

A group of diverse students, including a woman in a teal top and a woman in a blue top, are smiling and interacting in a classroom setting. The background is warm and slightly blurred, suggesting a bright, indoor environment.

J. Sargeant Reynolds  
Community College



# 2011-2012 STUDENT HANDBOOK

the opportunity college



# Student Identification

## STUDENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ ZIP/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Grade: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_

\_\_\_\_\_

## EMERGENCY CONTACT

Contact Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Tel. (home): \_\_\_\_\_ Tel. (work): \_\_\_\_\_

Physician: \_\_\_\_\_ Telephone: \_\_\_\_\_

Blood Type: \_\_\_\_\_ Allergies: \_\_\_\_\_

Other Medical Data: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Class Schedule

SEMESTER/QUARTER:		M O N D A Y	SEMESTER/QUARTER:	
TIME	CLASS/LOCATION		TIME	CLASS/LOCATION
		T U E S D A Y		
		W E D N E S D A Y		
		T H U R S D A Y		
		F R I D A Y		

**INSTRUCTOR / T.A.S**

NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_ HRS. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_ HRS. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_ HRS. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

**INSTRUCTOR / T.A.S**

NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_ HRS. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_ HRS. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_  
 PHONE \_\_\_\_\_ HRS. \_\_\_\_\_  
 E-MAIL \_\_\_\_\_

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While the Student Handbook is as accurate as possible at the time of publication, the College reserves the right to make additions or changes in its policies, procedures and/or regulations.

# J. Sargeant Reynolds Community College

## *Student Handbook*

Welcome to J. Sargeant Reynolds Community College - where your dreams are closer than you think! Our mission is to provide access to educational opportunities that develop individuals for employment and career advancement, prepare students for successful transfer to colleges and universities, promote personal enrichment and lifelong learning, and build a skilled workforce that contributes to regional economic development.



Our promise is that we will provide exciting opportunities for quality learning and personal development that unlock doors to your success.

I believe you will find that your time spent with us will have laid the foundation for a future with unlimited possibilities. Long after you leave us, you will often reflect upon the many faculty and staff members who cared about you as a person and who ultimately made a real difference in your life.

We welcome you to the J. Sargeant Reynolds Community College family, and we wish you much success as you work toward your educational and career goals.

Sincerely,

*Gary L. Rhodes, Ed.D.*  
College President

## Greetings and welcome to J. Sargeant Reynolds Community College!

Attending college presents many wonderful and exciting opportunities that will not only lead to academic or professional growth, but also to personal growth and fulfillment. We hope that you take advantage of every curricular and extracurricular opportunity that presents itself to you during your time at our college.



This handbook provides you with a tremendous amount of information that will assist you during your time at J. Sargeant Reynolds. Faculty and staff are prepared to assist you with many of the academic and service questions you may have. Student organizations and Student Life staff provide the extracurricular programming needs and interests of the student body. We encourage you to engage in as many conversations with faculty and staff at the college as possible; inquire about services at the college; participate in a student organization; or attend an activity.

If there is anything that we can do to assist you in your efforts, please let us know.

Best wishes for a successful year!

*Thomas N. Hollins, Jr., Ed.D.*  
Vice President of Student Affairs

## College History

Responding to the recommendation of a legislative study committee that “every citizen of the Commonwealth be given an opportunity to attend an institution of higher learning offering academic, occupational/technical, and community service programs at a nominal cost,” in 1966 the General Assembly of Virginia established a state-wide system of community colleges. A newly established State Board for Community Colleges, prepared a master plan for a system of 23 institutions.

The Lieutenant Governor, J. Sargeant Reynolds, heralded the creation of the community college system by the General Assembly as “one of its finest acts and finest hours in this century.”

J. Sargeant Reynolds Community College, the last of these colleges, is named in honor of the late Lieutenant Governor of the State, who championed legislation creating the state-supported community colleges. Opened in 1972 in temporary headquarters, the college is now a three-campus institution and the third largest in the Virginia Community College System.

The community college master plan called for J. Sargeant Reynolds Community College to consist of three permanent instructional centers, serving a geographic district comprising the Virginia counties of Goochland, Hanover, Henrico, and Powhatan, and the city of Richmond (north of the James River). Louisa County was subsequently added to the college’s service region on a shared basis with Piedmont Community College. With the opening of the Western Campus in Goochland County in the spring of 1978, the college completed its plan for three campuses, located at urban, suburban, and rural sites. Additionally, in the spring of 1996, the State Board for Community Colleges added Richmond south of the James to its service region.

The Downtown Campus is now housed in a modern, high-rise structure at Seventh and Jackson Streets, having moved in the fall of 1981 from leased facilities in the 100 block of East Grace Street. In the fall of 1995 a major addition to this facility was completed, adding 84,000 square feet to the existing structure. In September 1974, the Parham Road Campus opened in a newly constructed, contemporary building located on a 105-acre site in northern Henrico County. A second instructional building was completed on this suburban campus in time for the opening of classes in the fall of 1980. With the instructional facility at the Western Campus opening in the fall of 1981 and its subsequent addition, which opened in 2001, the college now operates with modern facilities at all its instructional sites. A three-story structure adjacent to the Parham Road Campus houses executive and central administrative offices.



J. Sargeant Reynolds (1936-1971)

J. Sargeant Reynolds Community College (JSRCC) and John Tyler Community College (JTCC) joined forces in 2003 to create a new workforce development entity that provides business, industry and government in the region with a single source for workforce development. The new organization is named the Community College Workforce Alliance (CCWA). The alliance is a cooperative partnership dedicated to supporting economic development and providing world-class workforce training and services to both the public and private sectors. The vision behind the new organization is to maximize the talents and resources of both institutions' current workforce development centers in an effort to provide Richmond, Tri-cities and surrounding counties with a world-class regional workforce development organization.

The college currently offers 20 two-year occupational/technical degree programs, 9 occupational/technical certificate programs, 5 two-year college transfer programs, 1 transfer certificate program, and 43 career studies certificate programs requiring less than one-year of full-time study. Having enrolled more than 285,881 persons in credit courses since its opening, J. Sargeant Reynolds Community College continues to strive to meet the aspirations of its namesake to provide "a practical and economic answer to the future educational needs of thousands of ...Virginians."

## **Accreditation Statements**

J. Sargeant Reynolds Community College was established by the State Board for Community Colleges of Virginia and has been granted the authority by this board to award the Associate in Arts, Associate in Science, Associate in Applied Arts, Associate in Applied Science degrees and certificates. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone: (404) 679-4500) to award the associate degree. The Commission on Colleges of the Southern Association of Colleges and Schools is to be contacted only if there is evidence that appears to support significant non-compliance with a requirement or standard.

# The Learning Environment Principles

**Punctuality** – Respect schedules, arrive/depart on time and notify others when changes are necessary.

**Courtesy** – Assist others, acknowledge the presence of others and be considerate of others while they work, study or speak.

**Distractions** – Turn off cell phones and other electronic devices in class, labs, libraries and meetings.

**Consideration** – Keep your college areas clean, orderly and ready for use by others.

**Accountability** – Take credit only for work that is yours. Make yourself accountable for the information you release.

**Participation** – Help everyone feel welcome to participate and freely exchange ideas without interruption.

**Preparation** – Come prepared and focus solely on the business at hand.

**Privacy** – Keep confidential discussions in private spaces.

**Professionalism** – Model and develop behavior that will foster success in the workplace.

**Respect** – Respect all backgrounds, cultures and contributions.

**Responsibility** – Acknowledge errors and express willingness to correct them.

## *The Reynolds Learning Environment*

*J. Sargeant Reynolds Community College is committed to providing a positive learning environment in which all faculty, staff and students can learn together in a setting that encourages the free exchange of ideas and information.*

*To accomplish this goal, the members of the College have established 11 expectations for learning.*



*Students are eligible to win LEAP Awards (Learning Environment Awards Program) for demonstrating one or more of these principles. LEAP Awards can be redeemed for other rewards.*

# **DEPARTMENT OF POLICE**

## **Obtaining Your Student ID & Parking Decal**

College ID cards and parking decals will be issued at each campus from 9 a.m. to 7 p.m. during the first two weeks of the fall and spring semesters. After those two weeks, students can obtain ID cards and parking decals during open hours – Tuesdays and Wednesdays from 11 a.m. to noon or 6 p.m. to 7 p.m.

Parking decals need to be renewed each fall semester.

ID and decal rooms are located at the Downtown Campus in room 166C, at the Parham Road Campus in Burnette Hall in room 204, and at the Western Campus, Department of Police ID Room in Building C-20.

As a convenience, an ID machine is available at the Department of Police headquarters (Burnette Hall, Room 100). This will be available during normal college hours of operation for Faculty/Staff and students with extenuating circumstances.

### **ID Card Center Locations**

Downtown Campus, Room 166C

Parham Road Campus, Burnette Hall, Room 204

Western Campus, Campus Police Office, Building C-20

## **Parking on Campus**

### **Downtown Campus**

Students taking classes at the Downtown campus should park in the parking deck located on North 8<sup>th</sup> street. Your JSRCC College ID must be swiped through the magnetic card reader to enter and leave the parking deck. Once an ID card has been issued, it may take up to 48 hours to become activated and available for use in the parking deck. Your ID will only allow one vehicle access at a time. If you experience any problems with your ID card allowing you to enter or exit the parking deck, please contact the cashier on duty at 804-523-5465. Students should not allow other students or visitors to use their ID card to access the deck. Lost ID cards will be deactivated and replaced with a new card for a fee of \$15.00. Students must obtain a JSRCC parking decal and display it on their rear window or bumper. Students not using their ID will be charged according to the amount of time they are parked in the deck.

Anyone not taking classes at the Downtown Campus may park in the parking deck. Please take a ticket and have it validated by the Police Department to avoid any parking fees. A valid ID and class schedule must be presented to demonstrate that you are not a Downtown Campus student in order to be validated.

## **Parham Road Campus, Western Campus and Ginter Park Center**

Students must obtain a JSRCC parking decal and display it on their rear window or bumper. Students taking classes or visiting the Parham Road Campus or Western Campus may park in any of the non-reserved parking spaces on campus grounds. Students taking classes or visiting the Ginter Park Center may park on site in the designated parking lot located in the 1300 block of Westwood Avenue or at the Downtown Campus and ride the shuttle. Failure to display a parking decal may result in the vehicle being towed at the owner's expense.

### **Shuttle Service Schedule**

#### **Downtown Campus**

The Department of Police personnel provides shuttle services from Lots A, B, and the Navy Hill parking deck to the Downtown Campus between 7:45 a.m. and 1 p.m. and 5 p.m. and 10 p.m. The shuttle is scheduled to make the tour of the lots and the Navy Hill parking deck every 20 minutes. This time period takes into consideration loading and unloading of passengers, traffic and periodic "breaks" for the driver as needed. This shuttle may make the rounds more frequently when possible.

#### **From Parham Road Campus to Downtown Campus**

The College's Department of Police provides shuttle service between Parham Road Campus and the Downtown Campus. The shuttle operates Monday through Friday and leaves each campus at the following times:

Leaves Parham Road	Leaves Downtown
8:00am	8:30am
9:00am	9:30am
10:00am	10:30am
11:00am	11:30am
12:00pm	12:30pm
1:00pm	1:30pm
2:00pm	2:30pm
3:00pm	3:30pm

#### **From Downtown Campus to Ginter Park Center**

The College's Department of Police provides shuttle service between the Downtown Campus and Ginter Park Center. The shuttle operates Monday through Friday and leaves each campus at the following times:

Leaves Downtown	Leaves Ginter Park
8:00am	8:30am
9:00am	9:30am
10:00am	10:30am
11:00am	11:30am
12:00pm	12:30pm
1:00pm	1:30pm
2:00pm	2:30pm
3:00pm	3:30pm

4:00pm (Mon – Thurs Only)	4:30pm (Mon – Thurs Only)
5:00pm (Mon – Thurs Only)	5:30pm (Mon – Thurs Only)
6:00pm (Mon – Thurs Only)	6:30pm (Mon – Thurs Only)
7:00pm (Mon – Thurs Only)	7:30pm (Mon – Thurs Only)
8:00pm (Mon – Thurs Only)	8:30pm (Mon – Thurs Only)
9:00pm (Mon – Thurs Only)	9:30pm (Mon – Thurs Only)
10:00pm (Mon – Thurs Only)	10:30pm (Mon – Thurs Only)

<b>Shuttle Stops:</b>	DTC - 8th Street at Shuttle Service sign (just south of the parking deck entrance)
	PRC - In front of Georgiadis Hall at Flag poles
	Ginter Park – In front of Lingle Hall

Shuttle schedules and time are subject to change. All riders are required to display a valid J. Sargeant Reynolds identification when boarding any college shuttle buses.

### **Shuttle Bus Rules**

Food and/or beverages are not permitted on the bus.

1. Foul language is not permitted.
2. Language that may be disrespectful or offensive is not permitted.
3. Loud argumentative conversations are not permitted.
4. Disruptive and/or loud behavior, to include the playing of loud music, which may be distracting to the driver or other riders is not permitted.
5. Always remain seated.
6. This bus is for J. Sargeant Reynolds Community College students and employees only (JSR ID required).

**Failure to adhere to these rules is in direct violation of the college’s learning environment principles. Violators may be subject to a student misconduct referral and/or revocation of shuttle privileges. To ensure safety and security compliance, the J. Sargeant Reynolds Community College Shuttles are subjected to video and audio recording.**

If you feel unsure about proper behavior on this bus, feel free to speak with the officer.

# Academic Calendar 2011-2012

## Fall 2011 Semester

### Important Dates

March 31, 2011	Deadline for Fall Scholarship Applications
April 15, 2011	Recommended Financial Aid Application Submission Deadline
July 11-22, 2011	Academic Advising
July 11-24, 2011	Early-Bird Registration (via MyJSRCC and REYNET only)
July 29, 2011	Deadline for Early-Bird Tuition Payment
July 25-Aug19, 2011	Registration (Tuition payment due by Friday of the week you register.)
August 1, 2011	Deadline for Domicile Appeals
September 5, 2011	Labor Day (College Closed)
September 30, 2011	Deadline for Fall Graduation Applications
October 4, 2011	Convocation/Planning (No Classes/No Services)
November 23, 2011	No Classes
November 24-27, 2011	Fall Break (College closed)
December 19, 2011	Grades Due by Noon

## **Regular Session (16 Weeks)**

August 22, 2011	Classes Begin
August 22-26, 2011	Late Registration & Add/Drop (Tuition payment due daily.)
August 26, 2011	Last Day to Add Class
September 7, 2011	Last Day to Drop with a Refund
October 28, 2011	Last Day to Withdraw from Class with a Grade of "W"
December 10, 2011	Classes End
December 12-17, 2011	Examination Period

## **First Eight-Week Session**

August 22, 2011	Classes Begin
August 22-24, 2011	Late Registration and Add/Drop (Tuition payment due daily.)
August 24, 2011	Last Day to Add Class
August 29, 2011	Last Day to Drop with a Refund
September 23, 2011	Last Day to Withdraw from Class with a Grade of "W"
October 18, 2011	Classes End

## **Second Eight-Week Session**

October 19, 2011	Classes Begin
October 19-21, 2011	Late Registration and Add/Drop
October 21, 2011	Last Day to Add Class
October 26, 2011	Last Day to Drop with a Refund
November 21, 2011	Last Day to Withdraw from Class with a Grade of "W"
December 17, 2011	Classes End

# Spring 2012 Semester

## Important Dates

September 15, 2011	Recommended Financial Aid Application Submission Deadline
October 1, 2011	Deadline for Spring Scholarship Applications
November 7-18, 2011	Academic Advising
November 7-27, 2011	Early-Bird Registration via <a href="#">MyJSRCC</a> )
December 1, 2011	Deadline for Domicile Appeals
December 2, 2011	Deadline for Early-Bird Tuition Payment
November 28-December 16, 2011; January 3-6, 2012	Registration (Tuition payment due by Friday of the week you register.)
January 16, 2012	Martin Luther King, Jr., Day (College Closed)
January 31, 2012	Deadline for Spring Graduation Applications
March 12-18, 2012	Spring Break (No Classes)
March 12, 2012	Professional Development Day (No Services)
May 8, 2012	Grades Due
May 12, 2012	Graduation

## Regular Session (16 Weeks)

January 9, 2012	Classes Begin
January 9-13, 2012	Late Registration & Add/Drop (Tuition payment due daily.)
January 13, 2012	Last Day to Add Class
January 25, 2012	Last Day to Drop with a Refund
March 22, 2012	Last Day to Withdraw from Class with a Grade of "W"
April 30, 2012	Classes End
May 1-7, 2012	Examination Period

## First Eight-Week Session

January 9, 2012	Classes Begin
January 9-11, 2012	Late Registration and Add/Drop (Tuition payment due daily.)
January 11, 2012	Last Day to Add Class
January 17, 2012	Last Day to Drop with a Refund
February 10, 2012	Last Day to Withdraw from Class with a Grade of "W"
March 5, 2012	Classes End

## Second Eight-Week Session

March 6, 2012	Classes Begin
March 6-8, 2012	Late Registration and Add/Drop
March 8, 2012	Last Day to Add Class
March 20, 2012	Last Day to Drop with a Refund
April 13, 2012	Last Day to Withdraw from Class with a Grade of "W"
May 7, 2012	Classes End

## Summer 2012 Term

### Important Dates

February 15, 2012	Recommended Financial Aid Application Submission Deadline
March 31, 2012	Deadline for Fall Scholarship Applications
April 2, 2012	Deadline for Domicile Appeals
April 9-20, 2012	Academic Advising
April 9-22, 2012	Early-Bird Registration (via <a href="#">MySRCC</a> )
April 27, 2012	Deadline for Early-Bird Tuition Payment
April 23 - May 18, 2012	Registration (Tuition payment due by Friday of the week you register.)
May 28, 2012	Memorial Day (College Closed)
June 29, 2012	Deadline for Summer Graduation Applications
July 4, 2012	Independence Day (College Closed)
August 2, 2012	Grades Due

### 10-Week Session

May 21, 2012	Classes Begin
May 21-24, 2012	Late Registration & Add/Drop (Tuition payment due daily.)
May 24, 2012	Last Day to Add Class
May 31, 2012	Last Day to Drop with a Refund
July 2, 2012	Last Day to Withdraw from Class with a Grade of "W"
July 30, 2012	Classes End
July 31, 2012	Make-up Day for July 4

## First Five-Week Session

May 21, 2012	Classes Begin
May 21-22, 2012	Late Registration and Add/Drop (Tuition payment due daily.)
May 22, 2012	Last Day to Add Class
May 24, 2012	Last Day to Drop with a Refund
June 11, 2012	Last Day to Withdraw from Class with a Grade of "W"
June 25, 2012	Classes End

## Second Five-Week Session

June 26, 2012	Classes Begin
June 26-27, 2012	Late Registration & Add/Drop
June 27, 2012	Last Day to Add Class
June 29, 2012	Last Day to Drop with a Refund
July 17, 2012	Last Day to Withdraw from Class with a Grade of "W"
July 30, 2012	Classes End
July 31, 2012	Make-up Day for July 4

# Information at a Glance

For general information, please call The College Information Center at 371-3000.

What	Where	Phone
Absences	Instructor's Office	Class Syllabus
Academic Advisors	Academic School	See below
Academic Schools		
<ul style="list-style-type: none"> <li>School of Humanities and Social Sciences</li> </ul>	Parham Road Campus Burnette Hall - Rm 201R Downtown Campus - Rm 466	804.523.5263 804.523.5177
<ul style="list-style-type: none"> <li>School of Business and Engineering</li> </ul>	Business: Downtown Campus - Rm 466  Business: Parham Road Campus Burnette Hall - Rm 253	804.523.5177  804.523.5301
	Culinary Arts, Tourism, and Hospitality: Downtown Campus - Rm 674A Downtown Campus - Rm 676	804.523.5781 804.523.5070
	Engineering: Western Campus - Rm 247	804.523.5933
	Engineering: Parham Road Campus Burnette Hall - Rm 135	804.523.5225
<ul style="list-style-type: none"> <li>School of Nursing and Allied Health</li> </ul>	Downtown Campus - Rm 507	804.523.5375
<ul style="list-style-type: none"> <li>School of Mathematics and Science</li> </ul>	Downtown Campus – Rm 617  Parham Road Campus Burnette Hall - Rm 135	804.523.5374  804.523.5225
Academic Computing Centers	Downtown Campus - Rm 462 Parham Road Campus Massey Technology Center – Rm 137 Western Campus Room 200	804.523.5158  804.523.5377 804.523.5419
Academic Support Centers	Downtown Campus - Rm 345 Parham Road Campus Burnette Hall - Rm 102 Western Campus	804.523.5687 804.523.5927 804.523.5927

<b>What</b>	<b>Where</b>	<b>Phone</b>
<b>Bookstore</b>	Downtown Campus	804.786.8580
	Parham Road Campus	804.371.3266
	Western Campus	804.371.3266
<b>Business Offices</b>	Downtown Campus - Rm 148	804.523.5285
	Parham Road Campus	
	Georgiadis Hall - Rm 204	804.523.5212
	Western Campus - Rm 229	804.523.5404
<b>Career, Employment &amp; Transfer Center</b>	Downtown Campus - Rm 474	804.523.5970
	Parham Road Campus	
	Georgiadis Hall - Rm 324	804.523.5061
	For appointments at Western Campus, please call:	804.523.5061
<b>Center for Distance Learning</b>	Parham Road Campus	
	Massey Technology Center - Rm 239	804.523.5612 1.800.711.1628
<b>Center for Teacher Education</b>	Downtown Campus - Rm 358	804.523.5543
<b>Community College Workforce Alliance (Non-credit Courses)</b>	North Run Corporate Center 1630 E. Parham Road	804.523.2292
<b>Concurrent Enrollment</b>	Student Success Centers	
	Downtown Campus - Rm 125	804.523.5455
	Parham Road Campus	
	Georgiadis Hall - Rm 201	804.523.5368
	Western Campus - Rm 238	804.523.5400
<b>Curriculum Change (Change in Program)</b>	Student Success Centers	
	Downtown Campus - Rm 125	804.523.5455
	Parham Road Campus	
	Georgiadis Hall - Rm 201	804.523.5368
	Western Campus - Rm 238	804.523.5400
<b>Domicile Appeals (in-state tuition)</b>	Central Admissions Office Central Administration Bldg. - Rm 101	804.523.5029

<b>What</b>	<b>Where</b>	<b>Phone</b>
<b>Emergency Closing</b>	<a href="http://www.reynolds.edu">www.reynolds.edu</a> or Information Center	804.371.3000
<b>English as a Second Language (ESL)</b>	ESL Office Parham Road Campus, Georgiadis Hall - Rm 364	804.523.5020
<b>Financial Aid</b>	Student Success Centers Downtown Campus - Rm 125	804.523.5455
	Parham Road Campus, Georgiadis Hall - Rm 201	804.523.5368
	Western Campus - Rm 238	804.523.5400
<b>Great Expectations</b>	Downtown Campus – Rm 443 Parham Road Campus, Georgiadis Hall – Rm 323	804.523.5294
<b>Home School Students</b>	Student Success Centers Downtown Campus - Rm 125	804.523.5455
	Parham Road Campus, Georgiadis Hall - Rm 201	804.523.5368
	Western Campus - Rm 238	804.662.5400
<b>International Admissions</b>	Central Admissions Office Central Administration Bldg. - Rm 101	804.523.5029
<b>Libraries</b>	Downtown Campus - Rm 231	804.523.5211
	Parham Road Campus, Massey Technology Center	804.523.5220
	Western Campus – Building C20 Rm 201	804.523.5419
<b>Lost and Found</b>	Police & Security Services Downtown Campus - Rm 122	804.523.5472
	Parham Road Campus – Burnette Hall, Rm 100	804.523.5219
	Western Campus - Main Lobby of Building C-20	804.523.5407
<b>Middle College</b>	Downtown Campus - Rm 633	804.523.5345

<b>What</b>	<b>Where</b>	<b>Phone</b>
Nelnet E-Cashier Tuition Payment Plan	<a href="http://www.reynolds.edu/ecashier">www.reynolds.edu/ecashier</a>	804.523.5186
Parking Information	Police & Security Services Downtown Campus - Rm 166	804.523.5472
	Parham Road Campus – Burnette Hall, Rm 130	804.523.5219
	Western Campus - Main Lobby of Building C-20	804.523.5407
PAVE Program	Downtown Campus - Rm 331	804.523.5572
Permission to carry more than 18 credits	Academic School Dean	See Academic School
Police and Security Services	Downtown Campus - Rm 122	804.523.5472
	Parham Road Campus - Burnette Hall, Suite 100	804.523.5219
	Western Campus - Main Lobby of Building C-20	804.523.5407
	For emergency situations, please call 523-5911.	
Refunds	Business Office Downtown Campus - Rm 148	804.523.5285
	Parham Road Campus - Georgiadis Hall, Rm 204	804.523.5212
	Western Campus - Rm 229	804.523.5404
Reynolds Online	<a href="http://www.reynolds.edu/sis">www.reynolds.edu/sis</a>	
Services for Students with Disabilities	Office of Student Accommodations Downtown Campus - Rm 160	804.523.5628
	Parham Road Campus, Georgiadis Hall - Rm 203	804.523.5289
	Western Campus - Rm 238	804.523.5400
Student Activities and Clubs	Office of Student Life Downtown Campus - Rm 162	804.523.5082
	Parham Road Campus, Georgiadis Hall - Rm 206	804.523.5983
Student Affairs	Parham Road Campus, Georgiadis Hall - Rm 350	804.523.5296

<b>What</b>	<b>Where</b>	<b>Phone</b>
<b>Student ID #</b>	<a href="http://www.reynolds.edu/sis">www.reynolds.edu/sis</a>	
<b>Student ID Cards</b>	<b>Police &amp; Security Services</b>	
	<b>Downtown Campus - Rm 166</b>	804.523.5472
	<b>Parham Road Campus, Burnette Hall - Rm 130</b>	804.523.5219
	<b>Western Campus Building C20</b>	804.523.5407
<b>Student Success Centers</b>	<b>Downtown Campus - Rm 125</b>	804.523.5455
	<b>Parham Road Campus, Georgiadis Hall - Rm 201</b>	804.523.5368
	<b>Western Campus - Rm 238</b>	804.523.5400
<b>Telecommunication Devices for the Deaf (TDD)</b>	<b>Downtown Campus - Rm 160</b>	804.523.5628
<b>Telephone Registration</b>	<b>REYNET</b>	804.371.3308
<b>Testing</b>	<b>Testing Centers</b>	
	<b>Downtown Campus - Rm 164</b>	804.523.5470
	<b>Parham Road Campus, Georgiadis Hall - Rm 210</b>	804.523.5411
	<b>Western Campus - Rm 239</b>	804.523.5421
<b>Transcript Evaluation</b>	<b>Central Admissions Office Central Administration Bldg. - Rm 101</b>	804.523.5029

<b>What</b>	<b>Where</b>	<b>Phone</b>
<b>Transcript Request</b>	Central Admissions Office Central Administration Bldg. - Rm 101	804.523.5029
<b>Transfer Credit</b>	Academic Schools	
<b>Transfer Information</b>	Career, Employment and Transfer Center Downtown Campus – Rm 474	804.523.5970
	Parham Road Campus, Georgiadis Hall – Rm 324	804.523.5067
<b>Tutoring</b>	Academic Support Centers Downtown Campus - Rm 345	804.523.5687
	Parham Road Campus, Burnette Hall - Rm 102	804.523.5927
	Western Campus	804.523.5927
<b>Veterans Information</b>	Student Success Centers Downtown Campus - Rm 125	804.523.5455
	Parham Road Campus, Georgiadis Hall - Rm 201	804.523.5368
	Western Campus – Rm 238	804.523.5400
<b>Website</b>	<a href="http://www.reynolds.edu">www.reynolds.edu</a>	
<b>Withdrawal from Course</b>	Student Success Centers Downtown Campus - Rm 125	804.523.5455
	Parham Road Campus, Georgiadis Hall - Rm 201	804.523.5368

# Campus Locations

## **College Administration Building**

**1701 East Parham Road | Richmond, VA 23228**

The College Administration Building is located just west of the Parham Road Campus. The offices of the Central Admissions and Records, Central Financial Aid, Educational Foundation, Scholarship Office, Central Business Office and other administrative staff are in this location.

