay all fines and debts (including parking fines incurred at the college).
- The student has the responsibility to maintain academic integrity.

Each student at Piedmont Virginia Community College is considered a responsible adult and is expected to maintain standards of conduct that are appropriate to membership in the college community. Disorderly conduct threatens a positive learning environment and will not be tolerated. Emphasis is placed on standards of conduct rather than on limits or restrictions of students. Students should be aware that the PVCC Code of Conduct applies to both conduct within the classroom and outside of the classroom.

## **Conduct in the Classroom**

Faculty may establish their own policies addressing attendance and other standards of behavior in the classroom and in labs. Exceeding the allowable number of absences permitted in an instructor's attendance policy may adversely affect the course grade or result in the dismissal from the course, or in extreme cases, the college. Students are responsible for adhering to the course syllabus which lists the requirements and expectations for the course.

If a student exhibits unruly or disruptive conduct in a classroom or lab, the instructor may ask the student to leave the classroom immediately. It is the student's responsibility to contact the instructor as soon as possible, and at the latest before the next meeting of the class or lab to attempt to reconcile the problem. If not resolved, and/or in the most serious cases, such as when the student has previously been removed from the class or when the behavior is a serious violation of the rights of others (i.e. threats of violence or other or other acts of hostility) the faculty member may prefer to deny the student's return to the course. In these cases the faculty member must file a charge with the dean of student services that proposes the removal of the student from the course. Once a charge is filed, the case will be settled by following the College Disciplinary Process (see below).

## **Conduct Outside of the Classroom**

Appropriate behavior is also expected outside of the classroom on all college premises, such as hallways, offices, all common areas of the college, and the parking lot and grounds. Excessive fines and repeated violations of

parking lot regulations may result in a charge of misconduct. In addition, this same Code of Conduct applies to PVCC classes held online and at off campus sites throughout the service area.

## **Prohibited Conduct**

Generally, college discipline shall be limited to conduct which adversely affects the college community's pursuit of its educational objectives. The following misconduct, which is not all-inclusive, is subject to disciplinary action:

- 1) Failure to furnish identification upon the request of a college official.
- 2) Intentionally providing false information on any college application, transcript, or written document.
- 3) Intentionally making false material statements to the college.
- 4) Forgery, alteration, or misuse of any college documents, records, equipment, or identification.
- 5) Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the college, administration of the college, disciplinary procedure, or other college activities.
- 6) All forms of violence, threatening behavior, verbal/non-verbal harassment, physical abuse, verbal abuse, stalking, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
- 7) Obstructing or restraining the movement and passage of persons and/or vehicles.
- 8) Stealing, concealing, defacing, or damaging college property or the property of a member of the college community or campus visitor.
- 9) Unauthorized entry to or use of college and off-campus properties, including the failure to leave any of the buildings or grounds after being requested to do so by an authorized employee of PVCC.
- 10) Attending a course without being properly registered.
- 11) Bringing unregistered visitors, including children to class without prior approval of the instructor.
- 12) Leaving a child for whom you are responsible unattended at any time.
- 13) Possession, consumption, sale, or serving of alcoholic beverages.
- 14) Sale, distribution, use, or possession of illegal drugs or controlled dangerous substances as defined by Virginia law except as expressly permitted by law.
- 15) Being under the influence of alcohol or illegal drugs.
- 16) Gambling, disorderly conduct, or lewd or obscene conduct or expression.
- 17) Possession or use of firearms, explosives, or any other dangerous or deadly weapons, except as expressly permitted in writing by the college. An instrument designed to look like a weapon, which is used by a student to cause reasonable apprehension or harm, is expressly included within the definition of weapon.
- 18) Tobacco use inside all college premises or in any other area where tobacco use is prohibited.

- 19) Use of any sound amplification equipment, system, or device, except as provided for by college regulations or expressly permitted by the college.
- 20) Failure to comply with PVCC's computer use policies, which are available at the Help Desk.
- 21) Failure to comply with lawful directions of college officials acting in performance of their duties.
- 22) Violations of the student code of conduct or of other college policies or regulations, including those concerning the registration of student organizations, the use of college property, or the time, place, and manner of public expression.

