



Patrick  
HENRY

Community College

# FACULTY & ADMINISTRATOR HANDBOOK

Dear Faculty & Administrators:

This *Faculty & Administrator Handbook* has been designed to serve as a quick reference for many issues relating to your employment with the Commonwealth of Virginia. **It is not a contract, nor is it an invitation to contract.**

In order to remain current, the *Handbook* treats most topics briefly and provides links to the Virginia Community College System's *Policies and Procedures Manual* and other sources of information. This *Manual* is updated as official policies change. The *Policies and Procedures Manual* is the authority in case of a disparity between the *Manual* and this *Faculty & Administrator Handbook*.

It is important for you to be familiar with the information in this *Handbook*. Please review it carefully. In addition, your College Human Resources office can provide assistance with questions relating to your employment.

Please sign below to indicate that you have seen and read this *Handbook*, and give the signed page to your College Human Resource office. This page will be kept in your file.

We hope you will enjoy a rewarding career with the Commonwealth.

Department of Human Resources

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_

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## **LETTER FROM THE PRESIDENT**

### **TO FACULTY & ADMINISTRATORS:**

Patrick Henry Community College has been widely recognized for instructional excellence, leadership in regional economic development, state of the art management information systems, advanced instructional technologies, and for service to students with disabilities. Effective administration of these services and others far too numerous to mention have earned for the College a reputation of excellent programming, a friendly and caring environment, and a commitment to student access.

The effective administration of services mentioned above would not be possible without the competent involvement of an exceptional faculty and administrators. The contributions of this group of dedicated employees are integrated throughout the College organization and have contributed substantially to institutional success on many fronts. My gratitude is expressed to each and every member of the staff for both individual and collective contributions to our work.

This handbook has been prepared to provide you with information pertaining to your employment at the College. Please become thoroughly familiar with the contents of this handbook as it will not only make your job easier but will also help the College to function properly.

I value your service to Patrick Henry and hope that your association with us will be long and productive.

Please feel free to contact the Human Resources Office or your supervisor should you have any questions that are not answered by this handbook.

Angeline Godwin

President



# 1. INTRODUCTION TO THE COLLEGE

## 1.1 Foreword

Whether you are new to the Commonwealth of Virginia or are a continuing employee, this *Faculty & Administrator Handbook* is written to help you develop a satisfying career in service to Virginia by outlining the basic elements of the employment relationship between you and the Commonwealth.

This Handbook is designed for you as a faculty member or administrator employee of the Commonwealth. The Employee Handbook contains basic information related to your employment and refers you to the Virginia Community College System (VCCS) policies for specific details. These policies are found at the Web site of the Virginia Community College System, <http://www.vccs.edu>.

This Handbook is intended to inform you of our rules, regulations, and College practices, as well as provide information regarding benefits, opportunities, and your responsibilities. Nothing herein shall be interpreted as creating any right, contract, or benefit not duly authorized as provided by law, or which is contrary to any law, policy, rule, or regulation of the Commonwealth of Virginia, the State Board for Community Colleges, or the Virginia Community College System (VCCS). Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges as conferred by the Virginia General Assembly.

The contents of this Handbook are subject to change at any time at the discretion of the College, the State Board for Community Colleges, or the Commonwealth of Virginia. This Handbook does not include all information that may apply specifically to your employment. Other specific information is available from your supervisor or your Human Resource office.

Every effort has been made to provide current, correct information since certain programs and policies discussed may have exceptions, variations, eligibility requirements, etc., which may be affected by the particular status of an individual employee. As with any document of this complexity, modifications will be necessary to clarify intent and to respond to organizational growth and change. In cases of conflict, the official documents and revised policies in effect at the time will prevail. The College reserves the right to make exceptions to the terms and provisions of the handbook in appropriate circumstances.

The official policies of the Virginia Community College System (VCCS), some of which are discussed in this handbook, are revised frequently as the need arises. If any statements in this handbook differ from policy as contained in the VCCS Policies and Procedures Manual, the Manual governs.

## 1.2 History of the College

Patrick Henry Community College is one of 23 community colleges in Virginia. Patrick Henry was founded in 1962 as a two-year branch of the University of Virginia's School of General Studies and became an autonomous two-year college of the university two years later. The college enrolled its first students in the old Northside Elementary School in Martinsville and moved to its present campus in the fall of 1969 with the completion of the administration building. The Learning Resource Center was completed in the spring of 1971, and the college became part of the Virginia Community College System on July 1, 1971.

As a community college, PHCC has continued to grow. New programs have been added and programs have expanded. William F. Stone Hall, the health, physical education and wellness center, was completed in the spring of 1974 and dedicated to the memory of the late Senator William F. Stone. A division offering occupational and technical programs and courses was established in 1976. In the spring of 1985, A. L. Philpott Hall was completed in order to better serve growing programs to train a competent workforce. An addition to A.L. Philpott Hall was completed in the fall of 1995. The Walker Fine Arts/Student Center was completed in 1990 and dedicated to the memory of Robert Lee Walker and Samuel Stanhope Walker. In 1999, the administration building was named Francis T. West Hall, and the J. Burness Frith Economic Development Center was completed and dedicated to the memory of the late J. Burness Frith.

In order to improve accessibility to college classes, three off-campus sites have been established. Classes are offered at sites in Franklin County, Patrick County, and Uptown Martinsville. By responding rapidly and effectively to meet community needs and through continuous growth, PHCC seeks to fulfill the purposes assigned to it by the 1966 General Assembly that established the Virginia Community College System.

Patrick Henry Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

As a member of the Virginia Community College System, Patrick Henry Community College is approved by the State Board for Community Colleges; the associate degree curricula offered in the college have also been approved by the State Council of Higher Education for Virginia. The college is a member of the American Association of Community Colleges. The nursing program is accredited by the Virginia Board of Nursing and the National League for Nursing Accrediting Commission, Inc.

### 1.3 Mission of the Virginia Community College System

**Mission Statement:** We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

To achieve this mission, the principles that guide Virginia's community colleges are:

- (a) to provide programs and courses of instruction, through the associate-degree level, encompassing occupational-technical education, college transfer education, general education, developmental education, continuing education and workforce development
- (b) to offer a comprehensive program of student-development services
- (c) to provide a broad range of instructional technologies, methods, materials, facilities and instructional support services that accommodate students of varied backgrounds, interests and abilities
- (d) to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship, and sets standards that support the highest level of performance
- (e) to serve as an important linkage between secondary education and four-year colleges and universities
- (f) to enrich local communities, by making available resources in people, facilities, libraries and programming
- (g) to take a leadership role in helping shape the future direction of their communities
- (h) to enhance economic, cultural, and educational partnerships between the colleges and the communities they serve
- (i) to ensure a healthy and safe environment on each campus
- (j) to be fiscally responsible and accountable

**Shared values guide the VCCS in fulfilling its mission. These values influence thoughts, guide decisions, mold policies and determine courses of action. The VCCS demonstrates these values through a commitment to:**

- (a) **Opportunity**

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

**(b) Teaching and Learning**

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

**(c) Effective Learning Environments**

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

**(d) Appropriate Use of Technology**

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

**(e) Professional Development**

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

**(f) Community Service**

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

**(g) Accountability**

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

## **1.4 Mission and Values of Patrick Henry Community College**

### **1.4.1 Mission**

PHCC is a comprehensive community college committed to enriching the quality of life in its service region through academic excellence, student success, workforce development, community engagement, and lifelong learning.

### **1.4.2 Vision**

Student success IS Patrick Henry Community College.

### **1.4.3 Core Values**

PHCC values excellence, innovation, diversity, and continuous improvement. We demonstrate these values in the following ways:

- **Teaching and Learning**

Teaching and learning are paramount at PHCC and simply the heart of everything we do.

- **Integrity and Respect**

Our people are our most valuable asset. To promote a culture of integrity and respect for students and employees, PHCC develops, nurtures, and sustains an engaged, diverse, and talented workforce.

- **Communication and Collaboration**

We effectively communicate and collaborate with both internal and external stakeholders. Furthermore, we seek to foster relationships and build partnerships that enhance the success and quality of life of all constituents.

## **1.5 Types of Programs Offered**

In order to fulfill the mission and vision, the college offers programs of instruction in:

- (a) Associate Degree Programs

PHCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees. Associate of Applied Science degrees provide knowledge and skills leading to employment in specialized fields.

(b) Certificate Programs.

Certificate programs are less than two years in length with a major in an occupational area; career studies certificates require less than a full year of study in an occupational area. Certificate programs differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees. Several of these programs are offered on a part-time, day or night basis for students who are already employed.

(c) Occupational/Technical Education

The occupational and technical programs are designed to meet the increasing demand for technicians, semi-professional workers and skilled craftsmen for employment in industry, business, the professions and government. The curricula are planned primarily to provide workers for the region served by the college.

(d) College Transfer Education

College transfer programs include college freshman and sophomore courses in the arts and sciences and in pre-professional education designed to meet standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.

(e) Developmental Education

The developmental education program helps students gain needed skills to pursue their college and career goals. The program serves those who need additional classes to prepare for college-level coursework and those who may need to improve basic academic skills. Students who are enrolled in any degree, diploma, or certificate program and score below established cut scores on the college's placement test are generally required to enroll in the appropriate developmental course before enrolling in on-level English or math courses and certain other courses. There are some on-level courses in which developmental students may enroll with advisor approval.

(h) General Education

General education encompasses the common knowledge, skills, and attitudes required by each individual to be more effective as a person, a worker, a consumer and a citizen. Graduates of all associate degree programs are expected to be able to demonstrate the “21st Century Skills” as expressed through the goals.

(i) Dual Enrollment

Patrick Henry Community College offers Dual Enrollment courses for high school juniors and seniors through its Accelerated Learning Department. This program allows students to fulfill their high school requirements while simultaneously receiving college credit. The Accelerated Learning Department works in partnership with the five high schools located in its service region. Participating schools are: Bassett High School, Magna Vista High School, Martinsville High School, Patrick County High School, Franklin County High School, The Piedmont Governor’s School for Math, Science and Technology and Carlisle School.

The manner in which the classes are delivered depends on the courses selected and can vary at different schools. Some classes are completed in the high school classroom, some require additional coursework, and others are offered in lab settings.

(j) Great Expectations

Great Expectations is a college transition program designed to help young adults (17-24 years old) who are or were recently affiliated with the foster care system. The program offers individual support to young adults transitioning into college by increasing awareness of the value and availability of a college education, and assisting students and service providers with accessing and successfully navigating the community college system. These services are offered free of charge to those students who qualify and are ready to make a commitment to their future.

(k) Middle College

Middle College is a program for individuals between the ages of 18 and 24 who do not have a high school diploma or GED. The program allows students to increase their income and employability by simultaneously pursuing a GED, community college education, and a workforce certification in a college environment. In addition, students receive academic and career readiness training. Middle College is an open enrollment program and is FREE to all participants. Middle College completers will earn: GED (approximately a 10- week program), Virginia’s Career Readiness Certificate (CRC), and College Credit (Career Education Course).

(l) Workforce Development

Workforce development courses and services are occupational in content and career focused. They may be credit, continuing education unit (CEU), or non-CEU bearing and can be offered as open enrollment, customized training and services.

(m) Specialized Community Services

The facilities and personnel of the college are available for specialized services to meet cultural and educational needs of the region. These services include special programs, cultural events, workshops, meetings, lectures, conferences, seminars and community projects designed to provide a variety of cultural and educational opportunities.

(n) College Success Coaching Program

The College Success Coaching program is a grant-funding initiative with the Virginia Community College System (VCCS) and seeks to use the "coaching" model in an academic setting. Two college success coaches maintain a case-load of 100 students each and assist them in all aspects of successfully navigating from first course enrollment to graduation or credential attainment. College Success Coaches are located in the Learning Resource Center.

(o) Pregnant and Parenting Peer Liaison (3PL)

The 3PL program is a grant-funded initiative in partnership with the Virginia Community College System (VCCS) and the Virginia Department of Health (VDH). The aim is to assist students who are pregnant and/or parenting young children by aligning them with college and community resources. The program seeks to assist this unique group of students and provides a multitude of services all of which are designed to remove the barriers associated with educational or credential attainment

## **1.6 Mission of Academic and Administrative Service Units**

### **1.6.1 Academic and Student Development Services**

The office of Academic and Student Development Services exists to provide visionary leadership, efficient management and technical support that will facilitate the institution's achievement of its mission and vision. Academic and Student Development Services includes all academic divisions and student services operations.



### **1.6.2 Academic Success and College Transfer**

The Academic Success and College Transfer (ASCT) Division focuses on student success by providing opportunities for student transfer and the development of specific career skills through the establishment of proven instructional and administrative techniques. All activities within the Division will focus on student learning, with all faculty and staff committed to quality instructional and administrative delivery of services. This division incorporates the arts and humanities, developmental education, social sciences, English, foreign languages, communications, and tutoring.

### **1.6.3 Professional Technologies and Health Sciences**

The Professional Technologies and Health Sciences (PTHS) division provides each student the opportunity to explore viable career fields, to grow intellectually, and to acquire knowledge and skills within a meaningful educational environment. PTHS delivers a prepared workforce through open channels of communication with regional business. The PTHS division provides applied and health science programs that are primarily designed to lead to direct employment upon completion.

### **1.6.4 Continuing Education & Workforce Development**

Continuing Education and Workforce Development is delivered through the Workforce, Economic and Community Development division, which provides exemplary workforce and lifelong learning programs and services to students and employers.

### **1.6.5 Science, Technology, Engineering, and Math**

The Science, Technology, Engineering and Math division provides opportunities to explore fields in both the arts and sciences designed to transfer as well as applied sciences and technical fields of study designed to lead directly to employment. The STEM division includes engineering technology, mathematics, sciences, information technology, and industrial technology.

### **1.6.6 PHCC Foundation**

The Patrick Henry Community College Foundation is a not-for-profit foundation organized under Virginia law and is fiscally and organizationally separate from the college. Its purposes are to enhance community awareness of Patrick Henry Community College; to secure private contributions, bequests, and donations; and to account for, manage, and help appreciate monies or property submitted to the foundation.

The Foundation Board of Directors is composed of people from the college service area who represent positive leadership and community influence and who have expressed an interest and desire to use their influence on behalf of the college through the foundation.

The goals and objectives of the foundation include these activities:

- (a) Support the programs of PHCC.
- (b) Help to foster better understanding of the college and secure wide participation in cultural and community activities.
- (c) Encourage potential students to attend the community's college. Raise support needed for students that cannot be funded by public money.
- (d) Provide a means of a perpetual trusteeship of capital funds donated or to be donated to the college by individuals or organizations for programs or activities of benefit to the college and its community.
- (e) Enhance the quality of education through acquisition of state-of-the-art equipment in academic, occupational and technical programs.
- (f) Recognize and promote outstanding teaching and leadership in college activities.
- (g) Develop special capital projects and facilities.
- (h) Raise support for special projects relating to the college which cannot be funded by public money.
- (i) Undertake any other activities that may be to the benefit of PHCC and its community.

### **1.6.7 Learning Resource Center**

The Learning Resource Center embraces the mission of the college and strives to support and strengthen the art of teaching and the process of learning as they affect students, faculty, staff, and the community. To this end, the Learning Resource Center (LRC) provides library and instructional media services and a comprehensive learning assistance program for students, faculty, and staff. Many of the services and functions of the LRC are open to community patrons. The LRC provides a broad base of services and materials reflective of user needs. Wireless Internet access is available throughout the library and Learning Resource Center. LRC staff members assist patrons in finding needed information, services, or equipment. The LRC has designed its functions to help students learn and teachers teach.

### **1.6.8 Learning Laboratory**

The Learning Laboratory provides an array of academic support services to help students achieve academic success. The Lab provides instructional material that includes computer software, instructional media equipment, a computer lab, a make-up and distance learning testing service, numerous workshops, and tutoring. The computer lab can be used as an open lab when not scheduled for special instructional purposes.

### **1.6.9 Tutoring**

Individual, group, and on-line tutoring is provided for most subjects free of charge to PHCC students. Tutoring services are located on the first floor of the Learning Resource Center. Certified tutors are available for support, encouragement, and enhancing the quality of education.

### **1.6.10 Writing Center**

The Writing Center offers individual as well as group tutoring sessions for students seeking guidance in their writing skills. The goal of the Writing Center is to aid in the development of the individual writer, teaching skills to help the writer become more self-sufficient. Trained tutors are available during lab hours. This service is offered at no cost to the student.

### **1.6.11 Byrd Math Lab**

The goal of the Byrd Math Lab is to provide math assistance to students in all levels of math offered by PHCC. The lab provides free individual and group tutoring. Walk-ins during regularly scheduled hours are the primary means of receiving math tutoring and are always welcomed; no appointment necessary. Scheduled appointments may be available for certain math classes upon request. Math assistance is guaranteed during the open lab hours. The college attempts to offer math tutoring during both day and evening hours to accommodate student schedules.

### **1.6.12 Distance Learning**

PHCC offers a wide variety of distance learning courses, as well as a number of programs which are available totally in a distance learning format. The majority of the distance learning courses are web-based; however, the college delivers a few courses via compressed video or video conferencing. The compressed video courses are delivered to the college's off-campus sites and to other institutions within the Virginia Community College System. Web courses allow students to access the course using the Internet. Distance learning courses maintain the same integrity as traditional courses but provide the

course instruction in an alternate format. Distance learning courses are coordinated through the Division of Technology.

### **1.6.13 Student Support Services**

Student Support Services is a federally funded grant program (TRIO Program) through the U.S. Department of Education. The Student Support Services office is located on the first floor of the Learning Resource Center Room 109. Students must apply to participate in the program and meet eligibility criteria. Eligible participants include first generation and low income students and students with disabilities. Free services for program participants include tutoring; academic advising; special counseling; financial aid assistance; study skills assistance; cultural and social activities; assistance with transferring to a four-year college or university, including campus visits; and support services and accommodations for a disability (physical, mental, or learning).

### **1.6.14 Services for Students with Disabilities**

Support services and accommodations are available, when necessary, appropriate, and reasonable, to allow the full participation of students with disabilities in all programs and services of the college. Disability-related support services may include, but are not limited to, the following: facilitating physical accessibility on campus; academic degree or course requirements may be modified in certain instances to ensure full participation; alternate methods of testing and evaluation are available for students whose disability require such methods; and, auxiliary aids and services are available for students with impaired sensory, manual, speaking, or processing skills.

Student Support Services is responsible for coordinating all disability-related support services. Students with disabilities are encouraged to contact a counselor in Student Support Services as early as possible in order to be eligible to receive and arrange for accommodations. In addition, Student Support Services will facilitate a student's communication with instructors, when necessary, regarding disclosure of his or her disability and accommodations needed.

### **1.6.15 Student Services**

The Student Services Division exists to help meet the needs of students. Advising staff assist students in making informed decisions regarding their vocational, educational and personal plans. As a part of this assistance, advisors provide appropriate assessments, inventories and occupational and educational information, as well as employment, financial aid, and personal referrals. These services are provided in the Walker Fine Arts/Student Center.

#### **1.6.16 Department of Information Technology**

The Information Technology Department of Patrick Henry Community College provides information technology and support for the college's faculty, staff, and students. With a staff of six, the IT department provides network, server, desktop, application, and telephone support for the PHCC main campus and off-campus training sites located in Martinsville, Franklin County and Patrick County.

#### **1.6.17 Institutional Advancement**

The Office of Institutional Advancement is charged with promoting a positive image of PHCC to both internal and external audiences, and with raising private funds in support of the college.

The mission of the Institutional Advancement Office is to foster understanding of and support for Patrick Henry Community College. Institutional Advancement encompasses all activities and programs undertaken by the college to secure the human and fiscal resources needed to achieve its overall mission and goals. Effective Institutional Advancement strengthens the college by enhancing its image, promoting goodwill in the community, raising money, and developing positive relationships with internal and external constituencies.

The Institutional Advancement Office at PHCC is organized into two units: Development and Public Information. This comprehensive program includes the following functions: fundraising, grants, public relations, marketing, internal and external communications, publications, alumni affairs, media relations, and governmental/legislative relations.

#### **1.6.18 Public Relations**

The Office of Public Relations exists to oversee the marketing of a consistently favorable image of Patrick Henry Community College and to build relationships between the college and the community it serves.

#### **1.6.19 Financial & Administrative Services**

The physical, business, and human resource operations of Patrick Henry Community College fall within the Financial and Administrative Services department of the college. The Office of the Vice President for Financial & Administrative Services exists to serve the College community by providing financial and administrative services to support student success, lifelong learning and enrichment of the quality of life in our region. It supports the College through stewardship of its human, financial and physical resources to:

- (a) Sustain public trust by meeting College and external fiduciary requirements.
- (b) Deliver high quality and effective services.
- (c) Provide an environment conducive to learning.

#### **1.6.20 Recognition and Accreditation**

Patrick Henry Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, Telephone number 404-679-4501) to award the associate degree.

As a member of the Virginia Community College System, Patrick Henry Community College is approved by the State Board for Community Colleges; the associate degree curricula offered in the college have also been approved by the State Council of Higher Education for Virginia. The college is a member of the American Association of Community Colleges. The nursing program is accredited by the Virginia Board of Nursing and the National League for Nursing.

## **2. ORGANIZATION**

Patrick Henry Community College is organized and administered under policies of the State Board for Community Colleges. The State Board is responsible for the establishment, control, administration, and supervision of all community colleges in Virginia. The State Board has delegated many of its administrative and supervisory responsibilities to the Chancellor of the Virginia Community College System, local community college boards, and through the Chancellor, to the President of each community college.

### **2.1 The Virginia Community College System Organization**

The Virginia Community College System is the organization through which the Chancellor carries out his responsibilities for the supervision and management of the Virginia community colleges. An organizational chart for the Virginia Community College System can be found on the VCCS website at <http://www.vccs.edu>. An organizational chart of the (VCCS) System Office can be found at <http://www.vccs.edu>. The system is organized under a series of divisions and vice-chancellors. Each division serves the Chancellor in the administration of the system and assists each college in coordinating its activities in the division's areas of responsibility.

### **2.2 The State Board for Community Colleges**

The administrative relationships and responsibilities of the State Board for Community Colleges are set forth in detail in the *VCCS Policy Manual* (Section 2.0).

### **2.3 The Chancellor**

The duties and responsibilities of the Chancellor are set forth in detail in the *VCCS Policy Manual* (Section 2.09B).

### **2.4 Patrick Henry Community College Organization**

#### **2.4.1 Patrick Henry Community College Board**

The specific duties of a college board can be found in the local board manual *VCCS Policy Manual* (Section 2.1).

#### **2.4.2 Local Lay Advisory Committees**

The structure and duties of Local Lay Advisory Committees are set forth in detail in the *VCCS Policy Manual* (Section 2.5).

## 2.5 College Advisory Committees

### 2.5.1 Organization

- (a) The faculty, administrative personnel holding faculty rank, and support staff are organized into standing committees. These committees advise the President with respect to the development and implementation of administrative policies and procedures, the accomplishment of institutional goals and objectives, and provide formal communications among the faculty, support staff, and the administration of the college. There are eight advisory committees:
- (1) Planning and Evaluation Advisory Committee
  - (2) Campus Life Advisory Committee
  - (3) Employee Development Advisory Committee
  - (4) Academic Excellence Advisory Committee
  - (5) Student Success Advisory Committee
  - (6) Outreach and Community Development Advisory Committee
  - (7) Curriculum Services Advisory Committee
  - (8) Assessment Advisory Committee
- (b) **Membership:** At the beginning of each academic year the Vice President of Academic and Student Development Services shall make recommendations to the President for committee assignments. The President shall appoint the various committees, ensuring that each division and administrative activity of the college is represented. Normally, the following guidelines will be used:
- (1) A person may serve no more than three years on the same committee.
  - (2) Terms are to be staggered with approximately 1/3 changing committees each year and 2/3 remaining.
  - (3) The chairman of the committee will come from a third-year committee member.
  - (4) Students may also be appointed to advisory committees. Committees shall be appointed during the first week of the academic year.



- (c) **Organizational Procedures.** During the first week of the academic year, each advisory committee shall meet, elect a chairman and a secretary, and prepare to carry out its regular duties as assigned.

If any advisory committee chairman must be absent from college duties for an extended period, the committee members will convene within one (1) week of notification of absence and elect an acting chairman.

- (d) **Committee Membership.** The membership of each advisory committee will be distributed to all college personnel during the first week of each academic year.
- (e) **Meetings and Committee Member Attendance.** Committees should meet at least monthly unless there is not a sufficient agenda to warrant a meeting in a given month. Committee work is considered a part of a faculty member's workload in the VCCS; therefore, attendance at committee meetings and participation in committee activities is expected. Committee work is not required for support staff, but each staff member is encouraged to request committee assignments in order to become involved in the college decision-making process. Support staff should consult with their supervisors before accepting committee assignments.
- (f) **Committee Responsibilities:** Advisory committee activities shall be carried out within the policy guidelines established by the State Board for Community Colleges and promulgated in the VCCS Policy Manual.

### **2.5.2 Planning and Evaluation Advisory Committee**

This committee will guide PHCC's efforts to become a student centered learning college through ongoing study, analysis, and appraisal of institutional purposes, policies, procedures and programs. The committee is responsible for:

- (a) Defining and communicating the planning and evaluation process, for updating the institutional master plan on an annual basis, and for making recommendations for changes resulting from the various college assessment processes.
- (b) Directing criteria, format and procedure for strategic plan development.
- (c) Ensuring that each division/unit develops a mission statement that is consistent with the institution's mission.
- (d) Collaborating with the Assessment Committee to develop plans for evaluation academic programs using a continuous planning process aimed at improving institutional effectiveness.
- (e) Developing plans to evaluate academic support services.

### **2.5.3 Campus Life Advisory Committee**

The Campus Life Committee will explore activities and programs that cultivate a sense of community and promote morale among PHCC employees. The initial charge and goals of the Campus Life Committee includes:

- (a) encouraging and supporting employee wellness
- (b) promoting safety i.e., seminars, workshops
- (c) supporting efforts to ensure a student friendly environment
- (d) supporting efforts to enhance the student's "sense of belong"
- (e) exploring ways to work with student organizations to promote campus life
- (f) serving as a planning partner for social activities and celebrations

### **2.5.4 Employee Development Advisory Committee**

This committee will explore and research areas for faculty and staff professional development that will enhance and/or enable PHCC to become a stronger student-centered learning college. Specifically, this includes determining perceived faculty and staff needs and then determining the best source of addressing concerns. The committee with input from the other standing committees will develop an annual professional development calendar.