## **Downtown Campus**

**700 East Jackson Street | Richmond, VA 23219**

The Downtown Campus, located at 700 East Jackson Street near the Richmond Coliseum, provides one- and two-year occupational/technical programs in a number of allied health, business, and community service areas, as well as college transfer programs in liberal arts, business, science, and computer science.

## **Parham Road Campus**

**1651 East Parham Road | Richmond, VA 23228**

The Parham Road Campus, located one mile west of I-95 in Henrico County, offers college-transfer programs in liberal arts, education, engineering, science, and computer science, as well as a broad range of occupational/technical programs in the areas of business, engineering, and public service.

## **Western Campus**

**1851 Dickinson Road | Goochland, VA 23063**

Routes 6 and 632 in the community of Goochland Courthouse border the Western Campus. This campus offers curriculums in horticulture, automotive and diesel mechanics, equine management, welding, and manufacturing.

## **Ginter Park Center**

**3406 Brook Road | Richmond, VA 23227**

The JSRCC Ginter Park Center consists of three buildings on the grounds of Union Presbyterian Seminary in Richmond's Ginter Park neighborhood. The College leased the buildings to use as swing space while Downtown Campus renovations are completed. A variety of humanities and business classes will be offered at the Center and shuttle service will run from the Downtown Campus.

# ADMISSION & ENROLLMENT

## Admission Requirements

Consistent with its mission of providing educational access and development in its region, the college admits as either a non-curricular or curricular student, anyone with a recognized high school diploma, a GED, or certificate of completion of home schooling, or who is 18 years of age.

The college reserves the right to evaluate special cases and, when considered in the best interest of the college, refuse admission to applicants. Furthermore, when enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities with which the college has a clinical-site or other agreements may receive equal consideration for admission.

Applications may be submitted through the college website ([www.reynolds.edu](http://www.reynolds.edu)), in person on campus, by mail, or by fax:

Office of Admissions and Records  
J. Sargeant Reynolds Community College  
P. O. Box 85622  
Richmond, Virginia 23285-5622  
Telephone: (804) 523-5029  
FAX: (804) 371-3650

It is the policy of the VCCS and JSRCC to prohibit educational and employment discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities. Inquiries concerning the affirmative action policy should be addressed to J. Sargeant Reynolds Community College's Affirmative Action Officer.

## Ability-to-Benefit Assessment

Students who are at least 18 years of age seeking admission to one of the college's curricular programs and who lack a recognized high school diploma or the recognized equivalent (General Equivalency Diploma or Home School Completion Certificate) will be required to take an ability-to-benefit (ATB) test.

Students who pass the ability-to-benefit test may be admitted to the college as either non-curricular or curricular students, provided they have also satisfied other admission requirements. The Nursing and Practical Nursing programs require completion of high school diploma or GED only.

Students who fail the ability-to-benefit test may enroll as non-curricular students, until they satisfy curricular admission requirements. Students who do not pass all sections of the Ability to Benefit test, must satisfy the requirement by retaking the entire Ability to Benefit test. Students may be allowed to retake the test for mitigating circumstances or after one semester has elapsed.

## **International Student Admissions**

J. Sargeant Reynolds Community College is authorized under Federal law to enroll nonimmigrant students. The deadline for submission of international student applications with accompanying documentation is June 1 for our fall semester that begins in August and October 1 for our spring semester that begins in January. Contact Kimberly Cossey the International Student Advisor at [kcossey@reynolds.edu](mailto:kcossey@reynolds.edu) for more information and to request an International Student packet for admission. F-1 applicants will be considered for admission to an Associate degree program or to the ESL program depending on TOEFL test scores. Admission is not guaranteed and is particularly selective for A.A. and A.S. (university transfer) degree programs. The college does not admit F-1 applicants to any health technology programs with a mandatory Career Studies Certificate pre-requisite. Also, applicants will not be considered for admission to the Hospitality Management program. Contact the International Student Advisor in Central Admissions and Records at (804) 523-5029 or [admissions@reynolds.edu](mailto:admissions@reynolds.edu) for the International Student packet which explains the process of admission to our college as well as the eligibility for the student visa.

## **Student Identification**

### **Student Identification Number (EMPLID)**

The college assigns a student identification number at the time of application. Students must use this number to access services on campus or through REYNET or My JSRCC (on-line Student Information System) Students new to J. Sargeant Reynolds that have attended another VCCS college should apply to J. Sargeant Reynolds and supply the empl id given by the other college when requested through the college application. Students that have records that exist at J. Sargeant Reynolds Community College should contact the Admissions and Records office or a Campus Success Center for guidance on the Student Identification number to select.

### **Social Security Number and Date of Birth**

It is highly recommended that individuals provide the social security number at the time of application (per Section 6050S of the Restructuring and Reform Act of 1998). An individual's social security number will be used in accordance with federal/state reporting requirements and/or

identification and research purposes within the VCCS. For further information, please contact the Admissions and Records office at 804.523.5029.

Applicants for financial aid are required to submit Social Security numbers. Pell Grant program applicants are advised the U. S. Department of Education requires Social Security numbers when processing applications. The Internal Revenue Service also requires valid Social Security numbers.

## **Student Records**

### **Mailing Address**


It is the student's responsibility to keep this information up-to-date with the Central Admissions and Records office. Timely reporting of address changes will assist the college in ensuring proper delivery of important notices and announcements. Address changes may be submitted to the Student Success Center or faxed to the Central Admissions and Records office. In addition, students may change their mailing address on-line

through  <https://jsr.my.vccs.edu/jsp/login.jsp>.

It is also important that students' name, Social Security number and date of birth are also accurate. Changes of name, Social Security Number and date of birth require documentation of the correct information in addition to the "Student Request to Update Information" form. The form and necessary documentation can be submitted to one of the Student Success Centers or faxed to the Central Admissions and Records office at 371-3650.

### **Transcripts**

A transcript is a copy of the student's permanent academic record at JSRCC. An official transcript carries the college seal and is mailed to other educational institutions and agencies. Written requests for transcripts must be delivered, mailed, or sent by fax to the Student Success Center or to the Central Admissions and Records Office, where the transcripts will generally be produced within two weeks. JSRCC policy does not allow email transmission of transcript requests because a signature is required. Transcripts will not be mailed until all obligations to the business office, bookstore, or library have been paid in full. Students may produce an

unofficial transcript through  <https://jsr.my.vccs.edu/jsp/login.jsp>, or they may request a copy in at the campus Success Center. View Tutorial: [www.reynolds.edu](http://www.reynolds.edu), Quick Links, Computing @JSRCC, Video Tutorials, and Unofficial Transcript.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect of their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by JSRCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

For more information concerning FERPA or the College's privacy policy, please refer to the JSRCC policy 1-26 (located in this handbook) or contact the Central Admissions and Records Office at 804-371-3650.

Note: Any student who believes that the College has failed to comply with the requirements of FERPA is encouraged to contact the Office of Student Affairs at 804-523-5296.

## **Domicile Determination for In-State Tuition Eligibility**

The college makes an initial determination of a student's eligibility for in-state tuition rates (domiciliary status) based on the information the applicant and/or the applicant's parent, legal guardian, or spouse supplies on the Application for Admission. WEB applicants certify that they have provided accurate information on behalf of parents, legal guardians, and spouses. The determination is made under the provisions of section 23-7.4 of the Code of Virginia (on file in Central Admissions and Records). Non-U.S. citizens seeking eligibility for in-state tuition rates must provide immigration and other required documents. In most instances, the college may require clarification or additional information from the applicant before making the determination.

Requests for review of domicile are submitted to the Central Admissions and Records Office. The request and all documentation needed for the reconsideration must be received by the first day of the class. Requests for review of domicile that are received after the start of classes are considered for subsequent semesters only.

Students may request an appeal of the domicile decision after the results of the review have been determined. Complete domicile appeal forms with the documentation must be submitted two weeks prior to the first day of classes. The determination will be issued in writing prior to the first official day of classes. Residency status must be determined prior to the start of the term. Appeals and domicile status changes are not retroactive.

A student wishing to appeal an out-of-state status may be required to submit a completed Student Supplemental Application for Virginia In-state Tuition Rates with supporting documentation. This form is available from a campus Success Center or the Central Admissions and Records Office.

## **Grades and Grading System**

The quality of a student's performance in any academic course is reported as a letter grade by the instructor. These grades denote the character of work. Grade points are assigned as follows:

A	Excellent:	4 grade points per credit
B	Good:	3 grade points per credit
C	Average:	2 grade points per credit
D	Poor:	1 grade point per credit
F	Failure:	0 grade point per credit
P	Pass:	No grade points.
S	Satisfactory:	No grade points. The "S" grade is used only for satisfactory completion of developmental studies and ESL courses
R	Reenroll:	No grade points and no credit awarded. A grade of "R" implies that the student was making satisfactory progress but did not complete all course objectives.
U	Unsatisfactory:	No grade points and no credit awarded. The "U" grade may be used for developmental and ESL courses and for courses for which the Pass/Unsatisfactory option has been approved.
W	Withdrawal:	No credit.
I	Incomplete:	No credit awarded.
X	Audit:	No credit awarded. Permission of the instructor and the school dean is required to audit a class.

### **Incomplete Grade**

The instructor may award an incomplete for documented, unavoidable reasons, only when the student has completed more than 50% of the course requirements.

Since the "Incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. The instructor has the discretion to award or deny an I grade request based on the circumstances and the documentation submitted.

Courses for which the grade of “I” (Incomplete) has been awarded must be completed by the end of the subsequent semester or the “I” will convert automatically to a grade of “F.”

### **Repeated Grade**

The policy that effects repeated grades provides that in the event of a repeated course, only the most recent attempt is used in the calculation of the student’s cumulative grade point average. While the most recent attempt is used in the calculation of the cumulative GPA, all previous attempts remain on the academic record. For additional information, please refer to the college catalog.

### **Final Grades**

Final grades for each semester and summer term are available on the Student Information System by phoning REYNET, or they can be viewed and printed using <https://jsr.my.vccs.edu/jsp/login.jsp>.

Students must have their JSRCC EMPLID and password to obtain their grades.

View Tutorial: [www.reynolds.edu](http://www.reynolds.edu), Quick Links, Computing @JSRCC, Video Tutorials, and Viewing Grades.

 <https://jsr.my.vccs.edu/jsp/login.jsp>. Students must have their JSRCC EMPLID and password to obtain their grades.

### **Academic Renewal**

Students, who re-enroll at the college after a separation of at least sixty consecutive months from the end of the semester last attended, may submit the Petition for Academic Renewal to the Admissions and Records Office or to a campus Success Center. If the student is found eligible, an Academic Renewal notation will be placed on the student’s permanent record and transcript. All “D” and “F” grades earned prior to the re-enrollment will appear on the record, but they will be deleted from the cumulative grade point average, subject to the following conditions:

- a. Prior to petitioning, the student must earn at least a 2.500 grade point average (using grades of “A,” “B,” “C,” “D,” and “F”) in the first twelve hours after re-enrollment.
- b. Any course credit with a grade of “D” earned prior to the re-enrollment will not count toward graduation requirements. Previous diplomas, certificates, or degrees will not be rescinded in order to qualify the student.
- c. Academic Renewal adjustment will be granted only once and cannot be revoked.
- d. The granting of Academic Renewal does not affect any previous academic, financial, or administrative decision made by the college.

# Academic Standing

## President's Honor Roll

The Presidential Honor Roll is awarded to curricular and non-curricular students who demonstrate the highest level of academic achievement at the college. In order to receive this recognition, students must have:

- Earned 20 credits or more at the college;
- Earned a cumulative grade point average of 3.8 or higher;
- Earned a semester grade point average of 3.5 or higher;
- Been registered for at least six (6) college-level credits for the semester
- Not received a grade of D, F, I, or U for the semester;
- Not received more than one "W" grade for the semester

Acknowledgements of the Presidential Honor Roll will be communicated to students at the beginning of the semester following the achievement.

## Dean's List

The Dean's List is awarded to curricular and non-curricular students who demonstrate a high level of academic achievement at the college. In order to receive this recognition, students must have:

- Earned a semester grade point average of 3.2 or higher;
- Been registered for at least six (6) college-level credits for the semester
- Not received a grade of D, F, I, or U for the semester;
- Not received more than one "W" grade for the semester

Acknowledgements of the Dean's List will be communicated to students at the beginning of the semester following the achievement.

## Good Standing

Students are considered to be "in good academic standing" if they maintain a GPA of 2.000 each semester and are not on academic suspension or dismissal. They are eligible to reenroll at the college.

## Academic Warning

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

## Academic Probation

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.

### **Academic Suspension**

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted (24) semester credits. Academic suspension shall be for one semester. The statement "Academic Suspension" shall be placed on the students' permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic suspension.

### **Academic Dismissal**

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement "Academic Dismissal" shall be placed on the students' permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following processes established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated 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.

## **Reinstatement from Suspension or Dismissal**

To be considered for immediate reinstatement, a suspended student must submit a Reinstatement Form or written appeal along with any documentation that helps support the request for reinstatement prior to the late registration period for the semester they wish to attend.

Dismissed students that would like to be considered for reinstatement must submit the Reinstatement Form along with supporting documentation by the following deadline:

- July 1<sup>st</sup> for Fall reinstatement
- November 1<sup>st</sup> for Spring reinstatement
- April 1<sup>st</sup> for Summer reinstatement

The college will consider all appeals for reinstatement that are received by the deadline. This review will include an examination of the student's academic history at the college and documentation of mitigating circumstances. Decisions to reinstate may be accompanied by conditions designed to ensure the student's improved performance. Decisions to deny reinstatement will result in the continued enforcement of suspension or dismissal terms. Students who are not granted reinstatement will be dropped from any courses for which they may have pre-registered, and their tuition will be refunded automatically.

## **Enrollment Policies and Procedures**

### **Classification of Students**

#### **Curricular**

Curricular students are students who have satisfied general college curricular and any additional program admission requirements and are enrolled in credit or developmental courses for the purpose of earning a degree, certificate, or career studies certificate.

#### **Non-Curricular**

Non-curricular students are students who are enrolled in credit and/or developmental courses without curricular admission and who do not currently intend to earn a degree, certificate, or career studies certificate at the college. The Virginia Community College System recognizes the following types of non-curricular enrollments:

- Upgrading Skills for Present Job
- Developing Skills for New Job
- Career Exploration
- Personal Satisfaction and General Knowledge
- Transient Student
- Non-degree Transfer Student
- High School Student (Dual/Concurrent enrollment)
- Curricular Admission Pending

## **Freshman**

Students are classified as freshmen until they have completed 30 semester credits of work.

## **Sophomore**

Students are classified as sophomores after they have completed more than 30 semester credits of course work.

## **Graduation Requirements and Procedures**

1. A curricular student eligible for graduation is required to complete the graduation application through the Student Information System for each degree and certificate they are completing by the deadline for that semester or term.
  - Fall 2011: September 30, 2011
  - Spring 2012: January 31, 2012
  - Summer 2012: June 29, 2012

\*If a student files for graduation but does not graduate, he or she must submit another graduation application for a subsequent term. Students may graduate after fall, spring, or summer terms. See section on "Commencement."
2. The student must complete all program requirements as specified in their catalog, including curricular admission requirements.
3. The student must earn a grade point average of at least 2.000 in the curriculum.
4. The student must fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours acquired at J. Sargeant Reynolds Community College.
5. The student must submit all documentation of training, education, or tests from organizations outside of the college to the Admissions and Records Office by the last day of classes in their final semester. All JSRCC courses must also be completed by the last day of classes in their final semester. Incomplete grades and print-based courses must be completed by this time in order to be used for graduation.
6. The school dean for the curriculum must recommend the student for graduation, and the registrar must certify completion of all graduation requirements.
7. The student must resolve all financial obligations with the college and must return all library and college materials.

## **Commencement**

J. Sargeant Reynolds Community College has one formal commencement ceremony each year, which occurs after the spring semester for students completing certificate or associate degree curricula throughout the academic year. A student is not permitted to participate in a

commencement ceremony prior to the completion of the program of study. Students who graduate in the summer or fall will be invited to participate in the next spring commencement ceremony.

### **Graduation Honors**

A student who has fulfilled the requirements for an AA, AS, AAA, AAS degree or a certificate program is eligible for graduation honors (excluding career studies certificates):

The honors based upon scholastic achievement are as follows:

- \*Graduating G.P.A. cumulative –
- 3.200 Cum laude (with honor)
- 3.500 Magna cum laude (with high honor)
- 3.800 Summa cum laude (with highest honor)

*\*Note: The cumulative GPA is used to determine graduation honors*

## **REYNOLDS LEARNING COMMUNITIES**

More courses...less class time! - says Reynolds Learning Community Student, Katy Dunn.

A learning community is when two (or more) course sections in the same semester are linked together and the same students enroll in both course sections. Classes are typically back-to-back, or at the same time on alternating days - so your first benefit is getting a better, more convenient class schedule. Several of the top reasons that Reynolds students enroll for a learning community (LC) include:

- The Learning Community fits their time schedule.
- The Learning Community's credit hours meet their needs.
- They are interested in the combination of classes offered.
- They are interested in classes that will share some of the same assignments &/or topics.
- They want to get to know their classmates better.

Courses are easier to deal with because they are linked together. – according to Reynolds Learning Community Student, Kelly McIntosh.

You need to know:

- LCs are NOT harder, BUT they are BETTER because one course in a LC supports the other course(s). Professors work together to coordinate assignments, content, and improve crossover learning between the courses.
- In a learning community, you still take the same courses you need for your degree or program; that is, there are no wasted courses/credits.
- They're FREE! It doesn't cost any more to take a learning community.

- You'll get to know other students better and faster.
- You'll likely get better grades in your learning community classes and you will get a better start on your college education.
- Convenience, convenience, convenience!
- You are encouraged to register for a learning community in your first semester at the college. There are opportunities, but no obligation, to continue for more than one semester.
- If you come to Reynolds, you have the option of registering for a LC; if you were attending a four-year college or university, chances are very high you would be assigned to a learning community.

For more information about these exciting opportunities, contact your counselor or advisor or look on-line at [www.Reynolds.edu/LC](http://www.Reynolds.edu/LC). Students in LCs are usually more satisfied with their college experience, do better in their classes and return in the following semesters to complete their programs and goals.

## **MIDDLE COLLEGE**

The Middle College is a program for individuals between the ages of 18 and 24 who were college-bound but did not complete high school. This one-semester program prepares students for college-level courses while simultaneously preparing them to take the GED test at the end of the semester. Students may be in class for up to ten hours per week and will improve reading comprehension, essay writing, and math skills, in addition to the more practical skills such as job interviewing, career exploration, successful job searching, and transitioning to college or the workplace. Students must submit an application, score a minimum of a 9.0 grade level in Reading and a 9.0 grade level in the Applied Mathematics portion of the Tests of Adult Basic Education (TABE), and complete the interview process with a Middle College staff member. Programs are offered during the fall, spring and summer semesters at J. Sargeant Reynolds Community College. Additional information can be found at: <http://www.jsr.vccs.edu/MiddleCollege/>

## **GREAT EXPECTATIONS**

Great Expectations is a college transition program designed to help young adults (ages 17 to 24), who are or were recently affiliated with the Virginia foster care system, successfully transition from high school to college. Services in this program include assistance with choosing an academic plan, college enrollment, applying for financial aid and scholarships, navigating the community college environment, and accessing support services. Guidance on college transition processes is also provided to foster care parents, social workers, as well as group home and independent living service providers. Additional information can be found at: <http://www.jsr.vccs.edu/ge/>.

## DUAL ENROLLMENT

Dual enrollment students are high school students who are taking JSRCC classes (whether on campus or at their home high school) to satisfy both high school graduation requirements and earn college credit at the same time. Each dual enrollment student has completed the admission and registration process to JSRCC through their home high school and the JSRCC Dual Enrollment Office. Dual enrollment students are eligible to use the facilities and services of the college just as any other student at JSRCC. However, dual enrollment students who desire to change their class schedules must first contact their high school counselor and submit the required paperwork to the Dual Enrollment Office.

For more information, please stop by the Dual Enrollment Office on the Downtown Campus, Room 244, or call 804-523-5789.

## TUITION, FEES AND FINANCIAL AID

### Tuition & Student Fees

The State Board for Community Colleges sets tuition annually and has the authority to initiate or change tuition and fees without prior notice. All students pay per credit hour fees each semester. The college sets fees annually and reserves the right to initiate or change them without prior notice. Current tuition and fee rates are published in each semester's schedule of classes or may be obtained by visiting [http://www.reynolds.edu/jsr\\_ar/paying\\_for\\_college.htm](http://www.reynolds.edu/jsr_ar/paying_for_college.htm) or calling the College's Business Office or the Information Center at:

Central Business Office: 804.523.5186

Downtown Campus: 804.523.5285

Parham Road Campus: 804.523.5212

Western Campus: 804.523.5404

Information Center: 804.371.3000

### Methods of Payment

By Telephone: Call (804) 371-3308 to connect to REYNET, the College's automated telephone system. Be sure to use a touch-tone phone. Press 2 for Registration and Payment and follow the instructions. You may pay with a VISA, MasterCard, or Discover credit card.

On the web: [www.reynolds.edu/sis](http://www.reynolds.edu/sis). View the My JSRCC tutorial to guide you through the tuition payment process. Users of gift credit cards processed on the web should be aware that the credit card must be retained and not terminated if a tuition refund is anticipated as funds are automatically returned to this credit card. Please contact the Central Business Office for further information as required.

**In Person:** At any campus business office during regular office hours and posted registration hours. You may pay by cash, check or with an accepted credit card.

**Payment by Third Party:** If your employer or other sponsor is paying your tuition and fees you should visit a campus business office each semester to ensure all courses for which you are registered are properly charged or otherwise paid in full. If you have a question regarding a possible third party sponsor, please contact the Central Business Office at the phone number listed above.

Students receiving financial aid should check online to ensure the College has posted an award to their tuition account. If financial aid funds are sufficient to pay for all outstanding tuition and fee charges, no further action is required of the student. If the financial aid does not pay for all tuition and fees due, the student must visit a campus business office to remit any unpaid balances.

Students must drop classes they do not wish to take by submitting an Add/Drop form to a Success Center or by utilizing the web or REYNET by the published drop deadline. Refunds are processed after the Last Day to Drop with Refund and take approximately three weeks to be received. Refunds for students whose payments were made via Reynolds Online will be credited to the debit or credit card from which the tuition was paid. All other tuition refunds are issued to students in the form of a check from the Treasurer of the Commonwealth of Virginia.

Refunds for drops for special session courses (shorter or longer course duration and/or offered at times other than the published semester begin date) will be permitted through the first 15% of the course length. Students should verify the refund deadline for such courses at a Success Center and ensure their mailing address on file with the college is accurate. Refund processing times for special session courses take approximately four weeks to be received.

## **Financial Aid**

Financial aid is money provided to students to assist with paying for college expenses, including direct educational expenses such as tuition, fees, books, and supplies; as well as cost of living expenses like food, housing, and transportation.

Current details on financial aid programs, policies, and procedures are available on the JSRCC website at <http://www.jsr.vccs.edu/studentaffairs/faid.htm>. Students seeking assistance should contact a Student Success Center on any campus. The staff at the Student Success Centers can assist students with the completion of applications, review verification documents and worksheets, provide financial aid information, explain financial aid policies, and collect requested documents from students to ensure the timely processing of their financial aid. To receive printed

information about financial aid programs and regulations, submit a written request to the Central Financial Aid Office at P.O. Box 85622, Richmond, VA 23285-5622.

### **Impact of Withdrawals/Drops from Courses upon Student's Financial Aid**

Federal financial aid regulations state if a student officially and or unofficially withdraws from all classes on or before 60% of the term the student is enrolled in, the calculated unearned portion of the total Title IV and state grant funds awarded a student must be returned. Title IV funds include Pell Grant, SEOG, ACG, Federal Direct Stafford Loans, and Federal Direct PLUS loans. State grant funds include COMA and VGAP. The calculation of the return of these funds will likely result in the student owing a balance to JSRCC and/or the U.S. Department of Education. More information can be found on the JSRCC Financial Aid website at <http://www.reynolds.edu/studentaffairs/faid.htm> under "Consequences for Withdrawals."

### **Satisfactory Academic Progress**

To be eligible to receive financial aid, students must maintain Satisfactory Academic Progress (SAP)

SAP is a combination of qualitative and quantitative components and is measured by:

- Grade point average
- Number of credit hours **earned** in relation to number of credit hours **attempted** (not including transfer credits)
- Number of credit hours **attempted** in relation to number of credit hours necessary to **complete** the degree or certification program (including transfer credits)

Academic progress is assessed at the end of each fall, spring, and summer semester. Failure to make satisfactory progress will result in the loss of financial aid eligibility.

A full explanation of the SAP requirements can be found in a current schedule of classes, in a Student Success Center, in information sent to students awarded financial aid and on the JSRCC Financial Aid website at <http://www.reynolds.edu/studentaffairs/faid.htm> under "Satisfactory Academic Progress (SAP)."

### **Credit Hour Completion Rate**

Students must successfully complete two thirds (66.67%) of the credit hours attempted at the time satisfactory progress is assessed, which is the end of each semester.. By law, JSRCC must count developmental, ESL, and credit courses.

## **Maximum Time Frame**

Curricular/program requirements must be completed within 150% of the length of the program as published in the JSRCC Catalog. For example, students in Accounting AAS program should complete their program within 99 college level credit hours attempted, based on a program length of 66 credit hours. Transfer credits are included in the maximum time frame calculation.

## **Scholarships**

Through the kind generosity of individuals, businesses, and organizations, J. Sargeant Reynolds Community College offers scholarships to full-time and part-time students. Specific application criteria apply to each scholarship; however, students may apply for any or all scholarships by completing a J. Sargeant Reynolds Community College Scholarship application. The deadline for applying for scholarships is March 31; however, new scholarships may be established at anytime during the academic year and students should apply as soon as they are aware of the JSR scholarship program.

