



2011-2012 Student Handbook

Virginia Western Community College

Mailing Address:

PO Box 14007
Roanoke, Virginia 24038

Street Address (Student Center):

3096 Colonial Avenue
Roanoke, Virginia 24015

Website:

<http://www.virginiawestern.edu>

General Information:

540-857-VWCC (8922)
TTY (800) 855-2880

The statements and provisions in the Student Handbook are not to be regarded as an irrevocable contract between the student and the college. The college reserves the right to change, when warranted, any of the provisions, schedules, calendars, programs, courses, or fees, as might be required. Supplements may be issued to this document as necessary by the college. It is the policy of the Virginia Community College System and Virginia Western Community College to maintain and promote equal employment and educational opportunities without regard to race, color, sex, age, religion, disability, national origin, or other non-merit factors. For further information, contact the Title IX Coordinator in Chapman Hall, Room 102, 857-6348 or the Section 504 Coordinator, Student Center, Room 102, 857-7286. TTY number is (800) 855-2880 all users: 711.

Virginia Community College System

President's Message



On behalf of each faculty and staff member, welcome to Virginia Western Community College! Your decision to enroll in college classes will provide you with opportunities for academic and personal growth. Whether you are here with plans to earn an associate's degree, transfer to a four-year institution, improve your current skills, retool in order to make a career change, or take classes for personal enrichment—Virginia Western is your educational partner.

The learning experience is more convenient than ever. Day, evening, and weekend classes are available. Many students are now enjoying the flexibility of distance learning classes as well.

Virginia Western offers a comprehensive college experience with numerous student activities and support services. Student success is a top priority, and I hope that you will take advantage of the programs and services the college offers. I challenge you to excel in each course you take and to utilize fully this wonderful opportunity before you. I wish you great success and look forward to congratulating you when you graduate!

Sincerely,
Robert H. Sandel

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Campus Directory

Use this quick reference guide to find out what campus office to call or visit!

Admissions857-7231
Chapman Hall, Room 108

Advising857-7237
Chapman Hall, Room 105

Alliance for Excellence857-7583
Chapman Hall, Room 105

Alumni Association857-8914
Fishburn Hall, Room 203

Arboretum and Gardens857-6388

Art Gallery857-7271
Humanities Building, Room 212

Athletics857-6249
Student Center, Room 204

Books and Supplies857-7334
Bookstore, Craig Hall

Campus Police857-7979
College Services Building

Career Center857-7298
Student Center, Room 202

Cashier857-7201
Chapman Hall, Room 104

Class Schedules857-7231
Admissions, Chapman Hall, Room 108

Clubs and Organizations857-6326
Student Center, Room 204

Coffee Shop (Java the Hutt)
Campus Commons, Business Science Building

College Catalog857-7201
Cashier, Chapman Hall, Room 104

Computer Open Lab
Business Science Building, Room 302

Copier
Brown Library, Main Floor

Course Change (Add/Drop)857-7231
Available on SIS. Go to vw.my.vccs.edu
Admissions, Chapman Hall, Room 108

Curriculum Information
Chapman Hall, Foyer
Division Offices

Dental Hygiene Clinic857-7221
Anderson Hall, Room 138

Distance Learning857-6202
Webber Hall, Room 209 and 210

Domino's Pizza Express
Campus Commons, Business Science Building

Emergency857-7979 or 911
Campus Police

Federal Work-Study857-7331
Financial Aid Office, Chapman Hall, Room 106

Financial Aid857-7331
Chapman Hall, Room 106

Fitness Center857-6195
Student Center, First Floor

The Franklin Center483-0179 x 2116
Franklin County - Workforce Development

General Information857-VWCC (8922)

Graduation Application
See Your Faculty Advisor

Greenfield Center966-3984
Botetourt County - Workforce Development

Health Insurance Information857-6326
Student Center, Room 204

Health Technology Information Office.857-7306
Anderson Hall, Room 122

Help Desk857-7354
Business Science Building, Room 273

Honors Institute857-6240
Duncan Hall, Room 215

Housing Information (Off-Campus) ...857-6326
Student Center, Room 204

Human Resources857-7282
Fishburn Hall, Room 003

ID Cards857-6249	Student Activities	857-6326
Student Center, Room 203 or Room 204		Student Center, Room 204	
Information and Educational Technologies857-7354	Student Government Association857-6326
Business Science Building, Room 273		Student Center, Room 204	
International Student Assistance	857-6577	Student Services Dean's Office857-6348
International Student Coordinator Chapman Hall, Room 105		Chapman Hall, Room 102	
Learning Technology Center857-7250	Students with Disabilities	857-7286
Math Center, Writing Center, Testing, Tutoring Brown Library, Room 011		Student Support Services, Student Center, Room 102 TTY (800) 855-2880	
Library857-7303	Transcripts857-7236
Main Office, Brown Library		Records Office, Chapman Hall, Room 107	
Lost and Found857-7979	Transfer Information857-7237
Campus Police, College Services Building		Advising Office, Chapman Hall, Room 105	
Parking Information		Veterans' Information857-7395
Campus Police, College Services Building Pay fines at Cashier's Office, Chapman Hall, Room 104		Financial Aid Office, Chapman Hall, Room 106	
Payroll857-6634	Vice President for Academic and Student Affairs857-7313
Fishburn Hall, Room 007		Fishburn Hall, Room 125	
President's Office857-7311	Weekend College857-7271
Fishburn Hall, Room 115		Humanities Building, Room 111	
REACH857-7286	Withdrawal from a Course857-7231
Student Center, Room 102		Available on SIS. Go to vw.my.vcccs.edu Also, see Course Instructor Or Admissions, Chapman Hall, Room 108	
Records	857-7236	Withdrawal from the College857-7231
Chapman Hall, Room 107		Admissions, Chapman Hall, Room 108	
Retention Services857-7583	Workforce Development Services	857-6076
Chapman Hall, Room 105		Fishburn Hall, Room 005	
Roanoke Workforce Center	904-0036		
Crossroads Center - Workforce Development			
Scholarships - Educational Foundation857-7312		
Fishburn Hall, Room 214			
School of Business, Engineering and Technology857-7272		
Webber Hall, Room 305			
School of Liberal Arts and Social Sciences	857-7271		
Humanities Building, Room 111			
School of Science, Mathematics and Health Professions857-6019		
Anderson Hall, Room 114/118			

College Information

About the College

Virginia Western Community College is a two-year public institution of higher education operating under a statewide system of community colleges. The college operates under the policies established by the State Board for Community Colleges and the Virginia Western Community College Board. It derives its charter from the General Assembly of Virginia through the Community College Act of 1966. The college is financed primarily by state funds; however, local governments and the Educational Foundation also provide support. For information on Virginia Western's accreditations, visit the website listed below.

<http://virgiawestern.edu/about/accreditations.php>

College Service Region

The service region of the college includes Roanoke, Salem, Roanoke County, Craig County, southern Botetourt County, and northern Franklin County.



College Symbols

The college's colors are colonial blue and white. The college's athletic team name is the *Blue Stars*.

The college crest (see Page 1) has the following meaning: The triangular shape represents the three basic types of programs offered: certificate, diploma, and degree. The VCC in the center denotes that the college is part of the Virginia Community College System.

Our Vision

As a student-oriented center for lifelong learning, Virginia Western Community College will meet the needs of our diverse community by providing comprehensive educational programs and workforce development.

Our Mission

Virginia Western Community College provides affordable, accessible, and quality educational opportunities and workforce training to meet individual, community, and global needs.

Our Core Values

Integrity

- Maintain the highest standards of honesty, fairness, and ethical conduct

Excellence

- Encourage our students, faculty, and staff to strive for academic, professional, and personal excellence
- Pursue continuous improvement and high quality in staffing, facilities, programs, and services

Service

- Foster a community that demonstrates care and support for students, faculty, staff, and the citizens of our service region
- Promote service to others

Community

- Respect and appreciate all cultures, learning styles, and ideas that reflect the community we serve
- Provide access to services and programs for all students who may benefit
- Promote a safe and secure environment that facilitates student learning

VIRGINIA WESTERN

WE'LL TAKE YOU  THERE

Programs of Study

The college offers degrees, certificates and career studies for students who successfully complete the approved programs at the college.

A complete list of programs can be found in the College Catalog on Page 53 under "Alphabetical Listing of Programs."

The list can also be found on the college's website, <http://www.virginiawestern.edu>

Degree Program

Defined as a planned program of study composed of a minimum of 60 semester hours at the 100 and 200 course levels which culminate in a degree. Types of degrees are below.

Associate of Arts degree (AA) is awarded to students majoring in the Liberal Arts. Students receiving an AA degree generally plan to transfer to four-year colleges or universities.

Associate of Science degree (AS) is awarded to students majoring in such specialized curricula as business administration, engineering, science, and social sciences. Students receiving an AS degree generally plan to transfer to four-year colleges or universities.

Associate of Applied Science degree (AAS) is awarded to students majoring in an occupational-technical curriculum. Students receiving an AAS degree may elect to pursue immediate employment or transfer to select four-year colleges or universities.

Certificate Program

Defined as a program of study of fewer than two years in length with a major in an occupational area with a minimum of 30 credit hours that may include courses numbered 10–299.

Career Studies Program

Defined as a program of study of less than one year in length in an occupational area (fewer than 30 credit hours) that may include courses numbered 10–299.

Workforce Development Services

In order to meet the specific needs of the business community, Workforce Development and Lifelong Learning Services has strategically located offices throughout the institution's service area. Workforce Development's central administrative offices are located on Virginia Western's main campus.



Students in the Welding Program complete hands-on training with Virginia Western's Workforce Development.

Greenfield Education and Training Center

Located in Daleville, Virginia, the center is a 40,000 square-foot "high skills" development facility dedicated to serving the training and education needs of regional employers, employees, and local citizenry. The building houses continuing education, interactive technology and heavy manufacturing classes.

Roanoke Workforce Center

Located in Roanoke at Crossroads Center, the center is a comprehensive, integrated One-Stop workforce services site for employers, job seekers, workers and citizens seeking employment and training services.

The Franklin Center

Located in Rocky Mount, Virginia, the center provides training and educational services to business, employees and citizens of Franklin County. Moreover, this facility serves as a "One-Stop Center" by coordinating worker development activities under the Workforce Development Act.

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Academic Resources

Brown Library

Educational programs undertaken at Virginia Western Community College are supported in Brown Library by a collection of books and study materials. The library also contains materials that cater to the personal and professional interests of students and faculty. For more information about the library, visit the library's home page.

Library resources include approximately 32,000 printed books, a large collection of e-books, periodicals and newspapers, and audiobooks that students may download to their computer or iPod. The Library's computers offer the Internet as well as a variety of online databases that provide full-text articles from books, journals, magazines and newspapers. Study rooms are available for Virginia Western students who need to study in groups or prepare group assignments. Other areas contain individual study carrels to reduce noise levels and create an atmosphere conducive to quiet study.

You are welcome and encouraged to check out library materials. However, college policy does not permit the student to register, graduate, or receive a grade report until the student has returned all overdue materials and paid for any lost materials.

Campus Bookstore

Craig Hall

The Bookstore sells and rents textbooks, school supplies, art supplies, computer software, laptops and general merchandise. Study aids are also available from various publishers.

Learning Technology Center

Brown Library

The Learning Technology Center is a college resource center providing academic assistance and support for students. Instructional assistance is available to Virginia Western students from trained tutors in English, writing, math, the natural sciences and basic computer skills. Tutors may work with groups or individuals.

In addition to tutoring, the Center provides testing services for placement tests, make-up tests, Core Competency exams, distance tests and special proctored tests.

Computer Labs

On-campus computing labs aid in student learning and provide support for academic programs. All lab patrons are required to observe the VCCS Computer Guidelines as stated in this handbook and the College Catalog, as well as additional policies as posted in each lab. All labs are closed during student breaks, holidays observed by the college, and when the college is closed due to inclement weather.

Brown Library Lab

Open to all Virginia Western students, faculty and staff

Hours:

Monday through Thursday: 8 a.m. to 8 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 9 a.m. to 1 p.m.

*These hours may change depending on the school calendar.

Communication Design Labs - All Mac

Humanities Building, Room 218 and Room 222

Restricted to Communication Design students
Hours vary. Contact the Communication Design program for information.

Learning Technology Center

Brown Library, Room 017

Instructional Support Lab for Students and Faculty

Brown Library, Room 011

Testing Lab

Hours:

Monday through Thursday: 8 a.m. to 8 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday: 9 a.m. to 1 p.m.

Open Lab

Business Science Building, Room 302

The open lab is available for currently enrolled students or current faculty and staff to work individually (no group work is allowed). Patrons must sign in upon entering the lab. Software tutoring may be available. Printing is limited to 10 pages front and back.

Hours:

Monday through Thursday: 8 a.m. to 8 p.m.

Friday: 8 a.m. to 5 p.m.

Saturday and Sunday: 1 p.m. to 4 p.m.

Academic Support

Academic Advising

Chapman Hall, Room 105

Because student success is the highest priority of the college, a staff of advisors are available to assist students in determining and fulfilling their educational goals. Advising services include assistance with program of study, class selection, registration and transfer information.

An academic advisor ordinarily assists new students with initial advising; however, each student in a curriculum of study is assigned to a faculty advisor consistent with the student's program of study. The faculty advisor will assist the student in selecting proper courses, interpreting curriculum requirements, and assessing academic progress. Students are encouraged to confer with their faculty advisors on a regular basis during office hours.

More in-depth information can be found on the Virginia Western website.

Black Student Retention Project

Chapman Hall, Room 105

The Black Student Retention Project promotes academic excellence through leadership, wellness and service. Project participants are offered opportunities to attend local, state and national conferences, complete community service initiatives, plan and implement campus workshops and study groups, and work collaboratively with faculty and administrators to promote student success.

For more information, call 857-6328.

Career and Employment Assistance

Student Center, Room 202

The Hall Associates Career and Employment Assistance Center offers resources for career exploration, resume writing, job interviewing skills, and job searching. Computerized career exploration software, interest inventory assessments, and a variety of other resources assist students in the career development process. Descriptions of hundreds of occupations are available, along with educational requirements, salaries, and employment outlook for each occupation.

The Hall Career Center offers a range of seminars each semester to assist students in job searching,

resume writing, interviewing, applications and other skills to assure that our students reach their career goals. All students are urged to sign up for the Hall Career Center News & Events e-mails, which will inform them of upcoming activities and events on a regular basis.

A 3-tiered program allowing students to explore careers through internship experiences is also operated through the Center. Additionally, the Hall Center also maintains an online job bank which lists jobs targeted to Virginia Western students and graduates. Students, alumni and employers may access this job bank through the Career Services website.