### **2.5.5 Academic Excellence Advisory Committee:**

This committee is charged with the promotion of academic excellence. The committee will:

- (a) explore strategies for improving learning in the classroom particularly focusing on active student learning.
- (b) draw on data to examine and possibly redesign learning experiences.
- (c) provide input to the Employee Development Committee.
- (d) review the evaluation plan for college personnel holding faculty rank and may recommend changes for consideration by the faculty.
- (e) develop and/or support activities and instructional strategies to better engage students.

- (f) review and update full-time and adjunct faculty handbook.
- (g) assist in the review and update of the adjunct faculty evaluation.

### **2.5.6 Student Success Advisory Committee**

The Student Success Committee will:

- (a) serve as a resource in developing successful programs, services, and activities that improve the retention of students.
- (b) serve as a forum for exchanges of ideas and information.
- (c) identify areas to improve service to students
- (d) formulate a comprehensive strategy for increasing student participation and success.
- (e) examine financial aid policies and procedures and practices with the goal of helping students meet their financial needs.
- (f) review applications and recommend scholarship recipients.
- (g) make recommendations for special student recognition as appropriate.
- (h) recommend specific policies with respect to student organizations and their activities, review applications for the establishment of student organizations, and recommend approval or disapproval.
- (i) develop and/or support activities to better engage students.
- (j) act as the Readmissions Appeal Board for those students placed on academic probation, suspension, or dismissal.

### **2.5.7 Outreach and Community Development Advisory Committee**

This committee is responsible for identifying areas of concern to employees and the community served by the college. The committee will serve as a forum for faculty and staff concerns related to better addressing the needs of the service area and for community involvement. The committee will be responsible for providing input for marketing activities and special strategies to better inform the public about the college. The committee will provide input to select cultural activities for presentation at the college.

### **2.5.8 Curriculum Services Advisory Committee**

This committee participates in the review and approval procedures established by the State Board for Community Colleges with respect to the development of courses, programs, and curricula of the college. By February 1 of each academic year, this committee shall have completed its review of the Academic Programs and Curricula of Study sections of the college catalog, and may recommend additions, changes, deletions, and correction to the Vice-President of Academic and Student Development Services. This committee will also be responsible for reviewing recommendations from the Planning Evaluation Committee related to outcomes assessment. The committee should consider the following:

- (a) How well do the college's degrees, diplomas and certificates reflect the needs of today's workplace?
- (b) What programs, if any, need to be reviewed by division faculty to make certain they are p-to-date? What courses are not reviewed through the program review process? If any, how or should they be reviewed?
- (c) Does the college catalog present curricular information in an appropriate manner or style for student understanding? How are after catalog development (supplemental) curricula handled? Suggest strategies for improvement.
- (d) How well does PHCC's academic schedule meet and reflect student, community, and employer needs?
- (e) Are new curricula, once approved locally, moving through VCCS review processes expeditiously? If not, why not? What impact does this have on college programs and offerings?

### **2.5.9 Assessment Advisory Committee**

The Assessment Committee will take a leadership role in developing a comprehensive assessment system that clearly determines student learning outcomes and assist each unit in the analysis and interpretation of student outcomes data. The committee will:

- (a) Promote strong faculty involvement in the assessment process.
- (b) Ensure that all programs have specific measurable and meaningful student outcomes. The outcomes will address student and program needs.
- (c) Develop a system whereby faculty will have ready access to program/student data for the purpose of improving student learning.

- (d) Work closely with the Planning and Evaluation Committee.
- (e) Work closely with the Employee Development Committee to provide professional development opportunities relative to assessment.
- (f) Distribute and clarify campus wide assessment data in a useful informative manner to strengthen and improve the educational process for students and the organization as a whole.

#### **2.5.10 Faculty Ad hoc Committees**

From time to time the President or Vice-Presidents may appoint and convene ad hoc faculty committees to address themselves to specific tasks or to participate in appointment procedures.

#### **2.5.11 Hearing Committee Panel**

The Procedure for Non-Reappointment for College Personnel Holding Faculty Rank, the Procedure for Dismissal of College Personnel Holding Faculty Rank, and the Faculty Grievance Procedure require the selection of a Hearing Committee Panel to provide membership for the ad hoc hearing committees utilized in these procedures. At the beginning of each academic year, the various segments of the college faculty shall elect, from their members, representatives to this panel. VCCS Policy 3.13 outlines details regarding the Grievance Procedure.

## **3. FACULTY**

### **3.1 Organization**

Faculty employees are those who are eligible for faculty rank and are to teach or occupy administrative positions which are exempt from the classified service. Members of the faculty are responsible, individually and collectively, to the President through the Vice President of Academic and Student Development Services and their Division Dean.

### **3.2 Academic Freedom and Responsibility**

For information related to Academic Freedom, please see VCCS Policy 3.5.5

### **3.3 Faculty Duties and Responsibilities**

VCCS Policy related to Faculty Responsibilities can be found at VCCS Policy 3.5.0. At Patrick Henry Community College, the major responsibility of the faculty is to provide effective instruction and to stimulate learning by working closely with students in classrooms, laboratories, individual conferences, and related activities to help them develop their individual interests and abilities to the fullest capacity. Therefore, the Virginia Community College System and the administration of the college have formulated the following policies with respect to faculty duties and responsibilities. These policies are based on the Statement of Academic Freedom and Responsibility.

### **3.4 Categories of Employment**

All employees in the VCCS are State employees. Faculty and Administrative personnel are further categorized in the VCCS as outlined in VCCS Policy 3.0. These include but are not limited to nine-month teaching faculty and twelve month professional and administrative faculty.

### **3.5 Academic Rank and Administrative Titles**

#### **3.5.1 Academic Rank**

VCCS Policy recognizes the four standard levels of faculty rank as Professor, Associate Professor, Assistant Professor, and Instructor in VCCS Policy 3.1.0. The qualifications for

these are on the VCCS-29. Other provisions are made for additional ranks including Assistant Instructor. These provisions are outlined in VCCS 3.1.1

### **3.5.2 Use of Administrative and Professional Titles and Faculty Rank**

See VCCS 3.1.4 for Administrative and Professional Titles and Faculty Rank.

### **3.5.3 Qualifications for Administrative and Professional Faculty**

See VCCS 3.2.1 a & b for qualifications of Administrative and Professional Faculty.

### **3.5.4 Qualifications for Adjunct Faculty**

The minimum qualifications for adjuncts are based on qualifications for the regular ranks from assistant instructor through professor. The equated ranks determine the salary. Under certain circumstances, exceptions to qualifications may be made; provided, however, any exceptions to criteria for adjuncts, as outlined in the VCCS-29, are fully justified and documented. See VCCS 3.2.2.

## **3.6 Virginia Community College System Qualifications of Faculty**

For a thorough explanation of qualifications for hiring and promoting faculty, see VCCS 3.2. This includes SACS-COC guidelines, degree equivalency, college training, and experience.

## **3.7 Faculty Recruitment and Selection**

### **3.7.1 Recruitment and Selection Procedures—Full Time & Administrative Faculty**

- (a) Identify and define a vacant or new position.
- (b) Initiate or revise a current job description for faculty-ranked position. Contact the Director of Human Resource to establish new positions, re-establish an abolished position, reallocate existing positions, or redefine duties. This action must be approved within the guidelines of the VCCS Delegation of Authority.
- (c) Once approval of position has been received, the position is to be advertised on a national and/or regional scale as set forth by the Virginia Community College System. The position qualifications will be established using VCCS-29, "Normal Minimum Criteria for Each Faculty Rank," and the VCCS *Policy Manual*.
- (d) Usual time frame for advertisement is 30 days for professional positions. Advertisement will be placed by the Director of Human Resource upon approval of the Vice President for Financial and Administrative Services.

- (e) All applications, resumes, transcripts, letters of recommendations, and other documentation are to be received by the college Human Resources Office.
- (f) During the initial review of applications, those not meeting the minimum job requirements as advertised are eliminated by the screening committee. In addition, all applicants interviewed will be required to submit a completed Commonwealth of Virginia application and college transcripts documenting all college course work. If these materials are not available on or before the scheduled interview, then the applicant does not meet minimum college requirements.
- (g) Once the preferred candidate has been selected by the supervisor, the supervisor will contact the Vice President for Academic and Student Development Services and make a recommendation for offer of employment to the selected applicant. If applicant is approved, the college Human Resource manager will prepare a VCCS-10 (Faculty Qualifications Summary) to determine the appropriate rank and salary placement for the applicant.
- (h) The Vice President for Academic and Student Development Services will then make recommendation to the college President for approval.
- (i) Once approval is given by the President, the Vice President of Academic and Student Development Services will forward all applications and interview records to the Affirmative Action Coordinator for review prior to the extension of a job offer to the selected candidate. Upon notification by the Affirmative Action Coordinator that all affirmative action criteria have been met, a telephone offer may be made to the selected candidate.
- (j) Upon receipt of applicant's verbal acceptance of an offer, an Appointment Proposal and a Rank and Salary Proposal will be prepared, signed by the President, and forwarded by the President's office to the selected candidate for his/her signature.
- (k) Upon receipt of signed Appointment Proposal and Rank and Salary Proposal, the President's office will notify the chairman of the screening committee (or supervisor) who is responsible for writing letters of notification to the other applicants to inform them that the position has been filled. Letters of notification will go out no later than five days after candidate accepts job offer and a copy of his/her individual letter will be placed in each applicant's file.
- (l) The college Human Resource Manager will meet with the new employee to provide benefits orientation and required paperwork to place the employee on the college payroll.



### **3.7.2 Selection Procedures – Adjunct Faculty**

- (a) The Division Deans are the academic administrators responsible for the selection process of adjunct faculty and for assuring that adjunct faculty meet the same requirements as full-time faculty according to **VCCS-29** policy.
- (b) Human resource staff will prepare an advertisement for recruitment of adjunct faculty annually prior to the fall semester and periodically as needed. Academic administrators will provide the human resource office with a list of needed subject areas.
- (c) Applications for employment will be received and maintained through the Recruit Management System (RMS) in the Human Resource Office. Human resource staff will provide RMS access to Deans and the administrative assistant to adjunct services. Deans should contact prospective adjunct faculty as needed.
- (d) Suggestions for addition to the pool of applicants will also be solicited from full-time faculty, other college personnel, and lay advisory committees.
- (e) Academic administrators will review credentials according to the criteria on the VCCS-29 form to determine qualifications to teach specific courses.
- (f) Once an appropriate adjunct faculty is identified, the academic administrator will interview the prospective candidate and involve full-time faculty at the administrator's discretion.
- (g) Upon a satisfactory interview and determination of appropriate credentials and receipt of official transcripts, selected candidates will be given a verbal offer by the academic administrator.

### **3.7.3 Exceptions to Normal Searches and Appointments**

For information related to exception to normal search and appointment policy, see VCCS 3.3.2

### **3.7.4 Selection Procedures – Dual Enrollment Faculty**

All faculty teaching dual-credit courses must have qualifications or documented justifications that meet both VCCS and Southern Association of Colleges and Schools requirements. The Director of Enrollment Management will meet with high school personnel to identify and validate instructor qualifications prior to assignment of the dual enrollment faculty. While the participating high school is responsible for selecting dual enrollment faculty, the Division Dean will review the official credentials and validate that dual enrollment faculty meet the requirements set forth on the **VCCS-29**. Justification for

anyone not meeting the criteria will be documented in accordance with VCCS and/or SACS allowances. The college must have official transcripts on file.

### **3.8 Faculty Responsibilities**

The major emphasis shall be on teaching, by working with students in classrooms, distance learning, laboratories, individual conferences, and related activities to help the students develop their interests and abilities to the fullest capacity to become better persons, better workers, and better citizens. For a thorough explanation of faculty responsibilities see VCCS Policy 3.5. The policy describes teaching loads, requirements for office hours, temporary assignments and additional duties. Local policy is outlined as follows:

#### **3.8.1 Facilitating Student Learning**

(a) Instructional

- (1) Develop and present relevant course content for all courses he/she is assigned.
- (2) Utilize the course description set forth in the VCCS Master Course File when developing or assessing learning objectives.
- (3) Provide students and division dean with a course outline and/or syllabus for each course assigned. Students should receive the course syllabus on the first class meeting and the division dean should receive the course syllabus no later than the end of the second week of class for the semester.
- (4) Integrate activities to enable students to achieve program competencies and 21<sup>st</sup> century skills
- (5) Maintain a current competence in the particular discipline or field of specialization
- (6) Stimulate learning by working closely with students in classrooms, laboratories, individual conferences, and related activities to help them develop their individual interests to the fullest capacity
- (7) Utilize active learning methods and use a variety of instructional strategies to assist the learner in meeting the objectives of the course. Such activities can include, but are not limited to: a) Collaborative Learning b) Experiential Learning c) Classroom Response Systems
- (8) Teach classes in such combinations of day, evening, and week-end classes on-campus and off-campus as the needs of the college require

- (9) Maintain a minimum teaching load of twelve to fifteen credit hours and fifteen to twenty contact hours per semester.
- (10) Provide a copy of the final examination for each class to the division chair at the conclusion of each semester.
- (11) Develop a BlackBoard presence with required content for each course taught.
- (12) Communicate with students in a timely and effective manner.

(b) Instructional Support

- (1) Maintain ten office hours per week as posted on or near the office door to work with students on their individual academic and occupational problems
- (2) Regularly assess instructional support materials, services, and content of the particular curriculum and recommend improvements needed to maintain an up-to-date program of studies
- (3) Complete and submit textbook orders to the appropriate dean in a timely manner.
- (4) Promptly and accurately record and report student grades
- (5) Record attendance in required attendance tracker system
- (6) Serve as an academic advisor to students.

**3.8.2 Service to Patrick Henry Community College**

- (a) Participate in the governance structure of the college by attending and contributing to meetings of assigned committees, of the division, and of the general faculty.
- (b) Support students' learning goals by
  - (1) focusing on student learning outcomes,
  - (2) taking into account the needs and abilities of the students,
  - (3) becoming familiar with academic and social support,
  - (4) making reasonable provisions to accommodate individual differences

- (5) maintaining the academic integrity of the college.
- (c) Assist with the registration and orientation process.
- (d) Participate in graduation exercises wearing appropriate academic regalia
- (e) Serve as a mentor to adjunct faculty in the appropriate discipline.
- (f) Adhere to policies, procedures, and regulations of the academic division, the college and the Virginia Community College System.
- (g) Engage in activities toward the good of the college community
- (h) Participate in the student activities program of the college

### **3.8.3 Professional Development**

- (a) Remain abreast of ongoing developments and practices in his/her professional content area(s).
- (b) Develop and annually update a Professional Development Plan to enhance content knowledge and teaching skills as required by the faculty evaluation process.
- (c) Develop student evaluation questions as required each semester.
- (d) Seek opportunities to enhance skills in the utilization of active learning methods and instructional strategies.
- (e) Complete the PHCC approved Foundations of Cooperative Learning training within two years of his/her employment.
- (f) Participate in activities on scheduled professional development days.

### **3.8.4 Interpersonal Skills**

- (a) Establish and maintain positive professional relationships with colleagues, supervisors, students and the community.
- (b) Express needs, problems, and ideas through clearly understood concise and logical verbal and written communication.

### **3.8.5 Professional Behavior**

Consistently demonstrate:

- (a) motivation and productive work habits;
- (b) commitment to excellence;
- (c) positive, cooperative and supportive attitude toward others;
- (d) appropriate dress and grooming;
- (e) punctuality;
- (f) reliability when performing assigned tasks;
- (g) avoid conflict of interest situations.

### **3.8.6 Faculty Rights**

- (a) Effective performance of duties and responsibilities allows faculty to be promoted through the ranks of instructor, assistant professor, associate professor and professor for which they meet the eligibility requirements.
- (b) Effective performance of duties and responsibilities allows faculty to receive multiple-year appointments for which they meet the eligibility requirements.
- (c) Faculty are entitled to an annual evaluation of performance using established standards.
- (d) Faculty have the right to equitable application of policies and procedures established by the VCCS and the institution as well as the right to settle disputes through the grievance procedure as defined in the *Faculty Handbook*.
- (e) Faculty have the right to expect teaching facilities, equipment, and materials conducive to an effective learning environment.
- (f) Faculty have the right to expect the provision of opportunities for professional growth and development.
- (g) Faculty have the right to exercise their constitutional rights and academic freedom as set forth in the *Statement of Academic Freedom and Responsibility* adopted by the State Board for Community Colleges on January 29, 1969.

## 3.9 Adjunct Faculty Duties and Responsibilities

### 3.9.1 Academic Advising

Although most academic advising of students is done by designated full-time faculty members, adjunct faculty should be familiar with appropriate college curricula and procedures. In evening classes, especially, some students' only contact with faculty is with adjunct instructors. Because of this arrangement, adjunct faculty should also be familiar with the college's graduation requirements, grading system, academic standards, and deadlines for changing class schedules and for withdrawing from classes without penalty. The college catalog, and division deans should be the major resources for advisory information.

### 3.9.2 Teaching Responsibilities

(c) Classes

Instructors are expected to meet all classes promptly and to hold classes for the scheduled period of time. No scheduled class should be dismissed, cancelled, or rescheduled without the division dean's approval. Requests for dismissal of classes or changes in the schedule must be made in writing through the division dean at least one week prior to the requested date.

Specific duties and responsibilities of adjunct faculty include the following:

- (1) Meeting all classes promptly as scheduled.
- (2) Submitting reports, grades, and/or other related information promptly and accurately.
- (3) Keeping accurate records of student attendance and academic achievement. Any discrepancies in class rosters should be reported to the Office of Admissions and Records by the end of the first two weeks of the semester. In addition, class records should be kept at least one year after the end of a class.
- (4) Preparing course plans and teaching courses under the supervision of full-time faculty members and the division dean.
- (5) Being available either before or after class to assist students who may need extra help.

(d) Absence of an Instructor from a Class.

An adjunct instructor who must miss a class because of illness or some other reason should notify, as soon as possible, the appropriate dean. For a brief illness or absence due to imperative personal reasons (not to exceed three days), faculty colleagues may serve as substitutes. This will be arranged by the appropriate dean. For an extended absence (beyond three days) because of imperative personal reasons, a temporary replacement will be arranged by the appropriate dean.

If an appropriate substitute cannot be located by the dean, it is the responsibility of the instructor to call students and cancel the class meeting. Any cancelled class meeting must be made up at another time, prior to the completion of the semester, which is convenient to the instructor and the students. The instructor must inform the appropriate dean of all cancelled classes and make-up sessions. At the first meeting of the class, it would be helpful if the instructor would obtain the residence, business, and/or cell phone numbers of each student in that class.

(e) Course Plans

Faculty are responsible for preparing course plans each semester for all courses that they teach. It is hoped that such plans will be developed through cooperative effort of all members of the department. Course plans should be submitted to the dean for approval and signature by the first day of each semester and should be distributed to students during the first week of classes.

When course plans have been previously prepared for other terms, these plans should be reviewed, reprinted, and submitted to the dean for required approval. Course plans should be reviewed each year.

Course requirements, grading scale, attendance policy and other data relevant to the course must be included in each course plan.

(c) Field Trips

Trips relating to classroom instruction are encouraged, but they should be used only when they provide more enriching experiences than the normal classroom experience. It is important to remember that they must be planned to minimize interference with other scheduled class activities. Authorization by the dean should be sought through an Absence and Travel Request Form.

When the trip interferes with other classes, notice of the trip will be distributed via e-mail. This notice implies that the students' absences are excused and that they may have the privilege of making up the work; however, the instructors of the classes being missed have the ultimate authority to excuse the students. The students' decision to participate in a field trip should be made in light of their need

to attend. A student is responsible for advising the appropriate instructors one week prior to the field trip.

(d) Examinations

A final exam period is scheduled at the end of each academic semester. During this period all regular day class meetings are cancelled and students follow the final exam schedule. Adjunct Faculty are expected to administer exams according to this schedule, and students are expected to take their examinations at these scheduled times. No exceptions will be made without prior permission of the Vice President for Academic and Student Development Services and the instructor of the course.

### **3.9.3 Office Hours**

Part-time faculty are required to be available for student advising and related activities a minimum of one hour per week for each course taught. Office hours should be published in an appropriate manner. Part-time faculty may meet office-hour requirements by the following:

- (a) Being available in the classroom the required number of office hours before and/or after the normal hours for the course if the classroom is available during this time.
- (b) Sharing a space in a "group" office where a desk or file drawer may be available to the part-time faculty member. (Office space for adjunct faculty is arranged by the division deans.)
- (c) Sharing the office of a full-time faculty member.
- (d) Being available to meet with students by appointment.
- (e) Making any other appropriate arrangements for office hours.

### **3.10 Full-time Faculty Contract Appointments**

Full-time faculty are appointed for nine-months, from August 16 through May 15 under a one-year, three-year, or five-year contract. The 180 contract days includes a minimum of 150 instructional days, 20 in service days and 10 days for exams and instructional evaluation. Five of the 20 in-service days will be scheduled as faculty research days with no assigned institutional responsibilities. The purpose of the position is to provide quality learning opportunities that assist students in meeting their educational goals and career aspirations. Members of the faculty are responsible, individually and collectively, to the president; faculty report to the president through the vice president for academic and student development services, division dean, and program head (if applicable).



### **3.11 Teaching Faculty Development, Evaluation and Recognition Policy**

The Patrick Henry Community College Faculty Evaluation Plan outlines comprehensive guidelines for the development, evaluation, and recognition of college faculty. See this document (available on the PHCC shared drive under *Faculty Evaluation System New*) for details.

### **3.12 Procedures for Evaluation of Administrative and Professional Faculty**

For information related to evaluation of Administrative and Professional Faculty, see VCCS Policy 3.6.1.

### **3.13 Procedures for Evaluation of Adjunct Faculty**

The student evaluation faculty assessment instrument will be administered to all classes taught by adjunct faculty. The hiring supervisor will discuss the results with the adjunct faculty member and provide other feedback for the purpose of improving instruction. The academic administrator may solicit feedback from faculty mentors to aid in the assessment of adjunct faculty performance.

### **3.14 Procedures for Evaluation of Dual Enrollment Faculty**

The student evaluation of faculty assessment instrument will be administered to all classes taught by dual enrollment faculty. The dual enrollment academic administrator will discuss the results with the instructor and provide other feedback for improving instruction. The academic administrator may solicit feedback from school personnel to aid in the assessment of dual enrollment faculty performance.

### **3.15 Faculty Promotions**

For information regarding eligibility and general provisions related to faculty promotion, see VCCS Policy 3.7. The following calendar will be followed in evaluating candidates for promotion:

- **January 16:** Deadline for faculty to submit required materials to request promotion in rank. (required materials are the completed *Considered for Promotion* form, copy of VCCS-10 form from personnel file, and up-to-date copies of transcripts.) Teaching faculty must submit materials to the dean; administrative faculty must submit materials to the supervisor.
- **February 15:** Deadline for Vice President to submit recommendations for promotion to HR for review.
- **March 1:** Deadline for HR to submit recommendations for promotion to President.
- **March 15:** President concludes actions for promotions and submits final approval to HR.

All materials must be submitted by the established deadlines. It is the responsibility of faculty to request promotion in rank (when in doubt, it is best to initiate the process). Questions should be directed to the Director of Human Resources, Dean, or Vice President for Academic and Student Development Services.

### **3.16 Faculty Compensation**

#### **3.16.1 Procedure to Determine Faculty Entry Level Salaries**

For information regarding faculty compensation, see VCCS Policy 3.8. PHCC has adopted an optional pay plan as outlined below.

##### **Optional Pay Plan:**

An optional pay plan has been adopted at Patrick Henry. In this plan, full-time faculty will be paid at the corresponding lecturer rate. Courses enrolling less than the recommended SCHEV funding ratio will be prorated based on actual enrollment at the drop/add date for the session taught. (e.g., an enrollment of 11 in MTH would result in 11/20 of pay).

At times, circumstances may dictate non-proration of a course due to requirements for programs, business and industry, or other factors. Determination of non-proration of courses is based on numerous variables (e.g., instructional methodology, nature of courses, space availability, availability of faculty, funds, etc.). Typically, such determination is made by the Division Dean and the Vice President of Academic and Student Development Services after consultation with faculty members and other administrative staff involved.

##### **Projects for Modified Work Load**

Approved projects may comprise part of a full-time teaching faculty member's regular load. These may be for curriculum development or evaluation; research; grant writing; budget development, implementation, or review; or other areas of faculty concern. A copy of the approved special project release time should be on file in the college Human Resources Office.

These projects may be suggested by individual faculty members, or they may be suggested by Division Dean when such projects are needed. A faculty member will have the right to refuse assignment to a project without prejudice; and if such a refusal is made, no record will be kept.

##### Procedures:

An instructor desiring release time for a project should submit a **Request for Release Time** to the Division Dean. It should include 1) a brief description of the project, 2) its objectives, 3) its activities, 4) formative and summative evaluation instruments, 5) its dates, and 6) the

release time expected. If the Division Dean approves the proposed project, he/she submits it to the Vice President of Academic and Student Development Services. An instructor must have the written approval of the Division Dean and the Vice President of Academic and Student Development Services for approval of release time. The faculty member must submit a **Release Time Report form** to the Division Dean and the Vice President of Academic and Student Development Services monthly.

### **Guidelines**

1. An individual desiring a modified workload should apply to the Division Dean at least one semester in advance of the proposed project.
2. If a Division Dean sees the need of a project because of a canceled course, s/he must notify the faculty member of the needed project within the first two weeks of a semester.
3. The maximum modified work load will usually be for three credits.
4. Usually, an instructor may have a modified teaching load because of an approved project for a maximum of two semesters over a three-year period. The two semesters may be consecutive.

### **3.16.2 Teaching Overloads**

For information related to faculty teaching overloads, see VCCS Policy 3.8.4.