## Academic Dishonesty

Piedmont Virginia Community College sets high standards for academic integrity, and takes academic dishonesty very seriously. The following misconduct is considered an honor offense and is subject to disciplinary action:

- A. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college or instructors, and the forgery, alteration or use of college documents or instruments of identification with the intent to defraud.
  1. Plagiarism is the appropriation of passages, either in word or in substance, from the writings of another and the incorporation of those passages as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given to the original author by the use of quotation marks and footnotes or explanatory inserts;
  2. Collaboration with another person in the preparation or editing of notes, themes, reports, or other written work offered for credit is prohibited unless such collaboration has been specifically approved in advance by the instructor. Examples of collaboration include extensive use another's idea for preparing a creative assignment and receiving undue assistance in the preparation or editing of written materials.
  3. Giving or receiving, offering or soliciting information on any quiz, test, or examination is prohibited; this includes the following:
    - copying from another student's paper;
    - use of prepared materials during the examination;
    - collaboration with another student during the examination;
    - buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a (coming/pending) examination or the use of any such material;
    - substituting for another person during an examination or allowing such a substitution for one's self; and
    - bribery of any person to obtain examination information.
  4. Using electronic or internet resources without the permission of the instructor, such as a translation program for a foreign language assignment, is prohibited.

5. Knowingly furnishing false information to the college is prohibited.
6. Giving false information as a reason for missing a test or class is prohibited.
7. Forgery, alteration, or misuse of college documents, records, or identification cards is prohibited.

B. All course syllabi will state the penalty for academic dishonesty in that course.

In matters of alleged honor violations, the faculty member will meet in private with the student whose work is in question. The purpose of this meeting will be to allow the instructor to discuss with the student the potential allegation and to allow the student an opportunity to respond. Should the instructor feel the need to pursue the matter further, he/she may exact whatever penalties have been specified in the course syllabus. Such penalties may include: student being required to redo the assignment, student receiving a grade of zero on the assignment or student failing the course.

Students are advised that four year schools often request whether or not the student has had any disciplinary action taken during enrollment. A written summary of academic dishonesty will result in a positive response to these inquiries and could impact four year school's transfer admissions decisions.

C. A student who has been informed that he/she is to be penalized for committing an honor violation may appeal the faculty member's decision. The appeal should be submitted in writing to the appropriate Academic Dean within 10 business days of the date upon which the student was informed of the penalty. The Dean will then decide whether to uphold or overturn the instructor's decision. If the student disagrees with the Dean's decision, the student may then appeal, in writing, to the Vice President for Instruction and Student Services.

**Upon the receipt of a 2<sup>nd</sup> notice of academic dishonesty, the Dean of Student Services will convene a disciplinary hearing (see process outline below).**

D. In order to provide an orderly procedure for the handling of honor violations in accordance with due process the college has established procedural rules and regulations. The procedure for handling academic honesty charges follows the College Disciplinary Process (see below).

### **Disciplinary Hearing Process**

Any faculty member or college official may file a charge(s) of misconduct against a student. The charge(s) of misconduct shall be submitted, in writing, to the dean of student services within 10 working days of the point at which the alleged misconduct occurred or within 10 working days of the point at which the alleged misconduct

could reasonably have known to occur. An incident report submitted by a college security officer to the Office of Instruction and Student Services is a written charge of misconduct.

Pending action on any charge of misconduct by the dean of student services or his/her designee, shall not alter the status of a student or his/her right to participate in all class(es), college-sponsored, or college-supervised functions, or be present on any college premises except for reasons relating to the: (a) student's physical or emotional safety, safety and well-being of any other member of the college community, or potential damage to college premises; or (b) the student persistently disrupts or obstructs teaching/learning, or is continuously disrespectful in the classroom.