Virginia Western partners with eight other local colleges to offer an annual regional job fair called Career Premiere. Career Premiere 2012 is scheduled for the Spring Semester at the Salem Civic Center.



Career Center staff are available to help students.

Honors Institute

Duncan Hall, Room 215

The Honors Institute meets the needs of creative, highly motivated and academically talented students by providing enhanced opportunities for academic and personal growth.

Honors courses involve intellectually stimulating coursework in smaller, more interactive class settings. Students who complete 18 credits of honors-level coursework receive special recognition at graduation and honors designation on their diploma and transcript.

For more information and to obtain application materials, contact the Honors Institute at 857-6240.

REACH Program

Student Center, Room 102

REACH is a program designed for students with academic potential who are in need of special services. The focus of the program is to help qualified students successfully complete college.

Services available include tutoring, career counseling, personal counseling, assistance in obtaining financial aid, academic counseling, cultural activities, transfer assistance, and individual assistance as needed. For more information, visit the REACH website.

Retention Services

Chapman Hall, Room 105

Virginia Western has launched a campus-wide retention initiative designed to increase student satisfaction and success. Retention activities are coordinated through the Alliance for Excellence/Retention Office.

The program consists of a referral system in which faculty identify and use resources to assist students in accomplishing their educational goals. The program also provides intrusive advising for students on academic probation and developmental students.

The office also coordinates a series of "Hot Topic" workshops that provide suggestions and tips on how students can develop the skills needed to perform well in classes and build confidence in their ability to learn. All Hot Topic workshops are free and open to all Virginia Western students.

Support for Students with Disabilities

Student Center, Room 102

Persons with a disability who are considering applying for admission on a full- or part-time basis should schedule an appointment with a Student Support Services counselor in advance of the beginning of classes. A counselor will discuss program accessibility and individual needs. More information is available at the Student Support website.

Transfer Advising

Chapman Hall, Room 105

Academic advisors are available to help students choose the program which will best prepare them for the type of degree they eventually want to earn at the baccalaureate level. Most four-year colleges and universities in Virginia encourage community college transfer students to complete their degree before transferring.

The Associate in Arts (AA) and Associate in Science (AS) degree programs are specifically designed for students who want to transfer to a senior institution or four-year college or university. Programs are offered in Business Administration, Computer Science, Engineering, Fine Arts, General

Studies, Health Sciences, Liberal Arts, Science and Social Science.

The Associate in Applied Science (AAS) occupational technical degree programs are designed for students who want to enter directly into the job market; however, some of these programs can also be used to prepare a student for transfer to a four-year college or university.

The Virginia Community College System has entered into guaranteed admission agreements with many of the four-year colleges and universities within the state. Graduates of Virginia Western are guaranteed acceptance in those colleges when the conditions of the agreement have been met.

System-wide guaranteed admission agreements are available on the Virginia Community College System website: www.vccs.edu.

In addition to the guaranteed admission agreements from the VCCS, Virginia Western has entered into guaranteed admission agreements that are specific to our college. Please see a college advisor, located in the Advising/Counseling Office of Chapman Hall, for further information on these agreements.

Tutoring

Learning Technology Center

Brown Library, Room 010

Students who need more intense tutoring than is offered by the drop-in centers should contact the Tutor Coordinator in Brown Library, Room 010. Free tutoring is provided for all currently enrolled Virginia Western students.

If you would like to become a tutor, please go to the same office to sign up. A tutor assignment will be made as soon as possible, and at the first meeting, a weekly schedule will be developed between the tutor and the student.

Financial Aid and Scholarships

Financial Aid Office

Chapman Hall, Room 106

The Financial Aid Office offers expertise in completing the FAFSA form and answers general questions on the process. Information on qualifications and eligibility for all types of financial aid can be found on the Virginia Western Financial Aid Office website.

Types of Financial Aid

There are many types of financial aid, including grants and scholarships, work-study, and loans. Both private and public funds are available. The federal government has both grant and loan programs. The Federal Student Aid website provides detailed information and acts as a starting point for receiving this aid. <http://studentaid.ed.gov>

Grants and Scholarships

Grants are awarded based on financial need and do NOT have to be repaid upon successful completion of each semester. Grants are funded by both the state and federal governments. In addition to financial need, students must often maintain certain academic criteria, such as full-time status and good academic standing.

Scholarships are educational gifts that generally do not need to be repaid. A wide variety of organizations award scholarships and educational gifts, and each has a different set of criteria for application and award.

Federal Work-Study

Federal Work-Study is a program that provides part-time employment opportunities to eligible students to help meet the cost of education. Based on the results of the FAFSA, students are awarded an amount that may be earned throughout a semester.

Loans

A loan is borrowed money that must be repaid, usually with interest. There are several types of federal and private student loans.

Applying for Financial Aid

Any potential student who wishes to apply for financial aid (including many scholarships) **must submit a completed Free Application for Federal Student Aid (FAFSA) to the Federal Student Aid Programs for each academic year.**

A FAFSA can be submitted as early as January 1 each year, and primary consideration for aid is given to students whose applications are received and processed by the Priority Date published on the Financial Aid website. The FAFSA can be submitted directly over the Internet. Most students use this option. However, a paper application can be obtained by calling 1-800-4-FED-AID. To begin an online FAFSA, visit the website. www.fafsa.ed.gov

Educational Foundation

Fishburn Hall, Room 214

The Virginia Western Community College Educational Foundation, Inc. offers scholarships to Virginia Western students based on academic achievement and financial need. Community citizens, companies, and organizations generously provide the money to fund more than 100 separate scholarships annually. The Educational Foundation also administers the Community College Access Program (CCAP) for residents of Franklin County, Salem City and Roanoke City.

The scholarship application forms and detailed information about available scholarships are available at the Educational Foundation website.

External Scholarships

Numerous scholarships are available each year from sponsors outside the college. Each scholarship will have its own application form, some of which can be obtained from the Financial Aid Office in Chapman Hall.

Veterans Affairs

Chapman Hall, Room 106

The Veterans Affairs Office assists students in applying for VA benefits, furthers the process of certifying eligibility, and maintains accurate enrollment and student status records. All veteran students receiving educational benefits must be enrolled in an official curriculum leading to a diploma, certificate, or degree.

Student Life

Student Activities

Student Center, Room 204

A complete college experience involves more than just academic classes or vocational training. Student Activities provide the opportunity for students to continue learning outside the formal classroom. Virginia Western's Student Activities Office offers organized activities to develop co-curricular and social learning opportunities.

Yearly activities include field trips, college visits, games, theatrical performances and college picnics and the annual Spring Fling.

Visit the Student Activities website for the most current list of campus events.



Students enjoy socializing at the annual Spring Fling!

Intramural Sports and Recreation

Student Center, Room 204

Virginia Western's intramural and recreational sports provide an opportunity for student enrichment and development through athletic competition. Sports promote self-discipline, leadership, teamwork, sportsmanship and physical fitness.

Team sports during a given year might include flag football, soccer, volleyball or basketball. Recreational opportunities, including pick-up games or outdoor hikes, are also scheduled throughout the year.

Fitness Center

Student Center, First Floor

Virginia Western's Fitness Center houses top-of-the-line commercial equipment that includes six Life Fitness treadmills, three Landis ellipticals, two upright bikes, two recumbent bikes, a rower, a multistation gym, and two sets of handweights.

The facility is free for all registered students, faculty and staff. To monitor usage, all users need a Virginia Western ID.

To begin a new fitness program, sign up for one of the many PED classes that are held in the Fitness Center.

Off-Campus Housing

Student Center, Room 204

Virginia Western Community College is a commuter-based campus and does not provide on-campus dormitories for students. The Student Activities Office provides information and assistance in finding off-campus housing, roommates and other pertinent information about the Roanoke community.

Student Health and Insurance

Student Center, Room 204

Because Virginia Western Community College is a commuter-based campus, no medical services are provided. However, the Student Activities Office provides information about free screenings and health information from local practitioners.

In the event of a medical emergency, first aid kits and trained personnel are available for assistance.

Information on the Virginia Community College System Student Health Insurance Providers may be found in the Student Center hallway or on the Student Activities website. Click on the link that reads "Student Insurance Information."

Student ID Cards

Student Center, Room 203

ID Cards are available for issue after the last day to register and add classes. Scheduled hours are posted at the beginning of each semester. Students who register and pay for one or more credits are eligible to receive a card. New students receive a new card, and returning students receive a semester validation sticker. Students must show a government-issued ID for proof of identity.

The ID Card is intended for the exclusive use of the student to whom the ID is issued. The ID Card serves as qualification for use of certain student services, including taking tests in the Learning Technology Center and using a computer lab. Some college curriculums require Student ID Cards. Student ID Cards are free for the initial card.

Organizations and Clubs

For general information about organizations:

Natasha Lee, Student Activities Coordinator

857-6326 • nlee@virginiawestern.edu

Student Government Association

Student Center, Room 204

The mission of the SGA is to further the interests of the Virginia Western Community College student body. The SGA President serves as a student representative on many college committees. All students are members of the SGA and can participate in meetings and activities. Contact the Student Activities Coordinator with any questions.

Student Clubs and Organizations

Student Center, Room 204

Official recognition is given to organizations that have applied for and received college approval from the Student Activities Coordinator and the Dean of Student Services. Every club must have a faculty sponsor. Membership is limited to current students. Students interested in starting a new club can obtain information, policies and procedures from Student Activities.

American Dental Hygienists Association (Student Chapter)

Sponsor: Colleen Hailey, Anderson Hall, Room 148
857-6284

Promotes the dental hygiene profession and provides community education and awareness. Supports students as they prepare for graduation and Board Exams.

Armed Forces Student Association

Sponsor: Michele Hilts, Chapman Hall, Room 107
857-7395

Socialization for armed forces veterans and their families.

Art Club

Sponsor: Sue Thomas, Humanities Building, Room 213E
857-6070

Promotes art by the college to the community.

Campus Crusade for Christ (Cru)

Sponsor: Anthony Billips, Anderson Hall, Room 239
857-6292

International interdenominational Christian organization. VWCC's chapter meets weekly for Bible study and other activities.

Freethinkers Student Movement

Sponsor: William Alexander, Humanities, Room 213C
857-6087

Creates a supportive network and friendly dialogue regarding those who do not share the beliefs of the majority. All viewpoints welcome. Organizes student involvement in community service.

Future Chefs of Virginia

Sponsor: Chef James J. Zeisler, Downtown Center
344-8691

Promote the culinary arts program at VWCC while increasing student knowledge and experience in the business of catering. (MAJORS ONLY)

Geology Club

Sponsor: Dr. Anna Balog-Szabo, Anderson Hall,
Room 211A
857-7222

Studies geology in an environment outside the classroom, including field trips and seminars.

History Club

Sponsors: Dr. Annette Chamberlin and Lily Rhodes-Novicki, Duncan Hall, Room 105
857-6356

Provides fellowship for students in the area of history. Club also offers social events and opportunities for travel.

Horticulture Club

Sponsor: Lee Hipp, Webber Hall, Room 206
857-7120

Fosters opportunities for Horticulture students to assume professional responsibilities that reflect current developments and opportunities in horticulture.

Human Rights Club

Sponsor: Toni Pepin, Anderson Hall, Room 302
857-6330

To make the Virginia Western community more aware of discrimination and to create a safe and accepting environment for those who feel discriminated against.

Japanese Culture Club

Sponsor: Sindi Jones, Humanities, Room 213B

Club meets to better understand Japanese Culture mainly through the observation of popular media, including music, games, art, architecture, and more.

Justice Club

Sponsor: Jeri Barnett, Duncan Hall, Room 105B
857-7208

A social, service and academic organization for those in Virginia Western's Administration of Justice program. Assists students seeking careers or advancement in law enforcement, security, law, corrections or juvenile justice.

Key Struggle Music Club

Sponsor: Diane Kees
857-6351

A group for musical expression for Virginia Western students. Holds weekly group practices.

Kids at Heart - Early Childhood Education Club

Sponsor: Kim Gregory, Duncan Hall, Room 105A
857-7270

An organization for students in the Early Childhood Education program. The purpose is to promote networking, community involvement, socialization, support and career development.

Madison Society

Sponsor: Allen Trigger, Duncan Hall, Room 100
520-4145

A political science, oratory and debate society that

promotes self-expression. The club hosts an on-campus debate each semester.

Nursing Club

Sponsor: Carolyn Cleiland, Anderson Hall, Room 114A
857-6290

Provides opportunities for continuing personal and professional growth through community service, mentoring, and collegiality among students. The Nursing Club is also responsible for planning, fundraising and organizing the pinning ceremony for the graduating class. For students currently enrolled in Virginia Western's Registered Nursing (RN) program.

Philosophy Club

Sponsor: James Soderberg, Duncan Hall, Room 100
857-7271

Focuses on the discussion of philosophy.

Practical Nursing Student Association

Sponsor: Margaret Andrews, Business Science Building
857-6245

Promotes activities and professional recognition among the LPN students at Virginia Western.

Psychology Club

Sponsor: Lora Vasiliauskas, Humanities Building, Room 117A

857-6410

Provides social, academic and service opportunities for students interested in psychology. Psi Beta (see Honors Organizations) is an extension of the Psychology Club. You do not have to be a member of Psi Beta to be a member of the Psychology Club.

Radiographers Club

Sponsors: Cheryl Cunningham and Connie McClain, Anderson Hall, Room 109

857-6197

Promotes interest in the profession of radiological technology. Enhances student work environments and educational activities.

Ruff Writers

Sponsor: Kalyca Schultz, Library
857-6248

Meets weekly to encourage creative writing and to receive constructive feedback on student work. Participates in writing-related activities.

Scholarly Gents

Sponsor: Cheryl Hilton, Chapman Hall, Room 105
857-6328

Society of like-minded Black men that operates under the cardinal principles of education, family, community and perseverance.

Sister Circle

Sponsor: Cheryl Hilton, Chapman Hall, Room 105
857-6328

African-American women promoting personal empowerment through connections, education and dialogue.

Student Chapter for Human Resource Management

Sponsors: Jeff Strom, Webber Hall, Room 213
857-7287

Deborah Yancey, Webber Hall, Room 214
857-7986

Increases the exposure to information and important developments in the field of Human Resource Management.

Virginia Western Community Action Network (VWCAN)

Sponsor: Dr. Annemarie Carroll, Duncan Hall, Room 105D
857-6178

Promotes community involvement and volunteering opportunities.

VWCC Gospel Choir

Sponsor: Dr. Gloria Lindsay, Chapman Hall, Room 105
857-7583

Provides an opportunity for students to interact and further develop their musical talents.