### **3.16.3 Twelve-Month Administrative and Professional Faculty Teaching Credit Courses**

For information related to twelve-month Administrative and Professional Faculty teaching credit courses, see VCCS Policy 3.8.5

### **3.16.4 Teaching Non-credit Community Service Courses, Seminars, Etc.**

For information related to faculty teaching non-credit community service courses, see VCCS 3.8.6

### **3.16.5 Teaching Independent Study, On-line courses**

#### **Independent Studies:**

If a faculty member is to be compensated for an independent study, these guidelines will have been met:

1. If the proposed independent study is for a class already on the schedule, the faculty member must (a) demonstrate how he is providing additional instruction (for example, he spends each Tuesday afternoon with the student), and (b) why the student is not enrolled in the course on the schedule
2. if the student drops the independent study and the instructor has been meeting with the student regularly, there will be pro-rated compensation
3. faculty should not agree to more than six (6) student independent studies per semester
4. the Division Dean and the Vice President for Academic and Student Development Services must approve all independent studies
5. student should meet the criteria as listed on the Independent Study Request form (Appendix 3-a) Faculty workload for teaching independent courses will be at the rate of .25 for each student taking a three credit course.

#### **Procedure for Development of Distance Learning Courses:**

A separate Distance Learning Faculty Handbook provides detailed information for the development and delivery of distance learning courses and programs at Patrick Henry Community College. The handbook can be found on the college's webpage under faculty and staff resources entitled [Distance Learning Faculty Handbook](#)

#### **3.16.5 Work Load Credits for Adjunct Faculty**

Information related to Work Load Credits for adjunct faculty can be found at VCCS Policy 3.8.7. Adjunct faculty may not teach more than 12 credit hours in the fall semester, 12 credit hours in the spring semester, or 8 credit hours in all summer terms. Adjunct faculty may not teach more than 24 credit hours per academic year (fall and spring semesters of the measurement year). Adjunct faculty may not teach more than 32 credit hours per measurement year (summer term, fall and spring semesters of the measurement year). The limits established apply to all positions held within the VCCS for part-time employees or adjunct faculty working in any two or more positions at one or more colleges with the VCCS. Adjunct faculty are responsible for ensuring they stay within the teaching limits defined above.

To provide adjunct faculty members who teach lecture and laboratory courses with appropriate compensation, the following procedures for determining the work load credits for pay purposes is utilized. Work Load Credits – Lecture Hours plus 1/2 Laboratory Hours.

(Example: DRF 126 (3 credits) had 2 lecture hours and 3 laboratory hours. Work load credits for pay purposes would be  $2 + 1/2 (3) = 3.5$  work load credits.)

If any course requires the presence of adjunct faculty members more than one day per week, the college may give a 1/2 work load credit in addition to the work load credits determined by the formula above. If the college elects to give additional credit for multiple meetings, such credit must be applied on a college-wide basis.

(Example: DRF 126 - 3.5 work load credits for pay purposes but if taught two or more evenings, the work load credits for pay purposes would be  $3.5 + 1/2 = 4$  work load credits.)

### 3.16.6 Professional Duties, Consulting and Stipends (VCCS Policy 3.8.9)

For information related to other professional duties and consulting, see VCCS Policy 3.8.9.

For information related to stipends associated with these duties, see VCCS Policy 3.8.10

### 3.16.7 Faculty Workload Ratios

Compensation for teaching courses is based on the State Council for Higher Education in Virginia (SCHEV) recommended FTE cluster funding ratios.

(10:1) Health Sciences and Paramedical Tech.	(13:1) Mechanical & Engineering Tech.	(18:1) Foundation	(20:1) Education, Letters, Math, Psy.	(24:1) Inter. Studies Mil. Sci.  Social Sci.	(14:1) Natural Science Tech.	(18:1) General	(15:1) Art* (studio courses)
HIM	AIR	ENF	CST	ECO	ENV	ACC	121
HLT	ARC	Dev ENG	ENG	GEO	SCT	ADJ	122
NUR	AUT	MTT	MTH	HIS	AGR	AST	221
PNE	BLD	Dev MTH	PED	PLS	PED	ART*	222
FST	CAD		PHI	SDV	(lab)	BIO	241
HCT	DSL		PSY	SOC		BUS	242
EMS	EGR		REL			CHD	248
	ELE		SPD			CHM	283
	ENE		RPK			CSC	284
	ETR					EDU	
	IND					FIN	
	INS					GIS	
	MAC						
	MEC						

	SAF WEL MTS HRI					GOL HMS IST ITD ITE ITN ITP LGL MKT MUS NAS PHT PHY REA SPA ASL	
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ALP course ratio: 18:1 – on-level, 12:1 developmental

### 3.16.8 Outside Employment

Faculty may engage in outside employment so long as it does not interfere with their work performance, or professional responsibilities to the college or create a conflict of interest as specified in the State Conflict of Interest policy.

### 3.17 Management categories in the VCCS salary structure

For information related to the management categories within the VCCS salary structure, see VCCS Policy 3.8.11

### 3.18 Faculty Merit Recognition.

For information related to faculty merit recognition, see VCCS Policy 3.8.11 Item VII.

- (a) Faculty merit recognition in the VCCS is provided as follows: (a) Granting of a multi-year appointment (where applicable); (b) Granting of a promotion, or (c) Granting of merit pay awards. Performance evaluations shall include a summary rating of Excellent, Very Good, Good, Fair or Unsatisfactory as defined below:

Excellent - consistently delivers outstanding performance, substantially exceeding performance standards.

Very Good - clearly exceeds performance standards.

Good - performs satisfactorily, meeting performance standards.

Fair - marginally meets performance standards. Improvement required.

Unsatisfactory - fails to meet performance standards.

- (b) Salary increases shall consist only of merit pay awards based on performance evaluations and shall be limited to those faculty members whose overall performance is evaluated as Good, Very Good, or Excellent.
- (c) Merit pay awards may consist of two components:
  - (1) Merit Salary Award - this component becomes a part of the individual's base salary and allows a faculty member's salary to progress to the maximum for the rank held. A Merit Salary Award shall not cause the total salary to exceed the maximum of the rank.
  - (2) Non-Cumulative Merit Salary Award - this component allows the total salary to exceed the maximum for the rank for the year that the Non-Cumulative Merit Salary Award is given, but the Non-Cumulative Merit Salary Award amount does not become a part of the individual's base salary.
- (b) Merit salary awards for faculty without a performance evaluation because of an absence shall be awarded in accordance with guidelines developed by the college. These guidelines will be in writing.
- (c) Faculty who are at the current range minimum and do not receive an increase because of a Fair or Unsatisfactory summary evaluation rating, or because the merit increase given is less than the faculty salary average increase, will be below the salary scale range minimums. Future meritorious evaluations or merit salary awards will not require the college to automatically bring the faculty member to the current range minimum. The faculty member must be brought to the current range minimum only at the time of promotion to the next rank.
- (d) Promotional increases become effective July 1 for twelve-month administrative and professional faculty and August 16 for nine-month teaching faculty. Merit increases take effect on November 25 for all faculty. For planning purposes, the funds required to cover promotional increases must be deducted from the total funds provided for faculty salary increases before the amount available for merit increases can be determined.
- (e) Funds available for salary increases will be determined by the percentage increase funded by the General Assembly and approved by the State Board for Community Colleges. The

exact amount of merit pay will be computed using weighted averages. Faculty receiving a rating of "Excellent" will receive a weighted factor of 2.5; faculty with "Very Good" evaluations will receive a weighted factor of 2; faculty with "Good" evaluations will receive a weighted factor of 1.5. New faculty (with less than one year of experience prior to December 1) who have demonstrated satisfactory performance will receive a merit increase equal to a "Good" summary evaluation based on their August 16-November 30 salary.

### **3.19 Administrative/Professional and Instructional Faculty Compensation Actions**

For information related to Administrative/Professional and Instructional Faculty Compensation Actions, see VCCS 3.8.12.

#### **3.19.1 Voluntary Early Retirement Incentive Program**

For information related to provisions for voluntary early retirement incentives, see VCCS 3.8.13.

### **3.20 Faculty Leave**

For policies related to Faculty Leave, see VCCS Policy 3.9.

### **3.21 Educational Assistance and Continuous Learning Policy**

#### **3.21.1 Policy**

(a) Patrick Henry Community College is committed to supporting educational opportunities for our employees with College support, which in turn enhances the effectiveness of the College. Contingent upon budgetary resources and pursuant to policies and procedures of the Virginia Community College System (VCCS), the College may provide support for employees to take classes that are directly job related, part of a degree program, and/or classes taken under the continuous learning program. This policy outlines eligibility requirements, payment options, procedures and guidelines for approval, tuition reimbursement information, and employee obligations under this policy. It should be noted that meeting minimum criteria does not guarantee approval for receipt of educational assistance.

#### **(b) Definitions**

(1) Educational Assistance is financial support for approved educational courses or the acquisition of job-related degrees, professional certifications or licenses. It may be granted for a single course or combined with educational leave. The financial support shall consist of the cost of tuition and mandatory



fees. In cases with educational leave, full pay, partial pay or leave without pay may be provided.

- (2) Continuous Learning Courses are for credit courses offered at the College to employees at no cost. The courses may be job related or non-job related.

(b) Limitations

Educational assistance and/or continuous learning are limited to no more than a combined total of six (6) credit hours of course work per semester or twelve (12) credit hours per fiscal year per employee. The College President may approve course work in excess of these limits provided it is in the interest of the effective and efficient operation of the College.

### 3.21.2 Educational Assistance Program

For VCCS policy details associated with regard to Educational Assistance, see VCCS Policy 3.10.1. Specifics related to PHCC are:

- (a) Program Criteria: Requests for educational assistance must be for courses that are job-related or are part of a degree program. The course(s) taken must be in accordance with the employee's Professional Development Objectives (Faculty) or Employee Development Plan (Classified) listed on the Employee Work Profile (EWP) on file in the Office of Human Resources.
  - (1) Job Related: Education or training related to employee's current position to meet one of the following objectives:
    - To provide training in the use of new or modified methods and equipment.
    - To provide training in skills and knowledge required by changes in the employees' current position.
  - (2) Degree Requirement. Academic courses taken at regionally accredited institutions:
    - To enable qualified administrative and teaching faculty to attain advanced degrees for the maintenance of established standards of the College or to meet specific needs that have been authorized by the College.
    - To enable classified employees to complete degree programs which will enhance job performance or support the College's mission.

(b) Employee Eligibility for Educational Assistance

- (1) New Employees: New full time employees are immediately eligible to receive educational assistance for tuition and mandatory fees.
- (2) Grant Funded Employees: Educational Assistance is designed for employees who are expected to continue in State service for a period of time that will justify such assistance. Employees whose salaries are grant funded have no assurance that they will be employed by the College after the grant expires. Therefore, grant funded employees will not be eligible for educational assistance except in extraordinary circumstances.
- (3) Students, adjuncts and part time employees: This is a benefit for full time employees only and therefore it is intended to exclude students, adjuncts and part time employees from eligibility. Persons whose primary status with the College is as a student, or who serve in positions designated as student positions, adjuncts and part time employees are not eligible for reduced tuition under this policy.

(c) Employee Eligibility for Educational Assistance That Includes Educational Leave With Full Pay, Partial Pay or Without Pay

- (1) Classified employees must have completed at least three (3) years of continuous service with the College.
- (2) Teaching faculty, counselors, and librarians should normally be eligible for, or have received a multi-year appointment.
- (3) Administrative and other professional faculty must have completed a minimum of three (3) continuous years of service with the VCCS.

(c) Payment Options

- (1) Reimbursement: Employees pay the required tuition and fees and are reimbursed for the costs when the course is completed and appropriate documentation submitted.
- (2) Up-front Payment-Promissory Note: The College may pay for the course at the time of registration. The employee and the College will execute a promissory note for the amount of tuition and mandatory fees prior to registration for the class. Payment for tuition will be transmitted to the institution by check.

- (3) For all payment options, the course must be completed satisfactorily with a grade of “C” or better. For any up-front payment, if an employee fails to complete a class, or receives an unsatisfactory final grade, the College must initiate repayment provisions immediately.

(d) Procedures Applicable to All Educational Assistance Applications

- (1) If an employee is pursuing a degree, he or she must attach to the request for educational assistance documentation of acceptance into the degree program and a copy of the program’s course requirements. Employees must attach a copy of their Professional Development Objectives (Faculty) or Employee Development Plan (Classified) listed on the Employee Work Profile (EWP) on file in the Office of Human Resources and explain how the requested assistance furthers that plan.
- (2) If an employee is pursuing a degree, he or she must attach to each annual request for educational assistance documentation that the employee is satisfactorily progressing toward completion of the degree.
- (3) The employee must submit his or her final grade or training certification and receipt for payment to the Human Resource Office within 30 calendar days of the end of term. Failure to submit a final grade or proof of training and payment to the Human Resource Office may result in loss of future educational aid eligibility. The Human Resource Office will then inform the Business Office that the requirement has been satisfied.
- (4) The employee must inform the Human Resource Office if he or she fails to complete the course(s) or meet the minimum grade requirement. The Human Resource Office will then inform the Business Office. The Business Office will then establish a receivable, credit the expense account(s) of the College, and, in conjunction with the employee, coordinate tuition repayment. Failure to inform the Human Resource Office of these events will result in loss of future educational aid eligibility.
- (5) If an employee decides not to enroll in a course under this policy after receiving permission to do so, the employee must notify the Human Resources Department, the immediate supervisor and the supervising dean or vice president. If the employee desires tuition assistance for an alternative course, a new Educational Assistance Request must be completed according to the normal application procedures.
- (6) Prioritization of Requests. The following criteria will be used to determine competitive selection and approval of requests. Preference will be given to:

- (7) Full-time faculty and staff employees pursuing a degree and who have an approved professional development plan on file;
- (8) Full-time faculty and staff who have an approved professional development plan on file and who wish to take courses or training directly related to the employee's job responsibilities;
- (9) Courses or training critical to the needs of the College;
- (10) Distribution of previously awarded educational aid (in order to balance support among employees and departments); and
- (11) Commitment of employee to share the costs for the courses or training.

(e) Educational Assistance Without Leave and Without Pay

- (1) Submission and Approval of Requests: Employees must request education assistance prior to July 31 for assistance for the following fiscal fall semester and prior to October 15 for the following spring semester. Requests must be submitted on the VCCS-16, and signed by the employee, the employee's supervisor and dean, the employee's vice president, and the College President.
- (2) Justification for educational assistance must be attached to the educational aid request form (VCCS-16). Employees pursuing a specific degree or certificate should submit the entire program of study for approval as part of the Employee's Professional Development Objectives (Faculty) or Employee Development Plan (Classified) listed on the Employee Work Profile (EWP) on file in the Office of Human Resources
- (3) When budgeted funds are exhausted, no further requests will be approved.
- (4) Degree Required Courses: If the class is part of a degree requirement, the employee must submit documentation of acceptance to a degree granting program that is regionally accredited. For classes not part of a degree program, the course must be job-related as determined by the employee's vice president.
- (5) Courses Taken During Normal Work Hours
  - Classified employees are required to adjust their work schedule to fulfill their normal work hours per week. Adjustments may take the form of reducing an employee's work week, increasing the number of hours

worked, requiring use of annual, compensatory, or overtime leave, or VSDP family and personal leave (for VSDP participants).

- Faculty are required to ensure that courses do not conflict with teaching and College responsibilities.

(f) Educational Assistance With Leave and Full Pay or Partial Pay

- (1) Submission and Approval of Requests: Employees must request education assistance prior to July 31 for assistance for the following fall semester and prior to October 15 for the following spring semester. Requests must be submitted on the VCCS-16, and signed by the employee, the employee's supervisor and dean, the employee's vice president, and the College President. The request must identify the length of time and the amount of pay being requested.
- (2) Justification for educational assistance must be attached to the educational aid request form (VCCS-16). Employees pursuing a specific degree or certificate should submit the entire program of study for approval as part of the Employee's Individual Development Plan with the VCCS-16.
- (3) When budgeted funds are exhausted, no further requests will be approved.
- (4) Establishing Base Pay: The base salary utilized to compute the full or partial pay shall be the salary in effect on the last workday prior to the period of educational leave. The base will be adjusted for merit increases at the time the increases become effective for all state employees.
- (5) Effective date: The effective date to be used when placing nine (9)-month faculty on educational leave with or without pay shall normally be the first day of the fall or spring semester in which the leave begins. For other employees, it will be the last day worked before the leave period starts.
- (6) For educational leave, the College and the System Office will prepare a letter stating the terms and length of the employee's leave. It will address the effect of the leave period on salary, benefits, retirement, and the timeframe to notify the College /System Office of the employee's return to full-time employment.
- (7) Length of Educational Leave: Educational leave with or without pay is limited to twelve (12) months. An extension of twelve (12) months may be granted by the College President.

(8) Continuation Requirements

- (i) Any employee receiving educational assistance may be required to sign a continuation agreement.
- (ii) Up-Front Payment for Educational Assistance: Employees will be required to work a minimum of an additional six months for assistance received.
- (iii) Leave With Pay: Employees will be required to work a period twice that of the leave period.

h) Repayment Provisions

- (1) If an employee does not successfully complete a course but remains employed within the VCCS, reductions in the employee's salary will be initiated to recover the cost of tuition and mandatory fees. The repayment schedule, not to exceed six months, will be initiated immediately.
- (2) An employee who does not return to the College, or resigns prior to the completion of the promissory obligation, will pay the pro rata portion of the note from existing leave balances or the final salary payment. If recovery of funds is not available from these sources, a repayment schedule with interest at the prime rate plus one (1) percent shall be paid with the final payment due within six months of the employee's last day of employment.
- (3) If an employee accepts employment with another Virginia state agency, a release from the promissory note may be obtained, providing that the employing institution reimburses the College in full.

### **3.21.3 Continuous Learning Program**

For details regarding VCCS policy on continuous learning programs, see VCCS Policy 3.10.1.4. For specifics related to PHCC, see below.

(a) Eligibility Requirements

Full-time instructional faculty, administrative/professional faculty, full-time classified employees, wage employees, and adjunct faculty may take continuous learning courses. Wage employees must be employed during the term for which they are requesting a course. Wage employees whose primary status is as a student are not eligible for this program. This is an employment benefit and therefore it is intended to exclude students from eligibility.

(b) Program Requirements

Employees may take continuous learning courses only at the College. Courses included in this program must be offered by the College and may be part of degree program or for professional development.

(c) Procedures

Submission and Approval of Requests: Employees must request continuous learning prior to the semester in which the course is to be taken. Requests must be submitted on the PHCC-16 Continuous Learning Form and signed by the employee, the employee's supervisor and dean, and the employee's vice president.

(d) Courses Taken During Normal Work Hours

Classified employees are required to adjust their work schedule to fulfill their normal work hours per week. Adjustments may take the form of reducing an employee's work week, increasing the number of hours worked, requiring use of annual, compensatory, or overtime leave, or VSDP family and personal leave (for VSDP participants).

Faculty are required to ensure that courses do not conflict with teaching and College responsibilities.

#### **3.21.4 Exceptions**

Exceptions to the above guidelines will be considered on a case-by-case basis, and should come through the appropriate supervisor, appropriate chain of authority, up to and including the President. When eligibility requirements are waived, an explanatory justification statement approved by the College president shall be attached to the VCCS-16 or PHCC-16 and maintained in the Human Resources files.

### **3.22 Chancellor's Faculty Fellowship**

The VCCS offers a Chancellor's Faculty Fellowship program. For details concerning this program see VCCS Policy 3.10.2.

### **3.23 Chancellor's Commonwealth Professorship Program**

The VCCS offers a Chancellor's Commonwealth Professorship program. For details concerning this program see VCCS Policy 3.10.4.

### **3.24 PHCC Foundation Distinguished Achievement Award**

The PHCC Foundation Distinguished Achievement Award is funded by the Patrick Henry Community College Foundation. The award acknowledges outstanding contributions to academic excellence accomplished by full-time Patrick Henry Community College teaching faculty members. Accordingly, the main body of the work shall have been undertaken while the applicant is in the employ of the college.

#### **3.24.1 Criteria**

- (a) Innovation--Is extraordinary and original in approach, form, style, technique, and/or content.
- (b) Timeliness--Reflects the methodology and application of current trends in the discipline.
- (c) Impact--Is of tangible and intangible benefit to the college and the community.

#### **3.24.2 Procedures**

The number of nominations from any division will not be limited. Nominations may be made by the Division Dean or by another faculty member. The nomination forms for this award may be secured from the respective Division Dean or the Vice President for Academic and Student Development Services. Upon nomination, prospective candidates may submit additional supporting documentation as deemed appropriate by the nominee. There will be no limitation on the number of times a faculty member may be nominated.

Nominations should be forwarded to the chair of the Academic Excellence Committee. Any nominee who is a member of the committee will be excused from the review process. The committee will review nominations and make recommendations to the President.

The presentation of the award(s) will be made at the College graduation after the spring semester.



### **3.24.3 Award**

A maximum of two awards may be made annually based on the recommendations of the Academic Excellence Committee. Two awards are given. Recipients of the PHCC Foundation Distinguished Achievement Award will receive the following recognition:

- (a) Cash award of \$750 for the new professional and \$750 for the seasoned professional
- (b) Distinguished Achievement Medallion.
- (c) Inclusion on a perpetual recognition plaque
- (d) Lead the procession of faculty at graduation.

### **3.25 Sabbaticals**

The VCCS offers opportunities for Sabbatical. For details concerning this program see VCCS Policy 3.10.5.

### **3.26 Reduction in Staff for Faculty**

To provide a uniform procedure for adjusting or reconfiguring the size of the college full-time staff holding faculty rank, the VCCS has outlined a policy for reduction in staff. See VCCS Policy 3.11 for details.

### **3.27 Faculty Sanctions**

To provide fair and objective methods of addressing behavior and performance issues that interfere with the maintenance of high standards of professional conduct and work performance, the VCCS has outlined a policy for faculty sanctions. See VCCS Policy 3.12 for details.

### **3.28 Faculty Grievance Procedure**

The VCCS has established Grievance Procedure to provide a fair process for resolving complaints or disputes. If a complaint or dispute cannot be resolved through informal discussion, the grievant may pursue the formal Grievance Procedure. This procedure shall include but is not necessarily limited to (i) the Professional Employee's Appointment Policy, (ii) the Procedures for Non-reappointment, Dismissal, Suspension or Reduction in Staff for College Personnel Holding Faculty Rank. Nothing in this procedure is intended to substitute for nor repeal the policies/procedures governing tenured faculty. See VCCS Policy 3.13 for details.

## 4. EDUCATIONAL PROGRAMS

### 4.1 Academic Programs

The VCCS provides outlines the types of academic programs each college can provide. These programs include but are not limited to Career Technical Education, College Transfer Education, General Education, and Developmental Education. VCCS program details can be found in VCCS Policy 5.0.

General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning. Specific VCCS General Education Goals and Student Learning Outcomes are presented in VCCS Policy Section 5.0.2.2

### 4.2 Curricula (VCCS Policy Section 5.1)

#### 4.2.1 Curricular Design for Degrees (VCCS Policy Section 5.1.0)

The State Board establishes minimum standards and shall authorize community colleges to award appropriate associate degrees, diplomas, certificates, and career studies certificates, to individuals who satisfactorily complete course and program requirements. The VCCS consolidates all present and currently anticipated curricula into five degrees. The degrees are organized into College Transfer and Career/Technical programs.

(1) College Transfer Education

Associate of Arts (AA)

Associate of Science (AS)

Associate of Arts and Sciences (AA&S)

(2) Career/Technical Education

Associate of Applied Arts (AAA)

Associate of Applied Science (AAS)

- Agricultural & Natural Resources Technology
- Arts & Design Technology

- Business Technology
- Engineering & Industrial Technology
- Health Technology
- Public Service Technology

Degrees include one or more "Majors," some of which may be further divided into appropriate "Specializations." The minimum requirements for associate degrees are outlined in Table 5-1 in the *VCCS Policy Manual*. For additional details related to degree program majors and specializations see VCCS Policy Section 5.1.0.0

#### **4.2.2 Diploma and Certificate Programs**

The VCCS allows the college to offer diploma, certificate and career studies certificate programs. The diploma and certificate curricula shall differ from associate degree curricula in that they may be presented at a different educational level. For specifics related to the number of credit hours and other criteria for these programs, see VCCS Policy 5.1.1.

#### **4.2.3 Graduation Requirements**

Each college shall ensure that students who receive associate degrees, diplomas, certificates or career studies certificates have completed the established graduation requirements. These requirements can be found in VCCS Policy 5.1.2.

Per VCCS Policy 5.1.2.0, in awarding students an additional degree, diploma, certificate, or career studies certificate, the college may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credits.

#### **4.2.4 Graduation Honors**

Students who have fulfilled the requirements of degree, diploma, or certificate programs (with the exception of career studies certificates), are eligible for graduation honors. Eligibility criteria for these honors can be found in VCCS Policy Section 5.1.3.

#### **4.2.5 Signatures on Awards**

Per VCCS Policy 5.1.4, the signatures of the Chancellor of the VCCS, the President of the College, the Chair of the State Board, and the Chair of the College Board shall appear on the degrees, diplomas, certificates, and career studies certificates awarded to students in the VCCS.

#### **4.2.6 Reissuance of Diplomas**

Per VCCS Policy 5.1.5, VCCS colleges have the authority to issue replacement degrees, diplomas, certificates, and career studies certificates previously awarded to students. Signatures of current college officials may be used on reissued diplomas.

#### **4.2.7 Honorary Degrees**

The State Board authorizes the individual colleges to award honorary associate degrees of humane letters to individuals who have contributed significantly to the awarding college or the VCCS. For details related to these awards, see VCCS Policy 5.1.6.

#### **4.2.8 Posthumous Degrees**

Per VCCS Policy 5.1.7, the State Board authorizes individual colleges to award posthumous degrees for students. Criteria for these degrees shall be determined by individual institutions.

### **4.3 Development of Programs and Courses**

Per VCCS Policy 5.2, curricula generally shall be originated by the colleges. There must be ample justification for the creation of new curricula based upon the needs and opportunities of the state or region served by the college. In determining the curricula to be offered in the VCCS, the State Board shall take cognizance of the varying needs of the communities served throughout the Commonwealth of Virginia and the substantiated requests of interested local governing bodies, employers, and individuals.