For more information about how to apply and the current listing of available scholarships, please visit the web at <http://www.reynolds.edu/scholarship>

## **Purchasing Books with Financial Aid**

Students are responsible for purchasing all books and supplies prior to the first day of classes. Most students typically plan ahead to have the resources to purchase books before the semester begins. This involves setting aside sufficient funds in the weeks/months ahead to purchase books from personal funds. The college financial aid office is not required nor is responsible for providing financial aid students with advance funding to purchase books. However, the College does offer a limited means for students to charge their books against their “anticipated” financial aid.

To charge your books and supplies to financial aid, you must go to a campus bookstore. First, check with the bookstore to ensure you have a balance to spend. Then select your books and supplies, take your selections to a cashier, and ask the cashier to charge them to your financial aid. Students are not allowed to purchase JSRCC logo clothing and items, etc using financial aid.

# **STUDENT SUPPORT SERVICES**

A variety of student support services are available to students enrolled at the college. They include:

## Academic Support Centers

The Academic Support Centers (ASC) are home to the College's tutorial programs. Faculty and peer tutors provide one-on-one and small group tutorial conferences for J. Sargeant Reynolds Community College students. Tutoring is available free of charge to students currently enrolled in JSRCC credit courses.

- **ASC Tutors offer strategies that help students:**
  - o Clarify their assignment tasks
  - o Increase understanding of course materials
  - o Improve reading, writing, and computational skills
  - o Study effectively and manage their time efficiently
  - o Reduce test anxiety
- **ASC Tutors cannot:**
  - o Provide tutoring in courses students have completed successfully; in non-credit courses; in audited courses; for senior citizens taking tuition-free courses
  - o Serve students in the College's special programs that feature tutoring or reduced-size classes
  - o Do work assignments for students
  - o Assist students with take-home tests

For each course, students may use a maximum of two 50-minute peer tutorial sessions per week. Walk-in sessions are available with faculty volunteers for some courses. Students should check with the ASC each term for walk-in tutoring opportunities.

To receive tutoring, students must complete a [Request for Tutoring](#) application each semester and bring a copy of their current JSRCC registration form and college ID. [Request for Tutoring](#) applications may be obtained from the PRC and DTC locations or online at [www.reynolds.edu/tutor](http://www.reynolds.edu/tutor).

- **Academic Support Center Locations:**
  - o Downtown Campus – Room 345, (804) 523-5687
  - o Parham Road Campus – Room 102, Burnette Hall, (804) 523-5927
  - o Western Campus – (804) 523-5927

## Libraries

J. Sargeant Reynolds Community College libraries are drastically and dramatically changing. Emerging technologies offer exciting pathways for teaching and learning. Our website serves as a gateway to a full range of resources, services, and links to VCCS, VIVA library networks, electronic databases, interlibrary loan, research assistance, and other websites. Each campus library provides access to books in print, audio and electronic format. You can search for these materials using the online library catalog (VCCSLinc) through the library website, [www.reynolds.edu/library](http://www.reynolds.edu/library).

The libraries' holdings include over 83,000 volumes and we are constantly adding new titles to the collection to meet research and informational needs. We provide access to a large number of journals, magazines, and newspapers in print and electronic format. In addition to over 300 print journals, the libraries currently subscribe to more than 200 online databases. Accessible through these databases are millions of full-text journal articles and more than 750,000 other full-text reports, pamphlets, newspapers, proceedings, etc.

The library staff is available to offer you advice and guidance in accessing resources and services for on-campus and off-campus instruction and research.

## **Academic Computing Centers**

The Academic Computing Centers provide access to a wide range of software applications in support of the college's academic programs. The Academic Computing Centers provide support to students in the registration process as well as technical assistance with the center's hardware and software resources. The Academic Computing Centers are available to all currently enrolled JSR students. You must present a JSR Student ID to access the ACCs. The Division of Academic & Instructional Computing Support coordinates the support for these and other academic computing services. Below is a list of locations, hours and phone numbers for the computer center on each campus:

### **Parham Road Campus Academic Computing Center:**

Massey Library and Technology Center: Room 137

Main Telephone: 523-5377

**Hours:** Monday - Thursday 7:45 a.m. – 9:00 p.m.

Friday 7:45 a.m. – 5:00 p.m.

Saturday 12:00 p.m. – 4:00 p.m.

Sunday Closed

### **Downtown Campus Academic Computing Center:**

Room 462

Main Telephone: 523-5158

**Hours:** Monday - Thursday 7:45 a.m. – 9:00 p.m.

Friday 7:45 a.m. – 4:00 p.m.

Saturday 8:00 a.m. – Noon

Sunday Closed

### **Western Campus:**

Room 200 (Library)

Main Telephone: 523-5419

**Hours:** Monday - Thursday 8:30 a.m. – 7:30 p.m.

Friday 8:30 a.m. – 4:30 p.m.

Saturday Closed

Sunday Closed

*Room 215 is available by posted hours. Call 523-5899 for more information*

# **Electronic Student Services**

## **Reynolds Online Email Account**

All students registered for credit classes will automatically be assigned a VCCS email account. All students are encouraged to use these accounts to facilitate student/instructor interaction. Most important College information is sent to the student's VCCS email account so students are expected to check this account regularly.

To access your student email account via the Internet use the following hyperlink: <http://www.email.vccs.edu>

The address will be your first initial + your last name + four digits + @email.vccs.edu (for example, [jsmith0001@email.vccs.edu](mailto:jsmith0001@email.vccs.edu)).

## **Blackboard Course Management**

Blackboard is a web portal on the Internet that offers students easy access to course materials, college resources, and personal tools such as email. To use Blackboard, you must be a current student, faculty, or staff member at J. Sargeant Reynolds Community College. Blackboard is on the World Wide Web and is accessible anywhere in the world provided you have a computer with Internet access and a web browser.

The address of the J. Sargeant Reynolds Blackboard site is <http://learn.vccs.edu>. Blackboard may also be accessed via links on the JSR web page through myJSRCC. To use blackboard, you must have an e-mail account. The first half of your email address (for example, jsmith0001) will be your Blackboard user ID. If you are unsure of your email address, go to <https://jsr.my.vccs.edu/jsp/home.jsp> to look up this information.

Note: Students who have failed to enter their birth date on their application, who have entered an incorrect date or whose birth date was entered incorrectly on the computer by the college's data entry process will not be able to login. While such instances should be rare, they will occur. If you are unable to login to Blackboard, you should contact the Information Center at 371-3000 and they will check to see if an incorrect birth date is the issue. If it is, you may have to appear in person at a JSRCC Success Center to update your records.

## **Blackboard Tutorials**

You will find tutorials (both video and text) to assist you with most Blackboard functions at <http://teach.reynolds.edu/BB9/Default.htm>.

## **Distance Learning**

The Center for Distance Learning enables and supports learning options in a variety of settings through innovative, alternative delivery methods that provide access to learning opportunities from your home, office,

or anywhere you have Internet access. These options are designed to increase educational access to students for whom work schedules, family responsibilities, or other life demands restrict attendance at traditional on-campus classes. Distance learning offers educational opportunities for career advancement, transfer to a four-year college or university, job re-certifications, completion of requirements for the Associate's degree, or study for personal enrichment.

J. Sargeant Reynolds Community College now offers three kinds of distance learning courses:

1. Online courses: All course work and interactions with the instructor and classmates are completed online. The course is accessed through the Blackboard learning environment.
2. Distance learning courses with in-person or proctor requirement: Most of the instruction is online. However, students will be required to make a limited number of trips to a campus site for labs, presentations and other class activities or to a community site for clinicals or internships. Some courses may require proctored testing that can be done at JSRCC testing centers, testing sites at other VCCS college, or any approved site outside of the state of Virginia.
3. Teleconferencing/video-conferencing courses – Students meet on site at one of the JSRCC campuses, at a site at another VCCS college, or at a connected off-campus site. Class meetings are scheduled weekly, just like on-campus classes. The instructor is connected to the class by a closed video network. Students see the instructor and students at other sites on television monitors in the classroom. Additional instruction and communications will be in Blackboard or via other Internet sources.

The course schedule section notes will indicate the specific kind of distance learning course for that section. Students should carefully read section notes before registering for a distance learning course

In order to enroll in any Distance Learning courses at J. Sargeant Reynolds Community College, you must have consistent Internet access e-mail, and telephone access or you must be able to go to a JSRCC campus location to access the computer lab, the library and other student support resources. A few courses may require special software that is available only in college Academic Computing Centers. All courses offered through the Center for Distance Learning require students to be independent learners with proficient reading, writing, and research skills and to be able to commit to a consistent schedule that may include a minimum of 8-10 hours per week of study for each course.

Before enrolling in distance learning courses, students must take the JSRCC placement tests, including the SmarterMeasure, and complete any recommendations and course prerequisites.

First time distance learning students should also complete the Orientation to Distance Learning. To enroll in this free learning module, contact

the Center for Distance Learning at 804-523-5612 or at [distance-ed@ireynolds.edu](mailto:distance-ed@ireynolds.edu).

Because Distance Learning course sections fill quickly, you should register as soon as possible. All Distance Learning courses follow the college calendar for Add/Drop and Withdrawal.

### **Tips for Success**

Most students find that Distance Learning courses are more demanding than the traditional on-campus lecture courses. To be successful as a Distance Learning student, you should consider all of the items listed below. If you have concerns about any of these items, talk with an academic advisor before registering for a Distance Learning course.

- Make sure that you have completed all Placement Test and the SmarterMeasure recommendations and that you have excellent reading and writing skills.
- Make sure that you are proficient in the basic computer skills. If you have not taken a computer competency test or successfully completed ITE 115 or CSC 155, you should consider completing one of these options before enrolling in a Distance Learning course.
- Make sure that you have 10 or more hours each week that you can devote to study and online communication with your instructor and classmates.
- Make sure that you have excellent time management skills, that you can develop and follow a study plan, that you can attend any required on-campus meetings, and that you can meet deadlines for course assignments.

Distance learning courses are recommended only for students with the computer knowledge and skills to:

- Send and receive e-mail with attachment
- Do Web searches
- Download information from the Web to the desktop
- Recognize and use hot links
- Find, download, and install utilities and plug-ins
- Do basic word processing, including cutting and pasting from or to varied sources
- Navigate between two or more applications without closing and re-opening (multi-tasking)
- Scan and remove computer viruses
- Successful completion of ITE 115 or CSC 155 is strongly recommended. Through the Internet, you will be able to access assignments, transmit completed work to the instructor, interact with other students, and receive graded work.

To take a distance learning course, you must have

- A computer (350MHz or higher required)
- 56.6 modem (DSL or other high speed connection preferred)

- 64mb RAM
- 300 MB free disk space on hard drive
- An Internet Service Provider and a browser (Internet Explorer 6.0 or higher required)
- Standard word-processing software (MS Word 2007 recommended)
- Graphics capable printer
- Current virus scanning software
- A VCCS student e-mail account
- CD-Rom drive, Sound Card and speakers (may be needed for some courses)

You may also use computer labs at any of the JSRCC campuses. If your PC ceases to work effectively during the course, you will be expected to use the college computer lab or find other reliable computer access to complete course requirements. Some courses may require additional software or readers.

## **Steps to Begin Distance Learning Courses**

### **Before registration**

- Consult with a Success Center specialist, academic advisor, or the CDL coordinator.
- Take Placement Tests and the SmarterMeasure™.
- Take the free Orientation to Distance Learning if a first time distance learning student. Contact the Center for Distance Learning at [distance-ed@reynolds.edu](mailto:distance-ed@reynolds.edu) or 804-523-5612 to enroll. Completing this online orientation to distance learning will give you a chance to experience working/studying online and will be a useful resource as you continue your studies as a distance learning student.
- Where required, obtain instructor permission to enroll.
- Consult with Financial Aid advisor if you plan to receive any form of financial aid, including student loans and veteran's benefits.

### **After registration**

- Visit the Center for Distance Learning web site at [http://www.reynolds.edu/jsr\\_cde/](http://www.reynolds.edu/jsr_cde/) for additional information about Distance Learning at JSRCC.
- For Student ID/EmplID/User ID: Go to: <https://my.vccs.edu>. Also, you may visit any campus open computer lab for assistance. If you had a VCCS student e-mail account last semester, that account is still active. Make sure your password is current.
- Check the section notes in the JSRCC course schedule for information about any scheduled on-campus meetings for your class and any special instructions for beginning your course. (If unable to attend a scheduled on-campus meeting, you must contact your instructor immediately to get additional information.)

## **Hybrid Courses**

To provide both flexibility in course schedules and the benefits of face-

to-face on-campus instruction, JSRCC is now offering a range of hybrid courses. Hybrid courses are credit courses that require both online and on-campus class meetings. In these courses, half of the instruction will be in the classroom with the instructor and the other half of the course will be completed online. Many courses will require one meeting per week on-campus; evening and Saturday classes may meet on campus in alternate weeks. Students must be proficient in basic computer skills and be able to attend the required on-campus class meetings in order to be successful in these courses. Students should carefully read the section comments in the schedule before registering for any hybrid courses. Hybrid course sections will have the following section identifiers:

HD – hybrid section with on-campus meeting at the Downtown Campus

HP – hybrid section with on-campus meeting at the Parham Road Campus

HW – hybrid section with on-campus meeting at the Western Campus

## **Allied Health Programs and Courses**

Students enrolling in Nursing, Opticianry, Dental Laboratory Technology, and Respiratory Therapy courses must attend an on-campus course/program and Distance Learning orientation. Most courses require supervised clinical experiences in on-campus labs, hospitals, and community-based sites.

Students must obtain instructor permission before registering for any of the Allied Health and Nursing courses mentioned above.

Interested in other distance learning courses? Visit the Virginia Community College System website at <http://courses.vccs.edu/> to see what is offered at other colleges. Call us at 804-523-5612 to assist you in arranging for a course from another VCCS college.

## **Non-Native Speakers of English (English Proficiency)**

All curricular and non-curricular students from countries other than Australia, English speaking Canadian provinces, English speaking Caribbean island nations, the Republic of Ireland, The United Kingdom, New Zealand, or the United States will be required to demonstrate their proficiency in English prior to acceptance. To document English proficiency, applicants may forward TOEFL (Test of English as a Foreign Language) scores or appropriate substitute documents to the Central Admissions and Records Office. For International students, a minimum score of 28 is required on the iBt TOEFL to be admitted to JSRCC. Note that all entering students, regardless of TOEFL scores will be required to take an English placement test at the college. The ESL assessment test is given on the Parham Road Campus for a fee of \$6.00.

The college's ESL assessment is a two-step process. Students will first take a computer-based reading assessment and complete a writing sample assessment. They must also schedule a personal interview to assess speaking. Questions about the assessment process should be directed to the ESL department.

The ESL assessment will result in one of the following:

- Clearance to take the college's COMPASS placement tests with native speakers of English (no ESL classes required);
- Initial placement into certain ESL classes with permission to enroll in a limited area of academic subjects; or
- Initial placement into intensive ESL classes only (no academic classes permitted without the approval of the ESL department)

All non-native speaking applicants will be required to take the COMPASS ESL assessment or obtain an ESL testing waiver before enrolling in classes. If a student wishes to obtain an ESL test waiver, they must submit appropriate substitute documents to the ESL department. Appropriate substitute documents would include completion of a post-secondary degree or the equivalent of ENG 111 (English Composition) with a grade of 'C' or better at an institution located in one of the countries listed above.

Office Location: Room 220 Q, Burnette Hall, Parham Road Campus

Office Phone Number: (804) 523-5020

*Note: All ESL classes are not offered at the Downtown or Western Campuses. Admitted students with ESL requirements will be required to complete these requirements prior to progressing in certain curricular programs, such as Nursing.*

## STUDENT AFFAIRS

The Division of Student Affairs provides opportunities for students to maximize personal development by creating supportive learning environments, experiences, and services. In collaboration with the academic divisions and schools, opportunities are provided for students to engage in diverse activities, which enhance intellectual, cognitive, cultural, psychosocial, moral and identity development. The division strives to provide opportunities that build a community of life-long learners.

### **Student Success Centers**

Success Center's Website: <http://www.reynolds.edu/studentaffairs/successcenter.htm>

Student Success Centers are one-stop service areas where students can receive assistance with:

- Academic advising
- Financial aid
- Veteran's affairs
- Admissions and enrollment

The centers are located on each of the college's three campuses. For additional information contact:

- Downtown Campus (523-5455)

- Parham Road Campus (523-5368)
- Western Campus (523-5400)

## **Testing Centers**

Testing Center's Website: <http://www.jsr.vccs.edu/studentaffairs/testing.htm>

At J. Sargeant Reynolds Community College, the Testing Center administers various tests for the college including Distance Learning, Standardized Tests, and COMPASS Placement Tests. The goal of the COMPASS Placement Test is to ensure that students enroll in courses that maximize the student's opportunity for success. Before registering, all students entering as curricular students must take placement tests in reading, writing, and mathematics.

A \$6 cash-only testing fee is assessed for the COMPASS Placement. Testing Center hours of operations and seating times are posted on the Testing Center website. Students may contact the Testing Centers with any questions at: 523-5470 (DTC), 523-5411 (PRC) and 523-5400 (WC).

## **First Year Initiatives**

The Office of First Year Initiatives supports the College's efforts to provide a successful start for new students at JSRCC through a variety of programs. First Year Initiatives encompasses summer orientation (SOAR), the Greeters program, and the Student Ambassador program.

### **SOAR (Summer Orientation)**

SOAR is designed to assist students with the following:

- Learning about student success resources at the College.
- Having placement test score results interpreted for accurate placement in courses.
- Answering any questions related to academic programs or course requirements.
- Establishing a sound class schedule for the upcoming term.
- Becoming familiar with Blackboard and the JSRCC Student Information System.
- Learning the location of campus resources.
- Gaining a better understanding of JSRCC, college policies, and attendance.

Research has shown that students who participate in SOAR before their first semester have higher first semester grade point averages, stay in college longer, and have an easier transition into college. Additional information can be found on the Orientation website at <http://www.reynolds.edu/orientation/>

### **Student Ambassadors**

Student Ambassadors serve the J. Sargeant Reynolds' community in a number of ways. Eight Ambassadors serve as orientation leaders, assist

the Marketing and Outreach and Recruitment Offices by representing the College to a variety of constituencies, provide campus tours to groups visiting JSRCC, and aid current students. In addition, Ambassadors participate in JSR LEAD, the college's leadership development program. Each Ambassador serves for three semesters: Summer, Fall, and Spring. For their time and work, each Student Ambassador receives a scholarship. The Ambassador selection process begins in early in the spring semester and consists of a written application and an interview. Additional information can be found at: <http://www.reynolds.edu/studentaffairs/studentlife.htm#council>.

### **JSRCC Greeters**

The JSRCC Greeters program is an initiative to welcome and assist students each semester. Students can locate a Greeter in one of the following locations: Burnette Hall Commons (Parham Road Campus), Georgiadis Hall Lobby (Parham Road Campus), First Floor Lobby (Downtown Campus), and First Floor Lobby (Western Campus). Look for the "Ask Me A Question" signs.

For more information about any of these programs, please contact the Office of First-Year Initiatives at [soar@reynolds.edu](mailto:soar@reynolds.edu) or 804.523.5900.

### **Career, Employment and Transfer Center**

The college maintains a service for students and alumni to assist with career planning, job seeking and transfer advising. A career staff is available to assist students in deciding on career goals and how to plan and prepare for a chosen occupation. Specialists provide assistance in planning a job seeking campaign, resume assistance and critiques, and interview preparation. Workshops and individual sessions are available for these purposes. Assistance is available by appointment only. Students interested in full time, part time or summer positions should visit [www.collegecentral.com/reynolds](http://www.collegecentral.com/reynolds) to view job postings.

Students who plan to transfer to a four-year college or university should become acquainted with the senior institution's requirements in the intended major and be guided by those in selecting their programs and electives. The staff of the Career, Employment and Transfer Center on each campus can assist students with the interpretation of its requirements.

Through system-wide negotiated agreements, students who graduate from a Virginia community college with an associate's degree and a minimum grade point average are guaranteed admission to more than 20 of the commonwealth's colleges and universities. A list of the current Guaranteed Admissions Agreements can be found at [myfuture.vccs.edu/transfer](http://myfuture.vccs.edu/transfer).

Computers and published materials are available for student use in the Career, Employment and Transfer Centers at each campus. Computers are available for resume development, job search, employment research,

and college transfer preparation. Published materials provide students with helpful information for making career, educational and personal decisions.

Additional information on the Career, Employment and Transfer Center services can be found at <http://www.jsr.vccs.edu/studentaffairs/career.htm>.

### **Locations**

Parham Road Campus  
Georgiadis Hall, Room 324  
(804) 523-5061

Downtown Campus  
Room 474  
(804) 523-5970

Western Campus  
Call (804) 523-5061 to schedule an appointment.

### **Student Development/College Success Skills Courses**

Student Development courses are designed to provide valuable information and participation in numerous experiences which encourage success in college. Information concerning career development, study skills, academic advising and college policies and procedures is covered in this class. Instructors assist students throughout the course and provide individual assistance and referrals to students as needed. Some of these classes are offered as part of our Learning Communities program. Completion of a Student Development course which meets the General Education Requirement is required for all Virginia Community College students enrolled in associate, applied associate and certificate programs in the Virginia Community College System.

It is recommended that this course be taken within the first 15 credit hours of coursework. Depending upon the option you choose, you may earn between 1-3 credit hours for this course. Student options for fulfilling this requirement include:

- SDV 100 College Success Skills
- SDV 101 Orientation to a Profession (such as Teaching or Nursing)
- SDV 108 College Survival Skills

Students with significant College work who have been academically successful may be eligible to prove proficiency in Student Development topics by completing Credit By ABLE. For more information on this process, contact the Office of Retention Services.

### **Student Development Workshops**

Each semester the Division of Student Affairs offers a series of workshops for students interested in personal development. Topics are offered

on a rotating basis and cover a variety of interests. Past topics have included note-taking, test-taking, stress management, goal setting, money management, resume writing, navigating the academic environment, and job interviewing skills. All workshops are free to students. Please register for workshops at [www.reynolds.edu/workshops](http://www.reynolds.edu/workshops).

## **Office of Student Accommodations**

The college complies with both the letter and the spirit of the Americans with Disabilities Act, the Rehabilitation Act of 1973, and other laws protecting the rights of individuals with disabilities. The college does not exclude any otherwise qualified disabled individual, solely by reason of their disability, from participation in any program or service offered by the college. Students with disabilities may request “reasonable accommodation” through the Office of Student Accommodations (OSA). There is an established procedure for the accommodation process and students are encouraged to contact the OSA on any campus to request services. Please send us your questions at [OSA@reynolds.edu](mailto:OSA@reynolds.edu). Additional information on the services provided can be found at <http://www.jsr.vccs.edu/studentaffairs/accom.htm>

Parham Road Campus, (804) 523-5289

Downtown Campus, (804) 523-5628

Western Campus, (804) 523-5289

## **Program for Adults in Vocational Education (P.A.V.E.)**

The Program for Adults in Vocational Education provides intensive, hands-on vocational and technical instruction for adults with mild mental and/or physical disabilities. Students must make a separate application for admission to this program. P.A.V.E. is a non-transferable vocational program designed to prepare students to enter the competitive workplace. At the present time, the college offers four curriculums of study: Food Service Assistant, Child Care Assistant, Health Care Companion and Clerical Assistant. P.A.V.E. accepts application to the program from Jan through April 15<sup>th</sup>. Students applying after April 15<sup>th</sup> will be waitlisted for consideration. Graduates of the program receive a Career Studies Certificate. Call (804) 523-5572 or visit [http://www.reynolds.edu/jsr\\_sds/pave/default.htm](http://www.reynolds.edu/jsr_sds/pave/default.htm) for further information. You may also e-mail questions regarding the program to [pave@reynolds.edu](mailto:pave@reynolds.edu).

## **Student Life**

The Office of Student Life is dedicated to providing social, educational, and service activities that promote student engagement and learning, cultural awareness, and social responsibility. The office emphasizes the importance of respect by creating an environment where students can freely express their opinions and beliefs with good intentions of achieving a common goal.

JSRCC has many active student clubs. Getting involved in student clubs and organizations is an exciting way for students to meet fellow students, develop leadership skills, and enhance their classroom experiences. By planning or participating in student activities, students can help make a positive impact on the campuses of JSRCC. Students who do not find an on-campus club that meets their interests can work with the Office of Student Life to possibly start a new club.

If interested in applying to JSR LEAD, the college's student leadership development program, the Office of Student Life (or Office of First Year Initiatives) can assist students with getting involved in this program. Applications are accepted and selections are made at the beginning of each fall semester.

The Office of Student Life coordinates trips to sporting events, theaters, and four-year colleges and universities. It also plans a variety of student forums and fairs as well as hosts national speakers and entertainers on campus.

For more information about campus-wide activities or student clubs, please contact the office at 804-523-5983, 804-523-5082 or [studentlife@reynolds.edu](mailto:studentlife@reynolds.edu) or check out the website at <http://www.reynolds.edu/studentaffairs/studentlife.htm>.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

This statement of rights and responsibilities is designed to clarify those rights, which the student may expect to enjoy as a member of the student body of a community college and the obligations which admission to the college places upon the student.

The submission of an application for admission to a community college represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the community colleges and rules and regulations of the State Board of Community Colleges. In turn, college approval of that application represents the extension of a privilege to join the college community and to remain a part of it so long as the student meets the required academic and behavior standards of the college system.

Each individual student is guaranteed the privileges of exercising his/her rights without fear or prejudice. Such rights include the following:

- Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the college or curricula offered by the college.
- No disciplinary sanctions may be imposed upon any student without due process.

- Free inquiry, expression, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- The college and members of the college community have the right to expect safety, protection of property and the continuity of the educational process.
- Upon written request to the Director of Admissions and Records, a student will be permitted to inspect and review his/her permanent educational record within forty-five (45) days following the date on which the record

## **STUDENT-RELATED POLICIES**

Please refer to <http://www.jsr.vccs.edu/studentaffairs/policy.htm> to review the most updated version of each policy.

### **Exceptions to Tuition Refund (1-2)**

I. Purpose:

To explain and clarify the circumstances under which the college will grant exceptions under the VCCS policy on tuition refunds.

II. Definition:

For the purpose of this policy, an immediate family member is defined as mother, father, guardian, brother, sister, spouse, or children.

III. Policy:

The college complies with VCCS Policies 4.3.2 (Tuition Refunds), 4.3.2.0 (Tuition Refund Eligibility, 4.3.2.1 (Tuition Refund Procedures), 4.3.2.3 (Exceptional Cases Caused by VCCS or College), 4.3.2.4 (Policy on Refunds, Credits, and Reinstatement as a result of a National Emergency), and 4.3.2.5 (Tuition Refund Policy for Certain Federal Student Financial Aid Recipients). The college will publish these policies in their entirety in the catalog.

The college may grant tuition refunds based on the following:

- Administrative error by an employee of the college or VCCS
- Extreme financial hardship experienced by the student
- Major medical emergency experienced by student or immediate family member
- A national emergency or mobilization declared by the president of the United States and in accordance with the Code of Virginia

Extreme financial hardships and major medical emergencies must have occurred no later than the first 25% of a course. Requests for

exceptions must document that the event prevented the student from continuing satisfactorily in the course(s) during the semester or term in question. The request for exceptions must be filed by the end of the subsequent semester.