VWCC Motorsports

Sponsor: Gary Young and Dan Horine, Webber Hall, Room 119

857-6181

Supports the Mini-Baja Team.

VWCC Outdoors

Sponsor: Aubrey (Rick) Wolfe
580-2650

Promotes and fosters outdoor adventure activities for the Virginia Western student body.

Honors Organizations

Honors Institute

Emily Pack, Coordinator
857-6240

Meets the needs of creative, highly motivated, and academically talented students by providing them with the academic and extracurricular opportunities needed to prepare them for transfer to competitive 4-year institutions.

Lambda Nu

Sponsor: Dr. Mary Loritsch, Anderson Hall, Room 104
857-6286

National Honor Society for students in Radiological Sciences.

Phi Theta Kappa

Sponsors: Jenifer Kurtz and Amy Anguiano, Humanities Building, Room 121B

857-7387

International honor fraternity for students in two-year colleges. Provides opportunities for leadership and scholarships.

Psi Beta

Sponsor: Lora Vasiliauskas, Humanities Building, Room 117A

857-6410

National honors society for students in two-year colleges. Promotes excellence among psychology students in scholarship, leadership, research and community service.

Active as of May 2011. See the Student Activities website for the most up-to-date list.

Campus Police and Safety

Virginia Western Community College's Campus Police are duly sworn officers of the law and charged with enforcing laws and protecting life and property on college grounds and Roanoke City streets immediately adjacent to the college. Campus Police are also trained as medical emergency first responders to provide assistance until the City of Roanoke Emergency Services can respond.

Contact Campus Police in the event of emergencies, including but not limited to the following:

- Fire, Bomb Threat
- Medical Emergency and Personal Injury
- Crime, Threats of Violence or Suspicious Activities
- Vehicular Accident
- Lost or Stolen Property

Law Enforcement Authority

Campus Police are authorized by the state judicial system to perform the same law enforcement functions as local and state police. A strong working relationship exists between the college police and local and state authorities, both through mutual assistance agreements and through information processing and sharing. Emergency information and assistance from other agencies can be obtained immediately, usually through radio transmission.

Contacting Campus Police

Campus Police's office is located in the College Services Building. **Campus Police may be reached at telephone number 857-7979.** In the event of emergency, there are auto-dialer telephones in the Court of Four Seasons, on the east side of Webber Hall, in Parking Lot #1 near the Bookstore and outside the Campus Police office. There are also auto-dialer telephones inside all campus elevators which may be used to contact Campus Police. **If you are unable to contact Campus Police in the event of an emergency, call 911.**

Emergencies

Evacuation Procedures

Buildings should be evacuated whenever fire alarms are sounded, recognizable as an uninterrupted loud ringing/buzzing emanating from the corridors, or when so notified by college

personnel such as Campus Police or college administrators. Students should proceed in a calm, orderly fashion from the classroom to the nearest exit. Once outside, move away from the building and driveways in order to maintain access for emergency vehicles.

Evacuation Procedures for Person with Disabilities

Loss of use of the elevator may be expected in the event of fire or power failure. If impairment in mobility prevents you from exiting a multi-story building, your instructor will direct you to an area of rescue, typically a landing inside a stairwell.

Lockdown

A lockdown will be ordered when notice is received of a situation that calls for immediate securing of all rooms, offices, and facilities to protect individuals from violent activities. This will involve sounding of the outdoor alert siren system and emergency alerts over the College-wide Emergency Alert System. The lockdown will remain in effect until the "ALL CLEAR" is given via the alert system.

If Trapped in an Elevator

Use the emergency telephone inside the elevator car to request help. On campus, the telephone automatically dials Campus Police, who will arrange rescue.

Criminal Activity Reporting

Campus Police provides information on current campus incidents on the Campus Police website. The website also contains crime statistics and annual reports.

Additionally, Campus Police submit specific enforcement information to state and federal law enforcement entities using the Uniform Crime Reporting System.

Campus Police will also make every effort to obtain information from local police concerning crime that occurred in the areas surrounding Virginia Western property.

College Policy



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Academic Regulations

Academic Load and Credits

The minimum full-time load for the fall and spring semester is 12 credit hours, and the normal maximum full-time load is 18 credits. Students wishing to carry an academic load of more than 18 credits in the fall or spring semester must obtain approval from the Admissions and Records Coordinator/Registrar in the Admissions Office.

Exception: 18 credits plus one credit for Orientation/Student Skills does not require approval.

The minimum full-time load in the summer semester is 8 credits, and the maximum load is 12 credits. Students wishing to carry an academic load of more than 12 credits in the summer semester must obtain approval from the Admissions and Records Coordinator/Registrar in the Admissions Office. *Exception: 12 credits plus one credit for Orientation/Student Skills does not require approval.*

Approval to take credit loads above the normal levels is generally approved under the following circumstances:

- Students with a grade point average (GPA) of 3.0 or above may take 19-21 credits in the fall and spring semester and 13-16 credits in the summer semester.
- Transient students may take up to 21 credits in the fall and spring semester and 16 credits in the summer semester when recommended by the host college.

Upon recommendation by an advisor/counselor, students may be required to take less than the minimum full-time academic load if:

- Students are on academic warning/probation
- Student placement test scores are low and advised for developmental courses.
- Students are high school graduates with a GPA of 2.0 or less.

Academic Honors

At the end of each semester, the Dean's List is prepared, recognizing all regular full-time students who earned a grade point average between 3.2 and 3.4. Regular full-time students who earned a grade point average of 3.5 or better are placed on the President's Honor Roll. The

college is not responsible for newspaper publicity of these lists.

Students who earn an Associate degree or Certificate from Virginia Western are eligible for graduation honors. However, students who earn a Career Studies certificate are not eligible for graduation honors.

Appropriate honors based on the overall academic achievement (cumulative grade point average) at Virginia Western Community College are as follows:

- 3.2 Cum laude (with honor)
- 3.5 Magna cum laude (with high honor)
- 3.8 Summa cum laude (with highest honor)



Answers to common academic questions can be found by visiting Chapman Hall and speaking with staff.

Academic Renewal Policy

A student who has been separated from the college (not enrolled) for a period of at least five years (60 months), and who earns at least a 2.5 grade point average for the first twelve credits completed after re-enrollment, may petition for "Academic Renewal." Academic renewal may be granted only one time, and once granted, it cannot be revoked.

With the granting of Academic Renewal, all grades of D and F earned prior to re-enrollment will be excluded from the student's grade point average. Excluded grades will still be shown on the student's transcript, and the notation of "Academic Renewal" will be printed on the transcript. Academic renewal petition forms may be obtained from the Records Office. Students should be aware that any grade that has been forgiven will not count toward graduation requirements.

Academic Standing

Students are considered to be “in good academic standing” if they maintain a semester minimum GPA of 2.00, are eligible to reenroll at the college, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to reenroll may be considered eligible to receive financial aid assistance or other benefits requiring a “good academic standing” status.

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor and take advantage of academic support services provided by the college.

Academic Probation

Students who fail to maintain a cumulative grade point average of 1.50 will be on academic probation until such time as their cumulative average is 1.75 or better. The statement “Academic Probation” will be placed on their permanent records. Generally, a student on probation is ineligible for appointive or elective office in student organizations unless the Vice President of Academic and Student Affairs or his designee grants special permission. Students usually will be required to carry fewer credits than normal the following semester. Students on academic probation are required to consult with their probation counselors. Students shall be placed on probation only after they have attempted 12 semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement “Academic Suspension” shall be placed on the students’ permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ permanent records. Students who have been reinstated from academic suspension will remain subject to

dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic suspension.

Academic Dismissal

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement “Academic Dismissal” shall be placed on the students’ permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following processes established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated student may be required to carry less than normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic dismissal.

Suspension for Lack of Progress

Two or more consecutive terms of withdrawal from all classes without successful completion of any credit courses may subject a student to academic probation and/or suspension.

Advanced Standing Placement and Previous Completion Credit

Virginia Western Community College may award advanced standing credit to students who demonstrate academic competencies acquired from previous education/testing, training, experience, and on-campus credit-by-exam. These include:

- CLEP (College Level Examination Program)
- AP (Advanced Placement)
- IBO (International Baccalaureate)
- Military Training
- Police Academies
- Firefighter Certificates

CPS (Certified Professional Secretary)
Computer Aided Drafting Credit (DRF 201)
Early Childhood Development Credit

Grading System

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

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

I Incomplete - No credit

Incomplete: grade point credit. The "I" grade is to be used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an "I" grade, the student must (1) have satisfactorily completed more than 50% of the course requirements, and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade, the faculty member will complete documentation that (1) states the reason for assigning the grade; (2) specify the work to be completed and indicate its percentage in relation to the total work of the course; (3) specify the date by which the work must be completed; and (4) identify the default grade based upon course work already completed. Completion dates may not be set beyond the subsequent semester (including the summer term) without the written approval of the chief academic officer of the campus, or his designee. An "I" grade will be changed to a "W" only under documented, mitigating circumstances which must be approved by the chief academic officer of the campus, or his designee. NOTE: If the work is not completed by the class end date of the subsequent semester, the student will be awarded the "default" grade. The default grade will be final.

P Pass - Credit earned; not in grade point

Applies to non-developmental studies courses, noncredit courses, orientation, and specialized

courses and seminars at the discretion of the college. Up to seven (7) credit hours for which the P has been awarded may be applied toward completion of a program.

S Satisfactory - No grade point credit

Used only for satisfactory completion of a developmental studies course (numbered 01-09).

R Re-Enroll - No credit

The student is making progress but the course objectives have not been completed; to be used only for developmental studies courses (numbered 01-09). Re-enrollment for the completion of course objectives may be required.

U Unsatisfactory - No credit

The student has not made satisfactory progress. Applies only to developmental studies courses (numbered 01-09), noncredit courses, orientation, specialized courses, and seminars at the discretion of the college.

W Withdrawal - No credit

A grade of W is awarded to students who withdraw or are withdrawn from a course after the drop period but prior to the completion of 60 percent of the session. (Withdrawal deadlines are published in the General Catalog and each term in the Schedule of Classes.) Students who cease attendance prior to the withdrawal deadline for a class will be reported to the Admissions Office and withdrawn from the class. After the withdrawal deadline, students will receive a grade of F if they stop attending class, unless they request and are granted an administrative withdrawal because of mitigating and appropriately documented circumstances. Such requests should be submitted to and approved by the Admissions and Records Coordinator/Registrar in the Admissions Office during the term in which the discontinuation of attendance occurs. Students must be making satisfactory progress in the course at the time of the withdrawal.

X Audit - No credit

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course. Audited courses carry no credit and do not count as part of the student's

course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than "X". Advanced standing credit should not be awarded for a previously audited course.

Grade Reports

Final grades can be accessed via MyVWCC at the Virginia Western website after the end of each semester. Final grades are a part of the student's record and are recorded on the student's permanent report. Students should immediately report a conflict in grade to their instructor. Errors in a grade report should be reported to the Records Office within six weeks of the end of the semester in which the grade was given.

Grade Changes (For an Uncontested Grade)

Once a grade has been awarded, it is normally permanent. In situations where there are documented, mitigating circumstances or an uncontested error, grade changes must be requested within one year of the receipt of the grade in question. (Note: For a contested grade, the student must follow the timeline and steps outlined in the "Final Grade Appeal Procedure" in the college's Student Handbook. The following guidelines do not apply to contested grade changes.)

In order to request a grade change for mitigating circumstances or uncontested error, the first point of contact for the student must always be the instructor. If the instructor agrees that a grade change is warranted, the change will be submitted to the Division Dean and the Registrar for approval.

If the matter was not satisfactorily resolved with the instructor and the student wishes to pursue the grade change, the student must then contact the Division Dean. The Division Dean will attempt to mediate the grade change request with the faculty member and will notify the student of the decision. If the Division Dean denies the student's grade change request, the student may then contact the Admissions and Records Coordinator/Registrar for a third appeal. At this point, the student must complete a "Request for a Grade Change – Uncontested Grade" which can be obtained in the college Admissions and Records Office. If the Registrar does not approve the

grade change, the final option is for the student to appeal the grade change through the Vice President of Academic and Student Affairs. The decision of the Vice President of Academic and Student Affairs is final.

Final Grade Appeal Procedure (For a Contested Grade)

The grade appeal procedure provides an equitable and orderly process to resolve situations in which a student may contest a final grade assigned in a course during the previous academic semester. Students should be aware that establishing course requirements and assignments, evaluating a student's work, and assigning a grade are the responsibility and the prerogative of the individual instructor. In the event that the final grade received in a course was assigned in a manner inconsistent with the course outline, or was assigned using a method other than that used to compute other students' grades in that course, the matter may be resolved through an informal or a formal procedure.

Exception: In circumstances where the student has mitigating documented circumstances or an uncontested error, grade changes must be requested within one year of the receipt of the grade in question. For a contested grade, the following procedure will apply:

Timeline

Students are allowed to submit a grade appeal only if they do so within the following timeframes:

Fall semester: No later than February 1 of the academic year when the grade was awarded.

Spring semester: No later than June 15 of the academic year when the grade was awarded.

Summer session: No later than September 15 of the academic year immediately following the summer session.

Informal Procedure

1. The student must submit the grade appeal in writing using the Appeal of Final Grade Form, which may be found in any division office, to the Dean of the academic division in which the course is offered. The student must submit the appeal within the timeframe.
2. The Appeal of Final Grade Form must clearly state the basis for the appeal. Students are encouraged to resolve grade discrepancies with the course instructor on an informal basis. Upon receipt of a form outlining the complaint, the Division Dean will refer the student to the faculty member to attempt to

resolve the appeal informally.

3. It is the responsibility of the student to contact the instructor within five calendar days of submitting an Appeal of Final Grade Form or within the timeframe applicable to the semester when the grade was awarded and arrange a time to discuss the grade.
4. If the instructor agrees that an error was made, the faculty member will submit a Grade Change Form to the appropriate academic dean, who will forward it to the Records Office.

Formal Procedure

If final grade conflicts cannot be resolved informally as described above, students must adhere to the following:

1. It is the responsibility of the student to notify the Division Dean within 5 business days of the instructor's decision to deny a grade change through the informal process.
2. There are two grounds for formal grade appeal: (a) The assignment of a grade in a manner other than as described on the course outline or amended by the instructor without appropriate notice; (b) The assignment of a grade using a method other than that used for the other students in the class.
3. The Division Dean will meet with the student and the faculty member to review the appeal within 10 business days of receipt of the student's written appeal. Course syllabi and evaluation materials will be included in the review.
4. The Division Dean will notify the student in writing of the grade decision within 15 business days of meeting; the faculty member will also be notified. If a grade change is warranted, the appropriate paperwork will be submitted to the Records office by the Division Dean.
5. If the student is not satisfied with the decision of the Division Dean, the student must submit a written appeal to the Vice President of Academic and Student Affairs within 10 business days of receiving the Division Dean's written decision. The Vice President will review the Division Dean's decision, and may elect to meet with the student, the faculty member, or the Dean to reach a decision. The Vice President may elect to convene an ad hoc committee to review the case. The procedure for an ad hoc committee will be the same as steps 3 and 4 of the grievance procedure, with the committee's recommendation being given to the Vice President. The decision of the Vice President is final. The student, faculty

member, and the Dean will be notified of the decision in writing.