#### **4.3.1 Review and Approval Procedures (SB)**

Per VCCS Policy 5.2.0, a new or modified degree program that includes content in a discipline or field not currently offered by the institution requires approval as a new degree program with a separate CIP code. Curriculum changes that result in a degree program that shares fewer than 25% of its courses (excluding the general education core) with an existing program require approval of a new major. VCCS approval is not required for new or modified specializations.

Procedures for the review and approval of degrees, majors, specializations, diplomas, certificates, career studies certificates, and courses are outlined in Table 5-3 of the VCCS *Policy Manual*. These procedures are to be followed by all colleges in the VCCS and information on their implementation is available from the Academic Services and Research Division, VCCS System Office.

### 4.3.2 New Courses

Any faculty or administrative staff member who wishes to recommend a new course for the college shall follow these procedures:

- (a) Recommendation. The initiator shall determine the purpose and general content of the course and recommend:
  - (1) the curriculum to which it will apply and whether or not it will be required or an elective; or
  - (2) that it is to be offered as a personal interest course.
- (b) Source. The initiator shall check the VCCS Curriculum Guide to see if an appropriate course is already listed or can be slightly modified to meet its purpose and objectives.
- (c) Review and Approval. If a course is NOT listed in the Curriculum Guide:
  - (1) the initiator shall complete VCCS Form 103 and Course Content Summary Form (See <http://www.vccs.edu/vccsasr/courseinfo.htm>).
  - (2) the initiator shall submit the above to the appropriate Division Dean to review and approve the VCCS Form 103 and Course Content Summary Form. The Division Dean may wish to have the division faculty review the proposal.
  - (3) the Division Dean shall submit the VCCS Form 103 and Course Content Summary Form to the Vice President for Academic and Student Development Services for review and approval by the Curriculum Services Committee.
  - (4) the Vice President for Academic and Student Development Services shall submit the proposal to the VCCS. Course proposals are reviewed by the VCCS Course Review Committee in accordance with their annual schedule of meetings.

If a course IS listed in the Curriculum Guide:

- (1) the initiator shall present the course as listed in the Curriculum Guide (or as modified) to the appropriate Division Dean. Division Dean may wish to have the division review the proposal.

(2) the Division Dean shall submit the course to the Vice President of Academic and Student Development Services and the appropriate advisory committees for review and approval.

(d) **Deadline.** These procedures must be completed prior to the semester in which the course is to be offered.

#### **4.3.3 Procedures for Discontinuance of Programs (VCCS Policy Section 5.2.1, Also See Table 5-3)**

Procedures for the discontinuance of degrees, majors, specializations, diplomas, certificates, career studies certificates, and courses are outlined in Table 5-3 of the VCCS *Policy Manual*. These procedures are to be followed by all colleges in the VCCS and information on their implementation is available from the Academic Services and Research Division, VCCS System Office.

#### **4.3.4 Review of Programs (VCCS Policy Section 5.2.2, Also See Table 5-3)**

Institutions must review academic programs on a regular basis, as outlined in Section 8.2.1.0 of the VCCS *Policy Manual*. Student learning outcomes in all degree programs must be assessed systematically.

#### **4.3.5 Course Listing in Master Course File (VCCS Policy Section 5.2.3)**

All courses approved for the VCCS shall be listed in the Master Course File. Colleges must use the approved course title, credits, and description listed in the Master Course File. Courses shall be inactivated in the Master Course File when they have not been offered in the System for a three-year period, or for other justifiable causes. The System Office will generate a list of potential course inactivations every two years during the summer, and will notify colleges of intended inactivations to occur one year thereafter.

#### **4.3.6 Local Curriculum Advisory Committees (VCCS Policy Section 5.2.4)**

Local advisory committees must be consulted for the establishment and review of all career/technical degree and stand-alone certificate programs. These committees shall be appointed by the community college president with the approval of the local college board.

#### **4.3.7 Curricular Offerings (VCCS Policy Section 5.2.5)**

Approved curricular offerings shall be included in the college catalog and contain, as a minimum, the following elements of information:

(a) Curriculum title (as approved by VCCS);

- (b) Type of award (degree, diploma, certificate, career studies certificates);
- (c) Normal length of the curriculum (number of semesters/terms);
- (d) Purpose and curricular objectives;
- (e) Admission requirements;
- (f) Special program or graduation requirements;
- (g) Listing of required courses; and
- (h) Total minimum credits.

#### **4.4 Master Course File and College Catalogs (VCCS Policy Section 5.3)**

The Master Course File is maintained by the Academic Services and Research Division of the VCCS. All colleges use the course information provided in the Master Course File for courses offered at their institutions. Details on information included in the Master Course File and how colleges use the information are included in VCCS Policy 5.3.0.

##### **4.4.1 Course Numbering System**

A uniform course numbering system shall be maintained by the Academic Services and Research Division of the VCCS for all courses approved for the VCCS. Details related to the numbering system are found in VCCS Policy 5.3.0.0

##### **4.4.2 Course Hours**

Per VCCS Policy 5.3.0.1, the teaching and application of theoretical concepts in lectures, seminars, discussions, and other similar activities are identified as "Lecture," and the application of principles through practical training in laboratories, clinical training, supervised work experiences and other similar classes is identified as "Laboratory."

The number of lecture hours in class each week (including lecture, seminar, discussion, and other similar activities) and/or the number of laboratory, supervised study, coordinated internship, and other similar activities are indicated for each course in the course description. The numbers of lecture and laboratory hours required each week are called "contact" hours.

Distance learning courses must include the same content and deliver the same student outcomes as do the same courses taught in the classroom. Although contact hours for distance learning courses may not refer to seat time, they do still indicate the amount of course time devoted to lecture and laboratory instruction.

#### **4.4.3 Course Credits**

Per VCCS Policy 5.3.0.2, the credit for each course must be indicated after the title in the course description. One credit is equivalent to one collegiate semester-hour credit.

Each semester hour of credit given for a course is based on the "academic hour," which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. This is a total of 750 minutes of instruction. In addition to this instructional time, appropriate evaluation will be required. If this evaluation is a final examination, a minimum of one hour will be scheduled for each semester hour of credit generated by the course, not to exceed three academic hours (150 minutes). Additional details related to the assignment of credits are in VCCS Policy 5.3.0.2.

#### **4.4.4 General Usage Courses**

Per VCCS Policy 5.3.0.3, general usage courses apply to multiple curricula and to all disciplines. The college catalog shall include course information (number, title, credits and description) as listed in the Master Course File. More specific titles, credits and course descriptions may be substituted in published class schedules to clarify topics and content covered in a given semester.

General usage courses may be repeated for credit, and may include lecture, laboratory, out-of-class study, or a combination thereof. Numbers for general usage courses are specified in VCCS Policy 5.3.0.3.

#### **4.5 Articulation**

Per VCCS Policy 5.4, the State Board encourages articulation between the VCCS and other institutions of higher education and will adhere to the policies established by the General Assembly and coordinated by the State Council of Higher Education.

#### **4.6 On-Campus/Off Campus Definitions**

Per VCCS Policy 5.5, "Off-campus" sites are those more than 25 miles from the campus administering them.

#### **4.7 Academic Policies (VCCS Policy Section 5.6)**

##### **4.7.1 Grading System for Credit Classes (VCCS Policy Section 5.6.0)**

- (a) In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of



a class assignment, participation in a course discussion, or other evidence of participation. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the census date or earlier date as defined and published by the institution must be administratively deleted from the course by the college. Existing college policies regarding tuition refund shall remain in effect.

The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

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: 4 grade points per credit

B: 3 grade points per credit

C: 2 grade points per credit

D: 1 grade point per credit

F: 0 grade points per credit

I: No 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 60% 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 must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be

provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. 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.

- P: No grade point credit; applies only to non-developmental studies courses. Stipulations for application of the "P" grade are outlined in Section 5.6.0.0 of the *VCCS Policy Manual*.
- R: No grade point credit; the "R" grade may be used as a grade option, in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. In order to complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.
- S: No grade point credit. Used only for satisfactory completion of developmental studies courses and ESL courses. See Section 5.6.0.1 of the *VCCS Policy Manual*.
- U: No grade point credit. Stipulations for application of the "U" grade are outlined in Sections 5.6.0.0, 5.6.0.1, and 5.6.0.2 of the *VCCS Policy Manual*.
- W: No grade point credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the students shall receive a grade of "F" except under mitigating circumstances which must be documented and a copy of the documentation must be placed in the students' academic files. For purposes of enrollment reporting, the following procedures shall apply:
- (a) If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roster and no grade is awarded.
  - (b) After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of "W".

(c) After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file. Only the chief academic officer of the campus or his/her designee can approve an exception to this policy under mitigating circumstances.

X: 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.

(a) Audited courses carry no credit and do not count as a 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.

(b) 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.

**(b) Pass/Unsatisfactory Grading Option (VCCS Policy Section 5.6.0.0)**

Grades available under the Pass/Unsatisfactory option are "P" and "U." A student under this option receives one or the other of these two grades, except where an "R," "I," or "W" is appropriate, according to the conditions for these grades noted in 5.6.0 of the *VCCS Policy Manual*. The pass/unsatisfactory grading option is used for non-punitive purposes.

The use of this option requires the approval of the division dean responsible for the course or other designated academic administrator.

The P/U grading option may be used for an entire section of any course, but not for a single individual within a course. Pass grades are not included within GPA calculations. A maximum of seven (7) semester credit hours from courses for which the "P" grade has been awarded may be applied toward completion of a degree, diploma, or certificate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Chief Academic Officer.

(c) **Grading - Developmental Studies (VCCS Policy Section 5.6.0.1)**

A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of a developmental studies courses numbered 1-9 and ESL courses. "S" grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course (numbered 1-9) or an ESL course shall be graded with an "R" (Re-enroll). To complete the course a student must re-enroll.

Students not making satisfactory progress in a developmental studies course or an ESL course shall be graded "U" (Unsatisfactory). Counselors shall recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of "U."

The "I" and "W" grades may be utilized according to conditions noted in Section 5.7.0 of the *VCCS Policy Manual*.

(d) **Grading – Student Development Courses (VCCS Policy Section 5.6.0.2)**

The method of grading in Student Development courses shall be a matter of local option, i.e., "P" or "U," or the other letter grades.

(e) **Grade Point Average (VCCS Policy Section 5.6.0.3)**

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. For distinctions between Semester GPA, Cumulative GPA, and Curriculum GPA, see VCCS Policy 5.6.0.3.

(f) **Academic Renewal Policy (VCCS Policy Section 5.6.0.4)**

Students who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office. If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to reenrollment will be deleted from the cumulative and curriculum grade point average (G.P.A.), subject to conditions defined in VCCS Policy Section 5.6.0.4

(g) **Grades (VCCS Policy Section 5.6.0.5)**

Final grades are available to students via the student information system. These final grades are a part of students' permanent record for credit activities.

Mid-semester grade reports (optional) are informational in nature and are not recorded on official transcripts.

(h) **Grade Processing (VCCS Policy Section 5.6.0.6)**

The timely, accurate, and secure recording and maintenance of students' grades are essential elements of an academic records system. All colleges have the responsibility to ensure that the processes for the initial recording of grades and any subsequent grade changes provide for integrity and confidentiality in the handling of student grades.

Each college shall develop and maintain a detailed "Grades Plan" for reporting and recording initial grades and for changing existing grades. The "Grades Plan" shall address the key control points in the process, including office responsibilities, maintenance and security of any forms, and computer security.

VCCS Policy Section 5.6.0.6 specifies minimum requirements for the college "Grades Plan."

#### **4.7.2 PHCC Grades Plan**

(a) Submission of Grades.

Grades must be entered electronically by the assigned faculty within specific timeframes. Grades for classes are submitted electronically using the faculty member's ID and password and MUST be entered by the individual faculty member properly assigned to the class. Use of the ID and password are the electronic signature of that individual, and they are not to be used by others.

Faculty members who cannot submit their grades electronically must provide the Registrar with a printout of their class roster(s) with individual grades noted and the original signature of the assigned faculty member with date. The Registrar is responsible for overseeing the data entry for those grades and maintenance of the written record of the faculty member's action.

There may be rare cases where there has been a last minute correction/addition to a faculty member's class roster. In those cases, where an INITIAL report of a student's grade needs to be made outside of the normal cycle of grade reporting the faculty member may report the grade directly to the registrar by:

- (1) Signed and dated original paper report of the course and grade to be assigned, or

- (2) E-mail report directly to the registrar from the faculty member's secure PHCC e-mail address

(b) Grade Changes

After an initial grade is assigned and posted to the student's record, instructors may change the grade only by completing a Grade Change Form and submitting the form to the Vice President for Academic and Student Development Services. If the grade change is approved, the VP will forward the form to the Registrar for data entry. If not approved, the VP will return the form to the instructor.

(c) Incomplete Grades (VCCS 5.6.0)

A grade of "I" (Incomplete) extends enrollment in a course; the requirements for satisfactory completion of the course will be established by mutual agreement between the student and the instructor. "I" grades should only be given under extenuating circumstances.

The State Board of Community Colleges requires that an "Incomplete" must be academically removed by the end of the subsequent semester. (In the case of "I" grades earned at the end of spring semester, students will have through the last day of the subsequent summer semester to complete the requirements. The faculty and administration have established these policies and procedures to encourage students to remove incompletes at the earliest practical time:

- (1) Every incomplete grade assigned by an instructor must be followed by submission of an "Incomplete Grade Request," signed by the instructor, forwarded to the Chief Academic Officer. Students should initiate incompletes and this should be between student and faculty. This form should contain specific information and should be forwarded to Division Dean.
- (2) A grade of "Incomplete" must be academically removed within the appropriate time period as stipulated above. An incomplete grade remaining after that date will be changed to an "F."

(d) Grading - Orientation Courses

The method of grading in Orientation (SDV 100 and 108) courses shall be a matter of local option, i.e., "P" or "U", or the other letter grades. PHCC practice is to assign letter grades of A, B, C, D, F, W, and I.

(e) Pass/Unsatisfactory Grading Option

Grades available under the Pass/Unsatisfactory option are "P" and "U." A student under this option receives one or the other of these two grades, except where an "R", "I", or "W" is appropriate, according to the conditions for these grades noted in 5.6.0. The pass/unsatisfactory grading option is used for non-punitive purposes. The use of this option at PHCC requires the approval of the Academic Vice President.

Pass grades are not included within GPA calculations. A maximum of seven (7) semester credit hours from courses for which the "P" grades has been awarded may be applied toward completion of a degree, diploma, or certificate. This maximum may be extended to fifteen (15) semester credit hours in experiential learning programs approved by the Chancellor.

Colleges should expect an annual review of the utilization of Pass/Unsatisfactory grades and should be prepared to provide appropriate data upon request.

(f) Grade Report

Final grades are recorded electronically on the students' records at the end of each semester. Final grades are a part of students' permanent records and shall be recorded on their official transcripts. Grades and a complete academic history are available to students online using their web access to SIS. PHCC does not issue mid-term grade reports.

(g) Discrepancy Reports.

It is vital to college funding that discrepancies in class rolls be corrected as quickly as possible before the "last date to register, add a course, change from audit to credit or receive a refund." Instructors have constant access to their class rolls through their web access to SIS. Instructors must report any discrepancies to the Registrar using procedures defined and affirmed by the Vice President of Academic and Student Development Services. As federal and state regulations change, and the college implements procedures to serve students more effectively, specific processes are developed and refined. As refined, specific "Attendance Tracking" procedures are issued by the Academic Vice President. Discrepancies include matters such as:

- (1) Students who are attending class, but are not on the roll. Instructors should let the student know about the situation. Occasionally, students will have registered for the class between the time the faculty member printed the roll and the class session being attended. The student should have a receipt for registration. The faculty member should re-check the current roll and refer any questions to the Registrar.

- (2) Students who are taking the class for credit, but are shown to be auditing on the class roll ("X" in the grade column by the student's name). Refer to the Registrar.
- (3) Students who are auditing the class, but are shown on the roll as credit students. Refer to the Registrar.
- (4) Students who never attend or stop attending. Information requests regarding these students will be issued each semester for faculty reporting. Separate grade reporting steps are defined for these students in the Grade Reporting Instructions for Faculty.
- (5) Students who have not paid tuition will be removed from the class roll by automated processes since no student is officially registered for class until tuition payment is made.

(h) Procedures for Changing a Grade

To change a grade after the official grades have been posted, faculty shall complete a "Grade Change Request" and submit it to the Chief Academic Officer for approval. Changes of "I" (Incomplete) grades to letter grades prior to the deadline must also be signed by the Chief Academic Officer.

#### **4.7.3 Examinations (VCCS Policy Section 5.6.1)**

Students shall be expected to take their examinations at the regularly scheduled times. No exceptions shall be made without the permission of the Chief Academic Officer or another appropriate academic administrator and the instructor of the course.

#### **4.7.4 Registration Procedures**

Students must follow the regular registration procedures established by the college to register for a course or to change their schedule after registration.

In most cases students shall register for courses during the official pre-registration or registration period (unless the schedule is planned with a counselor as a part of the early orientation program during the preceding semester.) Normally students may not enter a new class after the first week of a semester. Any request for entry after that time must be approved by the instructor of the class and the Chief Academic Officer.



#### **4.7.5 Withdrawal from a Course (VCCS Policy Section 5.6.2)**

A student may withdraw from a course without academic penalty during the first 60% of a session. For purposes of enrollment reporting, the following procedures shall apply as defined in VCCS Policy Section 5.6.2:

- (a) If a student withdraws from a class prior to the termination of the add/drop period for the session, the student is removed from the class roll and no grade is awarded.
- (b) After the add/drop period, but prior to completion of 60% of a session, a student who withdraws or is withdrawn from a course shall be assigned a grade of "W".
- (c) After that time, if a student withdraws or is withdrawn from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file.

A grade of withdrawal implies that the student was making satisfactory progress in the course at the time of withdrawal, or that the withdrawal was officially made before the deadline date published in the college calendar, or that the student was administratively transferred to a different program.

#### **4.7.6 Repeating a Course (VCCS Policy Section 5.6.3)**

Credit courses that are designated as repeatable for credit in the Master Course File or are identified as General Usage courses in the Master Course File may be repeated for credit. For more information on courses that may be repeated, see VCCS Policy 5.6.3.

#### **4.7.7 Addition of a Course**

In most cases a student may not enter a new course after the add deadline of the semester. Any request for entry after that period must be approved by the Chief Academic Officer. The student must complete an official PHCC Registration Request form. This form must be approved by an advisor, the Chief Academic Officer (if appropriate), and recorded in the registrar's office.

#### **4.7.8 Withdrawal from the College**

A student must complete and sign an official PHCC Registration Request Form; this form must be approved by an advisor, and recorded in the Registrar's office, or the student may use web access to SIS to drop all classes. Withdrawal without academic penalty made be made within the established time periods after the beginning of the session. Guidelines for time periods are available from the Chief Academic Officer.

After the established time period for withdrawal from a session, withdrawals from a course or from the college with a grade or grades of "W" must be approved by the Chief Academic Officer. In applying for a grade of "W," the student may be required to present documentation to support the request.

#### **4.7.9 Academic Load (VCCS Policy Section 5.6.4)**

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits excluding College Survival Skills (SDV 108). Students wishing to carry an academic load of more than 18 credits must have the approval of the Chief Academic Officer or designee. Students placed on academic warning or academic probation may be required to take less than the normal course load. No curriculum may officially list in any publication more than 18 credits per semester plus Orientation.

#### **4.7.10 Waiver of Requirements (VCCS Policy Section 5.6.5)**

Students having reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the required courses in a particular curriculum should contact the Division Deans or Counselors at the college to determine procedures before registering for classes. Through subsequent interviews and tests, students may qualify for waiver of curriculum admission requirements, of course prerequisites, and of courses in a curriculum upon the recommendations of the counselor and the instructional division concerned. For more information regarding waiver of requirements, see VCCS Policy 5.6.5.

#### **4.7.11 Advanced Standing (VCCS Policy Section 5.6.5.1)**

Advanced standing is the administrative placement of a student that awards credit for subject matter competency based upon previous academic study or acquired by non-traditional means. This may include, but is not limited to, college credit and advancement based upon the administration and evaluation of locally developed examinations, individual college participation in nationally recognized standardized examinations; experimental learning; and training provided by non-collegiate institutions, such as armed forces and service schools. Credit by Local Examination is a means of achieving Advanced Standing through satisfactorily demonstrating subject-matter competency by means of an examination administered by the college. Examinations must be based on established course learning outcomes and must be comprehensive. For more information regarding credit for advanced standing, see VCCS Policy 5.6.5.1. The Department of Admissions and Records is responsible for awarding advanced standing.

#### **4.7.12 Academic Standing (VCCS Policy Section 5.6.6)**

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.

(a) Academic Warning (VCCS Policy Section 5.6.6.0)

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/counselor and take advantage of academic support services provided by the college.

(b) Academic Probation (VCCS Policy Section 5.6.6.1)

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Dean of Student Services or another appropriate college administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

(c) Academic Suspension (VCCS Policy Section 5.6.6.2)

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.

(d) Academic Dismissal (VCCS Policy Section 5.6.6.3)

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. 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 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 dismissal.

**4.7.13 Satisfactory Progress (VCCS Policy Section 5.6.7)**

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite to the receipt of an associate degree, diploma, or certificate.

**4.7.14 Class Attendance (VCCS Policy Section 5.6.8)**

For general provisions with regard to attendance policies, see VCCS Policy 5.6.8. VCCS Policy 5.6.0 requires a student attend a minimum of one class meeting (or the equivalent in a distance learning course) to receive a letter grade.

At PHCC, regular class attendance is encouraged. When absence from a class becomes necessary, it is the responsibility of students to inform the instructor prior to the absence whenever possible. Frequent unexplained absences may result in dismissal from a course. Students are responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of student regardless of the reason for the absence. Faculty should specify their attendance policy in the course syllabus.

#### **4.7.15 Commencement (VCCS Policy Section 5.6.9)**

PHCC has one formal commencement ceremony each year at the end of spring semester for students completing curricula. Attendance at the commencement ceremony is encouraged, but is not mandatory.

Students are not permitted to participate in a commencement ceremony prior to the completion of their study in a program but are invited to participate in the next scheduled commencement ceremony after their graduation.

#### **4.8 Academic Calendar (VCCS Policy Section 5.7)**

The academic calendar for colleges within the VCCS may be determined by the colleges within the following guidelines:

- (a) The contract year for faculty extends from August 16 through May 15.
- (b) There shall be a minimum of 75 days of instruction in each semester for a total minimum of 150 days of instruction for the academic year.
- (c) There shall be approximately 10 days of instructional evaluation (examinations, etc.) in the academic year.
- (d) There shall be approximately 20 days of registration and faculty in-service days in the academic year.
- (e) An academic calendar year shall consist of 180 working days.

Any deviations from these guidelines must be approved by the Chancellor, VCCS.

The office of the Chief Academic Officer is responsible for developing the academic calendar. A proposed academic calendar, based upon the guidelines below, is presented to the Academic Deans for review, discussion and feedback. Once the academic calendar is finalized by the Chief Academic Officer and the Academic Deans, it is distributed to all college employees and posted to the PHCC webpage

#### **4.9 Class Schedules**

During the fall and spring academic semesters of each year, the Division Deans and departmental faculty develop course schedules based on published program sequences and student needs. The Chief Academic Officer, Academic Deans, and representatives from the Office of Student Services shall review the proposed schedules for accuracy and other student issues that may impact scheduling. These schedules shall be as complete as possible prior to the previous mid-semester

for which the schedule is to be published. They will be prepared for distribution prior to early registration.

#### **4.10 Developmental Studies (VCCS Policy Section 5.8)**

Developmental courses are designed to provide the basic skills and knowledge necessary for success in college-level courses.

##### **4.10.1 Credits Earned (VCCS Policy Section 5.8.0)**

Credits earned in developmental courses are not applicable toward Associate Degree programs; however, upon approval of the Chief Academic Officer, or another appropriate academic administrator, some developmental courses may provide credit applicable to diploma and certificate programs.

##### **4.10.2 Course Level (VCCS Policy Section 5.8.1)**

For the purpose of eligibility for federal Title IV, Student Financial Aid (34 CFT 668.20), it is the responsibility of the college to validate the course level of its developmental courses.

##### **4.10.3 Developmental Course Numbers**

Developmental courses are those numbered 1–9.

#### **4.11 Workforce Development: Types of Programs (VCCS Policy Section 5.9)**

In addition to those programs identified earlier in this section as being the several educational components within the comprehensive community college system; i.e., occupational/technical, college transfer, general education, continuing education, special training, developmental programs, and specialized regional and community services, VCCS has established policy related to Workforce programs. For more information on these policies, see VCCS Policy 5.9.

#### **4.12 Continuing (Adult) Education and Community Services (VCCS Policy Section 5.10)**

Continuing Education (SB) Continuing Education programs are offered to enable adults in the region to continue their learning experiences. Programs include both credit and non-credit courses. Continuing Education is a purposeful and systematic process of lifetime learning for individuals who are not enrolled in a formally structured curriculum. It is implemented by programs to further develop existing knowledge, latent human resources, and new insights and skills. VCCS Policy

5.10 outlines policies related to Continuing Education programs. This policy includes definitions, criteria for application, and required records and reports.

#### **4.13 Non-Credit Grading Policy (VCCS Policy Section 5.11)**

VCCS Policy 5.11 outlines policies related to non-credit grading.

#### **4.14 Community Services (VCCS Policy Section 5.12)**

Community services include meetings and special community projects which are designed to provide needed cultural and educational opportunities for citizens of the region.

- These programs are designed to supplement the regular instructional program, shall be designated as community services, and shall not be regarded as part of the regular instructional program.
- No college credit shall be awarded for these programs.
- These programs shall not be listed on the student's permanent record card.

VCCS Policy 5.12 details the types of services, administrative guidelines, and administrative support for community services.

## 5. INSTRUCTIONAL SERVICES

### 5.1 Instructional Media Services (IMS)

The IMS Department is responsible for the following equipment and services. Contact the Information Technology (IT) IMS Department by calling extension 0400 or 0444.

- Multimedia Equipment and Services
- Compressed Video, Telephone and Webinar
- Audio and Video Duplication Services

#### 5.1.1 Multimedia Equipment and Services:

The Instructional Media Services Department is responsible for maintenance of all audiovisual equipment.