If a tuition refund is requested on the basis of actions by the VCCS or college (administrative error), the president or his designee may review and approve a full refund.

#### IV. Procedures:

1. A student requesting an exception to the tuition refund policy must complete the Student's Section of the Tuition Refund/Late Drop Request Routing Form (JSRCC Form No. 11-0009). In addition, the student must complete an Add/Drop form (JSRCC Form No. 11-0002 indicating the course(s) and section number(s) for which the tuition refund/late drop is being requested. The student must also provide appropriate documentation/explanation, in writing, of circumstances of an administrative error by an employee of the college or VCCS, extreme financial hardship experienced by the student, or major medical emergency by the student or an immediate family member.

If the student's current address or telephone number is different from the information on file with the college, a completed Student Request to Update Information form (JSRCC Form No. 11-0007) must also be attached.

2. The student must present the Tuition Refund/Late Drop Request Routing Form, a completed Add/Drop form, and all supporting documentation to the coordinator of the Access Center (hereafter referred to as the coordinator) or designee in any Student Access Center. The coordinator or designee will determine that appropriate documentation has been provided, that the Tuition Refund/Late Drop Request Routing Slip has been properly completed, and that the reasons for the request are in accordance with the provisions of this policy. In addition, except for cases in which the reason for the request is administrative error, the coordinator or designee shall determine if the extenuating circumstance has occurred within the first 25% of the duration of prescribed instructional time for the course(s).
3. The coordinator or designee will present the file to a Student Access Center financial aid specialist for review and signature. Upon completion of the Financial Aid section, the coordinator or designee shall indicate that approval of the request is either recommended or not recommended, add any pertinent comments in writing, and sign the Tuition Refund/Late Drop Request Routing Slip. The Tuition Refund/Late Drop Request

Routing Slip, along with all supporting documentation, shall be forwarded to the associate vice president of academic affairs (AVPAA) or his/her designee for approval.

4. The college president has delegated authority for approval of tuition refund/late drop requests to the AVPAA. The AVPAA, or his/her designee, shall rule on each forwarded request, add any pertinent comments in writing, and sign the Tuition Refund/Late Drop Request Routing Slip. The AVPAA, or his/her designee, will return the original file to the coordinator or designee. The coordinator, or designee, will notify the student of the decision by mail. The original request and all supporting documentation will be forwarded to the Central Admissions and Records office, and a copy of the complete file will be retained in the coordinator's office. The coordinator will drop the student from the requested course(s) if the request is made during the same term or semester. Drop requests processed after the term or semester has concluded will be processed by Central Admissions and Records. The coordinator will forward a copy of the complete file to the manager of the Central Business Office who shall certify that all repayments owed to any financial aid program(s) have been made.
5. Refunds shall be issued to the student, third party sponsor(s), or other legal recipient as appropriate. Copies of all correspondence and supporting documentation shall be maintained in the Central Business Office and in the coordinator's office.

### **College Attendance Policy (1-3)**

I. Purpose:

To better promote a culture of student learning and effective enrollment/classroom management at the college.

II. Definitions:

Official drops: Students who inform the college of their drop from classes are considered to have officially dropped. Students provide notice by completing JSRCC Form No. 11-0002, Add/Drop, and submitting it to a campus Student Success Center or Admissions and Records on or before the published last day to drop a course for a refund. Students may also drop a course using the Student Information System at MyJSRCC.

Official withdrawals: Students who inform the college of their withdrawal from classes are considered to have officially withdrawn. The college's policy for official withdrawals is JSRCC Policy 1-10, Student Withdrawal from a Course(s). Students provide notice of their withdrawal by completing JSRCC Form No. 11-0004, Request

to Withdraw from a Class(es), and submitting it to a campus Student Success Center or Admissions and Records on or before the published last day to withdraw.

Unofficial drops: Instructors inform college administration about students who have not participated in or attended class during the first 15% of the course.

Unofficial withdrawals: Instructors inform college administration about students who have unofficially withdrawn. Unofficially-withdrawn students are those who have stopped performing academically-related activities such as attending their classes, completing class assignments, taking exams, or participating in tutorials or computer-assisted instruction. If the instructor does not know of the student completing any academically-related activities for a consecutive period of 20% (or three weeks of a full semester course) between the census date (15% mark) and the withdrawal deadline (60% mark); and, if the instructor does not have any contact with the student indicating that the student plans to return to class activities, the instructor must report the student as unofficially withdrawn from his or her class.

Withdrawal date for official withdrawals: J. Sargeant Reynolds Community College has prescribed the withdrawal date for official withdrawals to be the date a Student Success Center or Central Admissions and Records receives JSRCC Form No. 11-0004, Student Withdrawal from a Class(s).

Never-attended student: Students who enroll for a class and do not attend at least one class or participate at least once in a distance education class within the first 15% of the course are considered a never-attended student.

Last date of attendance: A student's last date of attendance is the last date documented by the instructor of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction. The college has prescribed this to be the withdrawal date for unofficial withdrawals.

Attendance certification form: Instructors will certify attendance and report never-attended students using JSRCC Form No. 11-0031, Attendance Certification, and unofficially-withdrawn students using JSRCC Form No. 11-0032, Attendance Certification.

Census date: The census date is the last day to drop with a refund, and it occurs at the 15% point in the semester or session. The specific dates are published in the respective Schedule of Classes for a given semester.

I. Policy:

A. Expectation of the student

Students are responsible for their enrollment in a course and must comply with all institutional obligations and institutional deadlines before being enrolled in a course. Students wishing to drop from a course should complete [JSRCC Form No. 11-0002](#), Add/Drop, and submit it to a Student Success Center or complete the transaction using the Student Information System at MyJSRCC by the published deadline. Students wishing to withdraw from a course or courses should complete [JSRCC Form No. 11-0004](#), Request to Withdraw from Class(es), and submit it to a Student Success Center by the published deadline to report their withdrawal.

Students who do not submit the appropriate forms or attend classes within the guidelines outlined in this policy may have an adverse transaction occur on their record, which may include removal from the course, or a grade of W, F, or U in the course. An exception to these actions would occur if the student has contacted the instructor and provided a reason that is accepted by the faculty member.

B. Expectation of faculty

Faculty members are expected to provide students with both the institutional and classroom attendance requirements for the course on the course syllabus. This includes distance learning courses. Attendance requirements should be reviewed with students during the first class meeting for the term. Faculty members are also expected to keep a daily record of attendance and should reconcile their class roster weekly through the first 15% of their course. In the case where a student is present in the class and not on an official class roster, the faculty member must refer that student to a Student Success Center for proper enrollment in the course.

C. Attendance certifications

Faculty members are required to certify attendance of students in their courses two times per semester at the 15% mark and the 60% mark. Students who do not attend any classes during the first 15% of the semester will be administratively dropped from the course(s) and issued a refund. Students who do not attend classes for an extended period during the withdrawal period will be administratively withdrawn from the course and will not receive a refund. Those students who are found to have not attended classes are to be reported to the Admissions and Records office. For dynamic courses that are one week or less in length, faculty members are only required to report attendance for both the 15% and 60% at one time.

#### D. Student requests to correct attendance reporting

Students who have been inadvertently removed from a course, or who have received a failing grade in a course, may request to have these actions corrected by providing the instructor documentation demonstrating that the student did participate in class. In instances where students were administratively dropped from the course, the student will have to initiate the Late Add policy ([JSRCC Policy 1-37](#)). If the student is not at fault, the faculty member must initiate the late add request.

In instances where the student was administratively withdrawn from the course, the instructor may e-mail the Admissions and Records director and the school dean documenting the student's last date of attendance or participation in an academically-related activity beyond the 60% point of the semester. Upon approval of the school dean, the student will be reinstated to the course and the grade of W removed. The instructor should maintain the documentation proving the student's last date of attendance for a period of three years in the event of a federal audit.

#### E. Distance learning courses

All attendance policies and criteria apply to distance learning students. It is the responsibility of the faculty to ensure the accurate and timely reporting of the attendance of students enrolled in the course. For the purpose of meeting the reporting requirements outlined within this policy, faculty should use the following guidelines in developing and managing their distance courses:

1. Clearly outline the attendance criteria for the course in the course syllabus. Attendance may be defined as logging into Blackboard for the class.
2. Require that students participate in a documented activity each week within a term.

#### F. Sample syllabus statement

Instructors may want to place information on their syllabus similar to the below statement:

“In order to achieve the maximum benefit of this class, it is expected that you attend all classes. Per JSRCC's [JSRCC Policy 1-3](#), Student Attendance, a record of your attendance will be maintained by the instructor and reported to the Admissions and Records office. If you do not attend class for a substantial amount of time, you may be subject to an adverse effect on your enrollment status in the class and/or your grade. It is your responsibility to inform the instructor

of any anticipated absences. If you decide that you do not want to or cannot complete this course, it is recommended that you comply with the institution's drop or withdrawal policy by completing the appropriate forms in the Student Success Center by the appropriate deadline."

## **Incomplete ("I") Grade (1-7)**

### I. Purpose:

To define an incomplete or I grade and establish the circumstances under which it can be awarded.

### II. Definition: N/A

### III. Policy:

A grade of I (incomplete) bears no credit. An instructor may award the I grade for documented, unavoidable reasons and only when the student is passing the course and has completed most of the course requirements. Since the incomplete extends enrollment in the course, requirements for satisfactory completion shall be established through student/faculty consultation. The requirements for satisfactory completion must be documented in writing using the Incomplete (I) Grade Agreement (JSRCC Form No. 11-0018) and submitted to the school dean.

Courses for which the grade of I has been awarded must be completed no later than two weeks before the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based upon course work that has been completed. In the case of I grades earned at the end of spring semester, students shall have until the end of the subsequent fall semester to complete the requirements. A W grade (see JSRCC Policy 1-10) or an extension of the I grade should be awarded only under documented mitigating circumstances.

The due date of I grade changes will be one week before the last day of instruction of the subsequent semester. All I grades that have not been changed to another grade by the end of instruction date of the subsequent semester will be changed to a grade of F.

### IV. Procedures:

1. Faculty members must submit to the appropriate school dean a completed and signed Incomplete (I) Grade Agreement form (JSRCC Form No. 11-0018) for each student who is being assigned an I grade.
2. School deans will receive an I grade roster each semester immediately after the last day to withdraw from class. This roster is to be used to remind those faculty who assigned I grades the previous semester that those grades will be changed to F on the

last day of instruction of the current semester.

3. A grade change form (JSRCC Form No. 11-0019) for each student who received an I the previous semester must be submitted by the faculty member of Admissions and Records at least one week before the last day of instruction for the current semester.
4. The Late Request for Withdrawal from Class(es) form (JSRCC Form No. 11-0015) must be used to award W grades for documented mitigating circumstances beyond the withdrawal period.

Faculty members must use the Grade Change form (JSRCC Form No. 11-0019) to extend the incomplete grade. Documentation of the mitigating circumstances must be attached. The signature of the associate vice president of academic affairs or designee is required.

### **Student Withdrawal from a Course (1-10)**

I. Purpose:

To describe the conditions under which a student may withdraw from a course or courses in compliance with VCCS policy.

II. Definition:

Withdrawal: A grade of W (no grade point credit) is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60% of the session. Prior to the end of the add/drop period, a student who withdraws is considered to have dropped their courses; no course or grade information appears on the student's permanent record for dropped courses.

III. Policy:

After the add/drop period and within the first 60% of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of W for each withdrawn course. After that time, students shall receive a grade of F except under mitigating circumstances that must be documented.

After the first 60% of the term, but prior to the last regularly-scheduled class of the term, the student may request withdrawal from a course. Withdrawals with grades of W will not be granted except under mitigating circumstances, which have been documented, recommended by the coordinator of the Student Access Center, and approved by the associate vice president of academic affairs or designee, and for classes in which the instructors have determined that the student was making satisfactory progress.

In certain very unusual circumstances (such as extended

hospitalization past the end of a term), withdrawals with grades of W may be granted after the end of a semester or term and under the conditions described above. In no case, however, will a withdrawal with a grade of W be given in any course more than one year after the end of the semester or term.

Official withdrawal for a student will become effective on the date the withdrawal form is received by the Student Access Center. Course withdrawals should be presented in person or by the student's authorized representative.

#### IV. Procedures:

##### A. On-time withdrawals

The student must submit a completed Request to Withdraw from Class(es), JSRCC Form No. 11-0004, to one of the Student Access Centers prior to the college's published withdrawal deadline. The form must be submitted prior to the completion of 60% of the session for classes that are not the standard semester length. A student services specialist will verify the deadline and ensure that the form is completed correctly. The specialist will advise the student of any negative implications for financial aid eligibility and of possible alternatives to the withdrawal. The specialist will record the on-time withdrawal on the Student Information System.

##### B. Late withdrawals

To request a withdrawal after the appropriate withdrawal deadline or after the term has ended, the student must submit a Late Request for Withdrawal from Classes, JSRCC Form No. 11-0015, with documentation to support a claim of mitigating circumstances directly to the coordinator of the Student Access Center. The coordinator will:

1. Ensure that the request has been submitted no later than one year after the end of the term in question
2. Advise the student of any financial aid implications prior to processing the request
3. Review the student's form and documentation, requesting additional documents, as needed
4. Contact each instructor to obtain written or electronic certification of satisfactory progress as of the date of the documented circumstance or event
5. Forward a copy of the form to the Financial Aid office for review and comment
6. Document findings and a recommendation for approval or disapproval on the form and forward the entire packet to the

associate vice president of academic affairs for review

7. Notify the student in writing of disapprovals
8. Forward all requests with supporting documentation to the Central Admissions and Records office

The instructor will consider the following prior to certifying satisfactory progress for any student:

1. The student's attendance prior to the date of the mitigating circumstance
2. The student earned a grade of C or better as of the date of the mitigating circumstance
3. The percentage of required work that was completed as of the date of the mitigating circumstance
4. The college's policy of assigning an F for all withdrawals that are requested after the required deadline

The records specialist in the Central Admissions and Records office will:

1. Record approved withdrawals with a grade of W or denied requests with a grade of F on the Student Information System and inform the student in accordance with the college's grading policy and procedures
2. Retain the original documentation for requests according to the college's record retention schedule

## **Student Appeal of Academic and/or Administrative Decisions (1-12)**

I. Purpose:

J. Sargeant Reynolds Community College is dedicated to an affirmative action policy that provides that all matters relating to present and prospective students will be handled fairly and equally without regard to race, color, gender, age, political affiliation, religion, disability, national origin, or other non-merit factors.

The appeals policy described below is applicable to academic and non-academic student grievances as well as student complaints of unlawful discrimination or unfair treatment on the basis of:

- Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972
- Title IX of Education Amendments of 1972, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended, and regulations implemented by HEW consistent therewith
- Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246 as amended

by 11375

- Family Educational Rights and Privacy Act of 1974 as amended
- Governor's Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974
- J. Sargeant Reynolds Community College Catalog
- J. Sargeant Reynolds Community College Student Handbook
- J. Sargeant Reynolds Community College Policy Manual
- Virginia Community College System Policy Manual

## II. Definitions:

Academic grievance: a formal process through which a student can appeal through his/her course instructor and the college's administrative leadership the student's final grade in a course. A final course grade appeal must be based on at least one of the following claims: capricious action on the part of the faculty member that affects the student's final grade; prejudicial treatment of the student by the faculty member with respect to the application of the course syllabus, thereby affecting the student's final grade; or a documented error in calculating the student's final grade. A capricious action is defined as one made on a whim or without justifiable reasons. Prejudicial treatment is defined as treating the student lodging the final grade appeal differently than other students in the course with respect to the instructor's application of the course syllabus.

Non-academic grievance: a formal process through which a student or student group can appeal a decision made by a staff member representing an administrative office that negatively affects a student/student group's standing with the college. A non-academic grievance may include disputes between a student/student group and an office regarding the interpretation and/or application of the policies and procedures of the college and/or the Virginia Community College System, student governance issues, student activities, and other concerns that a student might present for redress. A non-academic grievance may be based on one of the following claims: arbitrary and/or capricious actions by a staff member or administrative office; prejudicial treatment of a student by a staff member or administrative office; or an administrative error in the application of a policy by a staff member or administrative office.

Student: any person who is officially registered at J. Sargeant Reynolds Community College during the specific academic semester or term in which the grievance occurs.

Student Grievance Committee: an ad-hoc committee established to hear the Level III grievance matter. Committee composition includes: the appropriate President's Executive Cabinet member, one (1) teaching faculty member, one (1) student affairs representative, and one (1) student.

### III. Policy:

It is the policy of J. Sargeant Reynolds Community College that substantive and procedural due process shall be applied in all matters pertaining to the rights of students. Substantive due process addresses the constitutional rights of the individual and procedural due process is an affirmation of this protection. Every effort will be exhausted to resolve student grievances in an amicable and fair manner.

An academic grievance must be initiated within thirty (30) calendar days after the official last day of instruction (including the exam period) for the semester or term in which the incident occurred. Grievances may be submitted electronically (or by e-mail).

A non-academic grievance must be initiated within thirty (30) calendar days after a decision is made.

In the event that a student is at a distance and is unable to travel to campus to meet, meetings may be facilitated by teleconference.

Students are encouraged to contact the Office of Student Affairs for assistance in understanding this policy. In addition, the Office of Student Affairs will assist students in determining the appropriate person with whom a student must file an appeal, and providing that person's contact information.

### IV. Procedures:

#### A. Level I

1. The student with a grievance must provide in writing a formal letter to the instructor or non-instructional party outlining the grade or decision in which he or she is grieving and request to meet with his or her instructor or person whose actions he or she is grieving. In the instance of an academic grievance, the student must submit a copy of the letter that is being submitted to the instructor to the academic dean of the unit that is responsible for the instructor. In the instance of a non-academic grievance, the student must submit a copy of the letter to the administrative unit supervisor of the person he or she is grieving.
2. The instructor or non-instructional party has ten (10) business days from the date the grievance is received to schedule a meeting with the student. Within five (5) business days after the meeting, the instructor or non-instructional party must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the academic dean and Office of Student Affairs. The academic or administrative unit should follow up in order to ensure the meeting is held. In the event the instructional or non-instructional party is unavailable, the

academic dean or administrative unit supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The academic dean or administrative unit supervisor must document his or her effort to contact the instructor or non-instructional party. The academic dean or supervisor will communicate his or her decision to move the Level I meeting to a Level II hearing.

3. At the meeting, the student must clearly present his or her case regarding the grieved issue and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. Prior to the meeting, the faculty member or student may request to have a silent observer in the meeting. However, both the student and faculty member must agree to the silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, must be forwarded to the Office of Student Affairs.
4. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

B. Level II

1. The student may file a written appeal of the Level I grievance decision with the faculty or staff member's school dean or appropriate administrative unit supervisor within ten (10) business days after receiving the written decision from the Level I meeting. The written statement provided for Level I describing the issues grieved must be part of the student's written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the school dean or administrative unit supervisor will schedule a conference with the parties in an effort to resolve the grievance (the actual conference may occur after the 10 days, but its date should be established within this time frame).
2. The role of the dean/administrative unit supervisor is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio

taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. The school dean or administrative unit supervisor, within ten (10) business days after the conference, shall prepare a report of the disposition of the matter providing copies to the student and the instructor or non-instructional party. In addition, a copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Office of Student Affairs.

C. Level III

1. If the student is not satisfied with the disposition at Level II, within ten (10) business days of the receipt of the disposition from the school dean or administrative unit supervisor, the student may file a written appeal to the appropriate Executive Cabinet member; students are encouraged to contact the Office of Student Affairs for assistance in determining the name and contact information of the appropriate Executive Cabinet member. Within ten (10) business days of receipt of this appeal, the Executive Cabinet member will set a date for a meeting for all parties involved.
2. The actual meeting should occur no later than thirty (30) business days after receipt of the appeal letter by the Executive Cabinet member, unless reasonable circumstances prevent this meeting from occurring. However, any meeting date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the Executive Cabinet member.
3. The appropriate Executive Cabinet member will serve as the convener and facilitator of the committee for the Level III hearing. The Executive Cabinet member will chair the hearing but will not be able to vote. In the event the designated Executive Cabinet member is unable to participate in the hearing due to a challenge or conflict of interest, another Executive Cabinet member will be selected to convene and facilitate the hearing.
4. The Student Grievance Committee (see definition in Section II) will be formed in order to objectively hear the facts of the grievance and to render a decision.
  - a. Any Student Grievance Committee member associated with the academic school or administrative unit where the grievance originated will not be eligible to hear the grievance. In the event of a challenge to the membership of the Student Grievance Committee based on bias, the committee member being challenged

will be replaced by another committee member. If a substitute is unavailable at the time of the hearing, the hearing shall be rescheduled.

- b. The committee will be chosen from a pool of committee members that are available to participate in the hearing. The available pool will consist of: one faculty member from each academic school, two Student Affairs representatives, and two student representatives. Members on this committee pool will be appointed for two-year terms. In addition, one alternate for each of the above members will be appointed..
5. At the Level III meeting, the student and instructor or non-instructional party may bring one attorney or advisor/counselor. If an attorney or advisor/counselor is to be present, the party retaining him/her must notify the meeting chair at least five (5) business days prior to the Level III hearing or the attorney or advisor/counselor will not be allowed to be present. The attorney or advisor/counselor's role is as an observer; and he/she may not speak to the committee members, the instructor or non-instructional party, or the student while the meeting is in session. The attorney or advisor/counselor can only speak to the party he or she is representing. If consultation with the attorney is needed, a request for a recess may be asked. The meeting chair can deny requests if it is deemed that they are disrupting the continuity of the meeting. Both parties may bring persons to provide testimony that support their position. Additionally, both parties may have no more than two other persons to attend as observers. Observers shall not testify nor present any evidence.
6. The meeting chair is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the meeting in an orderly, efficient, and equitable manner. He/she will also provide for the audio taping or other recording method of the meeting and may provide a copy to either party upon request. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chair may request a campus police officer to be present. Disruptive persons may be asked to leave the room by the chair.

7. The Student Grievance Committee shall determine the outcome of the meeting by a majority vote; the President's Executive Cabinet member may not vote. Within ten (10) business days after the meeting, the President's Executive Cabinet member will prepare a report of the disposition of the matter including the determined outcome. Copies of the letter will be provided to the student, the instructor or non-instructional party, and all other parties as appropriate. In addition, a copy of the report and the official grievance letters (Level I, Level II, and Level III) must be forwarded to the Office of Student Affairs.
8. The finding of the Level III grievance committee is final.

V. Other Information:

See college committees on the college intranet site for potential members of the Student Grievance Committee.

## **Student Sexual Misconduct (1-14)**

I. Purpose:

To define sexual misconduct to include sexual assault, sexual harassment, and verbal misconduct as defined below; to specify the college's policy prohibiting sexual misconduct; and to outline procedures to address and report complaints of sexual misconduct by students toward students, employees, or non-employees. A further purpose is to create a college environment free of such behavior.

II. Definitions:

Employee: Full- and part-time teaching faculty, administrative and professional faculty, classified staff, and wage employees.

Student: Any person currently enrolled in at least one credit, non-credit, or developmental course offered by J. Sargeant Reynolds Community College.

Non-employee: Individuals that are not employed by J. Sargeant Reynolds Community College.

Sexual misconduct: Sexual misconduct is defined as sexual assault, sexual harassment, and verbal misconduct as defined below.

Sexual assault: Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or

through clothing, of the victim's genitals, breast, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Sexual harassment: As defined in guidelines published by the U.S. Equal Employment Opportunity Commission, sexual harassment includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature when:

- accepting or tolerating such conduct is made a term or condition of a student's status or an individual's employment either explicitly or implicitly.
- accepting or rejecting such conduct is used as the basis for academic- or personnel-related decisions affecting the student or the employee.
- such conduct creates an intimidating, hostile, or offensive working or learning environment, or substantially interferes with an employee's work performance or a student's academic performance.

Verbal misconduct: Direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversation, jokes or stories of a sexist or sexual nature, sexual remarks about a person's clothing, body, or sexual relations, or the display of sexually explicit materials may constitute misconduct if shown to be unwelcome and sufficiently pervasive or severe a condition to affect academic performance or employment. Verbal misconduct may constitute sexual harassment.

Complainant: An employee, student or non-employee who files a complaint alleging that an incident or incidents of sexual misconduct have occurred.

Complaint: A formal written allegation of sexual misconduct, signed by the complainant, which includes a description and dates of the alleged act or acts of sexual misconduct and name of the respondent.

Respondent: A person against whom a sexual misconduct complaint has been filed.

EEO officer: The college's director of human resources.

### III. Policy:

- A. J. Sargeant Reynolds Community College will not tolerate sexual misconduct inclusive of sexual assault, sexual harassment and verbal misconduct, in any form, including acquaintance rape by any student toward another student, members of the faculty or staff, other employee/non-employee, or campus visitors. These

charges are a serious violation of the college's regulations, punishable through sanctions. Moreover, it is a crime subject to both criminal and civil legal actions. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college rules.

- B. This policy is applicable to students on campus, off campus at college-leased facilities, or attending any activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College.
- C. This policy is applicable to any student, employee, or non-employee who feels as though he/she is the victim of sexual misconduct by a student.
- D. Any student, employee, or non-employee who feels as though he/she is the victim of sexual misconduct by a college employee should follow J. Sargeant Reynolds Community College Policy 3-7, Employee Sexual Misconduct. This policy is not applicable to these situations.
- E. In order to assure that sexual misconduct is precluded, the college strongly encourages individuals who believe they have experienced sexual misconduct to report the alleged misconduct according to the procedures described in Section IV of this policy. Situations of an emergency nature should be reported immediately to campus Police and Security Services or by calling 911.
- F. Any member of the college community making an intentionally false accusation of sexual misconduct shall be subject to: warning, academic probation, suspension, or dismissal.

#### IV. Procedures:

The college encourages all members of the college community to be aware of both the consequences of sexual misconduct and the options available to victims of sexual misconduct.

A person who believes that he/she may have experienced sexual misconduct, but are uncertain as to whether a complaint is justified or whether they wish to initiate a formal complaint, may find it helpful to discuss their concerns confidentially and informally with the associate vice president of student affairs (AVPSA), or designee.

If a person has a complaint of sexual misconduct, it is recommended that the offended individual first inform the alleged offender about the unwelcome behavior. If the alleged offender does not change the unwelcome behavior after being informed or if the offended student is uncomfortable about approaching the alleged offender, the procedures specified in this policy for filing a complaint should be followed.

Because of the sensitive nature of situations involving sexual misconduct and in order to assure efficient and confidential resolution of these issues while preserving the rights of all affected persons, the college has established the following procedures to address sexual misconduct complaints against students of the college. Specific time limitations stated in this policy may be extended by mutual agreement or by extenuating circumstances.

Complainants may have three options to voice their complaints. Options include: the college's informal procedure, the college's formal procedure, or outside legal proceedings. Collegial and outside legal proceedings are not mutually exclusive and may be used simultaneously.