No-Show Policy

Students must either attend their face-to-face courses or demonstrate participation in their distance learning courses by the last date to drop for a refund or they will be reported to the Admissions Office and withdrawn as no-show students.

In this case, there will be no refund of tuition in the course, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award.

Repeating a Course

Students will be allowed to enroll for the third and final time in a course without having to obtain approval from the Division Dean and the Admissions and Records Coordinator/Registrar when:

1. The course is a developmental course and the last grade is either a W or an R.
2. The first two attempts in the course include one or more W grades.
3. The course is a non-developmental course and the last grade earned is a D.

Except under the conditions cited above, a student will not be allowed to enroll in a course more than two times without the approval of the Division Dean and the Admissions and Records Coordinator/Registrar.

Withdrawal Policy

Students who violate the attendance or participation guidelines for the course as of the withdrawal deadline will be reported to the Admissions Office and withdrawn with a grade of "W." Students who stop attending or participating in a course after the withdrawal deadline will receive a grade of "F." There will be no refund of tuition or reinstatement in the course. Financial Aid recipients will incur an outstanding tuition debt to the college and will be blocked from future enrollment.

Graduation Requirements

Ready to graduate? Congratulations!

In order to successfully graduate and receive an Associate Degree, Certificate, or Career Studies Certificate at Virginia Western, a student must complete the following established graduation requirements:

1. Fulfill all of the course and credit hour requirements of the degree curriculum, with at least 25 percent of the total semester hours acquired at Virginia Western;
2. Earn a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curricula;
3. File an application for graduation with his/her advisor by the established deadline;
4. Submit the graduation fee to the VWCC Cashier's Office;
5. Resolve all financial obligations to the college and return all library and college materials.

Graduation Application and Fee

Ordering of student caps and gowns is done through the Graduation Application Packet. Students planning to graduate must meet with their advisors to receive and complete the application packet. The Registrar's Office is responsible for collecting the Graduation Application information, placing the regalia orders, arranging for regalia pickup and preparing diplomas. Please check with the Registrar's Office at 857-7236 for Graduation Application due dates.

The \$15.00 graduation application fee must be paid at the time of application at the Cashier's Office located in Chapman Hall and the receipt brought to the Records Office in Chapman Hall.

If the student is eligible and applying for more than one degree, an Application for Graduation must be completed for each degree. However, there is only one \$15.00 graduation fee per student per semester.

Graduating with Multiple Degrees

Students may be eligible to graduate with multiple degrees and certificates if the content of the curricula differ from one another by at least 25 percent. Questions regarding the awarding

of multiple degrees should be directed to the appropriate Division Dean or to the Registrar. In addition, students are not eligible to earn more than one degree in the same curriculum. For example, students who earn degrees in a curriculum with a specialization (e.g., an AS in Science with a specialization in Health Sciences) will not be eligible to receive a second degree in the same curriculum (e.g., an AS in Science).

More details about Graduation can be found on Virginia Western's website.



Graduation is an exciting celebration for students and their supporters.

College Policies and Procedures

Children on Campus

The college is not responsible for visiting children who are left unattended. Accordingly, all parents and accompanying adults should be aware of the following policy:

- Children (persons under the age 13) who are not students at Virginia Western must be under the direct supervision of a parent, guardian, or sponsor (18 years of age or older). Unattended children are prohibited in all college buildings, offices, classrooms or grounds.
- Campus Police will attempt to locate the parent, guardian or sponsor of the child. If the parent, guardian or sponsor cannot be located, Campus Police will escort the child to the Campus Police Office and, if deemed appropriate, will notify the Roanoke Youth Bureau.

Copyright Policy

The college expects students to comply with the United States Copyright Law (Title 17, United States Code). Students using college equipment, including copiers, computers, printers, and scanners, to make reproductions of copyrighted material are personally liable for any copyright infringement that occurs. Information about copyright law and educational use of copyrighted materials is available on the Library website under "Hours and Information." Students are advised to read this information prior to using copyrighted materials in course assignments and projects.

Intellectual Property Materials

Intellectual property includes but is not limited to any material defined within one or more of the following categories: a potentially patentable machine, article of manufacture, composition of matter, process, or improvement of any of these; an issued patent; a legal right that inheres in a patent; or anything that is copyrightable. The VCCS claims an ownership interest in any intellectual property produced by a VCCS student who is a college employee. If students are paid as student assistants, they are employees. Materials produced by a student as part of course requirements making only incidental use of college resources belong to the student, absent any agreement to the contrary. Further information is available in Section 12 of the VCCS Policy Manual on the VCCS website. www.vccs.edu

Pets on Campus

No animals are allowed on campus, with the exception of guide dogs for students with documented disabilities and animals scheduled for legitimate educational purposes in the Veterinary Technology program. These animals will be kept in the area provided for that purpose and are not to be taken to other parts of the campus or left in vehicles.

Release of Directory Information

Directory Information (including name, address, email address, telephone number, dates of attendance, major field of study, number of credit hours enrolled, grade level, degrees received, awards and honors, participation in clubs and activities, weight/height of members of athletic teams, most recent educational institution) may be released upon request at the discretion of the college.

Although the college has deemed these items Directory Information, faculty and staff do not generally release a student's telephone number or address without the student's written authorization. A student may formally request that Virginia Western not release educational information on their behalf.

This request must be submitted to the Registrar, in writing, within the first two weeks of the semester. When this request is made, every reasonable effort will be made to safeguard the confidentiality of such information. In addition, once this request has been made, the student will not be allowed to request an official or unofficial transcript via the web in the college's student information system. Rather, the student will be required to submit written authorization, with proof of identity, to the Records Office prior to releasing a transcript.

Sexual Misconduct Policy

Sexual misconduct is a violation of the values and behavioral expectations of the college and will not be tolerated. All reported violations within the jurisdiction of the college, including sexual assault and harassment, will be investigated and, as warranted, will be resolved through appropriate college disciplinary processes and/or criminal proceedings in accordance with applicable state and federal laws.

Sexual Assault

Sexual assault is defined as sexual intercourse without consent, including rape (whether by an acquaintance or a stranger), sodomy, or other forms of sexual penetration. To constitute lack

of consent, the acts must be committed either by force, threat of force, intimidation, or through use of victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Verbal misconduct, without the accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under VCCS regulations.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature, which is intimidating, hostile or offensive. Sexual harassment shall be considered to have occurred when the following circumstances are presented:

1. Toleration of the conduct is an implicit or explicit term or condition of admission or status;
2. Submission to or rejection of such sexual conduct is used as a basis for academic evaluation affecting such individual; or
3. Such conduct interferes with a student's academic performance, or creates an intimidating, hostile, or offensive learning environment.

Sexual Misconduct Reporting Procedures

Students who believe that they have been subjected to sexual assault or harassment by another student should take their complaints to the Title IX Coordinator located in Chapman Hall, C102, telephone 857-6348. Students' allegations involving college employees may be reported to the appropriate supervisor; the Human Resources Manager, Fishburn Hall 003, telephone number 857- 7282; or the Title IX Coordinator.

Smoking Policy

Smoking is prohibited within all buildings owned or leased by the college, and within vehicles owned or operated by Virginia Western Community College. Reasonable smoking areas shall be identified around the exterior of facilities that shall be equipped with urns, ashtrays and trash receptacles. At least one entrance to each

building shall be smoke-free, with any smoking area at such entrance being no closer than 20 feet from the entrance.

Where individuals are found to be smoking inside a building, any member of the college community may inform the individual about the smoke-free environment and request that the individual refrain. Should the individual continue smoking in violation of this policy, the Campus Police are empowered under Section 15.2-2801 of the Code of Virginia to issue a summons for violation of state law, which carries a maximum \$25 fine.



Smoking areas are available outside buildings and are designated by the presence of urns or ashtrays.

Student Grievance Procedure

The purpose of the student grievance procedure is to provide an equitable and orderly process to resolve grievances, other than appeals of final grades. A grievance is a difference or dispute between a student and a college employee regarding how the college or Virginia Community College System rules, policies, procedures, and regulations have been or will be applied.

Policy

To maintain good relationships, grievances should be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. Informal resolution of grievances should be pursued whenever possible. The time limitations specified in the procedures described

below may be extended by written mutual agreement initiated by either party.

Effect of student failure to appeal within time limit

If there is no written mutual agreement between the student and the college to extend the time limit described in the procedure, and if a decision

at the first step is not appealed to the next step within the specified time limit, the grievance will be considered settled on the basis of the last decision rendered. All written grievances and appeals will include the name of the student making the grievance and a brief statement of the nature of the grievance.

Procedure

First step: The student must bring a grievance within ten business days following the event resulting in the grievance. The student contacts the college faculty member or employee with whom the student has a difference or a dispute. Every reasonable effort should be made by all parties to resolve the matter informally at this level, and no written records of the matter will be placed in the student's official file.

Second step: If the student is not satisfied with the outcome of the grievance at the first step:

1. A Report of Student Grievance must be submitted by the student within five business days of his/her receipt of the decision given in the first step. If the employee is a faculty member, the student submits the written appeal to the dean of the academic division offering the courses taught by the faculty member. If the employee is a division staff member, the student should submit the written appeal to the appropriate Division Dean. Written appeals related to other staff members should be submitted to the Dean of Student Services.
2. Within five calendar days of receipt of the written appeal from the student, the dean will notify the employee involved of the complaint.
3. The dean will set a date for a meeting with the employee and the student no later than ten business days after receipt of the written appeal, and notify the student in writing where and when the meeting will take place. If either student or employee are unable to attend, they must notify the dean so an alternate time can be established.
4. The college employee involved may respond in writing to the grievance, and submit the response to the dean.
5. The dean will conduct the meeting to hear the grievance, maintain a written record of the meeting, and will notify the student and the employee in writing of the decision within 10 calendar days of the meeting.

Third step: If the student is not satisfied with the outcome of the grievance as determined by the dean:

1. The student must submit a written request for a hearing with the Vice President of Academic and Student Affairs within five business days of receipt of the decision given in the second step. If, based on the preponderance of evidence, the Vice President decides that the appeal and record of previous actions indicate an appeal is not warranted, the Vice President will notify the student, employee, and the dean within five calendar days after receipt of the appeal.
2. If the Vice President hears the appeal, he or she will set a date for a meeting and notify the student of the time and location in which the meeting will take place, but the meeting will take place no later than ten business days after receipt of the written appeal of the student. The Vice President will notify the student of the decision in writing within five business days after hearing the appeal.
3. A copy of the appeal and the decision of the Vice President will be placed in the student's official file, and a copy will be retained by the Vice President's office.

Fourth step: In the event that the grievance cannot be resolved satisfactorily following step three:

1. The student must submit a written request to the President of the college to review the record of the grievance within five business days of receipt of the Vice President's decision.
2. The President may elect to review the decision of the Vice President and make a determination of outcome, or appoint an ad hoc grievance committee.
3. In the event that an ad hoc committee is appointed, the committee shall consist of at least one administrator, two faculty members, and two students. Faculty members shall not be from the division involved. The student filing the grievance may select one of the students and one of the faculty members. The appointed administrator shall be chairman of the committee and will be responsible for calling the meeting, notifying the student of the time and location of the meeting, and keeping a record of the proceedings.
4. The ad hoc committee will review all written documentation from steps two and three, and will hear an explanation of the grievance from the student and the employee. Should the student fail to appear, the meeting will take place as scheduled. After the student and the employee are heard, the committee will confer about the matter privately.
5. The committee will submit a

recommendation to the President for action; a simple majority is required for approval of the recommendation. The chair will report the committee's recommendation to the President.

6. The President's decision shall be final. The student will be notified in writing of the outcome within 10 business days of the ad hoc committee meeting or the President's review of the appeal.
7. A copy of the appeal and the decision of the President will be placed in the student's official file, and a copy will be retained by the Vice President's office.

Substance Abuse Policy

Substance abuse is a serious impediment to the efforts of the college to provide the best possible educational opportunity for students. Furthermore, alcohol and drug abuse interferes with clear thinking and performance and imperils personal health and public safety. Accordingly, the college is committed to a three-part policy on substance abuse: education and prevention, enforcement, and referral for counseling.

Education and Prevention

Information on alcohol and drugs for the purpose of helping students develop a realistic understanding of the consequences of substance abuse and to make responsible decisions for their own welfare and the welfare of others is available from the Advising and Retention Office and the Student Activities Office. In addition, various seminars, speakers, and other events are periodically sponsored by the college to promote awareness of substance abuse. Credit courses that develop students' understanding of this issue are offered through the School of Liberal Arts and Social Sciences and the School of Science, Mathematics and Health Professions.

Enforcement

In accordance with policies adopted by the State Board for Community Colleges, students may not possess, use, or distribute any illegal substances while on campus, attending a college-sponsored, off-campus event, or while serving as a representative of the college at off-campus meetings. This prohibition includes alcoholic beverages, except where permitted. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college disciplinary procedures. Violations of this policy that involve a criminal offense will result in notification to the appropriate local, state, or federal law enforcement authorities for appropriate action.

Referral for Counseling

The Advising and Retention Office in Chapman Hall provides information and referrals to community agencies, organizations, and health-care facilities for treatment of substance abuse. To the extent permissible by law, confidentiality is protected so that students who seek help for substance-abuse problems can receive counseling and referral for treatment without fear of reprisal. Questions regarding referrals should be directed to the Advising and Retention Office. More information is available at Virginia Western's advising website.

Campus & Workplace Violence Prevention Policy

Purpose

It is the intent of Virginia Western Community College to provide a safe and secure environment for College employees, students, and visitors by establishing preventative measures, holding perpetrators accountable, and providing assistance and support to victims. This policy specifically addresses the College's position on prevention, reduction, and management of violence to provide a safe working and learning environment for our students, employees, and visitors at all College owned, controlled, or leased properties, including satellite locations. In implementing this policy, the College is guided by the Commonwealth of Virginia's Policy 1.80, Workplace Violence, and Policy 2.30, Workplace Harassment.