(a) Equipment in classrooms:

- (1) Equipment is not to be moved from assigned classrooms without prior approval from the IT department.
- (2) All computer classrooms and 100% of all general classrooms are equipped with multimedia equipment. A description and directions for the use of the multimedia systems in these rooms may be retrieved on the [IMS Multimedia Classroom web page](#).
- (3) Additional equipment needs may be requested from the IMS department.

#### 5.1.2 General Equipment and Services Request Procedures

Audio/Visual (A/V), multimedia equipment, and services are available to college faculty for academic enhancement and course delivery purposes. These services and equipment are available to faculty upon submission of an IMS Request Form and based on policies listed for the type of service or equipment requested (see equipment available for check out and department services). This equipment must be requested and confirmed two days before the date needed. All school related activities take precedence over all other requests made.

Any equipment request requiring setup and training requires completion of the A/V Services Request form. The form can be found on the Employee page under the Resources link. **A confirmation must be obtained from the IMS department before a request is met.** This confirmation will be in written form or by e-mail. All equipment must be signed



out by an IMS staff member before it is removed from the IMS department or its assigned location. The equipment must be returned at the agreed upon date. Failure to comply may affect future requests.

It is the faculty member's responsibility to insure that the equipment is protected and maintained while it is in his/her possession. Equipment which is defective or inoperative should be reported to the IMS Department so that it may be adjusted or repaired as quickly as possible.

**Equipment Available:**

Digital Mini DV Video Camera	Digital Still Camera
Overhead Projector	LCD Projector
Portable PA system	AV Carts
Wireless Microphone	Wired Microphone
Powered Speaker	TVs
DVD players	

**5.1.3 Compressed Video, Telephone and Satellite Conferencing**

Compressed Video Conferencing allows the participants of the conference to see and hear one another over telecommunications media. The systems are located in West Hall 134, 135, and 215. PHCC uses the H.323 format (voice and video over the internet protocol). Faculty should consult the Distance Learning Handbook for specific information regarding both asynchronous and synchronous delivery. The Distance Learning Handbook can be found at the bottom of the PHCC homepage under Statements and Policies. Instructional Media Services, located in West Hall B118, is available to assist faculty.

Telephone Conferencing allows two or more groups to communicate two-way voice over telecommunications lines. This is achieved with traditional telephony technology. The system will support groups of up to 20 participants.

**5.1.4 Audio and Video Duplication Services**

The Instructional Media Services (IMS) Department will tape certain off-air programs at faculty requests and in compliance with the US copyright laws. The IMS department has the capability of providing mid-scale bulk duplication services for CDs and DVDs. These services are available for college related activities to all faculty, staff and students. All

other patrons will be asked to make a donation to the Patrick Henry Community College Foundation for an amount that will defer the cost of resources expended.

## 5.2 Academic Support Services

Staff from the Learning Lab, Student Support Services, and Developmental Studies work collaboratively to provide PHCC students with a comprehensive academic support program.

### 5.2.1 Learning Lab Activities

Computer Access – One large open computer lab is provided in the Learning Lab area of the Learning Resource Center (LRC). Lab assistants are available to assist faculty with computer-based activities.

- (a) Make-Up and Distance Learning Testing Center - The Testing Center is available to Patrick Henry Community College faculty. This service is for make-up tests and testing of distance learning students. Tests will be administered during the hours the LRC is open. Faculty members are reminded that students cannot be monitored 100% of the time. Also, the faculty is required to place the title of the course, the faculty member's name, and any special instructions on all tests (i.e., "open book exam", or "student may use formula sheet") The staff cannot be responsible for verbal instructions. Staff will send distance learning tests to approved proctors off-campus.
- (b) College Tutorial Program - The tutoring program provides peer tutors in most subject areas to PHCC students at no charge. The tutoring program is coordinated by Student Support Services. Faculty members are requested to provide input and feedback to the Student Support Services staff in regards to the tutors hired and the tutor training process. Faculty members are encouraged to participate in the tutor training program. Tutors are available for students at the college's off-campus sites. The college provides all registered students access to Smarthinking, an on-line tutoring service. Students access this service through Blackboard.
- (c) Writing Center - The Writing Center is available for students at all levels of writing proficiency. Students in developmental courses to on-level courses use the Writing Center to work with tutors on an individual basis. The Writing Center offers a variety of workshops pertaining to specific writing skills. The Writing Center Coordinator is available to visit classes at an instructor's request.
- (d) Math Lab - The Math Lab is available for all students at all levels of mathematics. Individual and group tutoring is provided through the center. The math lab staff coordinates supplemental instruction for gatekeeper math courses. Faculty who are

interested in having a supplemental instructor assigned to his/her class should contact the Math Lab Manager.

### **5.2.2 Student Support Services**

A U.S. Department of Education Title IV program is housed on the 2nd floor of the LRC. This program provides advising, counseling, tutoring, mentoring, and learning assistance at no cost to the students who meet eligibility requirements and who would benefit from comprehensive services. The federal guidelines make these services available to first generation and low-income students as well as students with a physical or learning disability. The Student Support Services program places additional emphasis on the transfer student.

### **5.2.3 disAbility Resources for Students**

Patrick Henry Community College (PHCC) provides resources for students with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act (ADA) to ensure equal access and opportunity. Resources include individualized academic advising, academic adjustments (accommodations) for courses, including testing, course materials in alternate format, adaptive aides and communication assistance, and assistive technology devices and software. Faculty should contact the disAbility Resources Staff, housed in the Student Support Services program, for information or guidance regarding questions or concerns for students with disabilities in general or individual students.

## **5.3 Distance Education**

Faculty members teaching distance learning courses follow the same general college procedure and administrative rules as faculty members teaching on-campus courses. The Distance Learning Handbook can be found at the bottom of the PHCC homepage under Statements and Policies. The following is an overview of guidelines specific to distance learning. Please note that there will be variation in some procedures relative to synchronous and asynchronous.

### **Distance Learning Course Requirements**

- (1) Be designed to require students to engage themselves in analysis, synthesis, and evaluation.
- (2) Maintain accuracy and currency of course content, instructional materials, and delivery technology.
- (3) Provide detailed student course information that clearly states student requirements.
- (4) Use approved course development software.

- (5) Adhere to copyright and ADA law.
- (6) Ensure ample student interaction with faculty and other students.
- (7) Maintain weekly contact with each student.
- (8) Provide feedback to students within a reasonable time dependent upon the situation. E-mail responses should be made within 24 hours. If it is a test or assignment grade, one-week is considered reasonable.
- (9) Have tests and other materials available and accessible to enrolled students within established due dates.
- (10) Develop safeguards to ensure enrolled students are submitting required assignments.
- (11) Allow students to use an approved proctor when necessary while maintaining test integrity.
- (12) Be reviewed annually for relevance, accuracy, and sustainability.

#### Hybrid Course Request, Approval, Development, and Review Process

- (1) Faculty member consults with academic division dean to create and offer a hybrid course. The course must meet at least one-third (1/3) of the total contact time as a group. The remaining two-thirds (2/3) of the course MUST be accessible on Blackboard.
- (2) Faculty member participates in a Blackboard training course, some of which is self-paced and conducted entirely on Blackboard.
- (3) The instructor will compile lecture notes from the face-to-face component and apply those to the Blackboard course as the term progresses.
- (4) Once the course has been offered at least one term as a hybrid course, the students will be surveyed for their opinions of the Blackboard component.
- (5) The faculty member may then submit the course to the division dean. The dean will make suggestions and evaluate the course based on measurable objectives and determine if the course can be offered as a 100% asynchronous course.
- (6) The dean will appoint a peer to assist adjunct faculty in the distance learning creation of the course.
- (7) At the end of the first term of being offered as 100% asynchronous, the students will be surveyed and given the opportunity to evaluate the course.

- (8) After a positive evaluation, the course may then be offered as the division dean deems necessary. The division dean has the authority to waive the hybrid offering under certain circumstances. The division dean will identify the circumstances in writing and submit to the Vice-President of Academic and Student Development Services for approval. The Vice-President of Academic and Student Development Services will notify the Blackboard Administrator of the decision.

#### Compressed Video (Synchronous)

- (1) Instructors must attend a compressed video workshop prior to teaching their first compressed video class.
- (2) Instructors are required to post Course Outline and Syllabi on their Blackboard account (see the Distance Learning Specialist for information on Blackboard).
- (3) Instructors must inform Instructional Media Services of any schedule change or cancelled class prior to the event.
- (4) Instructors are encouraged to use the Blackboard assessment tool testing services on the 1<sup>st</sup> floor of the LRC or e-mail tests to site facilitators for examinations, quizzes and tests. All examinations must be proctored. It is a conflict of interest for a current student to proctor any assessment.
- (5) Report any problems to Instructional Media Services immediately on campus.

### **5.4 Word Processing for Faculty**

Faculty members are responsible for preparing, printing, and copying their course materials. Printers/copiers are located on the second floor of West Hall, first and second floors of the LRC, A. L. Philpott Hall, first and second floors of Walker Fine Arts, Stone Hall, and two in Frith Hall. The college cannot provide personal printing services for the faculty. Faculty may use the college copiers for personal use at 10 cents per copy. Payment for personal copies should be made at the Business Office.

### **5.5 Bookstore**

The Patrick Henry Community College bookstore is operated under a contract with Follett/United Bookstores. Under this contract, all new, used, and rented books sold at the College for profit must be sold through the bookstore. Faculty members, therefore, may not order books for their students directly from an agent or publisher or direct students to purchase books from third party sources. Desk copies, however, are not provided by the bookstore; each instructor should order these from the publisher.

Book orders are reviewed by the division deans prior to submission to the bookstore manager. Requests for books for the next subsequent semester should be submitted no later than the last day of the sixth week of the current semester. Returning faculty members should submit textbook orders for the following fall semester no later than the last faculty work day of the spring semester, and new faculty members should submit their textbook orders within two weeks after they have received their class assignments.

## **5.6 Instructional Materials**

Instructional materials are to be requested and approved through the appropriate division dean and/or Dean of Information Technology and purchased through the purchasing office with the exception of instructional software and videos. Instructional software packages and videos must be previewed and approved by Dean of Information Technology prior to purchase. All purchases must be processed through the Purchasing/Accounts Payable office. Invoices for materials ordered without prior approval on the Internal Purchase Requisition will not be honored for payment; therefore, faculty may be held personally responsible for transactions that have not been approved.

## **5.7 Instructional Equipment**

Orders for instructional equipment must originate with the division deans and will be reviewed by the Vice President of Academic and Student Development Services and the Vice President of Financial and Administrative Services. All audio-visual equipment will be purchased through Instructional Media Services. Books will be purchased through the Library.

In the case of computer equipment and supplies, such as computers, software packages, printers, hardware, etc., issuance of a state purchase order is mandatory. Prior approval must be obtained through the purchasing office from the Department of Information Technology (DIT) and the Vice President of Financial and Administrative Services for items on and off the DIT list of computer equipment. Instructional staff should allow additional time when requesting this type of equipment. The normal lead time is 30 days. State contracts are available for numerous items and are also a mandatory source in addition to the use of the Corrections Department for furniture and chairs and the VA Industries for the Blind for writing instruments. All purchases of instructional equipment will be made within the guidelines as established by the Department of Purchases and Supply and the Department of Information technology.

## **5.8 Public Relations & News Media**

The Public Relations and Marketing Manager is the official media spokesperson with the exception of the college president or his or her designee. College personnel may not speak to or be featured in the media without prior knowledge and approval of the Public Relations and Marketing Manager. In the case of unavoidable contact, the Public Relations and Marketing Manager shall be notified as soon as possible thereafter.

All news and comments to the media concerning any of the college's activities shall be made through the Public Relations and Marketing Department, who coordinates the preparation and distribution of all news releases. No individual faculty member, administrator, or staff may issue press releases except through this office.

A faculty member who takes a trip, writes a book, gives a lecture, wins an honor, holds a conference, or receives an award should report it to the Public Relations and Marketing Department so that a news release might be prepared when appropriate and if time permits. All faculty members are encouraged to take advantage of these services.

All official college publications, including brochures, programs, marketing materials, media announcements, etc., **MUST** be coordinated through the Public Relations and Marketing Department in order to ensure consistency of design, content, imaging, and material.

## 6. FINANCIAL & ADMINISTRATIVE SERVICES

To provide for the orderly and effective support of the instructional programs of the college, the Office of Financial and Administrative Services has been established to coordinate the financial activities and physical facilities of the college to serve students, faculty, staff, and administrators on all financial and administrative matters.

### 6.1 Personnel Policies & Services

Sections 3.0 (Personnel) and 4.0 (Administration and Finance) of the VCCS Policy Manual contain detailed policies and procedures affecting faculty.

### 6.2 Budget Policy

The fiscal operation of the college is conducted on the basis of an annual budget for the fiscal year July 1 through June 30. Each annual budget is based on the biennial budget appropriated by the General Assembly. The VCCS prepares a Resource Allocation Model each year that is an estimate of system appropriations to the College. Approximately 60% of the College's budget derives from tuition revenue and local funding activities.

Patrick Henry Community College endeavors to provide an operating budget that sustains and promotes excellence in pursuit of the college's mission and goals. Any college employee who identifies a funding need should communicate that need to their supervisor to ensure that the request is included in the budget planning process.

Although the timeframe may vary depending on when the General Assembly adopts the budget bill, the budget is usually developed according to the following schedule.

**By March 31:** Deans and department heads solicit input for budget requests from personnel within their respective division or department. Budget signatories prioritize requests for their area(s) of responsibility and begin preparing detailed budgets for their division or department.

**By April 30:** Deans and department heads review budgets with the appropriate Vice President and the Vice President for Financial and Administrative Services.

**By May 1:** Vice President for Financial and Administrative Services estimates available funds and solicits needs from all budget signatories.

**By May 30:** Vice President for Financial and Administrative Services prepares budget projection based upon departmental budget requests and includes estimates for salaries and fringe benefits for existing full-time and part-time positions and for any approved new positions. The Vice President for Financial and Administrative Services prepares a list of fixed costs and estimates amount required for upcoming year. The Vice President for Academic and Student Development Services



prepares estimate for summer, lecturer and overload costs. Budget is reviewed with Deans and department heads

**By June 15:** President, Vice Presidents and Deans review requests, finalize budget and make recommendations to the President for approval.

**By July 1:** Budget is finalized and distributed to signatories.

## **6.3 Other Financial Policies**

### **6.3.1 Procurement**

All requisitions must be approved by the division dean or department head and must be within the limitations of the departmental budget. Any exceptions to this procedure must have the approval of the Vice President for Financial and Administrative Services. It is imperative that needs be anticipated as far in advance as possible and included in departmental budgets. To ensure that Patrick Henry Community College continues to comply with the many purchasing policies under which it operates, prior written approval by the division dean or department head is required for all purchases regardless of the amount. Employees who do not follow this procedure will be liable for the payment of their purchases. Purchase Request Forms are available from division offices and should be turned in to the division secretary for processing.

### **6.3.2 Travel and Expenses**

Faculty members who travel on official college business should do so as economically as possible and in accordance with the State Travel Regulations as described in the Commonwealth Accounting Policies and Procedures (CAPP) Manual. Procedures for travel and forms to request travel, travel loans and reimbursement are available in the Forms section of the college website.

State vehicles assigned to the college should be used for business travel whenever possible. Procedures for use of state vehicles are available in the Forms section of the college website.

### **6.3.3 Telephones**

When you make a business related, in-state long distance call, press the 8 button on the phone, listen for the dial tone and then dial the area code + the 7-digit phone number of the in-state person you are calling. For example, press 8, (wait for the dial tone), then press 8045551212. Do not use the 1 button, just the area code and 7-digit phone number. This will not always work for every person or business that you are trying to call. It is mainly set up for accessing other colleges and state agencies. If you receive a “fast busy”, then you

will need to hang up and use the traditional method of in-state long distance calling for that particular phone number by pressing the 9 button, and then 1+ area code + the 7-digit phone number.

#### **6.3.4 Mail Services**

Mail is distributed to faculty and administrative mailboxes in the West Hall mailroom by 10:30 a.m., daily. Official outgoing mail should be turned in to the mailroom prior to 3:30 p.m. during normal work days. All official mail must be sent in envelopes printed with the college's return address. A supply of these envelopes may be requested from the division secretary. Bulk mail of 200 or more pieces should receive special attention. Consult with the office of Vice President for Financial and Administrative Services when bulk mailings are to be prepared. Outgoing packages to be shipped UPS will be received in the West Hall mail room from 1:30-2 p.m. daily. Any outgoing packages or first class mail received at a later time will be processed the next business day, unless special arrangements are made. Incoming packages will be delivered to individual offices after they are checked in.

#### **6.3.5 College Equipment**

All classroom, laboratory, and audio-visual equipment and materials are for the purpose of instruction at the college. The use of college equipment and materials for other purposes is discouraged. Occasionally, however, the use of college materials and equipment in the interest of serving the community may be worthwhile. Requests for permission to use this equipment should be submitted to the Dean of Technology. The Vice President for Financial and Administrative Services must approve off-campus use of other equipment. No college equipment or materials should be removed from the premises without written permission.

#### **6.3.6 Receipt of Money**

Faculty members are not authorized to collect money from students; when such collections are necessary, a faculty member will arrange with the Business Office Manager to have someone receipt such funds.

### **6.4 Physical Facilities**

The college campus, buildings, and equipment are the property of the citizens of the Commonwealth: their maintenance and preservation are essential to the effective operation of the college. Faculty, staff and students, therefore, should observe the policies and procedures governing their use. A separate *Facilities Master Plan* is updated routinely to reflect current and projected faculty needs. Requests for use facilities and/or grounds should be routed to the Facilities Director.

#### **6.4.1 Management of Buildings and Grounds**

The Facilities Director is responsible for the care and maintenance of all buildings, grounds, furniture and equipment, including vehicles. The Facilities Director manages maintenance, grounds, custodial, Police and security staff. Requests for maintenance or repair of buildings, furniture and equipment, as well as alterations to facilities should be reported to the Facilities Director. Requests for special projects should be approved by the supervising Vice President and then directed to the office of the Vice President for Financial and Administrative Services.

#### **6.4.2 Parking**

Parking for employees is available in the general public parking areas, except spaces designated for special use, such as visitor or handicapped parking. Handicapped parking is provided in close proximity to all buildings. Temporary handicapped parking permits are issued through the Division of Motor Vehicles. The college is not responsible for damage to vehicles incurred while parked or operated on college property.

#### **6.4.3 Furniture & Equipment**

Furniture and equipment are inventoried and assigned to a specific location. If the need arises to relocate equipment, individuals must contact the Inventory Specialist in the Business Office. Requests for the purchase of new furniture and equipment, or repair of damaged existing equipment must be submitted to the immediate supervisor and will be subject to existing budgetary approval.

#### **6.4.4 Housekeeping Services**

Each faculty member must assume some responsibility for the appearance of his/her classroom, laboratory and office. Custodial services are provided by housekeeping personnel. These personnel are supervised by the Facilities Director. Special housekeeping needs and deficiencies should be reported to the Facilities Director.

#### **6.4.5 Faculty Offices**

Offices are assigned by the Vice President for Academic and Student Development Services and the Vice President for Financial and Administrative Services in consultation with division Deans and affected faculty. Faculty are expected to maintain assigned offices neat and free of hazards, such as tripping hazards, and to report any maintenance problems to the Facilities Director. Requests to install framed artwork, etc. should be routed to the Facilities Director. The college is not responsible for the loss or damage of personal property placed in offices.

#### **6.4.6 Keys**

Keys will be issued by the College Police on an “as needed” basis. No key may be duplicated or loaned to another person. Master keys will be issued to those administrators who have a requirement for them. Any lost key must be reported to College Police immediately. Employees will be charged for replacing lost keys. Specific policies pertaining to the issuance of keys have been adopted and may be obtained from the Campus Police Department.

#### **6.4.7 Classrooms**

Classrooms are assigned on the basis of anticipated section size by the Vice President for Academic and Student Development Services. Should the classroom or equipment need to be rearranged, contact the Vice President for Academic and Student Development Services, who will coordinate approved requests with the Vice President for Financial and Administrative Services. Faculty are expected to leave the classroom in an orderly condition and turn off all lights when a room is unoccupied.

#### **6.4.8 Food and Drinks**

Students should be prohibited from consuming food and drinks in classrooms. All food and drinks are prohibited in instruction laboratory areas

### **6.5 Other Facilities**

#### **6.5.1 Food Services**

Food service is provided in the first floor of the Walker Fine Arts-Student Center for breakfast and lunch, Monday through Thursday, in the fall and spring semesters, when classes are in session. In addition, vending machines are located in all buildings. Microwave ovens are provided in the cafeteria area. Faculty, staff and students are requested to assist in maintaining a clean campus environment by properly discarding meal waste.

#### **6.5.2 Meeting Rooms**

A variety of meeting facilities may be scheduled through the Facilities Coordinator. These include a large and small meeting room in Frith Hall, as well as classrooms.

#### **6.5.3 Energy Conservation**

Thermostats and other control devices are set to maintain a maximum temperature of 68 degrees during the heating season and a minimum of 78 degrees during the cooling season.

Lights and equipment should be used only when necessary and switched off when a room is unoccupied.

#### **6.5.4 Bulletins & Bulletin Boards**

Bulletin boards are placed at appropriate locations throughout the buildings for use of the faculty, administration, and students. The appropriate division or department should be contacted for use of the bulletin boards in that area. Each division or department should monitor and maintain bulletin boards in a timely and efficient manner.

### **6.6 Use of College Facilities**

#### **6.6.1 Guidelines, Policies and Procedures and Fees**

The faculty and staff at PHCC fully realize the college's role in supporting community activities and economic development. Many college employees have made personal commitments to participate in community activities and events, and the college encourages community organizations to use college facilities when space is available.

With the commitment, however, comes a responsibility to recognize limitations which may exist in both the time staff members may be able to contribute and the availability of space at the college. Based upon the limitations and the fundamental belief that student learning and instruction must be given primary consideration, the following priorities and procedures are established.

(a) Priorities

- (1) Any instructional or co-curricular activity offered by PHCC. (Both credit and non-credit activities are included in this category).
- (2) Events and activities sponsored by other colleges or governmental agencies.
- (3) Non-profit/public service community groups within the service region of the college.
- (4) Other organizations.

(b) Applications

- (1) All organizations or individuals who would be included in priority 2, 3 or 4 above must submit a completed application for use of college facilities.
- (2) Applications must be submitted to the administrative assistant in the office of the Facilities Director.

- (3) Applications must be submitted at a reasonable time prior to the event.
- (4) Acceptance of the application is confirmed by the approval and signature of the Facilities Director.
- (5) Rejections of requests may occur when these and other reasons are considered:
  - (i) There is not satisfactory evidence that the applicant will take the necessary safety precautions for the participants or protection of property.
  - (ii) The event may unduly tax the college facilities.
  - (iii) The event may interfere with the normal operations of the college.
  - (iv) The applicant may have previously breached the agreement for facility usage.
  - (v) The applicant's event may not be appropriate for the college's environment. The applicant did not pay the fee from a previous usage of college facilities. Applications normally will not be approved more than 90 days in advance of the events.

(c) Obligations of the College

The college will provide facilities which are safe, clean, and accessible. The space approved for the applicant will include the furniture and/or equipment normally provided in the area. It may be the responsibility of the applicant to secure additional furniture, equipment, or supplies required for the event.

(d) Regulations

- (1) The applicant or group shall either clean the area used to the satisfaction of the Facilities Director. If the area is not cleaned to the satisfaction of the Director, then PHCC maintenance or housekeeping will clean the area. The applicant or group will be responsible for paying the cost these janitorial services.
- (2) No alcoholic beverages will be served or consumed on or in property of PHCC.
- (3) The usage fee paid to PHCC will be paid into PHCC Operating Funds.

- (4) Any damages to existing utilities, finished surfaces, to include but not limited to floors, walls or ceilings, or to other property of PHCC that the applicant or group used or readied for use, shall be repaired to the satisfaction of the Facilities Director at the expense of the applicant or group. PHCC reserves the right to repair such damages and bill the applicant or group for the costs of these repairs.
- (5) PHCC has limited audiovisual equipment that may be available for use by the applicant or group via formal request in writing or by e-mail using an A/V Services Request Form found at <http://www.patrickhenry.edu/phfacstaff/instresources/classroom-a-v-equipment-instructions> at least two weeks prior to the event.
- (6) The applicant, group, any participants or guests shall hold PHCC and PHCC employees harmless from any claims, damages or actions of any kind or nature arising from or caused by the use of systems, equipment or facilities or PHCC.
- (7) Business hours for PHCC are Monday through Thursday, 8:00 a.m. to 10:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m. PHCC will not be open for selected holidays. If PHCC is closed the day an event is scheduled to occur because of inclement weather or other unscheduled events or situations, such as power failure, then the event will be canceled. Any fees collected by PHCC will be refunded to the applicant or group.
- (8) Fees must be paid before the scheduled occurrence of the event.

### **6.6.2 Laboratory and Shop Use by Faculty and Staff**

The policy of the college is to allow faculty and staff to use college facilities in any way which would enhance their professional development. All faculty and staff members are expected to adhere to the following guidelines in the use of college laboratories and shops:

- (a) Permission should be obtained from the appropriate division dean. This procedure is required for the purpose of the coordinating schedules, obtaining keys to storage areas, and receiving briefings concerning safety precautions or instructions in the use of specialized tools or equipment.
- (b) In no way should the use of the laboratories or equipment interfere with instructional services.
- (c) After laboratories and equipment are used, they should be left in their proper places, and the laboratories should be left clean and orderly.

- (d) Laboratories should never be left unlocked and unattended. Students may not be left in laboratories without supervision.
- (e) No one should work unaccompanied in a lab.

## **6.7 Campus Police & Security**

Campus Police and/or security guards are on duty at the campus from 6:30AM to 10:30PM weekdays, 8:00AM to 4:00PM Saturday, and 12:00PM to 5:00PM Sunday. When returning to campus during non-business hours, faculty should notify Security of their presence and check to ensure doors are secure as they enter and exit buildings. If an emergency occurs on campus, contact Security at cellular telephone number 732-2406. If an emergency occurs off-campus, contact emergency services by dialing 911.