#### **A. Administrative Process**

1. The purpose of the administrative process is for the dean of student services or his/her designee, to:
  - a. review the charge(s) of misconduct;
  - b. investigate the charge(s) of misconduct by interviewing all involved parties; including the student charged with misconduct;
  - c. decide the appropriate action(s) to be taken next.
2. If the charge(s) of misconduct involves more than one student, the administrative process may be conducted separately for each student.
  - a. The dean of student services or his/her designee shall explain to the student(s) charged with misconduct the purpose and ramifications of the administrative process and his/her due process rights.
  - b. If the charge(s) of misconduct does not violate the student code of conduct or the dean of student services or his/her designee, decides the student charged is not guilty of the violation, there shall be no subsequent proceedings under the student code of conduct policy.
  - c. If the charge violates another college policy, the student may be charged under that policy.
  - d. The dean of student services or his/her designee, has the authority to impose minor sanctions, and if imposed such disposition shall be final and there shall be no subsequent proceedings unless the student invokes his/her right to appeal.
  - e. Any case in which the possibility of a major sanction could be imposed shall be referred to the College Hearing Committee. The hearing shall be convened no later than 10 working days after the dean of student services refers the case.
  - f. The student may waive the right to a hearing, in which case the dean of student services will impose an appropriate sanction (minor or major). Such disposition shall be final and there shall be no subsequent

proceedings unless the student invokes his/her right to appeal. The attempt or administrative disposition shall not exceed 14 calendar days.

## **B. College Hearing Committee**

1. The College Hearing Committee is convened to review and take action on cases referred by the dean of student services or his/her designee, related to student conduct violations.
2. The College Hearing Committee shall be composed of five voting members: two full-time instructional faculty, two students, one administrator, and one staff person. The College Hearing Committee shall elect its own chairperson who must be a college employee.
3. All College Hearing Committee members shall be present to conduct all business.
4. If a College Hearing Committee member will not be available for the entire conduct hearing, then the College Hearing Committee member shall be replaced before the conduct hearing begins.
5. If a College Hearing Committee member becomes ill during the conduct hearing and is able to return within a reasonable time frame, the conduct hearing shall be postponed until the College Hearing Committee member is available.
6. If a College Hearing Committee member becomes ill during the conduct hearing and is unable to return within a reasonable time frame, the conduct hearing board member shall be replaced.

## **C. College Hearing Process**

1. The vice president of instruction and student services may close the proceedings when the conditions so warrant.
2. The chairperson of the College Hearing Committee shall run the hearing and make evidentiary rulings.
3. The burden of proof will rest upon the person(s) filling the complaint and the dean of student services or his/her designee. All decisions will be based only on evidence presented before the College Hearing Committee.
4. All proceedings under the student code of conduct may be carried out prior to, simultaneously with, or following any civil or criminal proceedings, criminal arrest, or prosecution at the discretion of the dean of student services or his/her designee.
5. The complainant shall proceed first. The respondent shall have the right to respond; the complainant shall have the right to rebuttal.
6. The College Hearing Committee shall have the right to summon witnesses that may have witnessed the reported misconduct.
7. The hearing shall be held within 10 working days after the dean of student services or his/her designee, refers the matter to the College Hearing Committee.

8. The parties shall receive written notice of the date at least five working days in advance of the hearing.
9. The College Hearing Committee chairperson shall fix a schedule of the hearings in disciplinary proceedings. The college and the respondent shall have discretion to alter the schedule for good cause.
10. Hearing(s) shall be conducted in such a manner as to afford due process and shall be private. In hearings involving more than one individual, severance shall be allowed upon request of the respondent.
11. An accused individual has the right to have a support person/advisor with him/her during the proceedings. However the accused is not allowed to have a lawyer present.
12. Due to the confidential nature of the conduct hearing, attendance is limited to the College Hearing Committee, dean of student services or his/her designee, all respondent and complainants directly involved, witness(es), and respondent's advisor.
13. All participants should refrain from discussing the aspects of the charge(s) of misconduct outside the hearing committee.
14. Both the complainant and the respondent are responsible for presenting his or her own case and, therefore, the advisor is not permitted to speak or to participate directly in the hearing.
15. The complainant, the respondent, and the conduct hearing board shall have the privilege of presenting witnesses. Production of records and other exhibits may be required.
16. There shall be a single verbatim record, such as an audiotape recording, of all hearings before the conduct hearing board. The record shall be the property of PVCC. The audio or video recordings and all documents relevant to the concern(s) shall be kept in a confidential file by the vice president for finance and administrative services for six years from the date of the end of the grievance process after which, the audio or video recordings and all documents shall be destroyed.
17. All procedural questions are subject to the final decision of the chairperson of the College Hearing Committee.
18. The College Hearing Committee reserves the right to call for executive session, if so warranted.
19. The College Hearing Committee may impose reasonable time limits on all presentations. One College Hearing Committee member shall be appointed to act as timekeeper.
20. Following each presentation the College Hearing Committee may ask questions for clarification.
21. All speakers should address the College Hearing Committee and no other person(s) involved.
22. Following all the presentations, the College Hearing Committee shall go into executive session. The College Hearing Committee shall determine (by majority vote) whether the student has violated each section of the student code of conduct that the student is charged with violating. This determination shall be made on the basis of whether it is more likely than not that the respondent violated the student code.