The Commonwealth of Virginia and Virginia Western Community College (VWCC) are committed to creating and maintaining an environment that is free from disruptive, threatening, and violent behavior. VWCC will not ignore, condone, or tolerate disruptive, threatening, or violent behavior by any member of the VWCC community or by unaffiliated visitors. Faculty, staff, and students engaging in such behavior will be subject to appropriate disciplinary procedures, up to and including dismissal, under Policy 1.60, Standards of Conduct, Section 3 of the Virginia Community College System (VCCS) Policy Manual, and the VWCC Student Handbook. VWCC will thoroughly and properly investigate any complaint of violence or the threat of violence.

The conduct of students is covered in the VWCC Student Handbook. The Vice President of Academic and Student Affairs and the Office of the Dean of Student Services are responsible for the implementation of the provisions in the student handbook. Nothing in this policy amends the College policies governing student life and conduct.

Policy

Virginia Western Community College does not tolerate acts of violence or hostility committed by or against employees, students, contractual workers, temporary employment agency workers,

volunteers, visitors, or other third parties on College owned, controlled, or leased properties, or while conducting College business at any location, including representing the College at conferences or off-site meetings, or traveling in College owned or leased vehicles.

This policy applies to the personal conduct of an employee while functioning in the course and scope of employment, whether on- or off-campus, and to any off-duty violent conduct that adversely impacts a College employee's ability to perform his or her assigned duties and responsibilities. The personal conduct of students involving violations occurring off College property will be addressed under College policies administered under the VWCC Student Handbook if College officials decide that College interests are involved. Student employees, including work/study students, may also be covered under relevant employee policies.

It is intended that all useful management strategies be employed to identify and prevent incidents of workplace and campus violence, reduce the effects of violence on victims, and provide consequences to those who threaten or perpetrate violence. College managers, employees and students are responsible for reporting indications of possible hostile behavior and must not be subjected to any acts of retaliation for reporting these concerns. The College will use available resources such as employee assistance programs, law enforcement offices, the College's Advising & Retention and REACH Services, and applicable human resources and student programs and policies in responding to alleged acts of violence.

Prohibited Conduct and Sanctions

Violence includes, but is not limited to, intimidation, threats, physical attack, domestic and dating violence, stalking, or property damage, and includes acts of violence committed by or against College employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties in College facilities or on College grounds. Workplace violence is further defined as any physical assault, threatening behavior, or verbal abuse occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, shooting, rape, suicide, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting, or swearing, such that a reasonable level of fear is felt.

Prohibited conduct includes, but is not limited to, intentionally

- injuring another person physically;
- engaging in verbal or physical behavior that creates a reasonable fear of injury to an identifiable person;
- engaging in verbal or physical behavior that subjects an identifiable individual to extreme emotional distress or feelings of being unsafe;
- engaging in threatening or violent behavior based upon race, ethnicity, gender, sexual orientation, or other protected status;
- defacing or damaging property;
- threatening to injure an individual or to damage property;
- committing injurious or threatening acts related to sexual assault, stalking, dating or domestic violence, or sexual harassment;
- brandishing a weapon or firearm;
- retaliating against any individual who, in good faith, reports a violation of this policy.

Verbal behavior also includes the use of any method of communication such as email, comments posted on websites, or other paper or electronic media. Use of any State or College automated systems for these purposes may violate other policies, laws, and regulations regarding the use of computers and the Internet.

A violation of this policy shall be considered unacceptable conduct and subject to disciplinary actions under the appropriate faculty, staff, and student policies, up to and including dismissal.

- College classified employees are subject to disciplinary action as outlined in the Commonwealth of Virginia Standards of Conduct and Performance Policy 1.60.
- College faculty employees are subject to disciplinary actions as outlined in the VCCS Policy Manual, Section 3 and are subject to the spirit and intent of actions set forth in the Commonwealth of Virginia Standards of Conduct and Performance Policy 1.60.
- Hourly and wage employees, including adjunct faculty, are "at will" employees and may be disciplined or dismissed.
- Students are subject to disciplinary actions as outlined in the VWCC Student Handbook.
- Individuals who violate this policy may also be subject to arrest for trespassing and/or violation of the appropriate State criminal statute, and/or may be barred from the campus.

For employees, an act of off-duty violent conduct may be grounds for disciplinary action, up to and including dismissal per applicable personnel policies.

Prohibition of Weapons

The College's employees, students, and volunteers, or any visitor or other third party attending a sporting, entertainment, or educational event, or visiting an academic or administrative office building or other parts of College property, are prohibited from carrying, maintaining, or storing a firearm or weapon on College property or in any College facility, even if the owner has a valid permit, when it is not required by the individual's job or in accordance with relevant student policies.

Weapons are not appropriate to the College experience. Weapons of any kind, functional or not, may not be brought, carried, or brandished on Virginia Western property. Specifically prohibited items include, but are not limited to, the following: explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, pocket knives with blades over three inches in length and carrying of any knife in such a manner that makes it visible to the general public, and any other item or object deemed potentially harmful by the Virginia Western Police Department.

Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, B.B.'s, or shot, regardless of the propellant used. Other weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include stun weapons, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chahkas, and foils. A "stun weapon" means any device that emits a momentary or pulsed output that is electrical, audible, optical, or electromagnetic in nature and which is designed to temporarily incapacitate a person. Possession of realistic replicas of weapons on campus is expressly prohibited.

Any individual who is reported or discovered to possess a firearm or weapon on College property will be asked to remove it immediately. Failure to comply may result in a student disciplinary action and/or arrest or an employee disciplinary action and/or arrest.

Authorized Exceptions to Prohibition or Possession of Firearms or Weapons

An employee or others covered by this policy may possess a firearm or weapon if it is:

- Used by an employee who is a certified law enforcement officer employed by the Virginia Western Campus Police Department.
- Required as part of the employee's job duties with the Commonwealth of Virginia.
- Connected with training received by the employee or student in order to perform the responsibilities of their job or instructional program with the College.
- Based upon an approved exception in writing by the Vice President of Financial and Administrative Services, in consultation with the Chief of Campus Police.

Employees and students may possess and use appropriate tools, such as saws, knives, and other such implements necessary for the performance of their duties or school work. Employees and students may not possess, use, or store firearms or weapons on College property; however, firearms and other weapons may be stored with the Virginia Western Campus Police Department upon arrival on campus and to be checked out upon leaving campus. Any exceptions to this policy must be approved by the Vice President of Financial and Administrative Services, in consultation with the Chief of Campus Police and appropriate College offices.

Prevention, Risk Assessment, and Response

The Campus Safety and Security Committee shall be the body exercising authority over the College's crisis management and emergency preparedness planning and direction. This committee will exercise authority and responsibility over crisis management matters as directed by the College President (see VWCC Crisis Management Plan, Section 1).

As part of a larger and institution-wide commitment to a safe campus and workplace environment, the College is committed to the development of preventative measures, including a campus and workplace violence prevention and risk assessment committee, security planning for at-risk individuals, pre-employment screening, and general programs to increase employee and student awareness.

The Vice President of Financial and Administrative Services will chair a campus-wide Workplace Violence Prevention and Risk Assessment Committee, which will be appointed by the President, and will be responsible for:

- Conducting an annual review to identify potential or existing risks, including gathering and analyzing reports and data to identify high-risk departments, activities, or locations.
- Reviewing and recommending employee and student awareness and training programs on campus and workplace violence.
- Reviewing periodic summary reports, as developed, from Student Services, Campus Police, Human Resources, and other offices.
- Communicating with employees and students regarding workplace security matters and reporting the results of these communications to the Campus Safety and Security Committee.
- Evaluating the effectiveness of the College's workplace/campus violence prevention programs.

"Care Team"/Threat Assessment Team

The President, under the authority of the State Board for Community Colleges, will appoint a "Care Team" which will be composed of the following: Dean of Student Services, Chair; Coordinator of Advising and Retention Services; one or more Professional Counselors with LPC or NCC licensure and/or certification; one Professional/Administrative Faculty Member with primary duties in diversity matters; the Chief of Campus Police; the Human Resources Director; and, may be expanded to include outside agencies when appropriate [i.e.: counselors, public safety agencies, etc.]; with reviews by VCCS legal counsel, as necessary. This team shall serve to intervene, assess and determine actions as a threat assessment team as defined by the Code of Virginia, Section 23-9.2:10. The "Care Team" shall establish an ongoing presence on the college website, and through other appropriate means, for student, faculty and staff information and for individuals to express issues or concerns regarding potentially disruptive, abnormal, aberrant or threatening behaviors.

The "Care Team"/Threat Assessment Team is charged with (a) providing guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community; (b) identifying members of the campus community to whom threatening behavior should be reported; (c) developing comprehensive fact-based assessments of students, employees, or other individuals who may present a threat to the College (and/or adjacent communities) and determining appropriate means of intervention with such individuals; and (d) taking the necessary

and appropriate actions regarding policies and procedures for the assessment of individuals whose behavior may present a threat, taking appropriate means of intervention with such individuals, and applying sufficient means of action, including interim suspension or medical separation to resolve potential threats, consistent with VCCS and College policies and applicable law. (Reference Code of Virginia, Section 23-9.2:10.C) The "Care Team"/Threat Assessment Team decisions regarding students are appealable only to the Vice-President of Academic and Student Affairs.

The "Care Team"/Threat Assessment Team will take specific actions in a timely manner based upon potential or real threats to the campus community. These actions may include, but are not limited to, interim suspensions, medical separations, or dismissal of students, and recommending disciplinary measures applicable to employees pursuant to employment policies. This team will determine corrective actions to be taken to prevent future incidents and develop the necessary reports to document and support actions taken. For employee-related matters, the "Care Team"/Threat Assessment Team may expand to include the respective supervisor, and the respective Vice President. The employee-related actions shall be pursuant to conduct and disciplinary policies in effect at those given times.

All records and/or documentation will be located and retained by the Virginia Western Campus Police Department. These records are not subject to Freedom of Information Act (FOIA) requirements. All meetings shall be recorded either through a scribe or electronically.

Identifying and Reporting Risks

All individuals are encouraged to be alert to the possibility of violence on the part of employees, former employees, students, customers, guests, and strangers. Employees and students shall place safety as their highest concern and shall report all acts of violence and threats of violence. All reports of violence will be handled in a confidential manner, with information released only on a need-to-know basis within the campus community and in accordance with Federal and State laws and regulations. Management shall be sensitive and responsive to the potential for fear of reprisal by employees or students who report threats or acts of violence. This policy prohibits retaliation against any person who, in good faith, reports a violation of this policy. Every effort will be made to protect the safety and anonymity of anyone who comes forward with concerns about a threat or act of violence.

Responsibilities

It is the responsibility of every administrator, faculty member, staff member, and student to take any threat or violent act seriously and to report acts of violence or threats to the appropriate authorities as set forth in this policy.

Department heads, division deans, directors, and supervisors are also responsible for communicating the policy to all employees under their supervision, ensuring that facilities are as safe as feasible, identifying and providing violence prevention training to employees as appropriate, and ensuring that all employees are aware of how to report potential threats.

The Virginia Western Campus Police Department will coordinate College actions in case of a violent incident on campus or in the workplace, establish and publish procedures for campus and workplace violence prevention and threat assessment, and investigate threats or incidents of violence. Only the Virginia Western Campus Police or other law enforcement agencies should attempt to apprehend the alleged offender. The Chief of Campus Police shall serve as an active member of the "Care Team" and the Threat Assessment Team.

Human Resources will coordinate employee-related preventive measures, including conducting criminal conviction checks in accordance with State, VCCS, and College policies, providing awareness programs to new employees, coordinating referrals to the employee assistance program, advising employees and managers, making referrals to the "Care Team," and providing assistance to the Student Services function to deliver support for victims of violence. The Human Resources Director shall serve as an active member of the "Care Team".

Student Services will coordinate student-related preventive measures including training for professional counselors, faculty, and staff on identifying troubled individuals and training students through the process of reporting threats or acts of violence. The Student Conduct Committee is responsible for responding to and adjudicating violations of College policies for student life. The Dean of Student Services will serve as the Chair of the "Care Team," the goal of which is to coordinate support services and administrative response to crises involving students, assessing behavioral threats and taking the necessary actions to address and prevent threats and violence to the campus community.

The Campus Safety and Security Committee will develop and coordinate the College's emergency response plan (refer to the VWCC Crisis Management Plan) and coordinate emergency preparedness training for College administrators, Building Emergency Coordinators/Alternates/Floor Captains, and employees in partnership with VWCC Campus Police, Human Resources, Student Services, Public Relations, and other offices as appropriate. Appropriate training programs and information will be developed for employees and students.

Procedures

For immediate assistance in an emergency (e.g., assault, direct threat of violence, suicide attempt, an incident involving drugs, weapons, etc.) or to report any crime in progress call 911 or Campus Police (7-7979). The Campus Police are authorized by the state judicial system to perform the same law enforcement functions as local and State police.

Reporting Incidents

Any individual who believes there is an immediate danger to the health or safety of any member of the College community should call the VWCC Campus Police at 857-7979.

General questions about the Campus and Workplace Violence Prevention Policy should be directed to the VWCC Campus Police Department, Human Resources Office, or Student Services. Questions about specific issues may also be directed to:

- Vice President of Financial and Administrative Services (857-6310)
- Vice President of Academic and Student Affairs (857-7313)
- Dean of Student Services (857-6348)
- Advising and Retention Services (857-7237)
- REACH/Student Support Services (857-7286)
- VWCC Chief of Campus Police (857-7797)
- Human Resources Director (857-6333)

An anonymous report may be filed with the Campus Police at Police@virginiawestern.edu. To contact Campus Police by phone, dial 857-7979. In addition, emergency call stations which, when pressed, dial the VWCC Police Department automatically, are located in every elevator, at the southwest corner of Craig Hall, in the Court of Four Seasons (between Fishburn and Anderson Halls), at the bottom of the steps between Webber Hall and the Student Activities Center, and at Parking Lot 8-E behind Anderson Hall. The Police Department office is located in the College

Services Building on the eastern end of the campus at the intersection of Colonial Avenue and Overland Road.

Support for Victims

The College shall make efforts to provide a campus and workplace free from violence and to protect and support victims and those threatened or exposed to acts or threats of workplace violence by offering security measures and identifying appropriate resources for providing support and assistance. Victims may also need special accommodations or adjustments to their work or class schedules, locations, or working conditions in order to enhance their safety. The College shall accommodate these requests and needs whenever possible and appropriate.

Security Planning for Potentially At-Risk

Employees and Students, Vice Presidents, deans, managers, and supervisors are responsible for (a) formulating and implementing a response plan to deal with disruptive, threatening, or violent behavior in their unit or department and (b) reporting such behavior to Campus Police, the Human Resources Director, and the President. All employees shall report disruptive, threatening, and/or violent behavior immediately. Failure to do so shall constitute a violation of this policy.