The college urges complainants of sexual misconduct to seek assistance from any appropriate resource. Complainants are also encouraged to seek medical attention as well as contact the Virginia Sexual and Domestic Violence Hotline at 1-800-838-8238.

#### A. Procedure I: the informal procedure

The purpose of Procedure I is to provide assistance to individuals complaining of sexual misconduct and to provide opportunities for both the complainant and the respondent to resolve the problem in an informal manner without the necessity for disciplinary action or the need to resort to formal procedures. These discussions will be held in a professional and confidential matter.

1. A complainant of sexual misconduct is encouraged to make contact with the AVPSA, or designee, at the Office of Student Affairs at 1651 E. Parham Road, Room 246, Burnette Hall, (804) 523-5296.
2. The AVPSA or designee will schedule a meeting with the complainant at the earliest convenience of the complainant, but ordinarily no later than ten (10) business days after the complainant has contacted the Office of Student Affairs.
3. During the scheduled meeting the AVPSA, or designee, and the college's EEO officer will listen to the complainant and assist the complainant in clarifying his/her experiences and discuss a number of options for redress, including options outside of the college's internal complaint procedures. The complainant has the option to:
  - a. Initiate the formal complaint procedure (Procedure II) by submitting a written letter of complaint to the AVPSA or designee. The complaint must be made in writing to the AVPSA, or designee, within one calendar year of the time the complainant first knew or should have known the identity of the respondent.

- b. Seek private legal consultation and file criminal and/or civil charges in the Commonwealth of Virginia, as appropriate (Refer to IV.C: Procedure III - legal proceedings).
        - c. If the alleged offender is a non-employee of the college, option 3.a. is not available. The complainant may request that the AVPSA or designee send a letter to the alleged offender or the offender's employer, if applicable. If the unwelcome behavior does not cease, as a result of the communication, the complainant may proceed with Procedure III - legal proceedings, as identified in this policy.
4. If the complainant elects to proceed with Procedure I, the AVPSA or designee, and the college's EEO officer shall meet with the respondent, advise him/her about the informal complaint, and review the college's Student Sexual Misconduct Policy in an attempt to informally resolve the complaint. The respondent shall be allowed to rebut and/or provide any information relative to the informal complaint. The complainant may request that his/her name not be revealed to the person accused. Under no circumstances will the complainant be required to meet with the alleged offender.
5. Within five business days, the AVPSA, or designee, and the college's EEO officer, in consultation with each other, shall further investigate the complaint (if necessary) and render a decision, which shall be limited to one of the following:
  - a. The complaint is dismissed due to lack of information.
  - b. The complaint is dismissed based on the conclusion that the behavior/acts in question do not constitute sexual misconduct.
  - c. The AVPSA, or designee, and college's EEO officer are unable to determine if an act(s) of sexual misconduct was committed.
  - d. The accused individual is guilty of some degree of sexual misconduct and a letter, warning, or reprimand is to be issued by the AVPSA or designee.
6. The AVPSA, or designee, will then meet with the complainant (within 5 business days) to inform him/her that the AVPSA, or designee, and the EEO officer met with the respondent and reviewed with him/her the college's Student Sexual Misconduct Policy. The complainant will be notified of the outcome. If the complainant is satisfied with the outcome, documentation of the outcome of the informal

procedure shall be filed in the Office of Student Affairs and no further action shall be taken. If the complainant is not satisfied with the outcome, the AVPSA or designee will again advise the complainant of his/her options, including options outside the college's internal complaint procedure.

7. Efforts will be made to resolve complaints informally whenever informal resolution appears possible. If the AVPSA, or designee, and the EEO officer determine that an informal resolution is not possible or if attempts to achieve such informal resolution do not succeed, the respondent will be informed of the formal procedure (Procedure II).

B. Procedure II – the formal procedure

Where informal resolution is not achieved or attempted, the complaint will be dealt with as a formal accusation and heard by a panel. The purpose of Procedure II is to provide a process for the handling of a formal, written complaint of sexual misconduct. Private attorneys or other student advisors will be allowed to be present at the hearing on behalf of either party. They may consult with and advise the parties during the proceeding but may not cross examine witnesses or otherwise directly participate on behalf of either party.

1. Complainants of sexual misconduct must make a written complaint to the AVPSA or designee. The complaint must be made in writing to the AVPSA, or designee, within one calendar year of the time the complainant first knew or should have known the identity of the respondent. It is the responsibility of the complainant to consult with the AVPSA, or designee, concerning the accused student's intended date of graduation and to file in a timely manner in cases where jurisdiction over the accused might otherwise be lost.
2. Within ten (10) business days of receipt of the formal written complaint the AVPSA, or designee, and the EEO officer shall organize a panel to hear the complaint.
3. The review panel will consist of three members: one faculty member, one administrative staff member, and one student. Furthermore, to ensure an impartial panel, no member may have had prior involvement in the complaint process or have direct or indirect supervisory or teaching responsibility for either party.
4. The AVPSA or designee will notify the panel members, complainant, and respondent in writing regarding the time and place of the hearing. The hearing shall be scheduled no more than fifteen (15) business days after the receipt of the written notice from the student. In addition, the complainant and respondent will be:

- a. Provided with a written statement of the charges.
  - b. Provided with the names of persons serving on the hearing panel, a list of potential witnesses against him/her and the nature of their proposed testimony, unless it is determined that providing the names of witnesses might be threat to the witnesses' welfare. The accused student may request the removal of a member of the hearing panel on the grounds of personal bias by submitting a written statement to the AVPSA or designee specifying the basis of the challenge no later than three (3) business days prior to the hearing. The AVPSA or designee will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing panel.
  - c. Advised of the right to appear alone or with an advisor who may advise the accused but not question witnesses or participate in any part of the hearing.
  - d. Allowed to examine, in advance, any written evidence or exhibits that the complainant plans to submit; reciprocally, the respondent will allow the complainant to examine, in advance, any written evidence or exhibits the complainant plans to submit. All evidence or exhibits shall be submitted to the Office of Student Affairs five (5) business days prior to the hearing panel.
  - e. Advised of the right to argue in his/her behalf, present evidence and witnesses, and question witnesses present.
  - f. Advised of the right to appeal the decision.
5. The hearing shall be closed to the public. The AVPSA or designee will appoint the administrative staff member or faculty member as the hearing panel officer. The hearing officer shall have the duty of maintaining order at the hearing and, therefore, shall have the right to exclude any disruptive party or witnesses from the hearing. If the respondent fails to appear for the hearing, provided adequate advance notice of the hearing time, date, and location has been given, he/she waives the right for further appeal and the disciplinary action taken by the college cannot be appealed. The hearing panel may be taped or transcribed. In addition, the following will be observed:
- a. Order of presentation
    - (1) Opening statement of complainant
    - (2) Opening statement of respondent
    - (3) Presentation of evidence by the complainant

- (4) Presentation of evidence by the respondent
  - (5) Calling of witnesses by complainant
  - (6) Cross examination of witnesses by respondent
  - (7) Questions by panel members (if necessary)
  - (8) Calling of witnesses by respondent
  - (9) Cross examination of witnesses by complainant
  - (10) Questions by panel members (if necessary)
  - (11) Closing statement by respondent
  - (12) Closing statement by complainant
  - (13) Private deliberation by panel
- b. Only tangible evidence of which all parties have had an opportunity to review in advance will be permitted to be introduced at the hearing.
  - c. Both sides have the right to question witnesses. If a called witness does not appear, the hearing panel may consider their written or taped statements; the statement shall be weighted accordingly by the hearing panel as the respondent has no opportunity to cross examine the witness making the written or taped statement. Student questioning of witnesses may be modified for sexual misconduct cases to protect the safety of the complainant. Witnesses will be excluded from the hearing room and at the appropriate time brought in individually before the panel.
  - d. A simple majority vote of the panel shall determine a respondent's disciplinary finding.
  - e. The panel shall recommend to the AVPSA or designee a sanction in accordance with IV.D. Sanctions.
  - f. The complainant and respondent will be notified of the panel's decision and reasons for the decision, in writing, within ten (10) business days and may be required to meet with the AVPSA or designee.
  - g. The complainant or respondent may appeal the finding of the hearing panel with the AVPSA or the executive vice president (EVP). Refer to Section IV. E. Appeals.
- C. Procedure III – legal proceedings

Any member of the college community who believes he or she may be a victim of sexual misconduct by a student or if a student believes he or she was falsely accused of sexual misconduct may seek private legal consultation and file criminal and/or civil charges in the Commonwealth of Virginia, as appropriate. The college strongly encourages this. In this option, the state accuses the alleged perpetrator, but the complainant may serve as a witness for the state. The campus police will assist the student with this process.

#### D. Sanctions

In the instance that a student is found to be responsible for violating the college's Student Sexual Misconduct policy, sanctions will be imposed. In general, the goal of the sanction is to educate, rehabilitate, or deter inappropriate behavior, rather than simply punish students.

The severity of the sanction will be in relation to the severity of the violation. Sanctions will be applied consistently so that students violating the same standard or policy receive similar penalties.

The following sanctions may be imposed:

1. **Admonition:** an oral or written statement to a student indicating that the behavior resulting in the reprimand is unacceptable and a violation of JSRCC Policy No. 1-14, Student Sexual Misconduct. Continuation or repetition of this conduct could result in further disciplinary action.
2. **Educational project or community-service project:** a project or assignment on campus or in the community that will provide the student with the opportunity to observe and learn specific, valued human behaviors related to his/her conduct (e.g., participation in a prevention of sexual harassment workshop). Evidence of satisfactory completion will be required.
3. **Probation:** exclusion from the privilege of participation in college-related activities, including the holding of any student office for a specified period
4. **Suspension:** exclusion from attending the college as a student for a definite period of time not to exceed one year
5. **Dismissal/expulsion:** permanent separation from the college as a student

Sanctions may be applied separately or in combination with another sanction. Previous behavior or conduct violations will be considered in determining a sanction.

In certain circumstances, a student may be referred for specialized help (e.g., psychological assistance, consultation with a counselor, and/or social service agencies) in lieu of the aforementioned penalties. If this occurs, the student will be expected to periodically meet with the AVPSA or designee who will review the student's progress.

Denial of readmission may be imposed upon a student who has violated JSRCC Policy No. 1-14, Student Sexual Misconduct, and has withdrawn from the college prior to or during disciplinary proceedings.

The college reserves the right to pursue any and all legal remedies, and such rights and remedies are specifically reserved.

## E. Appeals

Students may appeal the decisions made and/or sanctions given in the formal procedure to the AVPSA if the AVPSA was not involved in the informal or formal procedures or to the EVP if the AVPSA was involved in the informal or formal procedures. The basis for the appeal will be limited to these grounds:

1. Excessively severe sanction
2. New or newly-discovered evidence of a character that may substantially affect the outcome of the meeting
3. Procedural error, which substantially affected the outcome of the hearing

The appeal must be submitted in writing to the AVPSA or executive vice president's office within ten (10) business days following the hearing panel's decision.

Failure to file a written appeal within the time period presumes the student's acceptance of the hearing panel's decision, and he/she waives his/her right to further appeal.

An appeal is not a re-hearing. It represents a procedural safeguard for the student and should not be used for anything other than that right and privilege. In the appeal process, the burden of proof rests on the student requesting the appeal. The student must show that it is more likely than not that one or more of the above grounds for appeal have merit. If there is adequate reason to believe that one or more of the grounds of appeal have merit, an appeal meeting will be scheduled by the AVPSA or EVP.

1. Once the student files an appeal, the AVPSA or EVP will be furnished a copy of the hearing file and records from the Office of Student Affairs.
2. Within ten (10) business days of receipt of the student's appeal, the AVPSA or executive vice president will notify the student of the date, time, and place of a meeting for the appeal.
3. During the appeal meeting, the AVPSA or EVP will review all information presented during the informal and formal procedures and give the student an opportunity to present information to support his/her appeal.
4. Within ten (10) business days of the appeal meeting, the student will be notified by either the AVPSA or the EVP of the decision.

5. If the student is dissatisfied with the decision of the appeal made by the AVPSA, the student can appeal to the EVP of the college. If the student is dissatisfied with the decision of the EVP, the student can appeal to the president of the college. The president and EVP must follow the same timeline prescribed for appeals to the AVPSA. The decision of the president is final.

F. Determination letter and memorandum opinion

1. The determination letter will contain only the following information: the name of the respondent, whether the respondent has been found responsible or not responsible for the charges of sexual misconduct, and the sanction imposed, if any. As guaranteed by federal law, both the respondent and the complainant have a right to this information. College policy neither encourages nor discourages further disclosure of the determination letter by either party. The college encourages a student who wishes to re-disclose the determination letter to consult with legal counsel before doing so.
2. The memorandum opinion will contain an explanation of the hearing panel's reasoning for its determination. The memorandum opinion is both an education record and confidential record of the hearing and may not be disclosed except as authorized by law.

G. Confidentiality

All complaints, responses, and other papers created pursuant to these guidelines shall be kept confidential. All written materials related to a complaint will be maintained under seal in a separate folder and not within the respondent's student file. However, upon a final decision that sexual misconduct has occurred, disciplinary action may include filing a copy of the decision in the student's file.

All complaints, responses, and other papers created pursuant to these guidelines are not to be released to any individual or administrative authority at the college other than the complainant, the respondent, the formal hearing panel, the AVPSA or designee, the EEO officer, EVP, and the college president. In the event that formal litigation or external complaint procedures require disclosure, it may be necessary for the college to comply with formal requests for such records under subpoena. These records may be considered in the event that other formal complaints are filed against the same individual. Records will be maintained by the Office of Student Affairs for a period of five years from the date of graduation of the respondent.

#### H. Consensual relationships

Consenting romantic and sexual relationships between student and employee, while not expressly forbidden by J. Sargeant Reynolds Community College, are generally discouraged and deemed unwise.

#### I. Education and prevention

The college has pledged in every way possible to help any and all students achieve a realistic understanding of the ill effects of sexual misconduct for themselves, victims, and society. Above and beyond potential disciplinary action resulting from sexual misconduct, the college recognizes the need and responsibility to provide information regarding sexual misconduct. The following activities and services shall be offered at J. Sargeant Reynolds Community College in an effort to prevent sexual misconduct. Counseling and information is provided by the college in the following ways:

1. Information on sexual misconduct shall be included in the college's general orientation course (SDV 100).
2. In an effort to ensure that students, faculty, and staff are informed regarding sexual misconduct, the Downtown, Parham Road, and Western campuses will present seminars, workshops, presentations, or other programs of information and awareness, which will be given to the entire college community.
3. Each campus of the college will post appropriate announcements about presentations, services, seminars, etc., that may be available in the community regarding sexual misconduct.
4. The Office of Student Affairs will maintain a list of referral services that specialize in sexual assault. Students requesting assistance will be referred to the appropriate public agencies, while making every effort to protect the individual's confidentiality.

#### V. Other Information:

JSRCC Policy No. 3-7, Employee Sexual Misconduct

Virginia Sexual and Domestic Violence Action Alliance:

<http://vsdvalliance.org>

1-800-838-8238

## **Eligibility of Students with Disabilities to Receive Accommodations (1-15)**

#### I. Purpose:

J. Sargeant Reynolds Community College is committed to providing students access to higher education through the delivery of reasonable accommodations and services to students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

The college's policies and procedures regarding students with disabilities are designed to ensure equal access to educational programs, services, and activities.

## II. Definitions:

Disability: A physical or mental impairment that substantially limits one or more major life activities, which may include seeing, walking, talking, breathing, hearing, learning, etc. A substantial limitation exists if the manner, duration, or condition under which the activity is performed is significantly limited when compared to most people.

Reasonable accommodation: An adaptation to a program or service that allows a student with a disability to participate in the program or service. Accommodations may include the provision of auxiliary aids such as tape recorders, note takers, extra time on tests, interpreters, etc.

## III. Policy:

All qualified students with disabilities are guaranteed, by law, a learning environment that provides reasonable accommodation for the disability. Qualified students are students who, with or without accommodations, meet requirements for admission in an educational program, service, or activity.

Students, faculty, and staff are required to utilize this policy and its procedures in order to request, authorize, and/or implement reasonable accommodations. A student's failure to comply with the policy and procedures outlined may result in the denial of services.

Because students with similar disabilities may not equally benefit from the same auxiliary aid or service, the college will analyze each request on a case-by-case basis within specific context to the activity in which the student plans to participate.

Accommodation requests and services are not retroactive.

## IV. Procedures:

A. In order to initiate the accommodation process, the following procedures must be followed.

1. The student must visit a campus Office of Student Accommodations, complete a Request for Services ([JSRCC Form No. 75-3001](#)), and provide documentation of the disability. Documentation should be typed on letterhead and should provide the following:

- a. A clearly stated diagnosis of the disability
- b. The student's functional limitation in an academic environment
- c. A statement that the disability is a substantial limitation to a basic life process
- d. Signature, printed name, title, and professional credentials of the evaluator
- e. Date of the evaluation

Specific documentation requirements can be found in any campus Office of Student Accommodations.

Requests for accommodations should be made in a timely manner. Generally speaking, requests that are made three weeks prior to the date needed will ensure appropriate delivery of service.

2. Upon receipt of documentation, staff within the Office of Student Accommodations will review the documentation and make recommendations on accommodations using an Accommodations Notification form.
3. Students will be notified by the Office of Student Accommodations of the completion of the review and will be required to pick up the notice. The student should meet with faculty or staff members to review the Accommodations Notification form so that the recommended accommodations can be administered.
4. While working with the Office of Student Accommodations to receive services, the student is encouraged to inform the faculty or staff members that will be responsible for implementing the accommodations that he/she is requesting accommodations with the Office of Student Accommodations. If a student requests accommodations directly from a faculty or staff member, the student should be referred to the Office of Student Accommodations.

The Office of Student Accommodation staff will work with faculty and staff throughout the college in order to assist with the understanding of the nature of the student disability and how the accommodations may be implemented within the classroom or other activity.

Guidelines for requesting and using interpreter services, using calculators, addressing personal care attendant needs, and using service animals on campus can be found in Section V, Other Information.

- B. Dispute of accommodation decisions or process

Students who wish to challenge any part of the accommodations process may do so under college JSRCC Policy No. 1-12, Student Grievance.

C. Disclosure and confidentiality

Student disclosure of a disability is voluntary. J. Sargeant Reynolds Community College considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA). Information will not be released unless:

1. The student provides written authorization.
2. The information is required by law.
3. The information is needed in order to assist the student with an educationally-related issue.

## **Participation in Student Activities, Clubs and Organizations (1-18)**

I. Purpose:

To provide guidance on student activities, clubs and organizations at the college.

II. Definitions:

Activity: Any educational, social, or other function sponsored by the college with the specific purpose of engaging students.

Student activity fees: Funds for student related activity collected as part of tuition payment.

Student activity funds: Monies collected from student activity events or student clubs (e.g., ticket sales, bake sales, etc).

Interest group: Any student organization recognized by the Office of Student Life and the college with the intention of functioning for no more than one academic year. Interest groups may be academic, social, or service-oriented.

Student club/Student organization: Any group of students that are officially recognized by the Office of Student Life and the college with the intent to function for more than one year. Student clubs/ organizations may be academic, social, or service-oriented.

III. Policy:

In an effort to support the mission of the college and promote the academic, career, and personal enrichment of students, J. Sargeant Reynolds Community College invites students to participate in student activities, and/or form clubs and organizations that meet the educational, social, or other interests of a diverse student population.

Students who are interested in participating in student activities, clubs, and organizations must comply with the following provisions.

- A. All registered J. Sargeant Reynolds Community College students are eligible to participate in student activities at the college.
- B. Individuals who are not registered students at J. Sargeant Reynolds Community College may also participate in student activities at the college if resources permit. However, they are not eligible to participate in or form student clubs.
- C. Students interested in forming a new club or organization, or who are interested in participating in a recognized club or organization must be in good academic standing at the college. Good academic standing is defined as having a 2.0 cumulative grade point average or better.
- D. All students interested in developing a new organization must submit a New Student Club Proposal and club constitution to the Office of Student Life for review and approval. The Office of Student Life will respond within 10 business days to the request. No student organization may function without receiving a formal approval from the Office of Student Life.
- E. Recognized student organizations must be deemed eligible annually by the Office of Student Life before engaging in activities. Requirements of certification can be found in the Office of Student Life.
- F. Interest groups may be formed at the college and are entitled to the same rights and privileges as recognized student clubs and organizations. Interest groups are also subject to the same provisions as required of student organizations.
- G. All recognized clubs, organizations, and interest groups must have a faculty or staff advisor. In the event that an advisor cannot be located, the Office of Student Life will provide one, until the club can locate an advisor. If after one academic year an advisor is not located, the club or group may lose its recognition.
- H. All clubs and groups may use college resources and facilities, subject to college policies and procedures. Budgeted student activity fees are available for educational activities that are religious, political, cultural, or social in nature.
- I. Student clubs and groups must demonstrate fiscal responsibility. Monies collected from student activity events or student clubs (student activity funds) must be deposited at the college's Business Office within 24 hours of collection. Accounts will be established for each club or organization and balances will be reflected in a department ID designated for that student club. At no time should revenue be withheld to pay expenses. Reimbursement for expenses must follow college procedures.

Student groups may use the student activity funds in accordance with the college's and the Commonwealth of Virginia's policies and procedures. Organizations that are inactive for more than one year may lose access to student activity funds to the Office of Student Life.

- J. All planned activities of a student club or group must be reviewed by the advisor and approved by the Office of Student Life. Planned activities shall include outside speakers, or other events that require the use of college resources. Clubs must submit the Student Life Event Proposal. Within ten (10) business days of the receipt of the request for an activity, the Office of Student Life will review planned activities to ensure that both safety and budgetary requirements are met. In the event that an activity is not approved by the Office of Student Life, the club or group may appeal the decision through JSRCC Policy No. 1-12, Student Grievance.
  - K. In the event that a club or group wishes to protest or demonstrate as a form of expression, the club or group must comply with JSRCC Policy No.1-38, Authorization and Regulations for Campus Demonstrations.
  - L. All clubs and groups are open to any registered student who may be interested in participation, and shall not discriminate on the basis of race, color, creed, sex, religion, age, disability, or any other protected status.
  - M. Private clubs and organizations, as well as social fraternities and sororities are prohibited.
  - N. Any type of hazing of students as condition of membership is strictly prohibited and may be subject to legal action.
  - O. Violation of college policies may subject the student club, interest group, and/or individual students to review under JSRCC Policy No.1-35, Student Conduct, and/or loss of active status.
- IV. Procedures:
- A. Any students interested in forming a group must contact the Office of Student Life.
  - B. The Office of Student Life will meet with the interested students and provide an orientation regarding the procedures and paperwork required to form a group.
  - C. The Office of Student Life will review the completed materials and consult with the associate vice president of student affairs. A decision regarding the eligibility of the club or group to participate as a recognized organization will be made within ten (10) business days.
  - D. Appeals of decisions regarding eligibility must follow the institution's grievance policy (JSRCC Policy No.1-12).

## **Effective Catalog Year (1-20)**

I. Purpose:

To establish college policy concerning the appropriate catalog that will be used to review student progress toward completion of program requirements and certification for graduation.

II. Definition(s): N/A

III. Policy:

The catalog that will be used to review a student's progress toward completion of program requirements and certification for graduation will be the catalog in effect at the time of the student's initial matriculation into the program or any subsequent catalog in effect during the time of the student's enrollment in the program, to be chosen by the student and advisor/program head, provided that:

- A. There has not been a break in enrollment at JSRCC for three consecutive semesters, including summer terms. Otherwise the catalog in effect at the time of their return will become the effective catalog; and,
- B. The catalog is no more than seven years old at the time of graduation. Otherwise either the current catalog or any catalog that is no more than seven years old becomes the effective catalog. The catalog year to be used should be chosen by the student in consultation with the program head/curricular advisor, with the program head having the final determination of appropriate catalog year. Wherever possible, substitutions will be utilized to maximize the usage of previously-taken courses while maintaining the integrity of the degree.

IV. Procedure:

A statement of the policy for the effective catalog year will be included under "Graduation Requirements and Procedures" in the catalog.

The same statement will be included on the application for graduation with a space designated for selection of the catalog year.

V. Other Information: N/A

## **Advanced Standing (1-21)**

I. Purpose:

To describe college policy for awarding academic credit for previous experiences.

II. Definitions:

Advanced standing: the application of awarded credit for subject matter competency, earned by means other than instruction at this

institution, toward satisfying program requirements.

Credit by Assessment by Local Exam (ABLE): a means of achieving advanced standing through satisfactorily demonstrating subject-matter competency by means of an examination administered by the college.

Credit by previous completion: a means of achieving advanced standing through an administrative determination by the college that equivalent course coverage has been satisfactorily completed at an accredited postsecondary institution.

Credit by equated occupational experience: includes experiential learning and the submission of portfolios as a means of achieving advanced standing, through an administrative determination by the college that the occupational experience of an individual is at least equivalent to the course(s) to be exempted.

Credit by advanced placement: a means of achieving advanced standing through the administration of the College Level Examination Program (CLEP), the College Entrance Examination Board (CEEB), advanced placement (AP) program, or the International Baccalaureate (IB) program, provided the examination scores are acceptable for credit.

Military credit: a means of achieving advanced standing through applicable armed service school experiences, and for successful completion of correspondence courses and subject standardized tests (SST) of the Defense Activity for Non-Traditional Educational Support (DANTES), formerly the United States Armed Forces Institute (USAFI). Advanced standing may also be awarded in accordance to the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.

Credit for occupational experience: a means of achieving advanced standing for previous non-collegiate education, training, and/or previous occupational experiences as recommended by the American Council of Education.

### III. Policy:

No more than 75% of a degree or certificate may be earned through advanced standing credit. Only students who are admitted to a program may receive advanced standing. Awarded credit is added to the student's permanent record, but is not used for computation of the grade point average and does not carry a letter grade.

Advanced standing credits are placed on the permanent record and transcript by type. Types of advanced standing recognized by the college are: credit by ABLE, credit by previous completion, credit by equated occupational experience, credit by advanced placement, military credit, and credit for occupational experience.

The Transfer Evaluation Handbook has been developed to provide an organizational and procedural framework for awarding the acceptable forms of advanced standing.

The Transfer Evaluation Handbook will be reviewed bi-annually by a group consisting of academic leaders and Admissions and Records staff.

IV. Procedures:

Procedures related to the awarding of advanced standing credit shall be contained in the Transfer Evaluation Handbook.

V. Other Information:

Transfer Evaluation Handbook

### **Behavioral Intervention (1-22)**

I. Purpose:

To promote a safe, healthy environment that is conducive to learning at J. Sargeant Reynolds Community College and in order to be in compliance with Code of Virginia, Section 23-9.2:10 (Violence prevention committee; threat assessment team).

II. Definitions:

Respondent: a person whose current or past behavior has resulted in an investigation by the college via the Behavioral Intervention Policy.

Student: refers to any person who has applied and been accepted to J. Sargeant Reynolds Community College.