Once the College Hearing Committee determines that the student violated each section of the student code of conduct that he/she is charged with violating, the College Hearing Committee will (by majority vote) choose one of the four following actions:

- a. Dismiss the case.
- b. Refer the case back to the dean of student services or his/her designee, for assignment of a minor sanction.
- c. Assign the major sanction of suspension.
- d. Assign the major sanction of expulsion.

23. The College Hearing Committee shall submit a decision and any recommendation(s), in writing, to the dean of student services or his/her designee, within two working days after completion of the conduct hearing.
24. The dean of student services or his/her designee, shall render his/her decision, in writing, to implement the recommendation(s) from the hearing board within five working days after receiving the decision/recommendation(s) from the hearing board.
25. If the dean of student services or his/her designee, cannot accept the recommendation(s) from the College Hearing Committee, the dean of student services or his/her designee, shall meet with the College Hearing Committee to discuss his/her concern(s). The College Hearing Committee and the dean of student services or his/her designee, shall try to reach consensus on the recommendation(s).
26. If the student charged with misconduct did violate the student code of conduct, the dean of student services or his/her designee, shall notify the student(s) of any sanction(s) imposed within five working days after receiving the decision/recommendation(s) of the hearing committee.
27. No imposition of sanctions may be made solely on the failure of the respondent, to answer the charges or appear at the hearings. In such a case, the evidence in support of the charges shall be presented and considered.
28. An appeal of the College Hearing Committee's decision by either party may be, made to the president in writing within 10 working days of the decision. An appeal shall be limited to a review of the full report of the conduct hearing board for the purpose of determining whether its decision was supported by the evidence and was not arbitrary. An appeal may not result in a more severe sanction for the respondent. The president shall take one of the three following actions:
  - a. Uphold the sanction
  - b. Revise the sanction
  - c. Dismiss the sanction
29. The decision of the president shall be final.

## Procedural Safeguards

The college's disciplinary proceedings are designed to be fundamentally fair. An individual charged with a violation of the Student Code of Conduct has the right to receive written notification of the time, date and place of the hearing, a written statement of the charges and their source, and access to the records of charges and other pertinent papers available to the conduct hearing board. In addition, the respondent:

1. May elect not to appear, but the hearing will be held in his/her absence.
2. May have an individual of his/her choice for support during the hearing.
3. May remain silent.
4. Will speak for himself/herself and/or may present witness (es).
5. Will receive written notification of the conduct hearing board decision.
6. May appeal the College Hearing Committee decision to the president.

## Sanctions

The following formal disciplinary actions may be imposed upon students:

### A. Minor Sanctions

1. **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.
2. **CAMPUS AND/OR COMMUNITY SERVICE:** This sanction requires a student to perform a specified number of service hours. The dean of student services or his/her designee determines the specific assignment.
3. **RESTITUTION:** Reimbursement for damage to or misappropriation of property.
4. **FINES:** Previously established and published fines may be imposed.
5. **DISCIPLINARY PROBATION:** Written notice that continuation or repetition of conduct found wrongful, during a designated period of time not exceeding one year, will be cause for more severe disciplinary action such as suspension or expulsion.
6. **DISCIPLINARY PROBATION WITH REVOKED PRIVILEGES:** Written notice that continuation or repetition of conduct found wrongful, during a designated period of time not exceeding one year, will be cause for more severe disciplinary action as suspension or expulsion and during the probationary time period, the student is excluded from participation in privileged or extracurricular institutional activities.