## 7. STUDENT SERVICES

Under the policies of the State Board for Community Colleges, the college is obligated to provide a comprehensive student services program to assist students throughout their academic careers. To that end, the Student Development Services of the College provides support and assistance to the faculty. At the same time, the faculty are essential to an effective student services program. The *VCCS Policy Manual* 6.4 contains State Board policies and procedures with respect to student development.

### 7.1 Student Advising (VCCS Policy 6.4.0)

Both counselors and faculty advisors provide counseling to students. The advising office assists students in making decisions with respect to their vocational, educational, and personal/social plans. As a part of this assistance, the office provides appropriate tests, inventories, occupational and educational information, and information regarding financial assistance or employment. Should a personal problem require assistance above and beyond that which the counselor or faculty advisor feels adequate to handle, the student will be referred to an appropriate outside professional. All sessions with an advisor are matters of strict confidence.

#### 7.1.1 Pre-College Counseling

In accordance with VCCS Policy 6.4.0.0 on recruitment and high school articulation, the college cooperates with local high schools in the region to provide pre-college counseling. Students and high school guidance counselors in the vicinity are informed of the offerings of the college, and the college works closely with organizations of the community to determine the educational needs and interests of adults in the region. All youth and adults in the community are invited to request information from the Student Development Services Office. Faculty members are expected to assist in this process, especially in providing information concerning their disciplines and faculty advising during registration periods.

#### 7.1.2 Faculty Advisors

A faculty member is designated as a student advisor to provide educational guidance in the student's field of specialization. The faculty advisor assists the student in arranging a program of study and a class schedule. Faculty may be helpful in providing information about the knowledge and skills required, as well as information about job opportunities in the student's field.

Faculty must consider these duties essential and work closely with the Student Development Services Office to ensure that every student is properly advised and assisted.

Faculty advisors are able to access a list of their advisees through the Student Information System. Information for each individual advisee such as placement test scores, transfer credit, class schedules, etc., is also available.

VCCS Policy 6.4.0.1 describes the functional relationship of faculty advisors.

## **7.2 Placement Testing (VCCS Policy 6.4.0.2)**

A well-planned testing program for all students is coordinated by the Student Development Services office. The Virginia Placement Test (VPT) is strongly encouraged as early as possible for all new students planning to enter one of the associate degree, diploma, or certificate programs. Satisfactory VPT scores are required before many courses can be taken unless the student already has sufficient work from another college. This test battery is usually administered at the college, after completing an application to the college, and is used for counseling and placement purposes.

Faculty may be asked to evaluate test results in their disciplines and recommend appropriate credit or developmental studies courses.

VPT placement test scores are valid for two years after the date of the test. Other information regarding placement testing, including exceptions to testing and placement testing across colleges can be found in VCCS Policy 6.4.0.2.

## **7.3 Orientation (VCCS Policy 6.4.0.3)**

In accordance with VCCS Policy 6.4.0.3, an orientation program has been established to acquaint new students with the purposes and programs of the college. The orientation process begins when the student meets with a counselor at the college for an interview to discuss educational interests, to determine what additional tests may be needed, and to plan the student's application for admission to a specific curriculum at the college. The student should also meet with a counselor and/or faculty advisor in the major curriculum to plan a program and course of study.

SDV 108, College Survival Skills, is required for all degree, diploma, and certificate programs, and is expected to be taken the first semester of enrollment.

In addition to advising students, divisions are expected to assist in the orientation program as requested by the Vice President of Academic and Student Development Services.

## **7.4 Career Development**

In accordance with VCCS Policy 6.4.1, the college provides career development services which include structured assessments that assist students in lifelong learning opportunities that expand the individual's knowledge, skills, and attitudes about work opportunities, employment, vocational choices, and personal management.

## **7.5 Financial Aid**

Specific regulations on financial aid are set forth in **Section 6.4.2** of the *VCCS Policy Manual*; a list of resources appear in the current catalog and on the PHCC webpage. Faculty and students should consult the Financial Aid Office on all financial aid matters.

The Student Success Committee composed of faculty, support staff, and the Coordinator of Financial Aid, is charged with reviewing particular institutional policies which are established to administer financial aid at the college.

## **7.6 Veterans' Affairs**

The college's financial aid staff counsels veterans, monitors their programs of study, and supervises the payment of veterans' educational benefits.

## **7.7 Student Policies, Procedures, & Regulations (VCCS Policy Section 6.0)**

### **7.7.1 Application for Admission**

Current admission policies are set forth in detail in the *VCCS Policy Manual* 6.0 and appear in the current college catalog. These policies are based on the general admission policy of the State Board.

Per VCCS Policy 6.0.1, any person who has a high school diploma or its equivalent, or who is 18 years of age and is able to benefit from a program at the college, may be admitted to the college as a curricular student or non-curricular student when required items have been received by the Office of Admissions. Special circumstances may be reviewed and approved by the Coordinator of Admissions & Records. The college reserves the right to evaluate special cases and to refuse admission to applicants if such refusal is considered to be in the best interest of the college.

VCCS policy regarding admission criteria for dual enrollment students, international students, students with documented disabilities, admission to specific curricula, and admission priorities is detailed in VCCS Policy 6.0.1-5.

### **7.7.2 Transcript Evaluation for Transfer Students**

Policy on students transferring from other colleges appear in VCCS Policy 6.0.6 and on students transferring between curricula in VCCS Policy 6.0.7. Information is also available in the college catalog. The Coordinator of Admissions evaluates transcripts for the purpose of awarding equivalent credits. Faculty members may be consulted for assistance in evaluating coursework in their disciplines.

### **7.7.3 Student Registration and Records (VCCS Policy 6.2)**

Faculty will be actively involved in pre-registration, registration, and record-keeping. In addition to advising students, faculty should:

- assist the division deans in establishing and controlling section size
- monitor class rolls closely to ensure accuracy and completeness
- maintain and retain grade books and grades for a period of at least three years to provide source document for the audit of permanent records and the correction of administrative errors

For other policies related to student registration and records, including add/drop procedures, withdrawal, and record keeping, see VCCS Policy 6.2.

### **7.7.4 Classification of Students (VCCS Policy 6.3)**

Per VCCS Policy 6.3, students are classified according to their educational goals, the time devoted to their education, and the number of credits completed.

(a) Curricular Student

A student who has been officially admitted to one of the associate degree, diploma, or certificate programs of the college is classified as a curricular student. A student shall be classified as a curricular student if the following three conditions are satisfied: (1) the student holds a high school diploma, a GED or its equivalent, or is otherwise determined qualified for admission; (2) the required documents for general admission to a curricular program are received by the Office of Admissions; and (3) the student has been admitted to one of the college's curricula.

(b) Non-Curricular Student

A student who is not enrolled in a curriculum, either by the student's own choice or in accordance with college policy, is classified as a non-curricular student; moreover, it is the policy of the State Board and the college to make distinctions among non-curricular students according to their educational goals or admission status. These distinctions are:

- students who are employed and are seeking to upgrade skills in their present job
- students who are seeking to develop the skills required in a new job

- career exploration students are undecided about a career goal or an occupational choice. The college will provide counseling to assist them in making career/curricular decisions; they will be expected to declare another educational objective prior to completing 30 credit hours
- students who are enrolled to increase their general knowledge or for their own personal satisfaction; their reasons are not related to specific occupational or educational goals
- transient students who are enrolled in the college but maintain primary enrollment at another post-secondary institution
- non-degree transfer students who are enrolled in the college with the intent to transfer to another post-secondary institution without completing the requirements for a degree
- high school students who are enrolled in the college (three sub-categories of this category exist)
  - with the written permission of their principals,
  - students with general or curricular requirements pending who have not met all of the general or specific admission requirements as stated in the college catalog but who may be enrolled in the category for one semester only
  - restricted enrollment students who meet the admission requirements of their curricula of choice, but are temporarily denied entry because enrollments are restricted and are enrolled in other courses while awaiting entry into the curricula
  - auditing students who are enrolled in a course without taking examinations or receiving credit and register and pay regular tuition

(c) Full-Time Student

A student will be considered a full-time student if the student is carrying 12 or more semester credits of course work.

(d) Part-Time Student

A student will be considered a part-time student if the student is carrying fewer than 12 semester credits of course work.

(e) Freshman

A student will be classified as a freshman until the student has completed 30 semester credits of study in a designated curriculum. Transferred credits are included provided they apply toward meeting requirements of the student's curriculum.

(f) Sophomore

A student will be classified as a sophomore after the student has completed 30 or more semester credits of course work in his designated curriculum. Transferred credits are included, providing they apply toward meeting requirements of the curriculum.

(g) Program Classification

Students are also classified according to these general program categories: Developmental, Transfer, Occupational/Technical, and Career Credit.

## **7.8 Student Conduct Code, Rights, & Responsibilities (VCCS Policy 6.5)**

Students are expected to maintain standards of conduct appropriate for membership in the college community. Guidelines and regulations governing student conduct are outlined in the college catalog and in VCCS Policy 6.5.

### **7.8.1 Statement on Student Rights and Responsibilities**

Patrick Henry Community College is a part of the Virginia Community College System and adheres to the standards set forth for the system. This statement of rights and responsibilities is designed to clarify those rights which the student may expect as a member of the student body of a community college and the obligations which admission to the college places upon the student. (*Statement of Student Rights & Responsibilities*, PHCC catalog).

## **7.9 Student Organizations**

Student organizations may be established, for any legal purpose provided, within the college for any legal purpose. Affiliation with an external organization such as a national society shall not, in itself, disqualify the college branch or chapter from institutional privileges. Requirements for student activities are outlined in VCCS Policy 6.4.5. A list of student clubs and organizations is in the College Catalog.

Procedures: The procedures by which new student organizations may be established and recognized by Patrick Henry Community College shall be as follows:

- (1) The need for the proposed organization will be presented to the individual in charge of coordinating student activities.
  - (2) A proposal of purpose and objectives shall be submitted in writing to the Student Activities Director. Proposed activities and projects may be submitted in conjunction with the statement of purpose and objectives.
  - (3) A faculty sponsor will be secured.
  - (4) A temporary president of the proposed organization will be selected.
  - (5) No business, project, or election other than those stated in items 1 through 4 shall be conducted by an organization prior to its formal recognition.
  - (6) All outside funds shall be treated consistently with the *VCCS Policy Manual*.
  - (7) All organizations will be asked to have a copy of membership list, purpose, objectives and/or constitution on file with the Student Activities Director no later than 60 days following the notification of official recognition.
  - (8) Recognition of an organization implies neither approval nor disapproval of the aims, objectives, and policies of the organization.
  - (9) Any organization which engages in illegal activities on or off campus may have sanctions imposed against it including admonition, probation, restitution, and withdrawal of the college recognition.
  - (10) Membership in all college-related organizations shall be open to any member of the college community who is willing to subscribe to the stated aim and meet the stated obligations of the organization regardless of race, creed, national origin, or sex.
- (b) Use of Facilities: College facilities may be assigned to college student organizations and groups for regular business meetings, for social or athletic programs, and for programs open to the public, unless in the opinion of the president, the group or the planned program poses a serious threat to the continued well-being and safety of the institution. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.
- (c) An individual, group, or organization may use the college name only with the expressed authority of the college.

### 7.9.1 Student Activities

Faculty are expected to provide leadership and assistance to students in the conduct of their extra-curricular activities. VCCS Policy 6.5 and the College Catalog set forth the requirements for the proper conduct of student activities; and the activities sponsored and sanctioned by Patrick Henry Community College are listed in the College Catalog.

(a) Advising Organizations

Advisors for student organizations are chosen on a voluntary basis, usually at the request of the students. Advisors must coordinate the activities of the organization with the Office of Student Activities; special use of college facilities must be approved.

Responsibilities of advisors include:

- (1) checking on the eligibility of students
- (2) attending student meetings
- (3) requiring suitable conduct
- (4) supervising activities of the group
- (5) supervising the appropriation of the club funds

(b) Chaperons

Faculty may be asked to serve as chaperons at social activities.

(c) Student Social Activity Policy

The organization sponsoring a student function has the responsibility of notifying the Student Activities Director and registering the date of the function at least ten days prior to the function.

All students who attend social functions at Patrick Henry Community College must have paid their activities fee for the current school year. Students attending social functions who have not paid their activities fee will be assessed for the functions they attend.

Each student is allowed one guest at functions unless otherwise stated on the request form to conduct an activity. Each student is responsible for the behavior of their invited guest.



All social functions must be chaperoned. The responsibility for the behavior of students and guests at a college social function lies primarily with the membership of the organization holding the function. A minimum of two students, or one student per fifty people expected in attendance, will be specifically designated as student chaperons. The student chaperons will be assisted by chaperon(s) representing the faculty and staff of the college. All chaperons must have the approval of the Student Activities Director.

The chaperons may require a student or guest to leave the premises whenever such individual is disruptive or acts in an unlawful manner, or fails to comply with rules and regulations of the college, or unduly interferes with the activity.

Any serious incident will be reported orally by the chaperon(s) directly involved, with minimum delay, to the Student Activities Director, the Vice President of Academic and Student Development Services, or to the president of the college. A written description of the incident, including names of the participants, witnesses, and a summary of the action taken, will be submitted to the Vice President of Academic and Student Development Services and the Dean of Student Development Services no later than 12:00 noon of the next working day.

The faculty/staff chaperon(s) is the guest of the student organization sponsoring the activity. He or she is expected to be present for the entire time of the social activity or to make arrangements with another faculty/staff chaperon to carry out the responsibilities. A faculty/staff chaperon may make an agreement with the sponsoring student group to be present for a designated period of hours provided there is adequate faculty/staff chaperon coverage for the duration of the event. It is a student responsibility to arrange for full coverage.

(d) Student Field Trips

Students are expected to pay any expenses including transportation costs for their participation on field trips, and they must sign a form releasing the college from any responsibility.

Faculty may include a field trip as a course requirement; however, the course must be planned during the spring semester of the year prior to the session in which it will be offered, so that the field trip may be included in the course description in the current catalog. Faculty must provide information concerning the additional costs involved and arrange substitute assignments for students who cannot participate.

(e) Health and Physical Education Programs

The State Board for Community Colleges encourages each community college to develop an appropriate program of health, physical education, recreation, and intramural programs on campus and/or off campus in community facilities. Such programs shall be designed to promote the physical well-being of the individual students and the development of recreational skills. Competition in intramural teams, including "all-star" teams, in civic leagues and competition between intramural teams of neighboring institutions is authorized with the approval of the local Community College Board providing that all expenses, including expenses, including transportation, are paid from local funds.

(f) AIDS Policy (VCCS Policy 6.0.9)

Current knowledge indicates that students or employees with AIDS (Acquired Immunodeficiency Syndrome), ARC (AIDS-Related Complex), or a positive HIV antibody test do not pose a health risk to other students or employees in an academic setting. Therefore, students or employees who have AIDS, ARC, or a positive HIV antibody test should be allowed regular classroom attendance and use of all institutional facilities.

Mandatory screening or testing is ordinarily not appropriate for admission of students or employment of faculty.

Laboratory programs providing clinical experiences should be guided by Center for Disease Control and OSHA guidelines. Recommendations of the American College Health Association may also be consulted.

A program of education should be implemented on each VCCS campus. Such a program may follow the ACHA guideline for educational progress as detailed in the "General Statement on Institutional Response to AI'S," ACHA Task Force on Acquired Immunodeficiency Syndrome, revised January, 1988.

### **7.9.2 Student Publications**

Editorial freedom of student publications entails a corollary obligation under the canons of responsible journalism. All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body.

Any student newspaper must adhere to the regulations as outlined in VCCS Policy 6.4.5.2.

### **7.10 Privacy of Student Records (VCCS Policy 6.2.7)**

Employees having access to student information must follow the *Student Information Release Policy* below:

All requests for official information about students should be referred to the Coordinator of Admissions and Accelerated Learning. Student records are treated as confidential information as provided by the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, Sec. 438, Pub. L 90-247 (FERPA) as amended. Information from student records cannot be released (with very limited exceptions) except to the student who may authorize release. Officials of the College may have access to student records when acting in the student's educational interest and within the limitations of their authority. These officials include faculty, academic advisors, and personnel in the offices of Student Services, , Financial Aid, Veteran's Affairs, and Special Services. Directory information including name, address, telephone number, date of birth, major field of study, dates of attendance, course credit load, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, degrees, honors and awards received and the most recent educational College or institution attended may be released without the consent of the student. A student may request that this directory information be kept confidential by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Director of Enrollment Management in consultation with the Vice President for Academic and Student Development Services or another appropriate College official.

The student has the right to inspect and review the information contained in his or her record. The student must submit a written request to the Admissions Office and identify the records to be inspected. The Admissions Office will then arrange a mutually convenient appointment for student inspection of records within 45 days of submitting a written request.

The student may also ask the College to amend a record believed to be inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student about the decision and advise the student of the right to a hearing regarding the request for amendment. Other information related to the privacy of education records may be found in VCCS Policy 6.2.7.

## **7.11 Student Grade Appeal Procedure**

If a student wishes to appeal or challenge a course grade, the in-house administrative procedure will be used as set forth in the College Catalog.

## **7.12 Student Grievance Procedure**

An equitable and orderly process by which students at the college may resolve grievances is outlined the College Catalog. This procedure is in accordance with VCCS Policy 6.5.0.1.

## **8. GENERAL POLICIES**

### **8.1 Equal Employment Opportunity (EEO) (VCCS Policy 3.14.0)**

#### **8.1.1 Policy**

The Commonwealth is committed to providing **equal employment opportunity** for all employees and job applicants regardless of their race, color, religion, national origin, political affiliation, veteran status, gender, age, or sexual orientation and for all otherwise qualified persons with disabilities. Employment discrimination based on these traits is unlawful under both state and federal law. Equal opportunity extends to all aspects of employment including hiring, transfers, promotions, training, termination, working conditions, compensation, benefits, and other terms and conditions of employment. The Commonwealth complies with federal and state equal employment opportunity laws and strives to keep the workplace free from all forms of unlawful discrimination, including harassment and retaliation.

#### **8.1.2 Violations and Enforcement**

Unlawful discrimination in any form is a serious offense that will not be tolerated in state employment. If you believe you are a victim of unlawful discrimination, several avenues of redress are available to you, including processes within your College, the grievance procedure, and the state and federal discrimination complaint processes.

Supervisors or employees found to have engaged in unlawful discriminatory conduct are subject to disciplinary action, including termination.

If you wish to submit a complaint or allegation, you may obtain the needed forms from the College's Human Resource Office or by contacting the Equal Employment Opportunity Commission.

### **8.2 Americans with Disabilities Act**

It is the policy of the College to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). The College will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. The College will also make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the College.

The College reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his/her essential job functions. All such health exams shall be paid for by the company.

### **8.3 Illegal Substance Policy (SB) (VCCS Policy 3.14.4)**

Students or employees of a Virginia community college shall not possess, sell, use, manufacture, give away, or otherwise distribute illegal substances including drugs or alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus meetings. Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

The Commonwealth intends to maintain a workplace free from the adverse effects of alcohol and other drugs. Employees are forbidden to use these substances at the workplace or to come to the workplace while under the influence of these substances. In addition, employees are expected to notify their supervisors if they are convicted of violating any criminal drug law, either within or outside the work place, or if they are convicted of violating any alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Violation of policies related to these matters can result in serious disciplinary action including termination.

#### **8.3.1 Controlled Substances Policy**

(a) Definitions

- (1) The term “*controlled substances*,” as used in this policy is defined to include legal and illegal drugs. The use or possession of legal drugs (i.e., those drugs for which a valid prescription is required before the drug may be used or possessed) is not prohibited by this policy unless that use or possession is inconsistent with the prescription or where no such prescription has been provided.
- (2) The term “*illegal drugs*” is defined to include all such drugs of which the use, sale, possession, distribution, manufacture, or transfer is prohibited by law and includes, but is not limited to, narcotics.
- (3) As used in this policy, “*under the influence*” means that the individual is affected by a controlled substance in a detectable manner.
- (4) The term “*workplace*” as used here shall mean any College premises or

work site or customer's place of business, including College vehicles and public or private means of transportation while engaged in College business.

(b) Policy Statement

The illegal use, sale, possession, distribution, manufacture, or transfer of controlled substances at the workplace or elsewhere during work hours is strictly prohibited. Also prohibited under this policy is use, sale, possession, distribution, manufacture, or transfer of controlled substances on nonworking time, and on or off College property to the extent such use impairs an employee's ability to perform his or her job, or when such activities negatively affect the reputation or threaten the integrity of the College.

College personnel may not report to work or work while under the influence of illegal drugs, nor may such personnel report to work under the influence of legal drugs for which no prescription has been issued or where the use of the legal drugs is inconsistent with a prescription.

Whereas this policy does not prohibit the use or possession of over-the-counter or prescription drugs where such use or possession is consistent with the proper use of such substances, College personnel are encouraged to advise supervisors of such use where it may affect performance. Should performance be affected by the use of such substances, the individual may be relieved of his or her job duties under the Sick Leave Programs.

College personnel who plead guilty or no contest or are convicted of a violation of a controlled substance statute must inform their supervisor within five days of the conviction or plea. Failure to comply with this requirement will subject College personnel to disciplinary action, which may include termination for a first offense.

Persons violating the College policy regarding substance abuse will be subject to disciplinary action, which may include termination for a first offense.

### **8.3.2 Alcohol Policy**

The College expects that all personnel will maintain proper professional decorum at all times during the workday, on and off College property. Expressly prohibited under this policy are reporting to work or working while impaired from the use of alcohol and alcohol consumption while on the job or at other times during the workday on and off College property.

As used in this policy, *impaired from the use of alcohol* means that the individual's performance or behavior is marked by abnormal conduct or erratic or aberrant behavior, including, but not limited to, sleeping on the job, slurred words, or a significant smell of alcohol about the person.

The legal use of alcohol is not prohibited when an employee is not working and is not at the workplace.

Personnel violating the policy regarding abuse of alcohol will be subject to disciplinary action, which may include termination for a first offense.

### **8.3.3 Enforcement**

In order to enforce these policies and procedures, the College may investigate potential violations and require personnel to undergo drug and/or alcohol screening, including urinalysis, blood tests, or other appropriate tests and, where appropriate, searches of all areas of the College's physical premises, including, but not limited to, work areas, personal articles, employee desks, workstations, and College vehicles, etc. Employees will be subject to discipline up to and including discharge for refusing to cooperate with searches or investigations or to submit to screening or for failing to execute consent forms when required by management.

### **8.3.4 Investigations and Searches**

Where a manager or supervisor has reasonable suspicion that an employee has violated the substance abuse policy, the supervisor, or his or her designee, may inspect vehicles, lockers, work areas, desks, and other locations or belongings without prior notice, in order to ensure a work environment free of prohibited substances. An employee may be asked to be present and may remove a personal lock. The employee is hereby notified that locked areas or containers do not prevent a search, and thus employees should understand there is no expectation of privacy on College premises. Where the employee is not present or refuses to remove a personal lock, the College may do so. Any such searches will be coordinated with a representative of the HR department. The College may use unannounced drug detection methods.

## **8.4 Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking (VCCS Policy 3.14.5)**

### **8.4.1 Notice of Nondiscrimination.**

As a recipient of federal funds, Patrick Henry Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, sexual assault and similar conduct may constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The College's Title IX Coordinator is John I. (Jack)

Hanbury, Vice President for Financial & Administrative Services. His office is located at West 158. He may be contacted by phone at 276-656-0205 or by email at [jhanbury@patrickhenry.edu](mailto:jhanbury@patrickhenry.edu). The College's Deputy Title IX Coordinator is Belinda Stockton, Director of Human Resources. Her office is located at West 148. She may be contacted by phone at 276-656-0214 or by email at [bstockton@patrickhenry.edu](mailto:bstockton@patrickhenry.edu).

#### **8.4.2 Policy.**

Patrick Henry Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

#### **8.4.3 Purpose.**

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

#### **8.4.4 Applicability.**

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus or if the off-campus conduct occurs at a college sponsored function.

#### **8.4.5 Definitions**

Advisor: An individual who is requested by the complainant or respondent to provide the complainant or respondent support, guidance, or advice. Advisors may be present at any



meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

Campus: The term “campus” refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College’s educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

Complainant: A complainant refers to an individual who may have been the subject of a violation of this Policy and files a complaint against a faculty member, staff member, student or third party.

Consent: Any sexual activity or sex act committed against one’s will, by the use of force, threat, intimidation, or ruse, or through one’s mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual who is mentally incapacitated, physically helpless, or who is under the age of legal consent cannot legally consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

*Mental incapacity* means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.

*Physical helplessness* means unconsciousness or any other condition existing at the time which rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury that is committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of

relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury that is committed by a person against such person's family or household member, which includes a current or former spouse a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

Respondent: A respondent refers to an individual who has been accused of violating this Policy.

Responsible Employee: Responsible Employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. A Responsible Employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A Responsible Employee also is any employee who a person reasonably believes is a Responsible Employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. Any employee with supervisory authority may be a Responsible Employee. Alternatively, the College may name Responsible Employees by title, position or name employees who are CSAs as Responsible Employees. A responsible employee shall not be an employee who, in his position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

Sexual Assault: Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

Sexual Exploitation: Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

Sexual Harassment:

The law defines sexual harassment as unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- a) submission to such conduct is made a term or condition of education or employment; or
- b) submission to or rejection of such conduct is used as basis for educational or employment decisions affecting the individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with a student's or an employee's work performance or creating an intimidating, hostile or offensive working environment.

Generally, two categories of sexual harassment exist:

*Quid Pro Quo*: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or

*Hostile Environment*: Conduct so severe or pervasive and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or where a person is incapable of giving consent. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person's will. Sexual violence includes rape, sexual assault, and sexual battery.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

Third Party: A third party is any person who is not a student or employee of the College.