Some employees can be at risk for violence/hostility because of the nature of their jobs. Other employees or students can be at risk because they are subject to violence, threats, or harassment from a current or former spouse or partner, or other non-employee. The VWCC Campus Police Department, Human Resources, Student Services, and other offices will work with at-risk students and employees, and their supervisors, to develop safety plans that address the specific risks they face.

Pre-employment Screening and Criminal Conviction Checks

Human Resources administers the College's Criminal History and Motor Vehicle Record Investigation policy and will work with hiring managers to ensure that criminal conviction checks are conducted in accordance with the policy. Hiring managers are responsible for ensuring that Human Resources receives in a timely manner all documentation necessary to conduct the criminal history check.

Definitions

An at-risk individual

is defined as an employee, student, or other person who is a potential target or victim.

Assault

is committed when one person (a) tries to or does physically strike another or (b) acts in a threatening manner to put another in fear of immediate harm.

Aggravated assault

is defined as a completed or attempted attack with a weapon and an attack without a weapon in which the victim is seriously injured.

Campus

is defined as any location, either permanent or temporary, owned or leased by Virginia Western. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including parking lots, field locations, classrooms, common areas, and alternate class locations, and any College owned or leased vehicles for travel to and from work assignments.

A credible threat of violence

is defined as a knowing and willful statement or course of conduct that would cause a reasonable person to believe that he or she is under threat of death or serious bodily injury. A course of conduct is any series of acts over a period of time, however short, that evidences a continuity of purpose, such as following or stalking an individual to or from the workplace/campus, telephone calls to the employee or student, and correspondence with the employee or student, whether by public or private mail, e-mail, inter-office mail, or fax.

Disruptive behavior

is defined as behavior that disturbs, interferes with, or prevents normal work activities. Disruptive behavior includes, but is not limited to, yelling, using profanity, waving arms and fists, verbally abusing others, making inappropriate demands for time and attention, making unreasonable demands for action, or refusing a reasonable request for identification.

Employee

for purposes of this policy, is defined as any full-time faculty-rank or classified employee, hourly/wage classified or student employee, adjunct faculty, work/study student in the performance of duties, intern, or volunteer performing work directly for the College.

Firearms

are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots, including paint balls, regardless of the propellant used.

Intimidation

is engaging in actions that include, but are not limited to, stalking or behavior intended to frighten, coerce, or induce duress.

Physical attack

is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.

Property damage

is intentional damage to property and includes property owned or leased by the College, employees, students, volunteers, visitors, or vendors.

Sexual assault

is defined as any forcible sexual activity that occurs without the consent of the victim. It includes, but is not limited to, unwanted kissing and fondling, forcible vaginal, oral, or anal intercourse, and forcible penetration with an object or finger. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated or physically helpless.

Stalking

is defined as repeatedly contacting another person when the contact is unwanted. Additionally, the conduct may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes, but is not limited to, communicating with (either in person, by phone, or computer) or remaining in the physical presence of the other person.

Student

is defined as any individual who has enrolled in any credit or non-credit offerings of the College and who has not yet graduated or ceased regular attendance in the course(s) in which enrollment has occurred. If a student's enrollment lapses for more than one semester, the student will no longer be subject to disciplinary action under this policy.

Student employee

is defined as any work/study student or student wage employee on the College payroll.

Stun weapon

means any device that emits a momentary or pulsed output that is electrical, audible, optical, or electromagnetic in nature and which is designed to temporarily incapacitate a person.

Third parties

are individuals who are not state employees or students, such as relatives, visitors, acquaintances, contractual workers, vendors, volunteers, customers, clients, or strangers.

Threat

is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future.

Threatening behavior

is defined as behavior that includes physical actions short of actual contact/injury (e.g., moving closer aggressively) and general verbal or written threats to people or property, as well as implicit threats.

Victim

is defined as an individual who has experienced or witnessed an act or acts of violence or threats of violence as outlined in this policy.

Violence

includes, but is not limited to, intimidation, threats, physical attack, domestic violence, or property damage and includes acts of violence committed by College employees, students, clients, customers, relatives, acquaintances, or strangers against College employees in the workplace, but does not include lawful acts of self-defense or the defense of others.

Weapons

are defined as any instrument of combat, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to, firearms, explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, pocket knives with blades over three inches in length, stun weapons, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chahkas, foils, carrying of any knife in such a manner that makes it visible to the general public, and any other item or object deemed potentially harmful by the Virginia Western Police Department. Realistic replicas of weapons are expressly prohibited.

Workplace

is any location, either permanent or temporary, where an employee performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including parking lots, field locations, classrooms, alternate work locations, and College owned or leased vehicles used for travel to and from work assignments.

References

- Code of Virginia, Section 23-9:10 – Violence Prevention Committee; Threat Assessment Team
- Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act
- VWCC Faculty Handbook
- VWCC Classified Employee Handbook
- VWCC Student Handbook
- VCCS Policy Manual
- Department of Human Resource Management Policy 1.80, Workplace Violence

- Department of Human Resource Management Police 2.30, Workplace Harassment
- VWCC Crisis Management Plan
- VWCC Policy on Consensual Relations
- VWCC Workplace Harassment Policy

This policy incorporates and combines provisions from previous VWCC policies on Workplace Violence and Weapons.

Approved May 2008

Revised March 2009

Revised May 2009

Revised September 2011

Revised October 2011

Computer Use Policy

Computer lab facilities are used in supporting the needs of the students, faculty, and staff of the college. Access is limited to students, faculty, and staff engaged in college-related activities only. Computer equipment and software are to be used in support of the mission of the college and are not to be used for commercial or personal objectives or non-college related activities. No user shall use any equipment or software in an activity which violates federal, state, or local laws.

More information about policy and enforcement can be found on pages 36 to 38 of the college catalog.

VCCS Acceptable Use Agreement

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

The college has granted access to me as a necessary privilege in order to perform authorized functions at the institution 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, digital certificates or 2-factor authentication mechanisms.

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 college has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license, lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and

other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

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

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

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs

- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

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

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

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

Official E-mail Communications with Students

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

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

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

Parking Policy

Parking Policy Purpose

Provide students, employees, and visitors with a sufficient and well-regulated parking environment. Monitor and enforce designated areas of parking, as well as maintain the smooth and orderly flow of vehicular traffic while negotiating individual lots. Maintain the safety of pedestrians, vehicles and buildings by regularly enforcing handicap, police, facility maintenance, fire lane and other designated and restricted parking which is paramount to the smooth operation of the College.

Applicability

This policy applies to all Virginia Western Community College (VWCC) employees, students, guests and visitors.

Policy

The College has reviewed and established a schedule of parking violations and fines approved by the College Board. These violations and fines are established to encourage the regulation and conformance of parking regulations by students, employees, guests and visitors. This policy and supporting documents replace all previous parking procedures and fine schedules established between the College and the City of Roanoke.

Parking Permits

Staff and Faculty:

All staff and faculty are required to display a parking hangtag on their vehicle. This tag shall be displayed by hanging it from the rearview mirror with the tag number facing out of the windshield. If for some reason the tag is unable to be properly displayed (motorcycle, convertible, etc.) the staff or faculty member shall contact campus police for alternative permit display options. There is no fee associated with staff/faculty parking hang tags. Permits must be relinquished upon resignation or termination of employment.

Visitors, Guests, Contractors and Vendors:

Temporary Parking Permits will be issued as needed upon request to the Virginia Western Campus Police Department or their designee. The Temporary Parking Permits will establish the parking expectations and limitations for the permit user. Issuance of a Temporary Parking Permit does not diminish the requirements and regulations contained within this policy.

Students:

Students will not be issued parking permits. Students are expected to abide by all parking regulations established by the College or its representatives. Students found to be in violation of the College's parking regulations may be issued a parking violation ticket, a written warning and/or be subject to the Student Conduct Hearing and Review process.

Parking Violations and Fines

Overtime Parking	\$10.00
Loading Zone	\$10.00
Faculty/Staff Parking Only	\$10.00
Parking In Non-designated Area	\$10.00
No Parking/Standing	\$10.00
Restricted Parking	\$10.00
Improper Display Of Placard (Disabled)	\$10.00
Blocking Traffic	\$20.00
Parking Wrong Direction	\$20.00
Too Close To Corner/Intersection (15 feet)	\$20.00
Parking On Sidewalk	\$20.00
Parking In Or Along Grass	\$20.00
Fire Hydrant (within 15 feet)	\$50.00
Fire Lane	\$50.00
Disabled/Handicap Parking Only	\$50.00

Payment and Fines

1. Tickets issued by officers will be printed on an envelope developed for this purpose. The ticket envelope will identify the date and time of violation, registered license plate and state, type of vehicle and color, location of offense, and type of violation and commensurate fine. Directions related to payment, payment deadline and/or administrative relief will also be included on the envelope.
2. Tickets must be paid within 30 calendar days of issuance.
 - a. Payments not made within 30 days will result in a hold being placed on the student's account. The hold shall prevent the student from registering for classes, receiving grades and/or transcripts and from graduation. For vehicles registered to non-student or staff members, a hold shall be placed upon the student's account affiliated with the registered owner of the vehicle. Example: When a son or daughter drives a vehicle registered to their parents, the vehicle information received through Virginia DMV will be used to determine the violator's identity and a hold will be placed upon the student's account.
 - b. Persons receiving three (3) violations during a semester that remain unpaid and outstanding will be identified as violating the College's Student

Rules of Conduct. These student violators will be forwarded to the Dean of Student Services, and a hearing will be scheduled before the Student Conduct Committee. Students may then risk suspension or expulsion from the institution.

3. Payments must be made to the Virginia Western Cashier Office located in Chapman Hall during normal business hours.

Issuing Tickets for Violations

1. Campus Police and Security Officers are authorized to issue tickets or warnings for parking violations. Officers utilize judgment and discretion when issuing parking ticket violations. This discretion is held solely by the issuing officer and the officer's supervisors. Officer discretion is not directed, controlled or influenced by college administration.

2. Officers shall properly and completely fill out a ticket envelope. The information contained on the envelope shall establish: date and time of violation, registered license plate and state, type of vehicle and color, location of offense, and type of violation and commensurate fine. The officer's signature and shield number shall also be recorded.

3. Each ticket will consist of three copies. The original copy (white) will be submitted to the Cashier Office for use in reconciling payments. The second ticket copy (yellow) will be held by the Campus Police Department for tracking and recordkeeping purposes. The remaining envelope (red) will be left with the violator's vehicle, affixed to the windshield under the driver-side wiper blade, if practicable, for ease of payment.

Appeal Process

1. Initial appeals for parking violations may be made in person to the issuing officer within seventy-two (72) hours of the violation.

2. All other appeals shall be made in writing to the Chief of Police or designee within seven (7) business days of the issuance of the ticket. Written appeals must be submitted utilizing the college's "Right of Appeal" application, which can be found on the Virginia Western Campus Police internet site (www.virginiawestern.edu/police). No appeal will be considered beyond seven (7) days of the violation.

3. A formal response to the appeal will be made within seven (7) business days by the Campus Police Chief or designee. All decisions on appeal are final.

Special Event Parking

1. The Chief of Police or designee reserves the right to suspend the issuing of tickets for

violations during special events.

2. Grass areas may be opened to parking during special events at the discretion of the Chief of Police.

3. Parking in fire lanes is strictly prohibited at all times, regardless of event or reason.

Towing or Removal of Vehicles

1. The College reserves the right to remove vehicles from its property that are creating a safety hazard, blocking traffic, parked in a fire lane, parked in a handicap space without properly displayed verification of handicap status, or if the vehicle is disabled or leaking excess fluid contaminants into the lot that may suffuse into the Roanoke Valley watershed.

2. Owners and/or operators of towed vehicles must check with the Campus Police Department for information regarding the reason for the tow and the contact information for the towing service.

3. Virginia Western Community College and its agents are not responsible for fees, damage or loss incurred during the towing, nor will the College be held liable for any subsequent vehicle storage fees established by the towing contractor. Towing expenses are not subject to appeal, nor are the violations which generated the need for the removal of the vehicle.

4. Vehicles may be towed without notification of the owner/operator under a variety of circumstances. For example: A vehicle may be towed without notification to the owner/operator when it prevents the college from fulfilling its mission in relation to class delivery (i.e. parking in the motorcycle parking lot over a weekend when classes are scheduled) or for exigency or safety.

Definitions

"College"

For the purpose of this policy the "College" shall mean the physical space operated as Virginia Western Community College, as well as the executive and governing members of its administration.

"Campus Police Officer"

Duly certified law enforcement officer meeting all required Department of Criminal Justice Services (DCJS) standards and who is affirmed and sworn through the Circuit Court of the City of Roanoke.

"Campus Security Officer"

Any person employed by the College who is trained as a Security Officer under the criteria set forth by DCJS.

"Administration"

Refers to any college President, Vice President or their respective designee.

Parking violation general definitions

Overtime Parking

Vehicles parked in excess of the posted time limits. Posted time limits vary according to signage and location.

Loading Zone

Vehicles parked within a posted loading zone without proper authorization.

Faculty/Staff Parking Only

Vehicles parked in faculty/staff parking lots without proper VWCC hangtag displayed.

Parking in Non-Designated Area

Vehicles parked in areas not designated for parking.

No Parking/Standing

Vehicles parked or left standing while occupied or not in areas designated as no parking, no stopping or standing.

Restricted Parking

Vehicle parking in areas specifically designated by signage for a unique user group, including but not limited to: stork parking, Career Center parking, Workforce Development parking, etc.

Improper Display of Placard (Handicap)

Failure to properly display handicap parking placard from windshield when parking in a designated handicapped parking location.

Blocking Traffic

Parking a vehicle in such a manner as to inhibit, endanger or alter the free and safe flow of traffic.

Parking Wrong Direction

Parking a vehicle in such a direction in which it faces oncoming traffic and may create a hazard to traffic once the vehicle is initially moved into the travel lane.

Too close to corner/intersection (15 feet)

Vehicles parked within fifteen (15) feet of a traffic intersection in such a manner as to potentially create a limited line of sight and danger for vehicles entering said intersection.

Parking on Sidewalk

Any vehicle parked on or partially parked on a sidewalk. This excludes Virginia Western Campus Police and Maintenance and designated contractor vehicles.

Parking in or Along Grass

Parking in any fashion on a grassy area controlled and/or owned by the college without express permission of the Chief of Police is prohibited.

Fire Hydrant (within 15 feet)

Vehicles that park within fifteen (15) feet of a fire hydrant.