7. **SUSPENSION FROM COURSE(S):** Expulsion from participation in particular course(s) for a period of time not to exceed one semester.
8. **INTERIM SUSPENSION:** In cases where there is evidence that the continued presence of the student poses a substantial and immediate threat to him/herself or to others, or to the continuance of normal college functions, the dean of student services or his/her designee, may suspend a student from the college on an interim basis pending disciplinary proceedings or medical evaluation. A student placed on interim suspension who is unable to complete course work for the semester in which the interim suspension was issued will be given W grades.
9. **MANDATED COUNSELING:** Counseling sessions with a PVCC Counselor or licensed professional counselor in the community to work on inappropriate behavior and promote positive change. Counseling can be mandated as a condition to return to the college.

B. Major Sanctions:

1. **SUSPENSION FROM THE COLLEGE:** Exclusion from courses and other privileges or activities as set forth in the notice for a defined period of time not to exceed two years. Whether or not a student may make up missed academic work due to the suspension will be determined as part of this sanction.
2. **EXPULSION FROM THE COLLEGE:** Termination of student status for an indefinite period of time. The conditions for readmission, if any, shall be stated in the order of expulsion. In cases of expulsion, all documents related to the violation shall be maintained permanently. For all other sanctions, all documents relating to acts of student misconduct shall be maintained in the student's disciplinary file for a period of three years from the date of the incident. Thereafter, the student's disciplinary file shall be purged of all disciplinary documents. More than one of the sanctions above may be imposed for any single violation.

### Interpretation and Review

Any questions of interpretation regarding the student code of conduct shall be referred to the dean of student services or his/her designee, for final determination.

## **INFORMATION TECHNOLOGY STUDENT/PATRON ETHICS AGREEMENT AND PVCC COMPUTER USE AGREEMENT**

The Office of Information Technology is responsible for the planning, deployment, and maintenance of services in academic and administrative computing. It provides computing and communication services to the college community over a state-of-the-art wired and wireless local area network of approximately 600 computers connected to the Internet.

The college has 17 computing labs and two computer-aided drafting labs. Students have access to word processing, spreadsheet, and database management programs as well as specialty software. Students also have access to e-mail and to the Internet.

### **Computer Use Guidelines**

Access to and the use of computers by students and patrons of PVCC are governed by the Virginia Community College System and PVCC computer ethics guidelines. These guidelines emphasize user responsibility for using computer applications, services, resources, and the information they generate in an authorized manner, as well as for maintaining appropriate security of computing systems and their operation. Failure to abide by the guidelines may result in disciplinary action, including possible loss of the privilege of using the college's computing facilities and services.

Copies of PVCC's computer ethics guidelines are available in the college's computing facilities. In signing onto a student account or otherwise logging into PVCC's local area network (LAN), users acknowledge their understanding of and intent to abide by them. College personnel are available to answer questions regarding appropriateness of the use of computing resources.

## **INFORMATION TECHNOLOGY STUDENT/PATRON ETHICS AGREEMENT**

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As a user of the Virginia Community College System's (VCCS) local and wide area computer systems, I understand and agree to abide by the following ethics agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These

include logon identification, password, workstation identification, user identification, file protection keys, or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me.

I will treat all information maintained on the VCCS computer systems as strictly confidential and will not release information to any unauthorized person. I agree to abide by all applicable state, federal, VCCS, and college policies, procedures, and standards that relate to the Information Security Policy and the Computer Ethics Guideline. I will follow all the security procedures of the VCCS computer systems and protect the data contained therein.

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 management of my college.

I understand that VCCNet administration, or appropriate designated college officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resources that may undermine the authorized use of any network computing facilities (see VCCS Information Security Policy for details).

By acknowledging the agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

## **PIEDMONT VIRGINIA COMMUNITY COLLEGE**

### **Computer Use Agreement**

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Piedmont Virginia Community College's computing resources have been deployed to enhance the educational experience of its students and the operating efficiency of its faculty and staff. As with its other resources, these computing resources are the property of the college and are to be used for college purposes. Computers and other computer resources are college property and the rules and regulations that apply to college property apply to computing resources.