#### **8.4.6 Consensual Relationships. (VCCS Policy 3.14.2)**

Pursuant to VCCS Policy 3.14.2, consenting romantic and or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

#### **8.4.7 Reporting Incidents.**

- a) Members of the campus community who believe they have been subjected to any of these actions should immediately report the incident to the College Title IX Coordinator, a Responsible Employee or to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911.
- b) Whether or not a report is made to law enforcement, members of the campus community must report alleged violations of this Policy to a Responsible Employee or to the Title IX Coordinator. The failure of any employee to report alleged violations may result in employment action against the employee.
- c) The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

Title IX Coordinator:	John I. (Jack) Hanbury West 158 276-656-0205 <a href="mailto:jhanbury@patrickhenry.edu">jhanbury@patrickhenry.edu</a>
Deputy Title IX Coordinator	Belinda Stockton West 148 276-656-0214 <a href="mailto:bstockton@patrickhenry.edu">bstockton@patrickhenry.edu</a>
Chief of Police	Gary Dove West 105 276-656-5494 <a href="mailto:gdove@patrickhenry.edu">gdove@patrickhenry.edu</a>

After normal business hours, members of the campus community should report alleged violations of this Policy to Gary Dove, Chief of Police, at 276-806-9840.

- d) There is no time limit for filing a complaint with the College. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

#### **8.4.8 Retaliation.**

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or against any person cooperating in the investigation of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

#### **8.4.9 False Allegations.**

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of

employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

#### **8.4.10 Handling of Reports and Investigations.**

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement. Members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator to notify law enforcement if they wish. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

#### **8.4.11 Confidentiality and Anonymous Reports.**

- a) Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and address its discriminatory effects. For this reason, some College employees may not be able keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.
- b) Responsible Employees must report all alleged violations of this Policy to the Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

c) If a complainant wishes to keep the report confidential, it is recommended that he or she report the alleged conduct to someone with a legal duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that the complainant's identity not be released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint. Likewise, if the complainant does not wish to disclose the identity of the accused, the College's ability to investigate and take reasonable action in response to a complaint will be severely limited. In the foregoing cases, the College will evaluate the confidentiality request(s) in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

- The seriousness of the allegation(s);
- The complainant's or alleged victim's age;
- Whether there have been other similar complaints against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

Therefore, the College may pursue an investigation and/or notify law enforcement even if the complainant requests that no action be taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant when it is unable to maintain confidentiality or respect the complainant's request for no further action.

d) Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. If it is determined by the law enforcement representative of

the review committee that the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals, the College immediately will disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

- e) If the report of an alleged act sexual violence would constitute a felony sexual assault, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
- f) The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

#### **8.4.12 Amnesty.**

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone drug usage or underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.



#### **8.4.13 Timely Warnings.**

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to the extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

#### **8.4.14 Interim Measures.**

- a) Prior to the resolution of a complaint, the College may suspend or place the respondent on disciplinary or administrative leave when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses. The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.
- b) Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.
- c) The College may implement other measures for either the complainant or the respondent if requested, appropriate and reasonably available, regardless of whether a formal complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

#### **8.4.15 Sexual and Domestic Violence Procedures**

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, the Title IX Coordinator, a Responsible Employee, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. “Rape drugs,” such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual violence, or stalking, or to obtain a protective order.
  - Do not wash your hands, bathe, or douche.
  - Do not urinate, if possible.
  - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
  - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime.
  - Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - Tell someone all the details you remember or write them down as soon as possible.
  - Evidence of violence, such as bruising or other visible injuries, following an incident should be documented by taking a photograph. Evidence, including any communications such as written notes, text messages, email, voice mail, or other electronic communications should be saved and not altered in any way.

#### **8.4.16 Written Notification of Rights and Options.**

Members of the campus community who report incidents of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options , including the (i) the available law-enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and adjudication under the College's policies; (v) the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a victim; (vii) information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.<sup>1</sup> Those rights and options are as follows:

##### Victim's Rights

- Go to court and file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
- Seek a criminal complaint for threats, assault and battery, or other related offenses;
- Seek medical treatment (if on campus, the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);

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<sup>1</sup> The information required by the Campus SaVE Act is included in this Policy: (a) possible sanctions or protective measures that the College may impose following a final determination of a disciplinary procedure regarding sexual violence, domestic or dating violence, or stalking (b) procedures individuals should follow if sexual violence, domestic or dating violence, or stalking has occurred; (c) procedures for disciplinary action in cases involving sexual violence, domestic or dating violence, or stalking, including a clear statement that the College's proceedings shall provide a prompt, fair, and impartial investigation and resolution; (d) information about how the College will protect the confidentiality complainants; (e) written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and (f) written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Therefore, Colleges may fulfill this requirement by providing anyone who makes a report a copy of this Policy.

- Request the police remain at the scene until your safety is otherwise ensured;
- Request that a police officer assist you (if you are on campus) by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
- Obtain a copy of the police incident report at no cost from the police department.
- Victims will have the opportunity to request prompt proceedings and that a fair, and impartial investigation and resolution will occur
- College officials will treat the incident seriously and that the incident will be investigated and adjudicated by appropriate criminal and/or College officials.
- Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. And shall use the “preponderance of the evidence” standard (which is “more likely than not” and the standard used by civil courts in the United States).
- Victims will be treated with dignity, respect, and in a non-judgmental manner.
- College officials will inform victims of their option to notify appropriate law enforcement authorities, including College Police, on-campus security and local police, and offer assistance in notifying proper authorities when an individual discloses an incident of sexual misconduct.
- College personnel will not discourage anyone from reporting, nor encourage them to under-report or report the incident as a lesser crime.
- College personnel will cooperate in obtaining, securing and maintaining evidence (including a medical examination) necessary for legal/criminal proceedings.
- College officials will prohibit retaliation and will not only take steps to prevent retaliation but also take strong responsive action if it occurs. They will also follow up with complaints to determine whether any retaliation or new incidents of harassment have occurred.
- Victims are provided with written notification of on and off campus available services for mental health, victim advocacy, legal assistance, and other available community resources.
- Orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property. Therefore, if any member of the College community obtains an order of protection or restraining order, he or she should promptly inform College Police and provide College Police with a copy of that order, so that the College can enforce it. If the College Police Department determines that an individual’s presence

on campus poses a danger to one or more members of the College community, College Police can issue an institutional No Contact or No Trespass Order barring that individual from College property.

- Victims will be afforded the opportunity to request immediate on-campus steps to prevent unnecessary or unwanted contact or proximity to an alleged perpetrator when reasonably available.
- Victims are informed that they are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice, knowing that the accused also has the same opportunity to have others present during any proceeding (the College may deny both parties and advocate or support person).

#### Rights of Persons Accused of Sexual Misconduct

- All sexual misconduct cases will be treated seriously.
- The accused will be treated with dignity, respect, and in a non-judgmental manner.
- The accused will be informed of the nature of the complaint made against him/her and the name of the complainant.
- The accused will be given written Notice of Accused Rights.
- College personnel will cooperate in investigating the case fully for legal and student conduct & resolution proceedings.
- The accused will be provided written notice of any decision or disciplinary action taken by the College.
- Respondents are informed that they are entitled to be accompanied to any related proceeding by an advisor of their choice, knowing that the victim also is provided with the same opportunity to have others present during any proceeding (the College may deny both parties and advocate or support person).

#### **8.4.17 Support Services.**

All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

The resources available to students and College employees are as follows:

- Citizens Against Family Violence  
13 Cleveland Ave  
Martinsville, VA 24112

276-632-8701  
<http://cafv.info/>

- Martinsville City Victim/Witness Program  
P.O. Box 1063  
55 West Church Street  
Martinsville, VA 24114  
Vicky Belcher, Director  
(276) 403-5467  
[vbelcher@ci.martinsville.va.us](mailto:vbelcher@ci.martinsville.va.us)
- Henry County Victim/Witness Assistance Program  
Victim-Witness Director  
Robin D. Byrd  
3160 Kings Mountain Road, Suite D  
Martinsville, VA 24112  
276-634-4503  
Email: [rbyrd@co.henry.va.us](mailto:rbyrd@co.henry.va.us)
- Henry-Martinsville Social Services  
(276) 656-4300 option 1  
Monday - Friday from 8:00 a.m. - 5:00 p.m.
- Virginia Family Violence & Sexual Assault 24-Hour Hotline  
Hotline: (800) 838-8238  
Web: <http://www.theredflagcampaign.org/index.php/resources/hotlines/>
- Virginia Sexual and Domestic Violence Action Alliance (VSDVAA)  
The Corporate Centre  
5008 Monument Avenue, Suite A  
Richmond, VA 23230  
Phone: 866-3VSDVAA (Toll-Free)  
Hotline: (800) 838-8238  
Web: [www.vsdvalliance.org](http://www.vsdvalliance.org)
- Victim Notification Program  
Office of the Attorney General  
900 East Main Street  
Richmond, Virginia 23219  
Toll Free: (800) 370-0459

- Crime Victim Assistance  
Victims Services Section Of the Department Of Criminal Justice Services  
202 North Ninth Street, 6th Floor  
Richmond, VA 23219  
Phone: (888) 887-3418

#### **8.4.18 Education and Awareness.**

- a) The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
- b) Incoming students and new employees must take part in a mandatory primary prevention and awareness program. The program, at a minimum, shall include:
  - A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
  - The definition of domestic violence, dating violence, sexual assault, and stalking;
  - The definition of consent;
  - Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
  - Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
  - Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
  - Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.
- c) The College also conducts an ongoing prevention and awareness campaign for all students and employees.

#### **8.4.19 Resolution of Complaints.**

- a) The College has an obligation and is committed to provide prompt, fair, and impartial investigation and resolution of alleged violations to this Policy. Title IX Coordinator(s), investigators, Responsible Employees and hearing officials must receive training on sexual violence, domestic violence, dating violence, and stalking,

and the conduct of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process.

- b) The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the informal process, and (ii) to all matters that are not eligible for informal resolution.

#### **8.4.20 Complainant's Initial Meeting with the Title IX Coordinator.<sup>2</sup>**

As soon as is reasonably practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing. At this initial meeting, the Title IX Coordinator will:

- Provide the complainant with a copy of this Policy;
- Provide the complainant with a Complaint Form, if necessary;
- Provide the complainant with the written Notice of Victim's Rights and with the written Notice of Victim's Resources;
- Explain avenues for formal resolution and informal resolution of the complaint;
- Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
- Explain the steps involved in an investigation;
- Discuss confidentiality standards and concerns with the complainant;
- Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service with which the College has entered into a memorandum of understanding; Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes;
- Discuss the right to a fair and impartial resolution of the complaint; and

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<sup>2</sup> The College may request a meeting with a third party complainant, but it may not require his or her attendance.



- Discuss the College's obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions.

#### **8.4.21 Respondent's Initial Meeting with the Title IX Coordinator.<sup>3</sup>**

As soon as is reasonably practicable, the Title IX Coordinator or designee will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator or designee will:

- Provide the respondent sufficient information to allow him or her to respond to the substance of the allegation;
- Provide the respondent a copy of this Policy;
- Provide an explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements;
- Explain the College's procedures for formal resolution and informal resolution of the complaint;
- Explain the steps involved in an investigation;
- Discuss confidentiality standards and concerns with the respondent;
- Discuss non-retaliation requirements;
- Inform the respondent of any interim measures that may be imposed on the respondent;
- Refer the respondent to campus and community resources, as appropriate;
- Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes;
- Discuss the respondent's the right to due process and a fair and impartial resolution of the complaint; and
- If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found

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<sup>3</sup> The College may request a meeting with a third party respondent, but it may not require his or her attendance.

responsible, or withdraws while under investigation, and that the investigation will continue in the respondent's absence while being afforded notice of the charges (and hearing, if applicable) and an opportunity to respond to all the evidence.

#### **8.4.22 Informal Resolution.**

- a) After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Such official may be a Responsible Employee who was not involved in the receipt of or investigation of the complaint. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request to interview witnesses. Within ten (10) workdays of receiving the written statements from the parties, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.
- b) The informal resolution process should be completed within thirty (30) days from the date of the request in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.
- c) Any resolution of a complaint through the informal process must be by agreement of both parties. It must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution reached.
- d) There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

#### **8.4.23 Formal Resolution Process.**

- a) Title IX Coordinator's Initial Determination.

- i. The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the victim that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.
  - ii. In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other College officials) the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final.
- b) Appointment of the Investigator and Conduct of the Investigation.
- i. If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meeting. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.
  - ii. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party

may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

- iii. In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.
- iv. The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.
- v. The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:
  - The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
  - A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
  - The date that the complaint or other report was made;
  - The date the respondent was interviewed;
  - The names and gender of all persons alleged to have committed the alleged violation;
  - The names and gender of all known witnesses to the alleged incident(s);
  - The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
  - Any written statements of the complainant or the alleged victim if different from the complainant;
  - The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
  - The outcome of the investigation.

- vi. The investigator will forward the written investigative report to the Title IX Coordinator.
- vii. The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence shall not end the College's investigation and resolution of the complaint. The College shall continue the investigation as set forth under this Policy. The College shall notify the student of the investigation and afford the student the opportunity to provide evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "Withdrew while under investigation for a violation of Patrick Henry Community College's Sexual Misconduct Policy." After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the student is found not responsible or (2) change the notation to "Withdrew while under investigation and subsequently found responsible for a violation of Patrick Henry Community College's Sexual Misconduct Policy. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

c) Determination of Title IX Coordinator and Corrective Action Recommendation.

- i. The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.
- ii. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing (the "Title IX Determination") and distribute the Title IX Determination to the complainant and the respondent concurrently. All parties to whom the Title IX Determination is distributed pursuant to this Policy should maintain it in confidence. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation the complainant may appeal that Title IX Determination under the Appeals procedure described below.

- iii. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make a Title IX Determination in writing and distribute the Title IX Determination with such finding to the complainant and the respondent concurrently. All parties to whom the Title IX Determination is distributed pursuant to this Policy should maintain it in confidence. The Title IX Determination that a violation occurred is not a final adjudication of any complaint and therefore cannot be appealed.
- iv. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a written corrective action recommendation (the “Corrective Action Recommendation”) that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. In most cases, the written Corrective Action Recommendation should be completed within five (5) workdays after the distribution of the Title IX Determination. The Title IX Determination and the Corrective Action Recommendation may be submitted in the same document and may be submitted concurrently. If interim measures have been taken, the written Corrective Action Recommendation shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written Corrective Action Recommendation to the complainant and respondent. The Title IX Coordinator also shall provide the Title IX Determination and the written Corrective Action Recommendation to the appropriate College official, as described below.
- v. If the respondent is a credit student, the Title IX Coordinator will forward the Title IX Determination and the Corrective Action Recommendation to the Vice President for Academic and Student Services, or other appropriate official. If the respondent is a non-credit student, the Title IX Coordinator will forward the reports to the Vice President for Workforce, Economic & Community Development, or other appropriate official. Within ten (10) workdays, the Vice President shall determine whether to accept the findings and recommendations, modify the findings and recommendations, reject the findings and recommendations, and to impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of Vice President’s determination. The Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of

stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

- vi. If the respondent is an employee, the Title IX Coordinator will forward the reports to the employee's supervisor or other appropriate college official. Within ten (10) workdays, the employee's supervisor or other appropriate college official shall determine whether to accept the findings and recommendations, modify the findings and recommendations, reject the findings and recommendations, and to impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of the determination.<sup>4</sup>
- vii. If the respondent is a third party, the Title IX Coordinator will forward the reports to President. Within ten (10) workdays, the President shall determine whether to accept the findings and recommendations, modify the findings and recommendations, reject the findings and recommendations, and to impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of the determination. The Title IX Coordinator may disclose to the complainant information as described above.
- viii. The Title IX Coordinator will advise both the respondent and the complainant of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process.

#### **8.4.24 Sanctions & Corrective Actions.**

- a) The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.
- b) The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or

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<sup>4</sup> The complainant shall not receive information that would constitute personnel records; however, the College will take appropriate steps as necessary to protect the safety of the complainant while also complying with state law and policy.

harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and dismissal from the College.

- c) If a student is found responsible for an act of sexual violence under this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of Patrick Henry Community College's Sexual Misconduct Policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.
- d) If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of Patrick Henry Community College's Sexual Misconduct Policy." Students are strongly encouraged not to withdraw and to participate in the investigation and resolution of the complaint.
- e) The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence under this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.
- f) Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of all appeals.
- g) Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
- h) Third parties, e.g., contractors, may be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.



- i) Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of an individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.

#### **8.4.25 Appeals.**

- a) Third parties shall have no right to appeal any final decision. The right of appeal shall apply only to students and employees of the college.
- b) Either the complainant or the respondent has the opportunity to appeal the outcome of a final decision or the sanction(s) recommended. Individuals must submit a written request for appeal to the Title IX Coordinator within ten (10) workdays of the final decision or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence and succinct arguments to support those reason(s).
- c) Appeals filed after this deadline shall not be considered.
- d) Appeals shall be granted for the following reasons only:
  - i. New evidence, unavailable at the time of the investigation that could substantially impact the investigator's finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impact the investigator's finding;
  - ii. The decision is not justified by a preponderance of the evidence and/or mitigating factors that is of such magnitude as to deny fundamental fairness;
  - iii. The sanction(s) are unjustified by a preponderance of the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction.
- e) Within five (5) workdays of receipt of the written request for appeal, the Title IX Coordinator shall notify the Hearing Committee Chair to schedule a hearing. The Hearing Committee Chair will concurrently notify the parties of the time and place of hearing before the Hearing Committee. The hearing typically will be scheduled within fifteen (15) workdays of the Committee Chair's receipt of the notice of appeal from the Title IX Coordinator. If the Hearing Committee requires an extension beyond fifteen (15) workdays is necessary for good cause, both parties will be notified of the expected time frame concurrently.

- f) Not less than five (5) workdays prior to the hearing, the parties must submit a written statement to the Hearing Committee Chair and to the opposing party that:
  - i. identifies the names and addresses of witnesses that are requested to be called at the hearing, together with a brief summary of the anticipated testimony of each witness. The parties shall be responsible for securing the attendance of their own witnesses
  - ii. identifies and includes copies of any documents that will be used as evidence at the hearing; and
  - iii. requests a specific remedy.
- g) A party not appealing the findings or sanction(s) may choose not to submit information. If a non-appealing party elects not to participate in the hearing, the Hearing Committee shall use evidence and statements from the record. The Title IX Coordinator shall forward the Final Title IX Report and the Final Corrective Action Report to the Chair of the Hearing Committee as soon as possible, but no later than ten (10) workdays prior to the hearing.
- h) Each party may retain an attorney at his or her own expense or designate a non-attorney advisor to accompany him or her at the hearing. If either party has retained legal counsel or a non-attorney advisor, the party must notify the Hearing Committee Chair of such and provide contact information no later than five (5) workdays prior to the hearing. The role of the attorney or advisor for the parties shall be limited to advice and consultation with the parties or the parties' witnesses. Attorneys and advisors may not question witnesses, raise objections, or make statements or arguments to the Hearing Committee at the hearing. The College may receive assistance from the Office of System Counsel of the VCCS System Office.
- i) The Hearing Committee Chair shall preside over the hearing. The hearing shall be conducted in a fair and impartial manner. The rules of evidence shall not be strictly applied. All evidence and testimony relevant to whether a violation of this Policy occurred and whether the grounds for appeal are met by a preponderance of evidence shall be considered. The Hearing Committee Chair and its members may question the parties and witnesses. The parties may question witnesses but may not question each other. The Hearing Committee Chair will be the final decision-maker on all matters of procedure and evidence during the hearing. All hearings will be closed to the public.
- j) The past sexual history of either party with anyone other than each other is not admissible.

- k) The Hearing Committee Chair will arrange for the hearing to be recorded by audio and/or visual recording devices. Each party will receive a copy of the recorded hearing upon request and at its own cost. The hearing need not be stenographically recorded. Parties may prepare a transcript of the recording at their own expense.
- l) The Hearing Committee shall decide the appeal by a simple majority vote. Within ten (10) workdays after the hearing, the Hearing Committee Chair will submit a written decision to the parties, the Title IX Coordinator, and the President of the College, concurrently. The decision shall include:
  - i. a description of the grounds for appeal;
  - ii. whether such grounds are accepted or rejected and the rationale for such determination;
  - iii. the Committee's decision to uphold, modify or reject the final decision and/or the sanction(s) and the rationale for such determination;
- m) The decision of the Hearing Committee shall be final as to students. Any employee aggrieved by the decision of the Hearing Committee may grieve any disciplinary sanction imposed against them under the applicable VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. With respect to students, the complaint resolution procedures outlined in this policy supersede the regular student grievance procedures.

#### **8.4.26 Record Keeping.**

The Title IX Coordinator shall maintain, in a confidential manner, for at least five (5) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, review committee records, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

This Policy shall be forwarded to the VCCS Office of System Counsel in July of each year to be reviewed and updated as necessary.

### **8.5 Workplace Violence Prevention and Threat Assessment Policy Guidelines (VCCS Policy 3.14.5)**

VCCS Policy 3.14.5 provides guidelines for addressing workplace violence prevention and threat assessment. The PHCC Workplace Violence policy and procedures are listed on the PHCC

website under Police, Prevention. See <http://www.ph.vccs.edu/current-students/onlinecatalog/workplace-violence-policy>

## 8.6 Weapons Policy

Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property or while attending any college-sponsored sporting, entertainment or educational events. Entry upon college property in violation of this prohibition is expressly forbidden.

### Exceptions:

- (a) Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
- (b) The college president may authorize in writing a person to possess, store, or use a weapon:
  - (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or
  - (ii) for any college-approved training, course, or other purpose.

## 8.7 Technology Resources

Patrick Henry Community College is a public institution governed by the policies and procedures of DHRM and VCCS. All employees must comply with DHRM *Policy 1.75, Use of Electronic Communications and Social Media* and PHCC's *Acceptable Use Policy*. While the college respects the privacy of employees, you must understand that the computers, network, software, files, etc. are property of the Commonwealth and may be accessed by authorized staff at the College at any time without notice to you. Users should have no expectation of privacy in their use of the College system and should expect their use of the system to be monitored.

Employees misusing the system are subject to disciplinary action and may be subject to criminal or civil penalties under the Computer Fraud and Abuse Act. Electronic communications, including electronic mail, voice mail or Internet services may be monitored when requested by subpoena or law enforcement agencies; when the College has reasonable cause to believe that an individual may have (a) damaged or threatened damage against the College or its computing system; (b) used the College's computer resources to harass or threaten another individual; (c) violated College, federal, state or local laws, policies, or procedures. The College also has the right to monitor any and all aspects of electronic communications and social media usage at any time, without notice and without your permission. Electronic records are subject to the Freedom of Information Act (FIOA) and therefore may be available for public distribution.

In general, the equipment and systems at the College should be used for business purposes. Personal use should be limited to minor occasions. Users should have no expectation of privacy in their use of the College system and should expect their use of the system to be monitored. Certain specified Internet uses, such as transmitting obscene, discriminatory, or fraudulent material, are strictly forbidden at all times. Telephone use should follow a similar pattern.

The telephone is provided so employees can conduct state business. Personal use should be limited and does not include long distance calls. Lengthy or frequent personal phone calls may constitute an abuse of work time and may result in disciplinary action under the Standards of Conduct. Employees are prohibited to text, email, or use hand-held electronic communications devices while operating a state vehicle according to the Office of Fleet Management Services Policies and Procedures Manual.

### **8.7.1 Procedures for Computer System Access**

Access to the various resources of the PHCC intranet and the VCCNet is provided according to specified job responsibilities. Requests for physical access to the campus computing network and the Virginia Community College's central computing systems will be granted through the following steps:

- (a) Access authorization form is completed and signed by the user.
- (b) Access authorization is signed and approved by the appropriate supervisor, specifying types of access to each user.
- (c) The Office of Information Technologies will evaluate each request and determine if the hardware resources are available to grant the request.
- (d) Information Technologies staff requests the access through VCCNet authorities in western region (Roanoke), or central office (Richmond).
- (e) The user will be added to the System Access Directory.
- (f) Information Services staff will provide the necessary logon training to the appropriate persons.
- (g) The user will sign an Information Security Access Agreement (the form can be obtained from the Information Services office).

### **8.7.2 The following guidelines apply to all computing resources provided by PHCC.**

- (a) Users have the responsibility of careful and ethical use of college computing resources.

- (b) Appropriate and responsible use begins with common sense and includes respect for the rights and privacy of other users.
- (c) User access is granted to an individual and may not be transferred to or shared with another without explicit written authorization.
- (d) Users have the right to expect that computers will be maintained in a safe and working manner.
- (e) Users have the right to expect up-to-date computing resources appropriate to the teaching, learning and administrative uses of the college.
- (f) Users have the right to expect instruction or training to properly use accessible computing resources.
- (g) Users have the responsibility to adhere to college policies; failure to do so will result in disciplinary action.

Patrick Henry Community College has adopted additional policies regarding the security of and the acceptable use of the College's intranet.

### **8.7.3 Violations**

This list is intended to inform the users of the principles of fair and responsible computer use at PHCC. Any attempt to violate these principles constitutes misuse. Violations include, but are not limited to:

- (a) Sharing passwords or acquiring another's password without prior written authorization.
- (b) You have a responsibility to other users to help maintain the security of the system. The consequences of sharing your password can be significant for the system and for you as well. This action leaves you vulnerable to such things as impersonation by another user. Protect your password by choosing it wisely, keeping it secure, and changing it regularly.
- (c) Unauthorized accessing, using, copying, modifying, or deleting of files, data, user IDs, access rights, usage records, or disk allocation space.
- (d) You are authorized to access, use, copy, modify, or delete files, data, or access rights on your own account. You are not authorized to perform any of these functions on another user's account; the fact that someone's account and its data are unprotected does not mean that you have the right to access it.