Fire Lane

Parking, stopping or standing in a designated fire lane. Fire lane may be designated by posted sign or by yellow curb or travel lane markings.

Disabled/Handicap Parking only

Parking in a designated handicap parking space without a proper and current Division of Motor Vehicles handicap placard hung in such a manner to be clearly visible through the windshield. (Code of Virginia 46.2-1241. Issuance of disabled parking placards)

Authority and Reference

Code of Virginia as amended, Title 46.2 Motor Vehicles

Section 4.3.1.5 of the VCCS Policy Manual requires colleges to utilize parking as an auxiliary enterprise to collect revenues for the construction, repair and maintenance of college parking.



Generally, students should park in white-lined spaces that are not marked with any restrictions.

Tuition and Financial Policies

Tuition

Student tuition is paid on a credit-hour basis. The typical full-time academic load is between 15-17 credits. Payment of tuition enables the student to use the Bookstore and other facilities of the college. The State Board approves all tuition and fees for community colleges and has the authority to change any and all tuition and fees without prior notice. **Current Tuition Rates are available on Virginia Western's website.**

Tuition Refunds

Students shall be eligible for a refund for those credit hours officially dropped during the drop period for refunds for the session. The refund will be at the full credit rate for those credits dropped. Refunds to students whose classes were paid via the Web using a credit or debit card will be in the form of a credit back to the original card used to pay for the class. All other refunds will be in the form of a check from the State Treasurer's Office, made payable to the student and mailed to the current mailing address on file at the time the refund is processed. Refunds are not processed until after the Last Day to Drop for Refunds.

Dropping Classes

Students may drop a class online at <http://vw.my.vccs.edu>. Students may also drop in person during the refund/drop period by submitting an add/drop form to the Admissions Office. The refund/drop deadline for regular session classes is published on page 40 of this handbook. The refund/drop deadline for all other session classes is available by calling Admissions at 857-7231. If the refund/drop deadline for a class falls on a non-business day and the student prefers to drop the class in person, the drop must be submitted to the Admissions Office during normal operating hours *prior* to the refund/drop deadline.

Eligibility for In-State Tuition

For purposes of in-state tuition, a Virginia resident is defined by state law as one who has lived in Virginia, with the intent to remain a Virginian, for a period of at least one year prior to the beginning of the term for which he/she is enrolling. The burden of proving eligibility for in-state tuition rates rests with the applicant. All applicants to the college who claim entitlement to Virginia in-state tuition rates must complete the domiciliary items included with the application form and provide documentation.

The appeals process for applicants determined ineligible for in-state tuition rates is as follows:

1. A member of the admissions staff will make initial determination.
2. Intermediate review will be conducted, upon appeal, by the college Domicile Officer.
3. Final administrative review will be made by an appeals committee.

Books and Materials

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. Cost can vary with the curriculum and is subject to change since it is based on publishers' and suppliers' listed prices.

Textbooks and supplies can be charged to your financial aid through the drop/add period. To utilize this option in the bookstore, you must be enrolled for at least 6 credits.

Bookstore Refunds

The Bookstore Managers are the only authorized persons who can accept books for return. Books returned for refund are subject to inspection and must be in mint condition. If the books were purchased with shrink-wrap, the books must still be in the unopened original wrap with no markings or other damage. The book must be presented to a Bookstore Manager within the first two weeks of fall or spring semester to receive a refund. The return period for summer semester is the first week. Refunds or credits are made according to original payment. No refunds or exchanges can be issued without a valid receipt. All software and computer sales are final.

Suspension of Student for Nonpayment

A student's continued attendance at the college is dependent upon proper settlement of all debts owed the institution. Should the student fail to satisfy all due and payable amounts for tuition and fees, college loans, college fines, or other debts owed the college, the student may be suspended. If suspended, the student will not be allowed to register in any succeeding semester until all current debts owed to the college have been satisfied. Students who damage or lose school property will be expected to pay charges for such losses. No transcripts, certificates, diplomas, or degrees will be issued, nor will students be permitted to complete registration, until accounts are satisfied with the Business Office, Bookstore, Library and other college offices as appropriate.

Policies/Procedures for Student Conduct

Conduct

The administration of each community college is authorized by the State Board for Community Colleges to impose appropriate penalties, including expulsion from the college, for student conduct which tends to discredit or injure the college.

The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice and takes special care to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

Each individual is considered a responsible adult, and it is assumed that men and women of college age shall maintain standards of conduct appropriate to membership in the college community. Emphasis should be placed on standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct shall be developed by representatives of the students, faculty, counseling staff, and administration. The college should refrain from imposing a rigid code of discipline but should reserve the right to take disciplinary action compatible with its own best interests when it is clearly necessary. Failure to meet standards of conduct acceptable to the college may result in disciplinary probation, suspension, dismissal, or other penalty, depending upon the nature of the offense.

Students who are dismissed must reapply to the college. Readmission is not assured.

Students may be subject to disciplinary action for misconduct on campus or at college sponsored events or activities

Federal, state and local laws apply on campus. Disciplinary action may be initiated for the following conduct, which also may constitute conduct leading to criminal charges, in the following circumstances.

Disciplinary action by the college is not a criminal process, and the rules of evidence and the double jeopardy doctrine do not apply to student discipline.

Disciplinary action may also be initiated when a student is reported to college officials for conduct prejudicial to the academic or other functions of the college.

Penalty for the following violations is automatic suspension or expulsion:

Threat to Health or Safety

When the student's continued presence at the college is deemed to constitute a threat to the health, safety or welfare of members of the campus community.

Bomb Threat, Fire Alarm, Hoax

When the student activates a fire alarm without cause, or makes a threat to bomb or damage college property, students, faculty, staff, or visitors; or undertakes a hoax involving use of a supposedly destructive device or substance; or encourages, incites, or solicits any person to commit such a threat or such an act.

Weapons

When the student possesses, on his or her person, or uses weapons, to include guns, knives, etc. No weapons are permitted on campus.

Theft

When the student engages in theft, larceny, embezzlement, or the temporary taking of the property of another without consent.

Riot

When the student incites or engages in a riot or a disorderly assembly.

Drugs

When the student engages in the possession, use, sale or manufacture of illegal or controlled substances.

Forgery

When the student forges, alters, or misuses college documents or records, to include student identification cards; or tampers with student registration data.

Computer Security

When the student makes unauthorized use of computer resources, or makes unauthorized efforts to penetrate or modify any computing hardware or software.

Penalty for the following violations to be determined based on circumstances:

Disruption

Disruption of a classroom, laboratory, library, office, hallway, public student space, such as the student center, meeting or hearing.

Failure to Comply

Failure to comply with a college official appropriately acting in the performance of his or her duties.

Verbal Abuse

When the student utters obscene words or engages in verbal abuse that constitutes harassment of others.

Assault, Battery, Fighting

When the student engages in assault, battery, or fighting.

Harassment

When the student engages in psychological abuse, racial, sexual or other harassment.

Property Destruction

When the student destroys, damages, defaces, or misuses public or private property.

Illegal Entry

When the student illegally enters or occupies state property.

Gambling

When the student engages in unlawful gambling or gaming.

Alcoholic Beverages

When the student possesses or consumes alcoholic beverages or is legally intoxicated.

Criminal Charges

When the student is formally charged with the commission of a crime.

Misuse of Federal Funds

When the student uses federal funds for someone other than themselves or uses funds in a way that does not support their own educational endeavors.

Electronic Bullying

When a student uses Facebook, or any other type of social media, to intimidate or bully a student, faculty or staff.



College policies protect all students and promote academic and personal success.

Disciplinary Policy and Sanctions for Misconduct

Any staff, administrative official, faculty member, or student may file a written complaint against any student for misconduct by using the Report of Student Misconduct. When the Vice President of Academic and Student Affairs or designee believes that the continued presence of a person charged with misconduct presents a serious and immediate danger to the college community, the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time, as determined by the Vice President of Academic and Student Affairs. The Report of Student Misconduct shall be filed with the Dean of Student Services or designee.

Investigation

The Dean of Student Services will initiate an investigation into the charges. The accused student will be contacted via mail or telephone to schedule a meeting time to discuss the alleged violation which would include the nature and sources of the charges and the student's rights and responsibilities. As part of the review, the Dean of Student Services will determine if the nature of the allegations justifies a sanction that affects the student's right to an education. If so, the alleged violations will be referred to the Student Conduct Committee. If the nature of the allegations does not justify sanctions that would affect the student's right to an education, the Dean has the options of imposing a disciplinary sanction, referring the matter to the Student Conduct Committee or dismissing the charges as unfounded. The student will be notified of the decision in writing within ten business days of the initial meeting between the Dean and the student. A record of this decision will be forwarded to the Vice President of Academic and Student Affairs.

Disciplinary Sanctions

Administrative actions available to the Dean of Student Services are as follows:

- Reprimand or admonition
- Restitution for damages
- Suspension from college extracurricular activities

Appeals Procedure (Dean's Adjudication)

A decision of the Dean of Student Services may be appealed to the Vice President of Academic and Student Affairs. The appeal must be in writing and must be received by the Vice President's office within five business days after the decision of the Dean. The Vice President will review the written record and reach a determination. The decision of

the Vice President of Academic and Student Affairs is final.

Student Conduct Committee Procedure

Charges that have not been dismissed or have not received a sanction from the Dean of Student Services will be referred to the Student Conduct Committee. The Student Conduct Committee procedure, outlined at the end of this section, will then be followed.

Disciplinary Sanctions (Conduct Committee)

Disciplinary sanctions available to the Student Conduct Committee are as follows:

- **Warning:** Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may cause more severe disciplinary action;
- **Disciplinary Probation:** Suspension of eligibility for college extracurricular activities.
- **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years;
- **Expulsion:** Termination of student status for an indefinite period. The conditions of re-admission, if any, shall be stated in the order of expulsion. No sanctions may be imposed for violation of rules and regulations for which there is not actual or constructive notice; or
- Return the student to former status.

All decisions of the Student Conduct Committee will be reviewed by the Dean of Student Services prior to submission of the final report of the Committee. If there is a need to revisit the sanctions imposed, the Committee Chair will ask for a voice vote by e-mail notification within five business days of the review of the Dean.

Appeals Procedure (Conduct Committee)

A decision of the Student Conduct Committee on student misconduct may be appealed to the Vice President of Academic and Student Affairs. The appeal must be in writing and must be received by the Vice President's office within five business days after the final submission of the committee's decision. The Vice President will review the written record and reach a determination. The decision of the Vice President of Academic and Student Affairs is final.

Disciplinary Policy and Sanctions for Academic Misconduct

Definition

Academic misconduct includes, but is not limited to, the following actions:

- Cheating on an examination or quiz — either giving or receiving information
- Copying information from another person for graded assignments
- Using unauthorized materials during tests
- Collaboration during examinations
- Buying, selling, providing or stealing papers, examinations, or other work to be submitted for a class
- Substituting for another person, or arranging such a substitution for yourself
- Plagiarism—the intentional or accidental presentation of another's words or ideas as your own. Students should familiarize themselves with the description of plagiarism found in their English handbooks, their English class syllabi, or in writing manuals available in the library. ***Ignorance of what constitutes plagiarism is not a defense for such a serious infraction.***
- Submission of work other than your own for written assignments
- Collusion with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor
- Falsifying documentation
- Multiple Submissions—It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the instructor to whom the material is being submitted

Policy, Procedure, and Sanctions

Faculty members who have evidence of academic misconduct will (1) investigate the matter, (2) review the facts of the matter and the proposed penalty with the appropriate academic dean, and (3) complete a Report of Academic Dishonesty. A copy of this report will be filed with the office of the Dean of Student Services. (4) Faculty will notify the student in writing that a report has been filed, including charges and sanctions, and inform the student of the appeal process outlined in the Student Handbook. A report should be filed with the appropriate academic dean within seven business days of becoming aware of the academic misconduct. (5) Faculty may then take one or more of the following actions:

- Require the work to be accomplished again
- Award a grade of zero (0) for the test, paper or

exercise

- Assign a grade of W or F for the course

First Incident of Academic Misconduct

If this is the first incident of academic misconduct, the instructor's sanction will be the only penalty. The Report of Academic Dishonesty will remain on file in the office of the Dean of Student Services for ten years. The report will be destroyed at the end of the ten-year period.

Exceptions include:

- (1) In the case of a restricted enrollment program, if a signed agreement for entry into the program has specific clauses about the penalties for academic misconduct or the penalties are defined in the program's student handbook, those will be followed in addition to or instead of the instructor's sanction.*
- (2) In cases of falsified documentation, the case will be referred directly to the Dean of Student Services for a conduct committee hearing.*

Second Incident of Academic Misconduct

In the case of a second incident of academic misconduct, defined by two reports being filed in the office of the Dean of Student Services, the case will be referred to the Dean of Student Services to be heard by the Student Conduct Committee. The committee may take one of the following actions. Any action except the last action listed below will result in the report becoming part of the student's educational record.

- Support the penalty imposed by the faculty member
- Award a grade of zero (0) for the test, paper or exercise
- Assign a grade of W or F for the course
- Require the work to be accomplished again
- Suspension from the college
- Expulsion
- Return the student to former status

All decisions of the Student Conduct Committee will be reviewed by the Dean of Student Services prior to submission of the final report of the Committee. If there is a need to revisit the sanctions imposed, the Committee Chair will ask for a voice vote by e-mail notification within five business days of the review of the Dean.

Third Incident of Academic Misconduct

In the case of a third incident of academic misconduct, defined by three reports being filed in the office of the Dean of Student Services, the case will be referred to the Dean of Student Services to be heard by the Student Conduct Committee. If either of these actions are taken, this will become part of the student's educational record. The committee may take one of the

following actions:

- Suspension
- Expulsion

All decisions of the Student Conduct Committee will be reviewed by the Dean of Student Services prior to submission of the final report of the Committee. If there is a need to revisit the sanctions imposed, the Committee Chair will ask for a voice vote by e-mail notification within five business days of the review of the Dean.

Appeals Process for Disputed Charges

If the student wishes to appeal a charge of academic misconduct made by a faculty member, he/she must state his/her intentions in writing to the appropriate academic dean within five business days of being notified in writing of the charge. The Dean will meet with the instructor and the student. If no resolution is achieved, the Dean will refer the case to the Dean of Student Services, and a student disciplinary committee hearing will be held using the procedure below. Possible sanctions include:

- Support the penalty imposed by the faculty member
- Award a grade of zero (0) for the test, paper or exercise
- Assign a grade of W or F for the course
- Require the work to be accomplished again
- Return the student to former status. In the case of a second or third offense, all appeals must be completed before hearings are held on those charges.