III. Policy:

- A. The Behavioral Intervention Team (BIT) is a multidisciplinary group of administrators, faculty, and staff that is responsible for evaluating and responding to reports of students whose behaviors may pose a threat to the safety of the campus community.
- B. After investigating the risks associated with the displayed behavior, the team has the authority to make determinations which may include but are not limited to the following: referral to appropriate resources, suspension, dismissal, and separation from the institution.
- C. If in the opinion of the vice president of student affairs or designee, the presence of a student on campus is considered to be an apparent immediate danger to the health or safety of himself/herself or members of the college community or public, or involves serious disruption of normal college operations, the student may be temporarily suspended from the college as an interim measure until the investigation of the BIT is completed. Financial and academic consequences of this suspension are the responsibility of the student.

- D. The BIT will conduct an investigation using procedures outlined in Behavioral Intervention Team Investigation and Determination Procedures. At least four (4) of the six (6) required BIT members must participate in all BIT investigations. All determinations of the BIT will be determined through simple majority vote of all members participating in the investigation. All decisions by the BIT will be communicated to the respondent by the team leader within two (2) business days of the decision being made.
- E. Team composition: the team shall be composed of the following positions or designees: vice president of student affairs (VPSA), chief of police, director of human resources, one student affairs representative, one academic dean, and one full time teaching faculty. The VPSA, or designee, will serve as the team leader. In addition, a mental health professional, contracted to provide services by the college, will serve as a member of the team to provide needed assistance when responding to behavior which may be due to a mental health crisis or mental illness. In addition, by recommendation of the team leader, additional team members may be added as needed on a case by case basis.
- F. All communication will be sent via certified mail. However, in order to expedite the communication of decisions, phone calls and e-mails (to the official student account) may be utilized.

#### IV. Procedures:

##### A. Reports of behavior and BIT investigation

Any faculty, staff, or student who believes a person's behavior is threatening is strongly encouraged to contact the Office of Student Affairs or Police & Security Services. He or she will be asked to complete a Behavioral Intervention Referral Form, JSRCC Form No. 75-0005. (If the respondent is displaying behavior that is an immediate threat to the safety of the college community, Police & Security Services should be immediately notified at 804-523-5911.)

All reports made to the Office of Student Affairs or Police & Security Services will be initially reviewed by the team leader. The team leader will review all information and will make one of the following decisions:

1. Convene the BIT to conduct an investigation and make a determination.
2. Address the reported behavior through one of the following policies:
  - a. Admissions (1-11)
  - b. Student Sexual Misconduct (1-14)
  - c. Academic Honesty (1-34)
  - d. Student Conduct (1-35)
  - e. Classroom Interruptions (2-18)

## B. Records retention

All documentation gathered through an investigation by the BIT will be treated as law enforcement records and maintained in a secure location by the chief of police.

## V. Appeals

The respondent may appeal the decision of the BIT by submitting a written appeal to the team leader within ten (10) business days. The team leader will gather all documentation from the chief of police and present the file to the executive vice president (EVP). The EVP will review all information and communicate a decision within ten (10) business days of the date the appeal was submitted by the respondent. The decision of the EVP is final and cannot be appealed.

## **Student Assessment (1-24)**

### I. Purpose:

To describe the college policy regarding the requirements for assessing student learning outcomes to improve the effectiveness of teaching and learning, academic and administrative support services, and co-curricular activities.

### II. Definitions: N/A

### III. Policy:

In addition to the placement testing required of all entering curricular students and all non-curricular students registering for English, mathematics, and certain other courses, the college shall systematically evaluate the effectiveness of teaching and learning, academic and administrative support services, and co-curricular activities in meeting student needs.

Students may be required to participate in one or more assessment activities appropriate to their fields of student during their academic course work at the college. These assessments may take place both within classes and outside of classroom time. For example, the college periodically administers the Community College Survey of Student Engagement (CCSSE) in randomly-selected classes. In addition, students are assessed outside of class prior to graduation to demonstrate core competencies in the areas of communications, information literacy, scientific reasoning, critical thinking, quantitative reasoning, personal development, and social and cultural understanding. The results of such assessment activities shall be confidential and shall be used by the college solely for the purpose of evaluating and improving the effectiveness of the college's academic programs and services to maximize student success.

### IV. Procedures:

A. Core Competency Testing

The Office of Institutional Effectiveness (OIE) organizes and coordinates core competency testing at the college.

Each semester, Admissions and Records (A&R) provides OIE with a list of students applying for graduation to include students' names, academic program, Empl ID, address, and telephone number(s) within two weeks following the deadline for graduation applications to be received in A&R.

OIE contacts these students to provide them with information about the core competency testing and to inform them of the schedule and locations for assessment testing.

Core competency testing will be conducted in the college's testing centers.

B. Assessment Procedures Manual

OIE will develop and maintain a procedures manual that describes the college's assessment activities and documents the procedures involved in carrying out annual assessment activities.

V. Other Information:

See JSRCC Policy No. 1-11, Placement Testing and Developmental Course Requirements, and the Manual for Evaluating Academic Programs at JSRCC ([http://inside.jsr.vccs.edu/inside\\_asr/ProgEval/Default.htm](http://inside.jsr.vccs.edu/inside_asr/ProgEval/Default.htm)).

## **Student Privacy and Release of Student Information (1-26)**

I. Purpose:

To describe college policy with regard to both the maintenance and confidentiality of student records and the circumstances under which the institution may release information in student records.

II. Definitions:

Directory information: student data which would not generally be considered harmful or an invasion of privacy if disclosed (see Directory Information Addendum).

Disclosure: when access is permitted to, or student information contained in educational records is released orally, electronically, or in writing to any party other than the party identified as the party that provided or created the record.

Education record: data that contains information that is directly related to a student and is maintained by an educational agency or institution, or an individual acting on behalf of the institution.

FERPA shade: functionality within the Student Information System which is placed on the student record if the student does not want directory information released.

Legitimate educational interest: when a college official (or someone acting on behalf of the institution, such as a consultant or volunteer) needs to review the educational record in order to fulfill his/her job; the information is relevant and necessary to complete a task; the task is an employment responsibility or properly assigned subject for the inquirer's determination; and the task or determination is consistent with the purpose for which the records, information, or data are maintained. An example of when an educational interest may exist is when one office has the need to work with another office to address an educational issue or concerns of a student and information within the file is shared in order to resolve the matter. This may include work within the college between various units or outside of the college such as in clinical settings, etc.

Personally identifiable information: information that would reveal the identity of a student or that would make the student's identity easily traceable.

### III. Policy:

In compliance with the Family Educational Rights to Privacy Act (FERPA) and applicable state law, J. Sargeant Reynolds Community College protects the confidentiality of educational records. The following outlines the provisions of this policy, as well as those procedures which students, faculty, or staff may follow in order to disclose information from a student's record:

- A. Faculty and staff shall protect the privacy of students.
- B. Faculty and staff are restricted to educational records directly related to their function at the college, unless there is legitimate educational interest for having access to other information regarding a student or students.
- C. Educational records shall be maintained by the creator of the record or the unit in which an individual works.
- D. The college will take steps to ensure that student data is secure within the Student Information System.
- E. The college will notify students of the provisions of this policy annually. Notification of the policy will be placed on the college website and publications such as the College Catalog, the Schedule of Classes, and the Student Handbook.

#### Student rights

Students are afforded the following rights under FERPA and the college's policy related to student records:

- A. A student has the right to inspect and review his/her educational record within forty-five (45) days of submitting a request for access to such record.
- B. A student has the right to request an amendment to his/her

educational record in the event that the student believes that the record is inaccurate or misleading.

- C. A student may consent to disclose personally identifiable information contained in his/her educational record.
- D. A student has the right to file a complaint at the college or with the United States Department of Education if they believe that the college has failed to comply with this policy.

#### Disclosure of information in student records

The following outlines those instances in which the college may disclose information within a student's educational record without consent of the student:

- A. The information is considered directory information. However, the college is not obligated to release such information.
- B. When a legitimate educational interest exists.
- C. When a parent or legal guardian of the student requests information related to a student file, provided the parent or legal guardian has demonstrated that the student is indeed a legal dependent. The most recent IRS tax return listing the student as a dependent shall suffice as documentation.
- D. In the instance that an emergency exists and information is necessary to protect the health or safety of the student or other persons. The college may disclose information to appropriate health or safety authorities.
- E. When a student is seeking or intending to enroll at another institution.
- F. In order to comply with a judicial order or subpoena provided the college makes a reasonable effort to inform the student in advance of compliance so that the student may take protective action, except when the college is legally required to not disclose the existence of a subpoena.
- G. To accrediting organizations/agencies or federal, state, or local authorities conducting studies for or on behalf of educational institutions.
- H. To persons or organizations in connection with financial aid (such as the Virginia Community College System and the State Council of Higher Education for Virginia).
- I. When a study or studies are being conducted on behalf of the college, provided such studies are conducted in a way that will not permit the identification of a student.
- J. As warranted in instances where the results of a disciplinary proceeding are to be reported to an alleged victim of a violent crime or a non-forcible sexual offense, regardless of whether the alleged offender is found responsible for violating the student

conduct policy.

- K. In response to an ex parte order in connection with the investigation or prosecution of terrorism.

All officials shall document when information is disclosed.

#### Control over the release of information

If desired, a student may request that directory information not be released in a particular case. Such a request must be submitted in writing to the Office of Admissions and Records or the Office of Student Affairs. The student may also indicate this desire by placing a “FERPA shade” or block on his/her student record within the Student Information System. Requests for such blocks may prevent student information from being printed in publications such as the commencement program or other activities of the college. If a student has an obligation to the college, (e.g., financial hold, student conduct, etc.), his/her record (which may include academic transcripts, diplomas, etc.) will be withheld until the obligation(s) is met.

### VI. Procedures

#### A. Review of records

1. In order to review an educational record, a student or parent of a dependent student should submit in writing a request to review such record to the Office of Admissions and Records. The request should identify the record(s) he or she wishes to review. If the request is from a parent, the parent should provide a copy of the most recent year's federal tax return documenting that the student, whose record is being requested for review is indeed his or her dependent.
2. The Office of Admissions and Records staff will respond to the inquiry within a reasonable amount of time, but within the forty-five (45) day requirement prescribed by FERPA, informing of the date, time, and place that the record(s) may be reviewed.
3. If the record is not housed within the Office of Admissions and Records, the staff will direct the student to the appropriate office in which the record is maintained.

#### B. Amendment of record(s)

1. In order to amend information within a record, a student may submit JSRCC Form No. 11-0007, Student Request to Update Information, to update any demographic information.
2. If the information is not covered by JSRCC Form No. 11-0007, the student will indicate in writing to the Office of Admissions and Records or the unit

that houses the record for which he or she seeks to amend.

3. The Office of Admissions and Records, or the unit that houses the record, will review the request and arrange a meeting within a reasonable amount of time, but no more than forty-five (45) days. The student should bring documentation supporting his/her request for amending the record(s).
4. Within ten (10) business days of the meeting, the Office of Admissions and Records, or unit where the records is housed, will issue a decision regarding the request.
5. If the student is dissatisfied with the decision, he/she may appeal the decision to the executive officer to whom the unit reports.
6. If after the appeal the college does not amend the record, the student may place a statement in the record.

This procedure does not replace JSRCC Policy No. 1-12, Student Grievance, whereby a student may grieve an administrative decision (related to his/her record).

C. Consent to disclose personally identifiable information to a third party

In the event that a student authorizes the college to provide information to a third party (e.g., parent or agency), the student will:

1. Complete JSRCC Form No. 11-0020, Release of Information Form, outlining the individual(s) that may receive the information, the record(s), and duration for which the information may be provided.
2. The college official will comply with the request within ten (10) business days.
3. JSRCC Form No. 11-0020 will be forwarded to the Office of Admissions and Records.

D. Release of information to volunteer, consultant, researcher, or agency for research or other functions

If the college enters into an agreement with a volunteer, consultant, or agency, the college will:

1. Establish a memorandum of agreement to be signed by the consultant or agency.

2. The memorandum of agreement shall include (but not be limited to):
  - a. purpose of agreement
  - b. functions/service to be provided by third party
  - c. direct control (of college)
  - d. requirements in order to maintain student privacy
  - e. provision on the retention of records
  - f. length of service

E. Record retention

The disposal of student records follows guidelines set forth by the Records Management and Imaging Services Division of the Library of Virginia.

V. Other Information:

Family Educational Rights to Privacy Act

Directory Information Addendum

JSRCC Form No. 11-0007, Student Request to Update Information

JSRCC Form No. 11-0020, Release of Information Form

JSRCC Policy No. 1-12, Student Grievance

### **Academic Honesty (1-34)**

I. Purpose:

To uphold the academic integrity of the academic programs and courses at the institution and foster a high sense of integrity and social responsibility on the part of the college community.

II. Definition(s):

Academic dishonesty refers to the misrepresentation of one's academic work, which includes, but is not limited to:

Cheating: The intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise.

Examples of cheating include:

- Copying or using notes, examinations, or instructional material during examinations, tests, or quizzes.
- Using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation.
- Obtaining, using, or possessing unauthorized copies of an examination or receiving unauthorized information regarding examinations.
- Submitting another's project as one's own.

- Having an examination taken by a second party.
- Altering or falsifying examination results after they have been evaluated by the instructor and returned to the student.
- Writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam.

Plagiarism: The presentation as new and original an idea or product derived from an existing source without properly citing the source of the material. Examples of plagiarism include:

- Duplicating an author's work (in part or whole) without quotation marks and/or accurate citations.
- Duplicating an author's words or phrases with accurate citations, but without quotation marks.
- Using an author's idea(s) in paraphrase without accurate citation(s).
- Submitting, without quotation marks, a paper in which exact words are merely rearranged even though cited.

Facilitating academic dishonesty: The intentional or knowing help or attempt to help another to commit an act of academic dishonesty. Several common forms are:

- Completing, in whole or part, an examination or project in the name of someone else.
- Permitting another student to copy one's work during an examination, test, or quiz.
- Permitting another student to copy one's written work whenever the work is to receive a grade.
- Illicitly collaborating with another individual or individuals in the completion of course assignments.
- Taking an examination for someone else.
- Giving a test question or questions to anyone else.
- Writing all or part of a paper for another student.
- Selling or purchasing all or part of examinations, papers, or other assignments.

#### Other Forms of Academic Dishonesty

- Submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses.
- Fabrication: Intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise.

### III. Policy:

Students are expected to conduct themselves in an honorable manner in all academic work.

J. Sargeant Reynolds is committed to ensuring that the integrity of all academic programs and community members is not violated. Students found in violation of this policy will be sanctioned appropriately.

### IV. Procedure:

A. If a faculty member has reason to believe, through his/her own observation or through the observation and reports of other members of the college community (faculty, staff, or student), that an act of academic dishonesty has occurred, he/she must meet with the student, present the evidence of alleged dishonesty, and afford the student opportunity to respond to the allegations. For the instructor/student meeting, the instructor may consult with or invite the participation of his/her department chair/program head or dean (where the dean is the immediate supervisor) to the meeting. If the alleged act of academic dishonesty occurs in a distance education course, the meeting can occur via telephone.

1. If a satisfactory agreement between the instructor and the student is made regarding the allegations, an agreement should be placed in writing, indicating the violation and the sanction, and the student's acknowledgement of the violation.
  - a. The faculty member may choose to impose a sanction deemed appropriate for the offense. The minimum sanction imposed by the faculty member is a formal warning to the student. A faculty member may, however, choose to impose a different sanction. The maximum sanction is to award an F for the course in which the dishonest act occurred. Faculty members may, at their discretion, impose an intermediate sanction, such as awarding an F on a portion of the course. (Refer to Section D of this policy).
  - b. The agreement must be signed by both parties. If the alleged act of academic dishonesty occurs in a distance education course, a signature of the student is not required on the written agreement; the instructor should make note of this on the agreement. Copies of the agreement must be forwarded to the academic dean or director of the school, associate vice president of academic affairs (AVPAA), and the associate vice president of student affairs (AVPSA) or designee. The

AVPSA will be responsible for maintaining academic dishonesty records.

2. If no satisfactory resolution is reached at the departmental level, the instructor shall refer the matter to the AVPSA or designee by completing JSRCC Form No. 75-0005, Student Misconduct Report. In addition, the instructor may submit a recommended sanction for the ad hoc committee to consider imposing if the student is found responsible for committing the alleged academic dishonesty act.

The AVPSA or designee will organize an ad hoc committee to hear the case. The ad hoc committee shall be composed of three (3) members: one (1) faculty member designated by the Faculty Senate; one (1) staff member from Student Affairs, and one (1) student leader from any recognized student organization or student judicial officer (Refer to Section IV C of this policy for hearing procedures).

- B. Disciplinary action by the office of Student Affairs: All reports of academic dishonesty will be reviewed by the AVPSA or designee. If a student has been found responsible for any prior violations of Policy 1-34, the AVPSA or designee may either:
  1. Suspend the student from the institution for a certain period of time to be determined by the AVPSA or designee.
  2. Expel the student from the institution indefinitely.

If this occurs, the student will be contacted via certified mail within ten (10) class days of the decision of the AVPSA or designee; the student will be required to meet with the AVPSA or designee. At the meeting, the student will be informed of the decision to suspend or expel.

- C. Hearing procedures:
  1. The hearing will be facilitated by the AVPSA or designee.
  2. All hearings are private; however, the student has a right to an attorney who would serve as advisor during the proceedings.
  3. The following procedure will be followed by the ad hoc committee:

#### Order of Hearing

- a. Opening statement of accuser (faculty member)
- b. Opening statement of accused (if desired)
- c. Presentation of evidence by the accuser
- d. Presentation of evidence by the accused
- e. Calling of witnesses by accuser
- f. Cross examination of witnesses by accused
- g. Questions by committee (if necessary)

- h. Calling of witnesses by accused
  - i. Cross examination of witnesses by accuser
  - j. Questions by committee (if necessary)
  - k. Closing statement by accused
  - l. Closing statement by accuser
  - m. Private deliberation by committee
4. Members, excluding the AVPSA or designee, of the ad hoc committee will vote on the decision; simple majority vote will be used to determine responsibility. If the student is found responsible for academic dishonesty, the committee will provide a recommendation of the sanction to the AVPSA or designee. If applicable, the committee will consider the sanction recommended by the instructor. The AVPSA or designee has the authority to accept or modify the sanction. However, the decision of the committee regarding the student's responsibility for the offense shall be regarded as final.
  5. The student will be notified of the decision via certified mail within ten (10) class days of the decision.

D. Sanctions:

The following are examples of sanctions.

1. Formal warning: an oral or written statement to the student that he or she has committed an act of academic dishonesty that is prohibited at the institution and may result in more severe disciplinary action should the student be found guilty of engaging in any subsequent act of academic dishonesty.
2. Additional work: an assignment or test to provide evidence of the student's academic performance and/or evidence that the student knows and understands the course materials.
3. A lower or failing grade or score on the assignment or examination.
4. Removal of the student from the class and the assignment of the grade F or U or the like in the course.
5. Suspension or expulsion from the college: this sanction would be imposed in cases where a student has previously violated the Academic Dishonesty policy.
6. Nothing in this policy shall preclude the imposition of other reasonable sanctions or a combination of sanctions within the authority and discretion of the committee or associate vice president of Student Affairs.

E. Appeals:

If a student would like to appeal the decision of the committee, the student must submit a letter of appeal to the academic dean of the college for his/her program (for curricular students) or

the dean of the school under which the course is located (for non-curricular students). If the dean of the appropriate area participated in the instructor/student meeting, then the appeal should be forwarded to the associate vice president of academic affairs. The letter must be submitted within ten (10) class days from the date of the decision letter and should address either or both of these issues:

1. Evidence of a violation of the hearing process or procedures. If there is evidence of a violation, the student would receive another opportunity to go before a hearing committee.
2. Excessively severe sanction.

The appropriate dean or AVPAA will review all information and issue a decision via certified mail within ten (10) class days of receiving the written appeal from the student.

Students may appeal the appeal decision on the same basis to the next level official of the institution (either the AVPAA or executive vice president), where appropriate, within ten (10) class days. The AVPAA or executive vice president will review all information and issue a decision via certified mail within ten (10) class days of receiving the written appeal from the student. The decision of this official is final.

#### F. Records:

Disciplinary action will result in the establishment of a disciplinary file in the name of the accused student. If the student is found not responsible for the charge(s), the file shall be voided and will not result in a disciplinary record for the student. In addition, disciplinary files may be voided for good cause. Factors to be considered in record retention include, but are not limited to, present demeanor, conduct of the student subsequent to the violation, and nature of the violation (e.g. severity of any damage, injury, or harm resulting from it).

Files of students who have been disciplined will be retained a minimum of three years from the date sanctions were imposed. At the discretion of the associate vice president of Student Affairs, the files may be destroyed after three years or kept for a longer period (particularly in cases where the student may be continuously enrolled for more than three consecutive years). Information contained in the files is confidential and may be released only in accordance with applicable federal and state laws.

If a student is expelled, complete records of the hearing proceedings and all pertinent documents shall be maintained permanently by the associate vice president of Student Affairs or

office of Student Affairs.

Records of all disciplinary actions will be filed in the office of Student Affairs.

## **Student Code of Conduct (1-35)**

### I. Purpose:

To promote a safe, healthy environment that is conducive to learning at J. Sargeant Reynolds Community College.

### II. Definition:

Assault: Refers to a verbal or physical attack on someone.

Battery: Refers to an unwanted striking or touching of someone.

Campus: Refers to one of the three campuses of the college (Parham Road Campus, Downtown Campus, Western Campus) as well as other college leased or owned facilities.

Clear and convincing evidence: Refers to the standard of judgment that indicates the weight of the evidence is strong enough that the truth of its factual contentions are highly probable.

College: Refers to J. Sargeant Reynolds Community College.

Distribution: Refers to any form of sale, exchange, or transfer.

Group of students: Refers to a number of persons who are associated with each other, but who have not been officially recognized by the office of Student Life as an organization.

Harassment: Refers to the continual irritating or tormenting of someone.

Preponderance of evidence: Refers to the standard of judgment that indicates that the weight of the evidence is sufficient to convince the fact-finder that the issue in question is more likely true than not.

President: Refers to the chief executive officer of the college.

Sexual misconduct: Defined as sexual assault, sexual harassment and verbal misconduct. (Refer to JSRCC Policy 1-14, Student Sexual Misconduct, for a complete definition).

Student: Refers to any person currently enrolled in any credit, non-credit, or developmental courses offered by J. Sargeant Reynolds Community College.

Student organization: Refers to any student organization officially recognized by the office of Student Life.

Weapon: Refers to any object or substance designed to inflict a wound, cause injury, or incapacitate; including, but not limited to firearms, explosives, pellet guns, sling shots, martial arts devices,

knives, brass knuckles, razors, etc.

### III. Policy:

#### A. Application

Students are expected to obey the law, show respect for properly constituted authority, perform contractual obligations, maintain integrity and high standards in academic work, and observe a standard of conduct appropriate for the college. Proper conduct is expected while on campus, off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College.

Disciplinary action will be taken when any student, group of students, or student organization:

1. Fails to observe the general standards of conduct or any specific policy, rule, regulation, or college procedure adopted by the college.
2. Acts in a manner not in the best interest of the college community.

In all proceedings, the principle of due process is guaranteed to the student.

A student who violates federal, state, or local criminal or civil laws while on campus; off campus at college-leased facilities; or attending any activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College; or when representing the college will be referred to local authorities. In addition, the student may be subject to disciplinary proceedings by the college. The college reserves the right to take immediate action should the presence of the student on campus be considered a serious and substantial danger to the operation of the college or to the welfare of the college community.

Certain criminal or civil offenses, although not committed while a student is on campus, off campus at college-leased facilities, or attending any activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College; or when representing the college, may by their very nature pose a serious and substantial danger to the college community. In such cases, the college reserves the right to take appropriate disciplinary action.

Persons not enrolled officially in the college, who by their actions on campus violate their status as invited guests, are subject to the relevant sanctions of the penal code of the Commonwealth of Virginia.

## B. Violations

The following shall constitute unacceptable behavior on campus, off campus at college-leased or owned facilities, or when attending any activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College, or when representing the college, and subject offenders to disciplinary action:

1. All forms of academic dishonesty including cheating, collusion, plagiarism, and forgery (See JSRCC Policy No. 1-34, Academic Honesty)
2. Disruption or obstruction of college or college-sponsored activities that may include, but are not limited to, teaching, research, administration, disciplinary proceedings, studying, cultural events, fire, police, emergency services, or other college activities
3. Physical and/or psychological abuse, assault and battery, molestation, or threat of such actions against any member of the community, any visitor to the college, or conduct that threatens or endangers the health or safety of any such person
4. Acts of harassment - written, verbal, or physical - that stigmatize or victimize an individual on the basis of race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, mental status, or disabilities
5. Engaging in any form of sexual misconduct, inclusive of sexual harassment, sexual assault, and verbal misconduct. In instances of alleged sexual misconduct, JSRCC Policy No. 1-14, Student Sexual Misconduct, will take precedence.
6. Indecent, lewd, disorderly, or obscene conduct or expression
7. Participating in or inciting a riot or an unauthorized or disorderly assembly
8. Damaging, defacing, destroying, or misusing college property or property under its jurisdiction, the property of a member of the college community, or a campus visitor
9. Unauthorized entry into or presence in a college facility
10. Refusing to depart from any property or facilities of the college upon direction by a college official, such as the president, an Executive Cabinet member, JSRCC Police and Security Services staff, VCCS officials, or other persons authorized by the president
11. Refusing to vacate a classroom upon order of the instructor of record, Police and Security Services staff, Executive Cabinet member, or academic dean

12. Use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized within regulations of the college
13. Gambling or holding a raffle or lottery on the campus or at any college function without proper college and other necessary approval
14. Unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance
15. Using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals
16. Littering, defacing, destroying, or damaging property of the college or property under its jurisdiction or removing or using such property without authorization
17. Theft or attempted theft of college property or personal property of a member of the college community or campus visitor or knowingly possessing such stolen property
18. Physically detaining or restraining any other person or removing such persons from any place where they are authorized to move or in any way obstructing the free movement of persons or vehicles on college premises or at college activities
19. Forging, unauthorized altering, falsifying, or unauthorized use of any college documents, records, keys, or instruments of identification
20. Furnishing false information to the college or to members of the college community who are acting in exercise of their official duties
21. Abuse of computer and network access
22. Unauthorized or fraudulent use of college facilities and/ or equipment, including but not limited to, the telephone system, mail system, computer system (including E-mail and Internet services), transportation system, or use of any of the above for an illegal act
23. Using sound amplification equipment, systems, or devices, except as permitted by the college
24. Violating fire and other safety regulations that include the misuse or damage of safety equipment
25. Willfully encouraging others to commit any of the acts that have been herein prohibited
26. Knowingly violating the terms of any disciplinary sanction imposed as a result of official findings of a violation of the conduct policy

27. Violation of campus or college parking regulations
28. Violation of college policy on demonstrations
29. Violation of college policy on solicitation and sales
30. Violation of college policy on smoking (i.e., in classrooms, laboratories, lecture halls, and libraries)
31. Violation of local, state, and/or federal laws
32. Abuse of the student discipline system, that includes, but is not limited to, failure to appear for a hearing; falsification, distortion, or misrepresentation of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct, knowingly without cause; attempting to influence impartiality of a member of the hearing committee prior to and/or during the hearing process; harassment of witnesses or members of hearing committees; and the like.