- (e) Copying or capturing licensed software for use on a system or by an individual for which the software is not authorized or licensed.
- (f) PHCC does not condone or authorize the illegal copying or possession of software. Students and employees are prohibited from copying software illegally and possessing illegal copies of software, whether for course, job-related, or private use. Any violations of this are the responsibility of the user. The college will not assume any liability for such acts.
- (g) Causing computer failure through an intentional attempt to "crash the system," or through the intentional introduction of a program that is intended to subvert a system, such as a worm, virus, or one that creates a trap door.
- (h) You have a responsibility to other users to help maintain the security of the system. The intentional introduction of a subversive program is considered an offense. Taking reasonable precautions is part of your responsibility. If you think you may have accidentally introduced one of these programs, you must immediately contact the Office of Information Services, lab supervisor, or instructor.
- (i) Intentional obscuring or forging of the date, item, physical source, logical source, or other header information of a message or transaction.
- (j) Header information of electronic mail, files, and printouts is an essential part of the identification and documentation of your work. Forging electronic mail or masking identification information -- for amusement, personal gain, or other reasons -- is not allowed.
- (k) Failure to protect one's account from unauthorized use (e.g., leaving one's terminal publicly logged on but unattended).
- (l) Users should be careful to log off the system when leaving the VCCNet. When you do not protect your account from unauthorized use, you weaken the security of not only your account, but the entire system. Keeping your password secure and attending to your account when logged on are key means of protection.
- (m) Irresponsible actions or wasting available computing resources.
- (n) Users should be careful to maintain back up files on a regular basis to ensure the safety of important data. Users may not use computing resources for any commercial purposes. Playing computer games purely for recreation is prohibited. Refrain from printing paper copies when "print preview" would suffice, and only print the number of copies really needed.

## 8.8 Use of Electronic Communications and Social Media

When an individual becomes a state employee, or as updates to the policy occurs, he or she receives the commonwealth's policy "Use of Electronic Communications and Social Media". The employee is asked to sign a notice acknowledging that he/she has received the policy, will read the policy, and will abide by it. The entire policy is available in the Human Resources Office, PHCC Connect, and on the DHRM's website.

College-provided computer systems that allow access to the Internet and any electronic communication systems are the property of the commonwealth and are provided to facilitate the effective and efficient conduct of state business. Users are permitted access to the Internet and electronic communication systems to assist in the performance of their jobs.

In general, incidental and occasional personal use of the commonwealth's Internet access or electronic communication systems is permitted; however, personal use is prohibited if it:

- (a) Interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
- (b) adversely affects the efficient operation of the computer system; or violates any provision of this policy, any supplemental policy adopted by the College supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set by local, state or federal law. (See Chapter 10, Title 2.1 [§2.1-114.5(13)] of the Code of Virginia (Title 2.2, §2.2-1201 as of October 1, 2001) and §2.1-804 (§2.2-2827 as of October 1, 2001) et. seq.

Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- (a) Accessing, downloading, printing or storing information with sexually explicit content as prohibited by law;
- (b) downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- (c) installing or downloading computer software, programs, or executable files contrary to policy;
- (d) uploading or downloading copyrighted materials or proprietary College information contrary to policy;
- (e) uploading or downloading access-restricted College information contrary to policy or in violation of College policy;



- (f) sending e-mail using another's identity, an assumed name, or anonymously;
- (g) permitting a non-user to use for purposes of communicating the message of some third party individual or organization;
- (h) Using proprietary College information, state data or records, and social media to locate College customers for personal reasons;
- (i) Posting photos, videos, audio recordings, or using the College's or state's logos without written consent; or
- (j) any other activities designated as prohibited by the College.

Employees should give special consideration posting information on social media sites, in that your personal communications are not construed to be the view of the College or the Commonwealth of Virginia. No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the commonwealth's equipment and/or access. Agencies have a right to monitor any and all aspects of their computer systems including, but not limited to, sites, instant messaging systems, chat groups, or news groups visited by College users, material downloaded or uploaded by College users, and email sent or received by College users. Such monitoring may occur at any time, without notice, and without the user's permission.

The PHCC Social Media Policy can be found on the PHCC Website, under Social Media. <http://www.patrickhenry.edu/images/pagemedia/socialmedia/PHCCSocialMediaPolicyREV022015.pdf>

## **8.9 Intellectual Property Policy**

### **8.9.1 Overview**

Patrick Henry Community College acknowledges and abides by all current copyright and intellectual property law and guidelines as well as the intellectual property policy of the Virginia Community College System (VCCS), which is published in the VCCS Policy Manual (see Section 12, Intellectual Property).

Unless usage of a copyrighted work falls under the definition of Fair Use, written permission must be obtained from the copyright holder before using/reproducing the item.

Intellectual property rights of employees and students shall be governed by the provisions of this policy.

## 8.9.2 Ownership of Intellectual Property

Nothing in this policy invests ownership or any other rights in any person who produces intellectual property as the result of an unauthorized use of college resources. PHCC claims ownership of intellectual property produced by any VCCS employee as follows:

- (a) Assigned Duty. PHCC claims exclusive ownership of any intellectual property produced by a PHCC employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of the college.
- (b) Substantial Use of College Resources. PHCC claims an exclusive ownership interest in any intellectual property which was developed with the substantial use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college. The creator must advise the college's intellectual property policy administrator when the creation of intellectual property involves substantial use of college resources.
- (c) Significant Use of College Resources. PHCC claims a non-exclusive, irrevocable, royalty-free license to use intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the PHCC. The creator shall retain ownership of the intellectual property, but shall grant PHCC a non-exclusive license to use the intellectual property in accordance with this policy in perpetuity. The creator's scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a PHCC employee, such as a computer programmer, that participates in the development of the intellectual property. The creator must advise the college's intellectual property policy administrator when the creation of intellectual property involves significant use of college resources.
- (d) Incidental Use of College Resources. PHCC does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the PHCC. The creator shall own all dissertations, theses, and classroom instructional materials prepared at the creator's inspiration regardless of the physical medium of expression when such theses, dissertations or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator's inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of

ownership, however, does not include elements in the work that are created as a result of an assigned duty of a PHCC employee, such as a computer programmer, that participates in the development of the intellectual property.

### **8.10 Telephone & Email Courtesy**

Many calls and emails are received each day from individuals outside the College, as well as from College staff, and their good will is very important. The telephone and email are extensions of the employee's personality. The moment College employees lift the telephone receiver or send an email they are making an impression. Make an effort to express a friendly, professional, and helpful demeanor to the other person. Always try to answer the telephone promptly and help the caller in a courteous, professional manner. Do not rely on a voicemail system for answering the telephone on a regular basis. Directions for proper use of the College telephone system may be received from your supervisor or Information Technologies (IT). While local personal calls are not prohibited, you are asked to keep these to a minimum. Long distance personal use of the College phone system is prohibited. Personal use of the College phone system will require you to reimburse the College for costs and may subject you to disciplinary action.

### **8.11 Correspondence**

College letterhead and email are provided for all official College correspondence. The quality of expression, the accuracy of spelling and punctuation, and the general appearance of College letters and emails give the recipients a mental picture of the College. The College, as a teaching institution, is expected to employ persons who use good English, who can spell and properly use the dictionary, who have knowledge of sentence structure, and who take pride in the quality of their work.

### **8.12 Political Activities and Public Office (VCCS Policy 3.14.8)**

The VCCS recognizes and encourages the exercise of the right of VCCS employees, as citizens, to engage in political activities on their own time. See VCCS Policy 3.14.8 for specific policies related to faculty or staff members seeking or accepting appointment to public office.

### **8.13 Application of DHRM Policies to Faculty**

Title 2.1 Chapter 10, Virginia Personnel Act, Code of Virginia of 1942 as contained in the Department of Human Resource Management Policies and Procedures Manual shall apply to faculty unless alternative policies are approved by the State Board. (SG;SB)

### **8.14 Solicitation Policy**

Because of potential abuses and security needs resulting from unregulated practices involving sales, solicitations of sales and contributions and offers to buy on the campus, such activities may occur only when specifically authorized by the following College officials:

1. Vice President for Academic and Student Development Services for any activities involving student clubs and organizations or any other student-related activities.
2. Vice President for Financial and Administrative Services for any sales representative, buyer or vendor not associated with the above programs and who may be subject to provisions of the procurement regulations and laws.
3. Director of Human Resources for any vendor or representative of a company or agency involved in employee benefits programs. Those companies or agencies not affiliated with approved State/VCCS programs or payroll deductible programs will not be authorized for solicitations on campus.

This policy is applicable to all sales/buyer representatives and agents, whether students or not. Except as noted below, this policy is applicable to all sales or solicitations for sales of merchandise, goods, food or drink, whether or not delivery is to be made on campus. It further includes any individuals soliciting for the purchase of books and/or other similar goods. For purposes of regulation, a distinction is to be made between “commercial” and “non-commercial” activities.

“Commercial” activities are defined as any sale or offer to sell or buy for the purpose of securing a profit for the benefit of an individual or group. (Fund-raising activities of non-profit groups are treated under the paragraph defining “non-commercial” activities.) **Such activities will generally be prohibited unless necessary to College purposes.** Persons seeking approval of a commercial activity on the grounds that it is necessary will be required to furnish the authorizing official, as noted above, complete details of the proposed activity, including the extent of his/her financial interest.

“Non-commercial” activities are defined as any sale or offer to sell or buy for the purpose of securing a profit for the benefit of any non-profit organization. If any portion of the proceeds from such sales or buys inures to the benefit of any individual making or soliciting the sale, the activity shall be treated as a commercial activity. The Vice President for Academic and Student Development Services may approve non-commercial activities for the benefit of student organizations on a limited basis and the Vice President for Financial and Administrative Services may approve activities for the benefit of charitable organizations on a limited basis.

Requests for permission shall be submitted in writing in advance to permit compliance with necessary regulations. One or more persons authorized to implement any changes that may be required prior authorization should sign the request.

No activity subject to the terms of this policy may be initiated without proper authorization/identification. The failure to obtain authorization or to comply with the terms of the authorization may result in disciplinary actions against students and campus organizations. Other persons and non-student organizations in violation of the terms of this policy will be treated as trespassers. Campus Security will be notified of any authorized individuals soliciting on campus

under the provisions of this policy. Likewise, in cases where unauthorized solicitations are found to be occurring on campus, Campus Security and the appropriate authorizing official shall be notified immediately.

Exceptions – Activities excepted from this policy remain subject to any other applicable regulations, and any person proposing to undertake such activities is required to notify the authorizing official in order to determine whether the activity is in fact exempted.

1. This policy does not apply to the sale and distribution of newspapers or political materials. This exception is to be interpreted strictly, but sales of merchandise to raise money for political or partisan purposes are not within the exception.
2. The sale or offering for sale of personal property by individual members of the academic community is not within the scope of this policy, as long as the property in question was not bought for the purpose of resale. Notice to the authorizing official is not required.

## **8.15 Conflict of Interest**

All personnel actions must be within the limits of the Virginia Conflict of Interest Act, as same shall be in effect from time to time.

An employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities. For purposes of this section, a member of the employee's immediate family shall be defined as any son, daughter, or spouse whether living in the employee's household or not. Son and daughter shall include those related by blood, marriage, or adoption. Also included in the definition is any other person residing in the household of the employee who is a dependent of the employee or of whom the employee is a dependent. For example: a spouse of the president, or a member of the president's immediate family, shall not be employed by the college. The spouse of a dean, or a member of the dean's immediate family, shall not be employed in the area of responsibility of a dean.

Each community college is prohibited from employing for remuneration in any capacity whatsoever, either on a full-time or part-time basis, a member of the college's board, including the member's spouse or a member of the immediate family.

No member of the State Board, including a spouse or member of the immediate family shall be employed for remuneration in any capacity whatsoever, either on a full-time or part-time basis, by the VCCS.

## **8.16 Professional Duties and Consulting Stipend Policy (VCCS 3.8.9)**

The State and Local Government Conflict of Interests Act (COIA) generally prohibits a State employee from entering into contracts or engaging in transactions with its agency beyond its employment. In regard to contracts, the Code of Virginia states:

Section 2.2-3106(A): “No officer or employee of any governmental agency of state government...shall have a personal interest in a contract with the governmental agency of which he is an officer or employee, other than his own contract of employment.”

Since according to state law, our 23 colleges and the System Office are all part of one state agency, the VCCS, it is important to recognize that VCCS employees generally may not have more than one contract with their college, any other college within the System, or the System Office (unless they fall under a particular COIA exemption). In order to address these concerns, the Professional Duties Policy 3.8.9 was revised by the State Board in September 2005 and a new Stipend Policy and Stipend Agreement were developed. The revised Professional Duties and Consulting Policy, the Stipend Policy, and Stipend Agreement will provide guidelines and a method of payment for professional services and consulting performed by VCCS faculty members within the VCCS.

The Act also states that an employee may have a vendor contract for \$500 or less with their agency. Since the VCCS is all one agency, an employee may have a contract with another VCCS college or the System Office for \$500 or less and this will not constitute a violation the COIA; however, vendor contracts above \$500 are prohibited, and a stipend should be used for payment to the faculty member involved.

This issue may impact VCCS adjunct employment, specifically when teaching at more than one college at the same time. Therefore, all adjunct contracts will contain the following statement:

*If I have an existing employment contract with the Virginia Community College System, this contract will be considered an addendum to that existing contract. This contract will not supersede any such existing employment contract in any way, unless agreed to by the existing employing institution and any conflicts between such existing and additional contracts will be construed in favor of the existing contract.*

## **8.17 Administrative Control of College Fundraising Activities**

All fundraising activities conducted by Patrick Henry Community College and/or the PHCC Educational Foundation shall be directed by the president of the College according to the following procedures:

- (a) The Vice President for Institutional Advancement shall serve as the chief advancement officer of Patrick Henry Community College. This position shall include the role of Executive Director of the Patrick Henry Community College Foundation.

- (b) The Vice President for Institutional Advancement shall report to the President of Patrick Henry Community College.
- (c) Both the President and the Vice President for Institutional Advancement shall serve as full voting members of the Patrick Henry Community College Foundation.
- (d) The President of Patrick Henry Community College shall serve as the Secretary of the PHCC Foundation.
- (e) No fundraising activities shall take place without the oversight of the Vice President for Institutional Advancement and the President of Patrick Henry Community College.

## **8.18 Institutional Control of Externally-Funded Programs & Grants**

In all instances of external funding, Patrick Henry Community College shall maintain full financial control of all elements of project implementation. While appropriate regulations of external funding must be followed, in no instance shall external funding take precedence over institutional governance. Project directors are responsible for following all state and institutional regulations and policies regarding fiscal control and other matters. It shall be the policy of the College to refuse or return external funds should the institution's own best interests be threatened by any relationship based on external funding.

### **8.18.1 Grant Submission Guidelines**

These procedures outline the procedures and authorizations necessary for developing and submitting grant proposals. Even if the college is a partner or involved in a consortium planning to develop and submit a proposal for funding, these steps are required.

The **President** of the College is the only individual authorized to submit grant proposals for the college.

All external proposals must be reviewed and signed by the Vice President for Financial & Administrative Services. In addition, the following provisions of this policy shall be observed:

- (a) The president of Patrick Henry Community College is authorized on behalf of the institution to apply for and to accept gifts and grants made to the institution.
- (b) Review the cost-effectiveness and compatibility of the proposal with the college's mission, strategic plan and goals. Funded projects must be consistent with SACS criteria and adhere to relevant commonwealth policies and procedures, which include but are not limited to the Virginia Community College System, Patrick Henry Community College and the State Council of Higher Education for Virginia

- (c) If the grant requires hiring of personnel, you must have prior approval from the Director of Human Resources (HR) and the Vice President for Financial and Administrative Services, who must review salaries and benefits for personnel.
- (d) If the grant involves Computer Equipment/Software, you must have prior approval of the Dean of Technology and the Vice President for Financial and Administrative Services, who must review budgetary availability.
- (e) If the grant requires modification of College Buildings or Property, you must have prior approval from the Director of Facilities and the Vice President for Financial and Administrative Services, who must review budgetary availability.
- (f) If the grant requires Matching Funds or In-Kind Contributions, you must have request for matching funds or in-kind contributions approved by the Vice President of Finance or the President.
- (g) If the grant requires Reassigned Time for faculty or staff, you must have it approved by the respective Vice President, the Vice President of Finance, and the Director of Human Resources.
- (h) Prior to their submission, grant proposals must be routed for administrative review and approval. This includes review by the appropriate functional area manager and the Vice President for Institutional Advancement.
- (i) No proposal shall be submitted to any funding authority without the signature of the president or designee.
- (j) The project director of each externally funded project shall provide copies of the submitted proposal, award letter and reports to the funding College to the Vice President for Institutional Advancement and the Business Office for appropriate review and retention.
- (k) All gifts and grants must be administered in accordance with requirements of the granting entity. In addition, appropriate fiscal control must be exercised in accordance with the provisions of a) the Commonwealth Accounting Policies and Procedures Manual and b) the policies of the Virginia Community College System as articulated in the VCCS Policy Manual.

#### **8.18.2 Grant Administration Responsibilities**

- (a) Project Manger
  - (1) Prepares the proposal and obtains needed signatures and deadlines.



- (2) Follows through on the project which includes delivering award letter to Business office, initiating and carrying out project and accomplishing outcomes as described in the proposal.
- (3) Keeps accurate and detailed reports of matching and in-kind contributions.
- (4) Ensures that grant funds are expended appropriately according to federal and state regulations and the conditions of the grant.
- (5) Compiles and submits requested reports to the funding agency and/or college on time.
- (6) Works with the Grants Development and Special Projects Office to ensure compliance and successful project execution.

(a) Business Office

- (1) Has VCCS assign a new grant account number and forwards this number to the project manager and Office of Grants Development and Special Projects.
- (2) Approves all purchase requisitions.
- (3) Assures that funds are expended according to federal and state regulations and the condition of the grant.

## 8.19 Smoking

In response to the enactment of the Virginia Indoor Clean Air Act and the need to provide a healthy environment for students, faculty, and staff—the College is a "smoke-free" environment. The Commonwealth of Virginia promotes a productive and cooperative working environment. No special rights are granted to smokers or nonsmokers. Employees must strive to assure that any personal habits do not interfere with the effective production of work, and must adhere to regular break times. Smoking breaks are regulated by existing state policies on daily work breaks.

In accordance with Executive Order (EO) 41 Banning Smoking in State Offices and Vehicles, with the exception of correctional facilities and mental health facilities delineated in EO 41, the following are guidelines for smoking in facilities occupied or operated by executive branch agencies and institutions effective January 1, 2007 (amended July 22, 2008). EO 41 authorizes College heads and heads of state institutions, including institutions of higher education, to set additional, appropriate guidelines for smoking outside on state-owned property, including appropriate signage.

Having consulted with the Commissioner of Health, with the exception of those facilities delineated in EO 41, the following guidance shall be used by College heads and heads of state institutions,

including institutions of higher education, to establish non-smoking guidelines for those properties included within EO 41:

- Smoking is banned in all state facilities occupied or operated by executive branch agencies and institutions, including institutions of higher education;
- these smoking guidelines apply to all persons in state facilities occupied or operated by executive branch agencies and institutions, including institutions of higher education; and
- smoking is banned inside all state facilities including parking garages, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on state-owned property by contractors or vendors.

The owner and/or property manager of each affected facility shall post no-smoking signs in each facility and at parking garage entrances, vestibules and lobbies, loading docks and similar entryways where persons enter and exit a facility.

Except where otherwise designated, smoking is permitted outdoors on state property grounds, plazas, sidewalks, malls and similar open pedestrian-ways provided smokers are 25 feet or more in distance away from an entrance or exit of any facility.

Smoking outdoors shall be in accordance with published guidelines established by the College head or head of state institution, including institutions of higher education, of the facility or College within the facility. Such guidelines shall include at a minimum that:

- The owner and/or property manager of each affected facility shall provide an ash urn at outside locations (25 feet or more from entry/exit ways) to aid smokers in disposing of smoking materials;
- smokers shall use ash urns to dispose of their smoking material waste and shall not litter state owned property with smoking material waste; and smoking is banned inside all state-owned vehicles and rental vehicles obtained from the Department of General Services' rental car contract.

Employee violations of EO 41 or smoking restrictions imposed pursuant thereto shall be addressed by their College in accordance with the *Department of Human Resource Management Policy 1.60, Standards of Conduct* and the violation shall be considered in the employee performance evaluation.

## **8.20 Safety & Health**

Faculty members should instruct students in the proper and safe use of all equipment and chemicals **used** in laboratories and other potentially hazardous instructional settings. Although students

should be encouraged to practice and experiment when classes are not in session, a responsible instructor or lab assistant should be present when such activities take place. Supply rooms must be kept locked at all times when not under the direct supervision of a responsible person. The instructor is responsible for securing labs at the end of an instructional period.

Accidents resulting in injury to college employees should be reported immediately to the college's Human Resources office so the accident may be investigated and documented and to ensure that proper notices and referrals may be made for workers compensation.

### **8.20.1 Emergencies**

Accidents should be reported without delay to the division dean, the Vice President for Academic and Student Development Services, the Vice President for Financial and Administrative Services or the President. If an emergency occurs on campus, contact Security at cellular telephone number 732-2406. If an emergency occurs off-campus, contact emergency services by dialing 911. First aid may be administered when necessary unless there is reason to believe it may aggravate the injury. First aid kits are located in all buildings at locations identified on the back of the PHCC internal telephone directory. In addition, first aid supplies are kept in the Nursing Department in Philpott Hall. Refer to the college's Crisis Management Plan for further information on emergency procedures and responsibilities.

### **8.20.2 Fire**

In the event of fire in the building, the fire alarm will ring continuously, indicating that the building should be evacuated immediately. Faculty are expected to provide leadership in evacuating the building quickly and calmly by the nearest exit. (EXIT directions are located in every room near the door.)

### **8.20.3 Fire Drill Procedure**

- (a) Without exception, everyone is to evacuate the buildings. Alarms will remain activated until evacuation is completed.
- (b) Since everyone is supposed to evacuate at least 300 feet from the buildings, gathering in the quad area would not be considered safe. Individuals in all buildings should evacuate to the multipurpose field .
- (c) Because elevators are not to be used during a fire, instructors will have to direct students to assist any handicapped students in their classes.

### **8.20.4 Emergency Telephone Numbers**

Following is a list of telephone numbers that may be used in an emergency:

## **FIRE, POLICE & RESCUE SQUAD 911**

**PHCC POLICE & SECURITY 732-2406 or 656-0221**

### **8.21 Emergency Response Plan**

All employees must comply with safety and health standards, rules, regulations, policies and procedures applicable to their conduct and safety. The overall purpose of the Emergency Response Plan is to be prepared for the unexpected. Goals and priorities to be achieved are:

- (a) To prevent any major emergency that can possibly be averted.
- (b) To minimize the effects and disruptions of those major emergencies, which could not be prevented, avoided, or anticipated by:
  - (1) Preventing or limiting extent of loss of life and injury,
  - (2) Avoiding or limiting damage to property,
  - (3) Providing for continuity of function, or failing that, expeditious continuation of operations.

Emergency preparedness and crisis management activities are parts of a coordinated process that involves Campus Police and Building Emergency and Floor Coordinators. The president of the College, or his/her designee, serves as the overall crisis management director and each employee, office, department, building, etc. is tasked with the oversight of the college's Emergency Response Plan to be used in the event a natural disaster or a human-made incident strikes the campus. The *Emergency Response Plan* is located on the college's Intranet, S:\shared\SShively\Switchboard 2012. Every employee should become familiar with this document.

The following section needs to be reviewed

A key part to campus preparedness is the PHCC Alert system. Methods of communication in this system include an outdoor alert siren system, IP telephone emergency announcements to all offices, classrooms and common areas on campus, mass text messaging and email notification, PHCC web site announcements, and emergency messages over public broadcast systems. We have instituted a multi-layered communication approach to spread the word regarding emergency events.

Access the PHCC Emergency Operation Plan and its associated documents, including Continuity of Operations can be found on the PHCC website under Police Planning. <http://www.ph.vccs.edu/planning>

### **8.21.1 Building Emergency Coordinators, Alternates, and Floor Captains**

Primary and secondary building emergency coordinators and floor captains are assigned to ensure that the emergency preparedness plan is carried out and that all occupants are notified of the decision to evacuate or relocate.

The primary responsibility for notifications is the duty of the primary building emergency and floor coordinator. In the event the primary coordinator is absent, the secondary coordinator will take on this role. In some instances, when a building is a one level structure, the building emergency coordinator and floor captain may be the same individual.

### **8.21.2 Definitions/Procedures**

- (a) Lockdown means that all individuals are to remain in their current indoor locations and do not exit or move from building-to-building or room-to room. Anyone located outside should seek shelter in the nearest building and await further instructions.
  - (1) Secure and lock classrooms, offices and other interior rooms and allow no one to enter or leave the room.
  - (2) Secure and close any open windows.
  - (3) Keep away from all windows and doors.
  - (4) Turn off lights, music and remain completely quiet. Stay calm.
  - (5) Get on the floor and stay there—do not move around.
  - (6) Remain where you are until directed to leave. Wait for the “all clear” message delivered over the PHCC Alert system.
  
- (b) Shelter-in-Place means selecting a small, interior room with no or few windows to take refuge.
  - (1) Stay inside the building or classroom or go indoors as quickly as possible.
  - (2) Close and lock all windows and doors and follow instructions.
  - (3) Keep away from all windows and doors.
  - (4) Shelter in an area away from windows or doors.

- (5) In cases of weather related emergencies, such as tornadoes you may be directed to go to the basement, or to an inside hallway at the lowest level. Take shelter in a windowless bathroom on a lower floor. Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways.
- (6) Get under a piece of sturdy furniture and use arms to protect heads and neck.
- (7) Your main objective should, be to get to a safe indoor location, and stay there.

(c) Evacuation is the **removal of all persons** *from* a building in the wake of impending or immediate danger. Includes, but is not limited to, fire, explosion, and structural damage.

- (1) Emergency evacuation plans will be posted in appropriate locations in the corridors of all buildings. Each plan will indicate the direction of travel from the rooms shown on the plan in the event it becomes necessary to evacuate the building as a result of fire or other emergency.
- (2) All persons evacuated from buildings should be directed and/or escorted to a designated rally point, which is noted, on the Emergency Evacuation Plans posted in each building. Printed copies of evacuation routes are mounted in the corridors of each building. It is the responsibility of each employee to familiarize themselves with the plan for their building or work area.
- (3) S.O.S. – **S**teady, **O**rdery, **S**ilently walk,—do not run—to the nearest exit.
- (4) If you are on an upper floor, take the stairs, do not use the elevators.
- (5) Evacuate to the outside of the building, away from on-coming emergency vehicles.
- (6) Do no re-enter the building unit you hear an “all-clear” message or Campus Police or other emergency authority advise you that it is safe to do so.
- (7) Remain on campus until directed to leave. Wait for the “all clear” message delivered over the PHCC Alert system or by Campus Police.