Student Conduct Committee Procedure

The Student Conduct Committee will be convened for misconduct and academic misconduct allegations on the recommendation of the Dean of Student Services. The following procedure will be followed:

1. Within five business days of the recommendation of a hearing by the Dean of Student Services, the student will be sent written notification of the charges and student rights according to the Student Handbook by certified mail to the last known address on file for the student.
2. The student will have ten calendar days from the date the notification is mailed to respond to the charges.
3. A date for the hearing will be scheduled and reported in writing to the student within five business days of receipt of the student's response or the end of the period given for the student to respond. The hearing date

- will be no less than ten calendar days from the date the hearing notification is mailed and no more than thirty calendar days. This period may be extended under reasonable circumstances at the discretion of the Dean of Student Services.
4. The hearing will be held whether the student responds and is present or not.
 5. If the student is unable to make the hearing date for good cause, he/she should contact the Dean of Student Services within five business days of receipt of the hearing notification to reschedule the hearing.
 6. The Student Conduct Committee will consist of a quorum of no less than five members, including the chairperson, elected or appointed at the beginning of the academic year. Substitutions for members who are unavailable may be made by the Dean of Student Services.
 7. The accused student has the right to be advised by counsel or an advisor who may come from within or outside the institution. Counsel may be present at the hearing and may advise the student during the hearing, but will not be allowed to address the committee.
 8. The hearing will begin no later than fifteen minutes after the appointed time, with or without the student and his or her counsel present, as long as a quorum of institutional representatives is present.
 9. A tape recording and written transcript will be kept of the proceedings. These will be retained in the office of the Dean of Student Services for 10 years.
 10. The following format will be followed:
 - (a) The committee chair will state the purpose.
 - (b) All persons present will introduce themselves.
 - (c) The committee chair will present the charges.
 - (d) The committee chair will present possible sanctions.
 - (e) The committee chair will ask involved members of the college to speak.
 - (f) Student may ask questions of speakers after all have presented their case.
 - (g) Committee may ask questions of the speakers.
 - (h) Student will be asked to speak.
 - (i) Committee may ask questions of the student or college representatives.
 - (j) All parties except the Student Conduct Committee will be excused, so the committee can discuss the case in private.
 - (k) A vote will be taken of Student Conduct Committee members. The chair is a voting member. A decision will be made by a simple majority vote.
 - (l) Written recommendation will be made by the Student Conduct Committee to the Vice President of Academic Affairs.
 - (m) Within five business days of receipt of the committee's recommendation, the Dean of Student Services shall act on the recommendations and provide written notification to the student and the Student Conduct Committee of the decision.
 11. Appeals of the Student Conduct Committee findings on misconduct or academic issues may be appealed to the Vice President of Academic and Student Affairs. The appeal must be in writing and must be received by the Vice President's office within five business days after the student is notified of the committee's decision. The Vice President will review the written record and reach a determination.
 12. The decision of the Vice President of Academic Affairs is final. There is no further appeal in a misconduct or academic misconduct case.
 13. The student will be allowed to continue with the class until the decision is finalized. However, if no decision is made by the end of the academic semester, an interim grade of "I" will be issued.

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Academic Calendar

FALL SEMESTER 2011

16-Week Session

First Day to Enroll	July 18
First Day of Classes	August 22
Last Day to Register/Add a Class	August 28
Labor Day Holiday	September 5
Last Day to Drop and Receive Refund	September 8
Last Day to Apply for Fall Graduation	October 14
Last Day to Withdraw Without Grade Penalty	October 27
Faculty In-Service Day - No Day or Night Classes	November 22
Faculty Research Day - No Day or Night Classes	November 23
Thanksgiving Holidays	November 24-27
Last Day of Classes	December 10
Final Examinations	December 12-17

SPRING SEMESTER 2012

16-Week Session

First Day to Enroll	November 14
First Day of Classes	January 9
Last Day to Register/Add a Class	January 15
Last Day to Drop and Receive Refund	January 26
Last Day to Apply for Spring Graduation	February 10
Makeup/Spring Break*	March 4-11
Last Day to Withdraw Without Grade Penalty	March 22
Last Day of Classes	April 28
Final Examinations	April 30 - May 5
Commencement Ceremony	May 11

* Spring Break may be used as makeup days if too many instructional days are missed due to inclement weather.

Delayed Opening Schedule

As we enter the season when the weather creates situations when the college finds it necessary to make adjustments in its class schedules and normal operating hours, it is important to understand the announcements made on local radio / television stations. Announcements will also be posted on the college's telephone information system at 857-VWCC (8922) and the website at www.virginiawestern.edu. However, it is strongly suggested that you pay greater attention to the announcements made through radio and television outlets as the phone system and the website may, at times, be delayed in making the information available.

When you hear an announcement that "Virginia Western will open at [time]," classes will be held according to the compressed schedule outlined below.

Monday/Wednesday/Friday Classes

*Monday/Wednesday Only Classes

Regular Class Time / Delayed Opening Class Time

8:00 am - 8:50 am / 10:00 am - 10:40 am

9:00 am - 9:50 am / 10:45 am - 11:25 am

*9:00 am - 10:15 am / 10:45 am - 11:55 am

*9:30 am - 10:50 am / 10:45 am - 11:55 am

10:00 am - 10:50 am / 11:30 am - 12:10 pm

*10:30 am - 11:45 am / 11:30 am - 12:40 pm

11:00 am - 11:50 am / 12:15 pm - 12:55 pm

12:00 pm - 12:50 pm / 1:00 pm - 1:40 pm

*12:00 pm - 1:15 pm / 1:00 pm - 2:00 pm

*12:30 pm - 1:45 pm / 1:00 pm - 2:00 pm

1:00 pm - 1:50 pm / 1:45 pm - 2:25 pm

*1:30 pm - 2:45 pm / 2:05 pm - 3:05 pm

2:00 pm - 2:50 pm / 2:30 pm - 3:10 pm

3:00 pm - 4:15 pm / 3:15 pm - 4:15 pm

4:00 pm - 5:15 pm / 4:20 pm - 5:35 pm

Tuesday/Thursday Classes

Regular Class Time / Delayed Opening Class Time

8:00 am - 9:15 am / 10:00 am - 11:10 am

8:30 am - 9:45 am / 10:00 am - 11:10 am

9:00 am - 10:15 am / 11:15 am - 12:25 pm

9:30 am - 10:45 am / 11:15 am - 12:25 pm

10:30 am - 11:50 am / 12:30 pm - 1:40 pm

11:00 am - 12:15 pm / 12:30 pm - 1:40 pm

11:30 am - 1:20 pm / 12:30 pm - 1:40 pm

12:00 pm - 1:30 pm / 1:45 pm - 2:55 pm

12:30 pm - 1:45 pm / 1:45 pm - 2:55 pm

1:00 pm - 2:15 pm / 1:45 pm - 2:55 pm

2:00 pm - 3:15 pm / 3:00 pm - 4:10 pm

2:30 pm - 3:45 pm / 3:00 pm - 4:10 pm

3:30 pm - 4:45 pm / 4:15 pm - 5:25 pm

If your class does not fit into one of the times above, please see your instructor for information about the delayed schedule for that class.

Inclement Weather/Emergency Closing

College Closing Process Due to Inclement Weather or Other Emergency Situations

It is college policy to remain in operation to the maximum extent possible. When weather conditions are so severe as to require reduced operations, students will be notified through announcements by local radio and television stations. Students may also call 857-8922 (VWCC) for information on the college closing.

When the announcement is made that “Virginia Western is closed” or “Virginia Western classes are canceled,” any activities or operations on the main campus and off-campus locations are canceled and closed.

Due to changes in weather patterns and/or successful snow removal efforts, the status of day classes and evening classes may vary from time to time. The college will assess its ability to open or close twice per day. Notice of closing for day classes will normally occur prior to 6:00 am. Notice of closing for evening classes will be made by 4:00 pm.

In the event day classes are canceled but evening classes are to be held, instructors are responsible for arrangements in meeting their classes, whether on or off campus. In the reverse order, the same responsibilities will hold true.

Sign up online for the VW Alert System to receive text messages or e-mails for college closings, delays or emergency situations. New users may also register by sending a text message to 411911 keyword: VWCC



Campus Facilities

Virginia Western is divided by Colonial Avenue into North and South Campuses.

See the campus map on the following page for building locations.

South Campus

Chapman Hall (C)

Contains Admissions, Records, Advising and Retention, Cashier, Financial Aid and Veterans Affairs and the Student Services Division Office.

Craig Hall (CR)

Contains the College Bookstore

Duncan Hall (D)

Contains classrooms, faculty offices and the Honors Institute.

Webber Hall/Advanced Technology Center (W)

Alongside Colonial Avenue - contains labs for business and engineering programs, classrooms, faculty offices and the School of Business, Engineering and Technology Office. The Office of Instructional Technology and Distance Learning is also housed here.

Humanities Building (H)

Contains studios and labs for communication design and art classes, classrooms, faculty offices, a community art gallery and a gymnasium. The School of Liberal Arts and Social Sciences Office is also contained here.

Student Center (S)

Houses the Hall Associates Career and Employment Assistance Center, Student Activities and Student Support Services. There is also a fitness center and a student lounge in this building.

Thomas Center (G)

Houses the Old Dominion University programs for upper-level studies.

Greenhouse (GH) and Natural Science Center (N)

The greenhouse supports a two-acre community arboretum and the Horticulture Program. The Natural Science Center, adjacent to the arboretum, is used for special events and meetings.

College Services (CS)

Houses Campus Police, lost and found, and Facilities Management Services.

North Campus

Fishburn Hall (F)

The campus administrative building houses the President's Office, Vice President of Academic and Student Affairs Office, Vice President of Financial and Administrative Services, Workforce Development, Human Resources, Public Relations and Marketing and the Educational Foundation.

Anderson Hall (A)

As of Fall 2011, this building houses classrooms and labs for the Health Professions programs, science and mathematics programs. The Dental Hygiene Clinic, free and open to the public, is also located in this building. The **Center for Science and Health Professions** is currently under construction on North Campus and will house the Health Professions programs.

Brown Library (B)

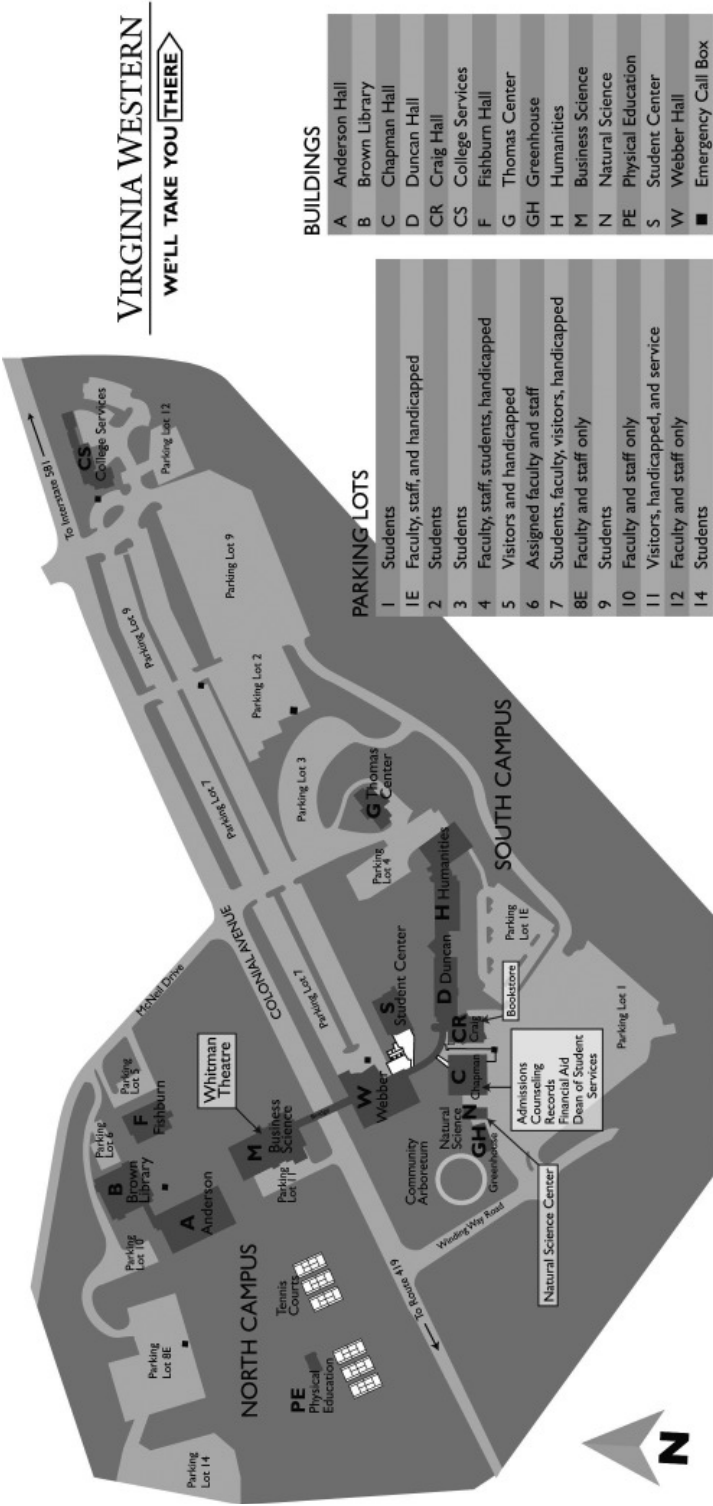
Houses the Learning Technology Center and Library services.

Business Science Building (M)

Alongside Colonial Avenue - contains the Information and Educational Technology offices, classrooms, faculty offices, and an open computer lab. The Campus Commons, theater workshop and Whitman Theater are also located in this building.

The College's six lighted tennis courts are also located on North Campus.

Campus Map



VIRGINIA WESTERN
WE'LL TAKE YOU THERE

BUILDINGS

A	Anderson Hall
B	Brown Library
C	Chapman Hall
D	Duncan Hall
CR	Craig Hall
CS	College Services
F	Fishburn Hall
G	Thomas Center
GH	Greenhouse
H	Humanities
M	Business Science
N	Natural Science
PE	Physical Education
S	Student Center
W	Webber Hall
■	Emergency Call Box

PARKING LOTS

1	Students
IE	Faculty, staff, and handicapped
2	Students
3	Students
4	Faculty, staff, students, handicapped
5	Visitors and handicapped
6	Assigned faculty and staff
7	Students, faculty, visitors, handicapped
8E	Faculty and staff only
9	Students
10	Faculty and staff only
11	Visitors, handicapped, and service
12	Faculty and staff only
14	Students