#### IV. Procedures:

##### A. Disciplinary procedures

###### 1. Initiation of disciplinary action

An alleged violation of a college policy, rule, regulation, procedure, or standard of conduct should be reported to the office of Student Affairs or campus Police and Security Services by submitting JSRCC Form No. 75-0005, Student Misconduct Report. The associate vice president of student affairs (AVPSA) or designee in consultation with the Police and Security Services office will review alleged violations. Violations of federal, state, or local criminal and/or civil law will be reported to the appropriate authorities. In response to receiving a Student Misconduct Report the AVPSA or designee may:

- a. Dismiss the allegation(s).
- b. Decide to pursue the charges. If charges are pursued, the AVPSA or designee will request a prehearing meeting with the student by phone or certified mail within ten (10) class days after receiving notice that the student may have been in violation of the conduct policy. If the student fails to respond to the AVPSA's or designee's request for a meeting within ten (10) class days after the initial attempt to contact by phone or mail, the AVPSA or designee may institute an appropriate sanction as outlined in Section IV.B.
- c. Pre-hearing meeting: At the meeting the AVPSA or designee, will inform the student of the violation

charge(s) against him/her. If the student admits to being responsible, the AVPSA will determine an appropriate sanction and notify the student of the sanction within ten (10) class days of the hearing. The student will be required to sign a statement that he/she understands the violation charge, the penalty imposed, and waive his/her right to a hearing.

If the student denies the allegations, the AVPSA or designee will:

- a. Notify the student of the type of hearing that will be held.
  - b. Review the hearing procedures with the student.
  - c. Review the list of proposed witnesses.
  - d. Provide the student with identification and/or copies of documents or other evidence that will be presented during the hearing.
  - e. Notify the student that he/she will receive notification of the date, time and place of the hearing within (10) class days.
- d. All written correspondence from the office of the AVPSA will be sent by certified mail and the timetable for response will be determined by the date the Student Misconduct Report is received by the Student Affairs office.
2. Emergency disciplinary procedures (immediate suspensions/trespass warnings)

Students, faculty and staff are strongly encouraged to contact Police and Security Services at 804-523-5911 if they witness any behavior of students that is unusual, suspicious, disruptive or threatening.

If, in the opinion of the AVPSA, or designee, or Police and Security Services, the presence of a student on campus is considered to be an apparent immediate danger to the health or safety of him/herself, members of the college community or the public or involves serious disruption of normal college operations, the student may be suspended from the college, including the attendance of all classes and college-sponsored activities as an interim measure. Financial and academic consequences of this suspension are the responsibility of the student.

Students are allowed the opportunity to appeal an immediate suspension/trespass warning. However, the burden of proof rests with the student to prove that he/she is not an immediate danger to the health or safety of members

of the college community or the public or a serious disruption to normal college operations. A written request must be presented to the AVPSA or designee who will work with Police and Security Services in organizing the appeal hearing.

3. Hearing processes

When a student denies the allegations of charges during the prehearing meeting the AVPSA or designee will determine the type of hearing the student will participate in based on the charges present. The student is entitled to a hearing by one of three methods: administrative hearing with a faculty or staff member, formal hearing, or student hearing.

a. Administrative hearing

(1) If it is determined that an administrative hearing should be conducted, the AVPSA or designee shall conduct an investigation into the charges by:

- (a) Interviewing the accused and all parties concerned.
- (b) Obtaining and reviewing any additional information (where needed).

(2) After the review of all necessary information, the AVPSA or designee will determine the student's responsibility for the charges based on a standard of preponderance of evidence. Sanctions will be issued by certified mail to the student within ten (10) business days after the decision has been made.

(3) The student may appeal the finding and/or sanctions to the AVPSA. If the AVPSA conducted the administrative hearing, the student may appeal to the executive vice president. The student must submit the appeal in writing within ten (10) class days following notification of the finding and/or sanction. Refer to IV.C: Appeals.

b. Formal and student hearing committees

Both the formal and student hearing committees shall be developed by the AVPSA or designee.

The duties of both the formal and student hearing committees are to hear student disciplinary cases, decide on the merits of the charges based on the evidence presented, and, if appropriate, recommend a sanction to the AVPSA or designee.

(1) Membership of the committees shall be:

- (a) Formal hearing committee – one faculty

member, one administrative staff member, and one student leader

- (b) Student hearing committee – three student leaders within the college

The AVPSA shall notify the student in writing of the date, time, and location for the hearing. The hearing shall be scheduled no more than fifteen (15) days after the receipt of the written notice from the student. In addition, the student will be:

- a. Provided with a written statement of the charges.
  - b. Provided with the names of persons serving on the hearing committee, a list of potential witnesses against him/her and the nature of their proposed testimony, unless it is determined that providing the names of witnesses might be threat to the witnesses' welfare. The accused student may request the removal of a member of the hearing committee on the grounds of personal bias by submitting a written statement to the AVPSA or designee specifying the basis of the challenge no later than three (3) days prior to the hearing. The AVPSA or designee will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed to serve on the hearing committee.
  - c. Advised of the right to appear alone or with an advisor who may advise the accused but not question witnesses or participate in any part of the hearing.
  - d. Allowed to examine, in advance, any written evidence or exhibits that the college plans to submit; reciprocally, the student will allow the college to examine, in advance, any written evidence or exhibits the student plans to submit.
  - e. Advised of the right to argue in his/her behalf, present evidence and witnesses, and question witnesses present.
  - f. Advised of the right to appeal the decision.
- c. Formal and student hearing procedures

The hearing shall be closed to the public. The AVPSA, designee, or hearing officer shall have the duty of maintaining order at the hearing; and, therefore, shall have the right to exclude any disruptive party or witnesses from the hearing. If the student fails to appear for the hearing, provided adequate advance

notice of the hearing time, date, and location has been given, he/she waives the right for further appeal; and the disciplinary action taken by the college can not be appealed. The meetings of the formal and student hearing committees may be taped or transcribed. In addition, the following will be observed:

- (1) Order of presentation
  - (a) Opening statement of accuser (AVPSA or designee)
  - (b) Opening statement of accused (if desired)
  - (c) Presentation of evidence by the accuser
  - (d) Presentation of evidence by the accused
  - (e) Calling of witnesses by accuser
  - (f) Cross examination of witnesses by accused
  - (g) Questions by committee (if necessary)
  - (h) Calling of witnesses by accused
  - (i) Cross examination of witnesses by accuser
  - (j) Questions by committee (if necessary)
  - (k) Closing statement by accused
  - (l) Closing statement by accuser
  - (m) Private deliberation by committee
- (2) Only tangible evidence of which all parties have had an opportunity to review in advance will be permitted to be introduced at the hearing.
- (3) Both sides have the right to question witnesses. If a called witness does not appear, the hearing committee may consider their written or taped statements; the statement shall be weighted accordingly by the hearing committee as the charged student has no opportunity to cross examine the witness making the written or taped statement. Student questioning of witnesses may be modified in cases involving victims of crimes or protected student information. Witnesses will be excluded from the hearing room and at the appropriate time brought in individually before the committee.
- (4) Committee members can only ask questions after examination and cross-examination have taken place.
- (5) Private attorneys or other student advisors will be allowed to be present at the hearing on behalf of either party. They may consult with and advise the parties during the proceeding but may not cross examine witnesses or otherwise directly participate

on behalf of either party.

- (6) The burden of proof shall rest with the college. The burden of proof must be met by clear and convincing evidence. Evidence shall include, but is not limited to, facts based on oral and/or written testimony and tangible evidence.
- (7) A simple majority vote of the committee shall determine a student's disciplinary finding.
- (8) The committee shall recommend to the AVPSA or designee a sanction in accordance with IV.B: Sanctions.
- (9) The student will be notified of the committee's decision and reasons for the decision, in writing, within ten (10) class days and may be required to meet with the AVPSA or designee.
- (10) The student may appeal the finding of the committee with the AVPSA or the executive vice president. Refer to Section IV.C: Appeals.

#### B. Sanctions

In the instance that a student is found to be responsible for violating the college's conduct policy, sanctions will be imposed. In general, the goal of the sanction is to educate, rehabilitate, or deter inappropriate behavior, rather than simply punish students.

The severity of the sanction will be in relation to the severity of the violation. Sanctions will be applied consistently so that students violating the same standard or policy receive similar penalties.

The following sanctions may be imposed:

- Admonition: an oral or written statement to a student indicating that the behavior resulting in the reprimand is unacceptable and a violation of JSRCC Policy No. 1-35, Student Conduct. Continuation or repetition of this conduct could result in further disciplinary action.
- Educational project or community-service project: a project or assignment on campus or in the community that will provide the student with the opportunity to observe and learn specific, valued human behaviors related to his/her conduct (e.g. participation in a leadership seminar, alcohol/drug seminar, personal development class). Evidence of satisfactory completion will be required.
- Probation: exclusion from the privilege of participation in college-related activities, including the holding of any student office for a specified period
- Restitution: the repayment/reimbursement for damage to or

misappropriation of property. This may take the form of acts, services, or other compensation.

- Deactivation of a student organization
- Immediate suspension/trespass warning (see IV.A.2)
- Suspension: exclusion from attending the college as a student for a definite period of time not to exceed one year
- Dismissal/Expulsion: permanent separation from the college as a student

Sanctions may be applied separately or in combination with another sanction. Previous behavior or conduct violations will be considered in determining a sanction.

In certain circumstances, a student may be referred for specialized help (e.g. psychological assistance, consultation with a counselor, and/or social service agencies) in lieu of the aforementioned penalties. If this occurs, the student will be expected to periodically meet with the AVPSA or designee who will review the student's progress.

Denial of readmission may be imposed upon a student who has violated JSRCC Policy No. 1-35, Student Conduct, and has withdrawn from the college prior to or during disciplinary proceedings.

The college reserves the right to pursue any and all legal remedies, and such rights and remedies are specifically reserved.

### C. Appeals

Students may appeal to the AVPSA decisions made and/or sanctions given in administrative hearings that were not conducted by the AVPSA or to the executive vice president for administrative hearings that were conducted by the AVPSA. Students may appeal to the AVPSA decisions made and/or sanctions given during formal and student hearings. The basis for the appeal will be limited to these grounds:

- Excessively severe sanction
- New or newly discovered evidence of a character that may substantially affect the outcome of the meeting
- Procedural error, which substantially affected the outcome of the meeting

The appeal must be submitted in writing to the AVPSA or executive vice president's office within ten (10) class days following the committee's decision.

Failure to file a written appeal within the time period presumes the student's acceptance of the staff member's/committees' decision, and he/she waives his/her right to further appeal.

An appeal is not a re-hearing. It represents a procedural

safeguard for the student and should not be used for anything other than that right and privilege. In the appeal process, the burden of proof is shifted from the college to the student charged with the offense. The student must show that it is more likely than not that one or more of the above grounds for appeal have merit. If there is adequate reason to believe that one or more of the grounds of appeal have merit, an appeal meeting will be scheduled by the AVPSA or designee or executive vice president.

1. Once the student files an appeal, the AVPSA or executive vice president will be furnished a copy of the hearing file and records of the student from the Student Affairs office.
2. Within ten (10) class days of receipt of the student's appeal, the AVPSA or executive vice president will notify the student of the date, time, and place of a meeting for the appeal.
3. During the appeal meeting, the AVPSA or executive vice president will review all information presented during the administrative, formal and/or student hearing processes and give the student an opportunity to present information to support his/her appeal.
4. Within ten (10) class days of the appeal meeting, the student will be notified by either the AVPSA or designee or the executive vice president of the decision.
5. If the student is dissatisfied with the decision of the appeal made by the AVPSA, the student can appeal to the executive vice president of the college. If the student is dissatisfied with the decision of the executive vice president, the student can appeal to the president of the college. The president and executive vice president must follow the same timeline prescribed for appeals to the AVPSA. The decision of the president is final.

#### D. Records

Disciplinary action may result in the establishment of a disciplinary file in the name of the accused student. If the student is found innocent of charges, the file shall be voided and will not result in a disciplinary record for the student. Factors to be considered in record retention include, but are not limited to present demeanor, conduct of the student subsequent to the violation, and nature of the violation (e.g. severity of any damage, injury, or harm resulting from it).

1. Files of students who have been disciplined will be retained a minimum of three years from the date sanctions were imposed. At the discretion of the AVPSA or designee, the files may be destroyed after three years or kept for a longer period (particularly in cases where the student may be currently enrolled after the three years has passed).

Information contained in the files is confidential and may be released only in accordance with applicable federal and state laws.

2. If a student is expelled, complete records of the hearing proceedings and all pertinent documents shall be maintained permanently by the AVPSA or office of Student Affairs.
3. Records of all disciplinary actions will be filed in the office of Student Affairs.

### **Late Add (1-37)**

I. Purpose:

To ensure student success within the classroom and the effective management of student enrollment processes at the college.

II. Definitions:

Schedule adjustment: a change made to a student's current class schedule that occurs after the normally scheduled last day to add a class as a result of extenuating circumstances or college need.

Late add: any schedule additions that occur after the normally scheduled last day to add a class. Late adds can be initiated by the student or the college.

New student: any student who has not attempted to or has not successfully enrolled in any course during the registration period of the semester in question.

Extenuating circumstances: instances where the student's schedule has been impacted by an administrative error. Administrative errors include inaccurate advising of students on course and/or curricular requirements, failure to process financial aid in a timely manner, failure to process payment of bill in a timely manner, and inaccurate attendance reporting/certification.

Extenuating circumstances do not include a student's failure to do any of the following:

- pay complete balance of tuition either before or after classes begin
- submit financial aid documents by requested deadlines
- complete any enrollment transactions within the appropriate timeframe

In addition, it is not considered an extenuating circumstance when a student attends classes, despite not being on the most up-to-date class roll.

Census date: last day to drop classes with a tuition refund, which is the day that represents the completion of fifteen percent (15%) of the term. The census date for each standard term is published in the college's academic calendar.

### III. Policy:

- A. Late add activity will occur for schedule adjustment purposes only.
- B. Requests for late adds before the census date will be approved by the dean of the academic unit where the course(s) are housed.
- C. Requests for late adds after the census date must receive special approval by the associate vice president of academic affairs (AVPAA) or designee(s).
- D. In the instance where a student makes a claim of extenuating circumstances as a result of administrative error, the burden of proof for a claim rests with the student.
- E. Students should not be admitted in class if they are not officially on the most up-to-date class roster.
- F. Documentation of the decision should be maintained electronically for three years.
- G. This policy does not apply to new students.
- H. Decisions on requests are final.
- I. A student's inability to pay tuition in full after receiving a decision to be added late into a course will prevent a student from participating in the course(s) for the semester.

### IV. Procedures:

#### A. College-initiated requests

- 1. When changes to a student's schedule are required because of college need, the appropriate academic unit will initiate the request by submitting JSRCC Form No. 11-0034, Late Add Request, with the appropriate documentation to the academic dean.
- 2. The academic dean or designee(s) will review the request, make a decision, and sign JSRCC Form No. 11-0034, Late Add Request. Deans cannot approve a course that is not housed in their unit.
- 3. If the request is approved, the academic unit will fax the completed and signed JSRCC Form No. 11-0034, Late Add Request, to the Admissions and Records (A&R) office. The academic unit will also contact the student to let him/her know that his/her schedule will be adjusted and advise him/her that he/she may attend class. Each student will be provided with a copy of JSRCC Form No. 11-0034, Late Add Request, to give to their instructor(s) so that they can be admitted into the newly-added course.
- 4. The A&R office will contact the student prior to officially adding them into the course so that the student can be instructed to pay for the course(s). Students will have

until the end of the business week to add and pay for their course(s). Upon arrival at the Business Office to pay their bill, the Business Office staff will contact the A&R office to inform them that the student is prepared to make payment. Failure to pay for the course(s) by the end of the business week, will nullify the student's permission to be added late into the course(s).

B. Student-initiated requests

In the instance that a student believes that his/her schedule has been impacted by an extenuating circumstance, the student must follow the process outlined below.

6. Students who would like to request enrollment in a class after the designated add period as a result of extenuating circumstances must submit a completed JSRCC Form No. 11-0034, Late Add Request, to a Student Success Center. The form must be accompanied by documentation that confirms the basis for the request; e.g., a copy of an e-mail from an advisor that states the student was improperly advised or a copy of a letter from financial aid that states the student's financial aid application was processed late.
2. Student Success Center staff will investigate the claim. Based on the evidence that was submitted to support the request, the Student Success Center coordinator will make a recommendation to the dean of the academic unit where the course(s) are housed. The dean will make the decision as he/she sees appropriate.
3. If approved, the Student Success Center staff will fax JSRCC Form No. 11-0034, Late Add Request, to the A&R office with the supporting documentation.
4. The Student Success Center staff will also contact each student to notify him/her about the decision that was made. For those requests that have been approved, the Student Success Center staff will let the student know that his/her schedule will be adjusted and advise him/her that they may attend class.
5. The A&R office will contact the student prior to officially adding them into the course so that the student can be instructed to pay for the course(s). Students will have until the end of the business week to add and pay for their course(s). Upon arrival at the business office to pay their bill, the Business Office staff will contact the A&R office to inform them that the student is prepared to make payment. Failure to pay for the course(s) by the end of the business week, will nullify the student's permission to be added late into the course(s).

C. Late adds after the census date

In the event that a late add must occur after the census date, the following process must be followed.

1. When changes to a student's schedule are required after the census date, the appropriate academic unit will initiate the request by submitting JSRCC Form No. 11-0034, Late Add Request, with the appropriate documentation to the academic dean. Per VCCS Policy 8.3.0, the enrollment census date may be extended by community college administrators due to natural disasters, severe weather conditions, or other emergencies that cause the interruption of college operations.
2. The academic dean or designee(s) will review the request, make a decision, and sign JSRCC Form No. 11-0034, Late Add Request. Deans cannot approve a course that is not housed in their unit.
3. If the request is approved, the academic dean will submit JSRCC Form No. 11-0034, Late Add Request, to the AVPAA or designee(s) for final approval.
4. If the request is approved by the AVPAA or designee(s), the AVPAA or designee(s) will fax the completed and signed JSRCC Form No: 11-0034, Late Add Request, to the A&R office. The AVPAA or designee(s) will also contact the student to let him/her know that his/her schedule will be adjusted and advise him/her that he/she may attend class.
5. The A&R office will contact the student prior to officially adding them into the course so that the student can be instructed to pay for the course(s). Students will have until the end of the business week to add and pay for their course(s). Upon arrival at the Business Office to pay their bill, the Business Office staff will contact the A&R office to inform them that the student is prepared to make payment. Failure to pay for the course(s) by the end of the business week, will nullify the student's permission to be added late into the course(s).

V. Other Information:

JSRCC Form No. 11-0034, Late Add Request

**Authorization and Regulations for  
Campus Demonstrations (1-38)**

I. Purpose:

To promote an orderly learning environment while establishing guidelines for student organization-sponsored demonstrations.

II. Definitions:

Campus demonstration: Refers to a pre-approved demonstration

or campus assembly of students and/or employees sponsored by a student organization. Meetings to conduct regular organizational business do not constitute campus demonstrations.

Non-student: Refers to any person not enrolled in any credit, non-credit, or developmental courses offered by J. Sargeant Reynolds Community College.

Student: Refers to any person currently enrolled in any credit, non-credit, or developmental courses offered by J. Sargeant Reynolds Community College.

Student organization: Refers to any student organization officially recognized by the office of Student Life.

### III. Policy:

Each student organization wanting to conduct a demonstration must file four copies of the College Registration of Demonstrations form, JSRCC Form No. 75-0006, to the Student Affairs office for all demonstrations four (4) class days in advance of the demonstration. Any student that is found responsible for participating in or inciting a riot or an unauthorized campus demonstration is subject to suspension or dismissal.

A. The following regulations apply to authorized campus demonstrations.

1. Only student organizations recognized by the college may sponsor demonstrations on college property.
2. Picketing is not permitted inside buildings.
3. Outside picketing must not be conducted in a manner that interferes with entrance traffic or the normal flow of pedestrian or vehicular traffic.
4. Precise boundaries shall be set by agreement among the college administration, the organizations involved, and those in charge of any building specifically involved.
5. When a campus demonstration or assembly of students not authorized by the college has been requested to disband by the president or other designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
6. Any unauthorized occupation of buildings and/or college property constitutes reason for immediate suspension and/or dismissal from the institution of students who may be involved. Furthermore, legal action will be brought against any student involved in acts that are prohibited by law occurring on college property.
7. Non-students are not allowed to participate in campus demonstrations.
8. The form for registering campus demonstrations is JSRCC

Form No. 75-0006, College Registration of Demonstrations.

9. This policy applies to on- and off-campus locations, college-leased facilities, college-sponsored activities or any activities that are initiated, authorized, or supervised by J. Sargeant Reynolds Community College.
10. College officials shall not negotiate with any organization under conditions of duress.
11. Police and Security Services will monitor the demonstration until the demonstration is completed.
12. Demonstrators will be responsible for cleaning up any debris or other materials associated with the demonstration.

#### IV. Procedures:

- a. To request a campus demonstration
  - i. Any student organization requesting to sponsor or participate in a campus demonstration must file four signed, original copies of the College Registration of Demonstrations form, JSRCC Form No. 75-0006, to the office of the associate vice president of student affairs (AVPSA) four (4) class days in advance of the demonstration.
  - ii. The AVPSA or designee, in conjunction with the chief of police, will review the request to ensure that the planned demonstration will not interfere with normal college operations.
  - iii. The AVPSA or designee will contact the requestor of the demonstration within two (2) class days of the receipt of JSRCC Form No. 75-0006 to advise whether or not the demonstration has been approved.
  - iv. The AVPSA or designee will file one original copy of JSRCC Form No. 75-0006 in the office of Student Affairs; one original copy will be forwarded to campus police, one original copy and two photocopies will be forwarded to the Office of the President, and one original copy will be given to the requestor of the demonstration.
- b. To disband an unauthorized or disorderly campus demonstration
  1. Any unauthorized or disorderly campus demonstration shall be immediately reported to Police and Security Services and the Student Affairs office.
  2. The AVPSA or designee, in conjunction with Police and Security Services, will assess the situation. If it is deemed to be a situation of critical importance, the college president or designee will be notified and JSRCC Policy No. 4-34, Emergency Preparedness and Communications in Crisis Plan, will be initiated.
  3. Police and Security Services, AVPSA, college president or designee will notify the students to peacefully discontinue the demonstration. In the event that the assembly appears

to be a demonstration related to grievances, the campus police, AVPSA, college president or designee will advise those present of the orderly procedures for the hearing of grievances (JSRCC Policy No. 1-12, Student Grievance) and advise them of the mandatory adherence to the grievance policy.

4. All students who do not comply with the demands of Police and Security Services, AVPSA, college president or designee will be subject to suspension or dismissal and will be charged through the student judicial process (JSRCC Policy No. 1-35, Student Conduct) and legal action may be taken.

## **Classroom Interruptions (2-18)**

### I. Purpose:

To minimize the amount of instructional time lost due to unnecessary interruptions.

### II. Definitions:

Classroom instruction: For purposes of implementing this policy, classroom instruction includes time spent during classes, laboratories, and in classes conducted outside, such as physical education or surveying classes.

Classroom interruptions: Any interruptions to classroom instruction that is caused by students, faculty, and/or staff.

Disruptive classroom behavior: Any student behavior that interrupts the learning environment. Faculty members are encouraged to determine what is acceptable and unacceptable behavior for their classroom environments. Disruptive classroom behavior includes but is not limited to sleeping in class, prolonged chattering, excessive tardiness or nonattendance, use of cell phones or other electronic devices during class, and verbal or physical threats or attacks.

### III. Policy:

Classroom time will be reserved for instructional activities only.

Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). Faculty members have the discretion to address disruptive student classroom behavior or medical emergencies in the classroom and are encouraged to immediately contact Police and Security Services if a student is exhibiting unusual, suspicious, disruptive, or threatening behavior during classroom instruction. Administrative announcements and other administrative and maintenance activities not related to instruction will be permitted during classroom time only when absolutely necessary and then only when other methods of accomplishing the desired result are not practical.

Law enforcement officers wishing to serve papers on a student will be referred to the college's chief of police and security services.

Newspaper, television, or radio reporters will not be permitted in the classroom during scheduled instructional time unless initiated by the faculty member involved and with prior approval of the associate vice president of academic affairs, school dean, and students.

All matters related to working with the news media should be coordinated with the office of Marketing and Public Relations.

Police and Security Services will be responsible for handling all emergency situations and visitation of law enforcement officers to the college.

#### IV. Procedures:

##### A. Handling disruptive students

1. Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). They are encouraged to include what is appropriate and inappropriate classroom behavior in the class syllabus and discuss this during the first day of the class.
2. Faculty members have the discretion to address disruptive student classroom behavior and are encouraged to use progressive discipline to do so. This could include but is not limited to:
  - a. Verbal warning
  - b. Written warning
  - c. Loss of class credit
  - d. Removal from the class in which the disruptive behavior occurs
3. Faculty members are strongly encouraged to document inappropriate behavior, including a description of the behavior and how he/she addressed the behavior with the student. This documentation will be important if the student is later referred to the office of Student Affairs to be addressed through JSRCC Policy No. 1-35, Student Conduct.
4. If a student displays behavior that the faculty member believes moves beyond that which should be addressed with progressive discipline, the faculty member may remove the student for one class period, that being the class period that the disruptive behavior occurs. If this occurs, the faculty member must contact the office of Student Affairs to determine the best course of action in dealing with the student, which may include the submission of JSRCC Form No. 75-0005, Student Misconduct Report, to have the

student addressed through JSRCC Policy No. 1-35, Student Conduct.

5. Faculty members are encouraged to immediately contact Police and Security Services at 804-523-5911 if a student is exhibiting unusual, suspicious, disruptive, or threatening behavior during classroom instruction.

B. Emergency situations

1. Police and Security Services will determine if a situation warrants disrupting a class in session.
2. Emergency situations that impact or have the potential to impact the entire college community or large numbers of students, faculty, and staff will be addressed using JSRCC Policy No. 4-34, Emergency Preparedness and Communication in Crisis.
3. Police and Security Services shall be responsible for delivering emergency notification regarding serious issues of a student or faculty member's immediate family during classroom instructional periods.
4. Police and Security Services shall respond to medical emergencies that occur during classroom instructional periods.
5. The Maintenance Department shall inform Police and Security Services of all maintenance activities necessitating the disruption of classroom instructional activities.

C. Visitation of law enforcement officers

1. The chief of police and security services or the campus police supervisor shall be the point of contact for all visiting law enforcement agency representatives in the performance of duties.
2. The following procedures shall be utilized when law enforcement officers seek to serve legal papers on a student or faculty member.
  - a. The law enforcement officer shall report to the campus police supervisor.
  - b. A JSRCC police officer shall accompany the law enforcement officer.
  - c. The JSRCC chief of police or the campus police supervisor will determine the most advantageous time to approach the student or faculty member on campus.
  - d. The JSRCC police officer will accompany the student or faculty member to the campus Police and Security Services office where the legal papers will be served.