Computer software, database, and electronic documents are protected by copyright law, and users may not violate the copyright protection of any information, software, or data with which they come into contact through the

college's computing resources. Students, faculty, and staff are responsible for understanding how copyright law applies to their electronic transactions.

Users of Piedmont Virginia Community College's computing resources are required to respect the privacy of other users. They may use only their own user identification unless they have been authorized by a college official to use someone else's. They may not allow others to use their user identification.

Users may take advantage only of the computing equipment and services they have expressed permission to use. They may use these resources only for the purposes for which they have been given permission. They may not use any system loopholes or special knowledge of computer systems to make any changes in the system, to make use of any extra resources, or to take resources from others.

Users may not attempt to gain access to information owned by the college or by its authorized users without the permission of the owners of that information. They may not attempt to intercept or read messages not intended for them. Users must identify themselves in all messages sent from college computers.

The college's computing resources may not be used to support any commercial venture or for personal financial gain, unless such use has been specifically approved in advance by the college president. The college's computing resources may not be used to send or seek out obscenities or obscene materials except to the extent that doing so is a component of a bona fide college activity.

## **SEXUAL MISCONDUCT POLICY**

The sexual misconduct policy at PVCC applies to all students, faculty, and staff and includes sexual assault, sexual harassment, and power relationships. PVCC shall not tolerate sexual misconduct in any form and shall aggressively investigate all reported incidents of abuse on campus. The college encourages all members of the college community to be aware of both the negative and far-reaching consequences of sexual misconduct and the options and support services available to victims.

Sexual assault includes a wide range of behavior in which coercion is used to obtain sexual contact against a person's will. It is defined as sexual contact without consent and includes: intentional touching without consent, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or oral intercourse) without consent; or sexual penetration with an object without consent.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic performances; or

- Submission to or rejection of such conduct is used as a basis for employment decisions such as promotion or performance evaluation; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working or educational environment.

**Power Relationships.** As a matter of sound judgment and professional ethics, it is the responsibility of all faculty and supervisors to avoid having sexual relationships with or making sexual overtures to students or employees over whom they are in position of authority by virtue of their specific teaching or administrative assignments.

The president designates a sexual misconduct policy coordinator to oversee all issues and incidents arising under this policy. All incidents of possible sexual misconduct arising under this policy shall be reported immediately to the dean of student services at 434.961.6540.

## GRADE APPEAL PROCEDURES

Faculty are responsible for informing students of the basis on which grades in each class will be assigned. Assignment of grades is the responsibility of the faculty member and presumes fairness and best professional judgment. It should be understood that the student who chooses to appeal a grade must assume the burden of proof concerning any perceived error in the grade assigned.

1. The student who believes a course grade received to be in error may appeal directly to the instructor within 10 school days after the beginning of classes of the semester following the one in which the grade was reported. Every reasonable effort should be made by both parties to resolve the matter.
2. If Step 1 does not resolve the question, the student may file a written appeal to the division dean within five school days after an attempt to resolve the matter with the faculty member. The division dean will conference with the student and faculty member via e-mail, telephone, video, or in person in an effort to resolve the grievance. The division dean may within five school days of the conference appoint a committee of three faculty members and two students to review and make a recommendation on the matter. Within five school days of the conference, or if a committee is formed within five school days of the receipt of the committee's recommendation, the division dean will prepare a report of the disposition of the matter with copies to the student, the faculty member, and the divisional record.
3. If either the student or the faculty member wishes to appeal Step 2 disposition of the matter, he or she may do so in writing to the vice president for instruction and student services within five school days of the receipt of the division dean's report. If, in the vice president's discretion, the appeal and record of previous actions indicate further consideration of the matter is not warranted, the vice president will so notify the

student, faculty member, and division dean within five school days, and the division dean's decision shall be final and binding on all parties.

If the vice president grants the appeal, he or she will schedule a conference via e-mail, telephone, video, or in person with the division dean, faculty member, and student. Within five school days of the conference, the vice president will prepare a written decision with copies to the student, faculty member, and division dean. The vice president's decision shall be final and binding on all parties.

## **GRADING**

Teaching faculty are required to keep a student's final examination papers and evaluative instruments on file for one semester, in case any questions arise concerning grades. Students have the right to review their final exams for one semester after the end of the term in which the final exam was taken.

When the grade of incomplete (I) is awarded, requirements for satisfactory completion will be established through student/faculty consultation. If course work has not been completed by the end of the subsequent semester (excluding summer), another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor. This grade will be based upon the course work that has been completed. Course work for I grades may be granted beyond the subsequent semester, with written approval of the vice president for instruction and student services or designee. See the current college catalog for further grade policies.

## **EVALUATION OF FACULTY**

At least once each year, each full-time faculty member is evaluated by his/her supervisor.

Additionally, an annual student evaluation of faculty is required as a component of the evaluation of full-time faculty. The evaluation instrument will be administered while the faculty member being evaluated is out of the classroom. A student will collect the completed evaluations and deliver them to the respective division office. The student evaluations will be sent to the respective faculty member after grades are submitted.

All faculty are encouraged to elicit student comments from all courses each semester.

## **FACULTY RESPONSIBILITIES AND OBLIGATIONS**

This section is designed to clarify the responsibilities and obligations which faculty members are expected to fulfill as employees of the college.

## **FUNCTIONS AND DUTIES OF FACULTY**

The primary responsibility of a faculty member at Piedmont Virginia Community College shall be to provide quality instruction. As a part of this primary responsibility, the College expects each faculty member to perform the following duties:

- A. Meet assigned classes regularly.
- B. Submit required records and reports routinely.
- C. Teach the prescribed courses of study with the established texts.
- D. Conduct requisite student conferences.
- E. Hold required office hours.
- F. Attend to assigned division and college duties.
- G. Contribute to the development of the program of instruction.
- H. Adhere to the statement on professional ethics in accordance with college policies, procedures, and regulations.
- I. Maintain current competence in the particular discipline or field of specialization.
- J. Advise students.

## **MEETING WITH CLASSES**

If a teaching faculty member must miss a class, he/she must notify his/her division dean as far in advance as possible so that adequate provisions can be made for the class.

When possible, a faculty member who is delayed should notify the appropriate administrative office. The appropriate administrator shall post a notice in the classroom, giving instructions to the students as to the time of any notification; students are instructed to wait for 15 minutes for a 50-minute class. Any deviation from the final examination schedule must be approved by the vice president for instruction and student services or his/her designee.

## OFFICE HOURS

Faculty members are expected to arrange their schedules so they are available on campus to work with individual students and to participate in student advisement and enrollment.

Full-time faculty members are required to post on or near their office door a minimum of 10 hours per week as office hours to be available to work with students on their individual academic and career issues. The five hours for appointments may vary from week to week. Exceptions due to distance learning, off-campus assignments, or use of technology to serve students may be approved. Faculty will also provide advising services in the Admissions and Advising Center for 15 hours during each semester.

# PARKING AND TRAFFIC REGULATIONS

## Parking and Vehicle Registration

**Student Parking.** The college has designated parking areas for students. All students, both day and evening, must obtain a parking decal in order to park in these areas. Students should fill out a vehicle registration card during class registration and secure a decal which is to be placed on the left side of the rear bumper, or alternately, on or in the rear window of the student's vehicle. It is the student's responsibility to ensure that the decal is visible. Student decals are also available at the main building reception desk, the cashier's window, and the Security Office (main building, room M218). Registering online does not excuse a student from the requirement to register their vehicle and secure a parking decal.

Each vehicle a student operates must have a decal in order to park on the PVCC campus. The general traffic regulations of the state are applicable on the PVCC campus. Fines will be imposed on those who violate college traffic and parking regulations, and students are responsible for any violation committed by the operator of a vehicle registered in the student's name. There is no charge for a student parking decal. Not registering a vehicle is itself a parking violation subject to the same fine as other general parking violations.

Lot 1 is reserved for faculty, staff and visitor parking from 7 a.m. to 5 p.m. Monday through Friday. Lot 2 is reserved for faculty, staff and visitors from 7 a.m. to 6:30 p.m. Monday through Friday. Student parking is located in Parking Lot 3 and 4. If parking citations are not paid or cancelled on appeal, repeated violators may lose on-campus parking privileges. The fine for general parking violation is \$15.00. Appeals of parking fines should be made in writing to the Parking Appeals Panel through the vice president for finance and administrative services (main building, room M241).

Students who are employed by the college on a part-time basis are not eligible for employee parking permits.

**Handicapped Parking.** Handicapped parking permits that allow parking in designated handicapped parking spaces can only be issued by the Virginia Department of Motor Vehicles. The college is not authorized to issue permits which allow parking in handicapped spaces. All persons including students with valid handicapped parking permits may park in any handicapped space in any college parking lot. The fine for illegally parking in a handicapped space is \$50.00. Albemarle County and state authorities may also issue tickets for parking in a handicapped space or for other violations (such as blocking a fire hydrant). The fines for tickets issued by county and state authorities are typically higher than for tickets issued by the college.

**Common Traffic Offenses.** In addition to parking in an employee or visitor parking space, the following are common traffic offenses:

Parking outside of a designated parking space; parking at a yellow curb; parking or stopping in a driveway so as to block the use of the driveway to others; parking with 15 feet of a fire hydrant; parking in a bus zone or fire lane as indicated by signs or marks upon the road or curb; parking in a loading zone as indicated by signs or marks upon the road or curb; parking on the grass unless such parking is indicated by a sign as being permitted; parking in a zone or area designed by signs as reserved for restricted parking; failing to register a vehicle; expired decal; driving in a direction opposite to the marked traffic arrows.

It is forbidden to leave a vehicle unattended for a period of time exceeding 15 hours or to park a vehicle overnight without prior consent. As a general policy, overnight parking will not be permitted except for official college purposes or in an emergency. The security office (cell phone number 434.981.6362) should be contacted if circumstances require permission for extended or overnight parking.

**Employee Parking.** PVCC employees are issued permanent hang tags. Employee hang tags are available from the security office. Adjunct faculty are issued temporary hang tags which are available from the division offices. Employees with properly registered vehicles may park in student parking areas at any time. Employees are subject to the same regulations regarding traffic offenses and appeals of parking fines as are students.

**Visitor Parking.** Short term (2 hours or less) visitors should park in designated visitor parking spaces and does not need to secure a visitor's parking permit. Visitors who will be on campus for longer periods or who must park in spaces other than those specifically marked for visitors should obtain a visitor's parking permit. Visitors are not permitted to park in reserved spaces. Visitor's permits are available at the main building reception desk and the Security Office. Students may not park in visitor spaces. Visitors are subject to the same regulations regarding traffic offenses and appeals of parking fines as are employees and students.

VIP visitor parking may be reserved by the President's Office and the Office of Institutional Advancement and Development for board meetings and VIP visitors. Other college offices are not authorized to reserve visitor parking. Departments that have frequent or numerous visitors are authorized to issue visitor parking permits for general visitor parking. The standard PVCC temporary hang tag should be used for this purpose.

**Liability.** PVCC will not be responsible for loss or damage to motor vehicles or their contents while they are on college property. Drivers should use caution and good sense while in the parking areas.

<b>ISSUE/NEED (S)</b>	<b>CONTACT</b>
Academic Advisement	Admissions and Advising Center
Career Choice and Information	Career Services
Career Exploration/Field Experience	Career Services
Crisis Intervention Services	Admissions and Advising Center
Declaring a Major	Admissions and Advising Center
Distance Learning Courses	Appropriate Division Dean
Domicile (Legal) Questions	Admissions and Advising Center
Employment	Career Services
Lost and Found	Security Office
Parking Concerns	Security Office
Refund Requests	VP of Finance and Administrative Services
Scholarships, Loans, Work-Study, etc.	Financial Aid
Student Activities	Student Activities Office
Student Sponsored Services	Student Activities Office
Study Habits and Budgeting Time	Learning Center
Testing: Career Preference	Career Services
Transcript Request	MyPVCC
Tuition Questions	Admissions and Advising Center Business Office
Veterans Services	Veterans Advisor Admissions and Advising Center
Visas	Admissions and Advising Center
Withdrawal from Class or the College	MyPVCC
Any Other Concern Not Identified Above	Dean of Student Services

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