## **Electronic Devices on Campus (2-19)**

### I. Purpose:

To prevent class, laboratory, library, and campus disruptions created by non-instructional electronic or other devices.

### II. Definitions: N/A

### III. Policy:

The use of all electronic sound devices, with or without earphones, such as pagers, cellular telephones, electronic games, portable televisions, music devices (such as but not limited to radios, tape players, iPods, MP3 players), etc., is prohibited in classrooms, laboratories, open computer laboratories, testing centers, academic support centers, student success centers, and libraries. Electronic devices generating disruptive sounds on campus, such as radios, boom boxes, auto sound systems, musical instruments, etc., are also prohibited.

Students may be permitted to bring electronic pagers or cell phones to class, as long as they remain in silent mode. Use of laptops in the classroom is at the discretion of the faculty member. Inappropriate use of electronic devices in the classroom is considered disruptive behavior and is explained in JSRCC Policy No. 2-18, Classroom Interruptions.

Students with documented disabilities may use approved electronic devices as specified by the Accommodations Notification Form, JSRCC Form No. 75-0007, completed by the Office of Student Accommodations.

Electronic devices approved by the instructor to be used in the learning process are exempted from this policy.

### IV. Procedures:

If disciplinary action is necessary, the disciplinary procedures outlined in JSRCC Policy No. 1-35, Student Conduct, Section IV, will be followed.

## **Unscheduled College Closing (3-10)**

The decision to close the college, cancel classes, or delay opening will be made by the college president.

The announcement will be communicated to students and employees through the following media:

- The web page [www.reynolds.edu](http://www.reynolds.edu)
- The general information number (804) 371-3000
- Reynolds Alert
- JSR TV (COMCAST Channel 46 in Henrico, Richmond, Goochland & Hanover)

- WTVR Channel 6 (COMCAST Channel 9)
- WRVA Radio AM 1140 www.wrva.com
- Other Richmond metro area radio and television stations will be contacted as time permits.

When the college is closed in the morning, every effort will be made to post announcements by 6 a.m. Evening classes may be held even though day classes are canceled, or evening classes may be canceled when day classes are held. Announcements about evening classes will be made between 3 and 6 p.m. Every effort will be made to make a decision about evening classes as early as possible.

When the college is closed, no one should report except those employees designated as “essential personnel” who are called upon for snow removal or other types of emergency services. Furthermore, students should not report to classes, internships, or clinicals. If the announcement states “classes will resume at \*\*\*\*,” all classes scheduled to begin on or after that time will meet. Additionally, classes, internships, or clinicals scheduled to begin before that stated time that would still be in session will meet for that portion of class time remaining.

There may be occasions when bad weather affects certain areas of the college’s service region. If this occurs, the radio announcement will state specific campus locations; i.e., “JSRCC classes on the Downtown Campus will be canceled,” “JSRCC classes on the Parham Road Campus will be canceled,” or “JSRCC classes on the Western Campus will be canceled.”

All faculty, staff, and students are urged to use sound judgment in their attempt to honor this policy. In some instances, road conditions might be extremely hazardous and taking the risk of driving might not be in the best interest and welfare of faculty, staff, or students. In cases where road conditions prevent a student from attending classes, the student will not be penalized academically, but shall notify faculty member.

## **Intellectual Property (4-5)**

### I. Purpose:

To establish the process for the recognition, notification, protection, ownership, use, and commercialization of intellectual property, and any royalties or other income derived there from.

### II. Definitions:

**Intellectual property:** includes but is not limited to any material defined within one or more of the following categories:

- a potentially patentable machine, production composition of matter, process, or improvement in any of these
- an issued patent
- a legal right which is part of a patent
- anything that is copyrightable

### III. Policy:

The college will operate under the system-wide rules for intellectual property as provided for in Section 12 of the Virginia Community College System (VCCS) Policy Manual.

The vice president of finance and administration is the intellectual property administrator who will carry out the provisions of the Intellectual Property Guidelines as promulgated in Section 12.0.0 of the VCCS Policy Manual.

At the request of the intellectual property administrator, the college president will appoint a college committee to advise the administrator in implementing the policy as stated in Section 12 of the VCCS Policy Manual. Insofar as possible, the committee membership will reflect expertise in the intellectual property identified.

Under state law, unless a waiver or other written agreement exists between a creator and JSRCC, the college is required to claim an interest in any intellectual property produced as an assigned duty, having significant market value, and produced through the substantial use of state resources, facilities, or funds, which is defined as \$10,000 in value.

The college usually does not claim an interest in dissertations or theses, classroom materials produced as part of the usual or routine teaching duties, any intellectual property produced without any actual out-of-pocket cost to the institution, or materials produced by students as part of course requirements making only incidental use of college resources.

The college does not claim an interest in literary works (poems, plays, novels, essays, musical scores, etc.), unless the creator made substantial use (\$10,000 or greater value) of college resources or was hired, assigned, or directed to write the work.

### IV. Procedures:

Early identification of the potential creation of intellectual property is encouraged. Creators of intellectual property will make themselves known to the intellectual property administrator by providing a brief written description of the property.

With the assistance of the Intellectual Property Committee and the creator, the intellectual property administrator will evaluate the property in accordance with the VCCS policy and make recommendations to the college president as to its disposition.

Disputes with the recommendations of the intellectual property administrator will be resolved through submission of a petition to the college president prior to signing a contract between the college and the involved parties. The decision of the college president will be final.

### V. Other Information: N/A

# Children and Disruptive Non-Students on Campus (4-31)

## I. Purpose:

The college is committed to maintaining an environment that is conducive to teaching and learning. In compliance with this commitment, the college prohibits children in classrooms and laboratories. This policy focuses on the responsibility of adults to control the behavior of children on campus.

## II. Definitions:

Non-student: Any individual who is not officially enrolled at the college.

Children: Any child under the age of 18 who is not enrolled at the college.

## III. Policy:

Children are not permitted on campus without parental/adult supervision. If children are disruptive or left unattended, both the adult and the child will be instructed to leave immediately.

Children are not permitted in classrooms, laboratories, and testing centers unless they are participating in a pre-approved activity.

Individuals who are displaying disruptive behavior will be instructed to leave the campus by Police and Security Services.

Violations of this policy by a registered student may result in student conduct disciplinary measures as outlined in JSRCC Policy No. 1-35, Student Conduct.

This policy applies to all campuses as well as all college owned or leased facilities.

## IV. Procedures:

### A. Children unattended on campus

1. Students, faculty or staff who witness children on campus without parental/adult supervision should immediately notify Police and Security Services at 804-523-5911.
2. Children that are on campus without parental/adult supervision shall be immediately taken into custody by Police and Security Services who will file a written report. They shall be held in custody pending notification of a parent or legal guardian. The child shall be released to that individual's custody upon his/her arrival and after proper identification is given. Subsequent violations may result in criminal prosecution for trespassing in accordance with state law.

3. Police and Security Services will submit a JSRCC Form No. 75-0005, Student Misconduct Report, for any student that leaves his/her child/children unattended or unsupervised. The student will be adjudicated using JSRCC Policy No. 1-35, Student Conduct.
- B. Disruptive children unattended
1. Children who have been left unattended and are being disruptive shall be immediately taken into custody by security personnel and a written report will be filed in the Police and Security Services office. They shall be held in custody pending notification of a parent or legal guardian. The child shall be released to that individual's custody upon his/her arrival and after proper identification is given.
  2. A "Trespass Notice" may be issued by the security officer to the individual prohibiting him/her from returning to college property.
  3. Police and Security Services will submit JSRCC Form No. 75-0005, Student Misconduct Report, for any student that leaves his/her child/children unattended or unsupervised. The student will be adjudicated using JSRCC Policy 1-35, Student Conduct.
- C. Non-students
1. Students, faculty, and staff are strongly encouraged to contact Police and Security Services at 804-523-5911 if they witness any behavior of non-students that is unusual, suspicious, disruptive, or threatening.
  2. Police and Security Services will investigate whether a non-student has legitimate reasons for being on-campus.
  3. Security personnel have the authority and will make a decision whether or not to remove a non-student student from campus if he/she does not have a legitimate reason for being on campus.
  4. Security personnel will immediately remove from campus any non-student who they have determined is displaying disruptive or threatening behavior. A "Trespass Notice" may be issued to this individual prohibiting him/her from returning to college property.

## **Statement on Substance Abuse**

The college maintains an environment that aims to protect the health, safety and welfare of its students, faculty and staff by enforcing a drug and alcohol-free environment. In compliance with this commitment and the Drug-Free Schools and Communities Act of 1989, the college recognizes any unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, including alcoholic beverages, as

a violation of Policy 1-35 (Student Conduct). Disciplinary action, as outlined in Policy 1-35, will be taken against any student who is found in violation of substance abuse on campus, off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College.

## **Other Important Policies**

Provided below is a list of policies that students may find helpful during their day to day operations at the College. A complete and up-to-date list is available at <http://www.reynolds.edu/studentaffairs/policy.htm>

- “Ability to Benefit” Admission (1-1)
- Award of Federal Work-Study (1-9)
- Admissions (1-11)
- Eligibility of Students with Disabilities to Receive Accommodations(1-15)
  - o Guidelines for Requesting & Using Interpreter Services
  - o Guidelines for Using Calculators
  - o Guidelines for Addressing Personal Care Attendant Needs
  - o Guidelines for Using Service Animals on Campus
  - o Guidelines for Course Substitutions
- Participation in College-Sponsored Off-Campus Activities (1-29)
- Senior Citizens Tuition Assistance (1-33)
- Treatment of Federal Financial Aid When a Student Withdraws (1-36)
- Placement Testing and Developmental Course Recommendations (2-12)
- Electronic Devices on Campus (2-19)
- Eating, Drinking, and Smoking In College Facilities (4-3)
- Parking Enforcement (4-39)
- Student and College Personnel ID Cards (4-40)



2011 | AUGUST

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	31	1	2
	7	8	9
	14	15	16
	21	22	23
	28	29	30

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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# AUGUST

## 2011

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31 SUNDAY  
JUL

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01 MONDAY  
AUG

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02 TUESDAY  
AUG

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03 WEDNESDAY  
AUG

THURSDAY 04  
AUG

AUG

FRIDAY 05  
AUG

SATURDAY 06  
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AUGUST

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SEPTEMBER

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# AUGUST

## 2011

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**07** SUNDAY  
AUG

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**08** MONDAY  
AUG

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**09** TUESDAY  
AUG

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**10** WEDNESDAY  
AUG

AUGUST

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SEPTEMBER

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# AUGUST

## 2011

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15 SUNDAY  
AUG

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16 MONDAY  
AUG

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17 TUESDAY  
AUG

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18 WEDNESDAY  
AUG

AUGUST

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# AUGUST

## 2011

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**21** SUNDAY  
AUG

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**22** MONDAY  
AUG

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**23** TUESDAY  
AUG

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**24** WEDNESDAY  
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AUGUST

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SEPTEMBER

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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7	ROSH HASHANAH 8	9	PATRIOT DAY 10
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# SEPTEMBER

## 2011

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**28** SUNDAY  
AUG

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**29** MONDAY  
AUG

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**30** TUESDAY  
AUG

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**31** WEDNESDAY  
AUG

SEPTEMBER

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# SEPTEMBER

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**04** SUNDAY  
SEP

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**05** MONDAY  
SEP LABOR DAY

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**06** TUESDAY  
SEP

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**07** WEDNESDAY  
SEP

THURSDAY 08

ROSH HASHANAH SEP

SEP

FRIDAY 09

SEP

SATURDAY 10

PATRIOT DAY SEP

SEPTEMBER

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# SEPTEMBER

## 2011

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**11** SUNDAY  
SEP

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**12** MONDAY  
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**13** TUESDAY  
SEP

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**14** WEDNESDAY  
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SEPTEMBER

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OCTOBER

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# SEPTEMBER

## 2011

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**18** SUNDAY  
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**19** MONDAY  
SEP

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**20** TUESDAY  
SEP

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**21** WEDNESDAY  
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SEP

FRIDAY 23  
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SATURDAY 24  
SEP

SEPTEMBER

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OCTOBER

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# OCTOBER

## 2011

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**25** SUNDAY  
SEP

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**26** MONDAY  
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**27** TUESDAY  
SEP

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**28** WEDNESDAY  
SEP

THURSDAY 29  
SEP

FRIDAY 30  
SEP

SATURDAY 01  
OCT

OCT

SEPTEMBER

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OCTOBER

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PRIORITIES

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2011 | OCTOBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
	2	3	4
	09	COLUMBUS DAY 10	11
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	23	24	25
	30	HALLOWEEN 31	

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

OCT

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# OCTOBER

## 2011

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**02** SUNDAY  
OCT

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**03** MONDAY  
OCT

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**04** TUESDAY  
OCT

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**05** WEDNESDAY  
OCT

THURSDAY 06  
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OCT

FRIDAY 07  
OCT

SATURDAY 08  
OCT

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PRIORITIES

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# OCTOBER

## 2011

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**09** SUNDAY  
OCT

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**10** MONDAY  
OCT COLUMBUS DAY

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**11** TUESDAY  
OCT

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**12** WEDNESDAY  
OCT

THURSDAY 13  
OCT

OCT

FRIDAY 14  
OCT

SATURDAY 15  
OCT

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PRIORITIES

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# OCTOBER

## 2011

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**16** SUNDAY  
OCT

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**17** MONDAY  
OCT

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**18** TUESDAY  
OCT

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**19** WEDNESDAY  
OCT

THURSDAY 20  
OCT

OCT

FRIDAY 21  
OCT

SATURDAY 22  
OCT

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PRIORITIES

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THURSDAY 27  
OCT

OCT

FRIDAY 28  
OCT

SATURDAY 29  
OCT

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PRIORITIES

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2011 | NOVEMBER

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
			ELECTION DAY 1
	DAYLIGHT SAVINGS TIME ENDS 6	7	ELECTION DAY 8
	14	14	15
	20	21	22
	27	28	29

WEDNESDAY THURSDAY FRIDAY SATURDAY

2	3	4	5

9	10	VETERANS DAY 11	12

16	17	18	19

23	THANKSGIVING 24	25	26

30			

NOTES

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NOV

# NOVEMBER

## 2011

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30 SUNDAY  
OCT

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31 MONDAY  
OCT HALLOWEEN

01 TUESDAY

02 WEDNESDAY

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRIORITIES

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# NOVEMBER

## 2011

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06 SUNDAY

DAYLIGHT SAVINGS TIME ENDS

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07 MONDAY

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08 TUESDAY

ELECTION DAY

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09 WEDNESDAY

NOV

THURSDAY 10  
NOV

FRIDAY 11  
VETERANS DAY NOV

SATURDAY 12  
NOV

NOV

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRIORITIES

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# NOVEMBER

## 2011

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**13** SUNDAY  
NOV

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**14** MONDAY  
NOV

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**15** TUESDAY  
NOV

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**16** WEDNESDAY  
NOV



# NOVEMBER

## 2011

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**20** SUNDAY  
NOV

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**21** MONDAY  
NOV

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**22** TUESDAY  
NOV

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**23** WEDNESDAY  
NOV

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRIORITIES

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	HANUKKAH 1	2	3
7	8	9	10
14	15	16	17
21	22	23	CHRISTMAS DAY 24
28	29	30	NEW YEARS EVE 31

DEC

NOTES

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DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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# DECEMBER

## 2011

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**04** SUNDAY  
DEC

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**05** MONDAY  
DEC

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**06** TUESDAY  
DEC

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**07** WEDNESDAY  
DEC

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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# DECEMBER

## 2011

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**11** SUNDAY  
DEC

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**12** MONDAY  
DEC

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**13** TUESDAY  
DEC

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**14** WEDNESDAY  
DEC

THURSDAY 15  
DEC

FRIDAY 16  
DEC

SATURDAY 17  
DEC

DEC

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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# DECEMBER

## 2011

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**18** SUNDAY  
DEC

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**19** MONDAY  
DEC

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**20** TUESDAY  
DEC

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**21** WEDNESDAY  
DEC

THURSDAY 22  
DEC

FRIDAY 23  
DEC

SATURDAY 24  
CHRISTMAS EVE DEC

DEC

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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THURSDAY 29  
DEC

FRIDAY 30  
DEC

SATURDAY 31  
NEW YEARS EVE DEC

DEC

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

4

5

6

7

11

12

13

14

18

19

20

21

25

26

27

28

JAN

NOTES

Notes section with horizontal lines for writing.

# JANUARY

## 2012

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01 SUNDAY

JAN NEW YEARS DAY

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02 MONDAY

JAN

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03 TUESDAY

JAN

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04 WEDNESDAY

JAN

THURSDAY 05  
JAN

FRIDAY 06  
JAN

SATURDAY 07  
JAN

JAN

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

PRIORITIES

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# JANUARY

## 2012

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**08** SUNDAY  
JAN

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**09** MONDAY  
JAN

---

**10** TUESDAY  
JAN

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**11** WEDNESDAY  
JAN

THURSDAY 12  
JAN

FRIDAY 13  
JAN

SATURDAY 14  
JAN

JAN

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

PRIORITIES

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# JANUARY

## 2012

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15 SUNDAY  
JAN

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16 MONDAY  
JAN MARTIN LUTHER KING DAY

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17 TUESDAY  
JAN

---

18 WEDNESDAY  
JAN

THURSDAY 19  
JAN

FRIDAY 20  
JAN

SATURDAY 21  
JAN

JAN

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

PRIORITIES

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# JANUARY

## 2012

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**22** SUNDAY  
JAN

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**23** MONDAY  
JAN

---

**24** TUESDAY  
JAN

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**25** WEDNESDAY  
JAN

JANUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

PRIORITIES

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2012 | FEBRUARY

MONTHLY GOALS	SUNDAY	MONDAY	TUESDAY
			1
	5	6	7
	LINCOLN'S BIRTHDAY 12	13	VALENTINE'S DAY 14
	19	20	PRESIDENT'S DAY 21
	26	27	28

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11
15	16	17	18
<small>WASHINGTON'S BIRTHDAY</small> 22	23	24	25
29			

FEB

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# FEBRUARY

## 2012

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**29** SUNDAY  
JAN

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**30** MONDAY  
JAN

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**31** TUESDAY  
JAN

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**01** WEDNESDAY

FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRIORITIES

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# FEBRUARY

## 2012

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**05** SUNDAY  
FEB

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**06** MONDAY  
FEB

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**07** TUESDAY  
FEB

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**08** WEDNESDAY  
FEB

THURSDAY 09  
FEB

FRIDAY 10  
FEB

SATURDAY 11  
LINCOLN'S BIRTHDAY FEB

FEB

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PRIORITIES

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FEBRUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PRIORITIES

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# FEBRUARY

## 2012

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**19** SUNDAY  
FEB

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**20** MONDAY  
FEB PRESIDENT'S DAY

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**21** TUESDAY  
FEB WASHINGTON'S DAY

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**22** WEDNESDAY  
FEB

FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PRIORITIES

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
ASH WEDNESDAY 7	8	9	10
14	15	16	ST. PATRICK'S DAY 17
21	22	23	24
28	29	30	31

MAR

NOTES

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# MARCH

## 2012

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**26** SUNDAY  
FEB

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**27** MONDAY  
FEB

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**29** TUESDAY  
FEB

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**29** WEDNESDAY  
FEB



# MARCH

## 2012

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**04** SUNDAY  
MAR

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**05** MONDAY  
MAR

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**06** TUESDAY  
MAR

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**07** WEDNESDAY  
MAR ASH WEDNESDAY

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PRIORITIES

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MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PRIORITIES

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# MARCH

## 2012

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18 SUNDAY  
MAR

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19 MONDAY  
MAR

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20 TUESDAY  
MAR

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21 WEDNESDAY  
MAR

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PRIORITIES

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# MARCH

## 2012

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25 SUNDAY  
MAR

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26 MONDAY  
MAR

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27 TUESDAY  
MAR

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28 WEDNESDAY  
MAR

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

PRIORITIES

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	<small>GOOD FRIDAY</small> 20	21
25	26	27	28

APR

NOTES

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# APRIL

## 2012

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**01** SUNDAY  
APR

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**02** MONDAY  
APR

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**03** TUESDAY  
APR

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**04** WEDNESDAY  
APR

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PRIORITIES

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# APRIL

## 2012

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**08** SUNDAY  
APR EASTER

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**09** MONDAY  
APR

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**10** TUESDAY  
APR

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**11** WEDNESDAY  
APR

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PRIORITIES

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# APRIL

## 2012

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**15** SUNDAY  
APR PALM SUNDAY

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**16** MONDAY  
APR PASSOVER

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**17** TUESDAY  
APR

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**18** WEDNESDAY  
APR

THURSDAY 19  
APR

FRIDAY 20  
GOOD FRIDAY APR

SATURDAY 21  
APR

APR

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PRIORITIES

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# APRIL

## 2012

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**22** SUNDAY  
APR

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**23** MONDAY  
APR

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**24** TUESDAY  
APR

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**25** WEDNESDAY  
APR

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

PRIORITIES

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2 _____ _____ _____ _____	3 _____ _____ _____ _____	4 _____ _____ _____ _____	5 _____ _____ _____ _____
9 _____ _____ _____ _____	10 _____ _____ _____ _____	11 _____ _____ _____ _____	12 _____ _____ _____ _____
16 _____ _____ _____ _____	17 _____ _____ _____ _____	18 _____ _____ _____ _____	19 _____ _____ _____ _____
23 _____ _____ _____ _____	24 _____ _____ _____ _____	25 _____ _____ _____ _____	26 _____ _____ _____ _____
30 _____ _____ _____ _____	31 _____ _____ _____ _____	_____	_____

MAY

NOTES

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# MAY

## 2012

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**29** SUNDAY  
APR

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**30** MONDAY  
APR

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**01** TUESDAY  
MAY

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**02** WEDNESDAY  
MAY

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PRIORITIES

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MAY

# MAY

## 2012

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**06** SUNDAY  
MAY

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**07** MONDAY  
MAY

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**08** TUESDAY  
MAY

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**09** WEDNESDAY  
MAY

THURSDAY 10  
MAY

FRIDAY 11  
MAY

SATURDAY 12  
MAY

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PRIORITIES

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MAY

# MAY

## 2012

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**13** SUNDAY  
MAY MOTHER'S DAY

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**14** MONDAY  
MAY

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**15** TUESDAY  
MAY

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**16** WEDNESDAY  
MAY

THURSDAY 17  
MAY

FRIDAY 20  
MAY

SATURDAY 19  
MAY

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PRIORITIES

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MAY

# MAY

## 2012

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**20** SUNDAY  
MAY

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**21** MONDAY  
MAY

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**22** TUESDAY  
MAY

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**23** WEDNESDAY  
MAY

THURSDAY 24  
MAY

FRIDAY 25  
MAY

SATURDAY 26  
MAY

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

PRIORITIES

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MAY



**WEDNESDAY****THURSDAY****FRIDAY****SATURDAY**

		1	2

6	7	8	9

13	14	15	16

20	21	22	23

27	28	29	30

**NOTES**




JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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JUN

# JUNE

## 2012

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03 SUNDAY  
JUN

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04 MONDAY  
JUN

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05 TUESDAY  
JUN

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06 WEDNESDAY  
JUN

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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# JUNE

## 2012

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10 SUNDAY  
JUN

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11 MONDAY  
JUN

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12 TUESDAY  
JUN FLAG DAY

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13 WEDNESDAY  
JUN

THURSDAY 14  
JUN

FRIDAY 15  
JUN

SATURDAY 16  
JUN

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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JUN

# JUNE

## 2012

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17 SUNDAY

JUN FATHER'S DAY

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18 MONDAY

JUN

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19 TUESDAY

JUN

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20 WEDNESDAY

JUN

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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THURSDAY 28  
JUN

FRIDAY 29  
JUN

SATURDAY 30  
JUN

JUNE

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

PRIORITIES

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JUN



WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

INDEPENDENCE DAY

4

5

6

7

11

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25

26

27

28

NOTES

JUL

# JULY

## 2012

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01 SUNDAY  
JUL

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02 MONDAY  
JUL

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03 TUESDAY  
JUL

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04 WEDNESDAY  
JUL INDEPENDENCE DAY

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PRIORITIES

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# JULY

## 2012

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08 SUNDAY  
JUL

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09 MONDAY  
JUL

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10 TUESDAY  
JUL

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11 WEDNESDAY  
JUL

THURSDAY 12  
JUL

FRIDAY 13  
JUL

SATURDAY 14  
JUL

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PRIORITIES

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JUL

# JULY

## 2012

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15 SUNDAY  
JUL

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16 MONDAY  
JUL

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17 TUESDAY  
JUL

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18 WEDNESDAY  
JUL

THURSDAY 19

JUL

FRIDAY 20

JUL

SATURDAY 21

JUL

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PRIORITIES

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JUL



JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

PRIORITIES

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WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

NOTES

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# AUGUST

## 2012

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**29** SUNDAY  
JUL

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**30** MONDAY  
JUL

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**31** TUESDAY  
JUL

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**01** WEDNESDAY  
AUG

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

PRIORITIES

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# AUGUST

## 2012

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**05** SUNDAY  
AUG

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**06** MONDAY  
AUG

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**07** TUESDAY  
AUG

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**08** WEDNESDAY  
AUG

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

PRIORITIES

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# AUGUST

## 2012

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12 SUNDAY  
AUG

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13 MONDAY  
AUG

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14 TUESDAY  
AUG

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15 WEDNESDAY  
AUG

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

PRIORITIES

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# AUGUST

## 2012

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**19** SUNDAY  
AUG

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**20** MONDAY  
AUG

---

**21** TUESDAY  
AUG

---

**22** WEDNESDAY  
AUG

AUGUST

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

PRIORITIES

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# AUGUST

## 2012

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**26** SUNDAY  
AUG

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**27** MONDAY  
AUG

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**28** TUESDAY  
AUG

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**29** WEDNESDAY  
AUG

THURSDAY 30  
AUG

AUG

FRIDAY 31  
AUG



# 2011

JANUARY							APRIL							JULY							OCTOBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
						1						1	2							1	2							1			
2	3	4	5	6	7	8	3	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8				
9	10	11	12	13	14	15	10	11	12	13	14	15	16	10	11	12	13	14	15	16	9	10	11	12	13	14	15				
16	17	18	19	20	21	22	17	18	19	20	21	22	23	17	18	19	20	21	22	23	16	17	18	19	20	21	22				
23	24	25	26	27	28	29	24	25	26	27	28	29	30	24	25	26	27	28	29	30	23	24	25	26	27	28	29				
30	31													31							30	31									
FEBRUARY							MAY							AUGUST							NOVEMBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
			1	2	3	4	1	2	3	4	5	6	7	1	2	3	4	5	6				1	2	3	4					
6	7	8	9	10	11	12	8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12				
13	14	15	16	17	18	19	15	16	17	18	19	20	21	14	15	16	17	18	19	20	13	14	15	16	17	18	19				
20	21	22	23	24	25	26	22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26				
27	28						29	30	31					28	29	30	31				27	28	29	30							
MARCH							JUNE							SEPTEMBER							DECEMBER										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
			1	2	3	4	5	6	7	8	9	10	11							1	2	3							1	2	3
6	7	8	9	10	11	12	12	13	14	15	16	17	18	4	5	6	7	8	9	10	4	5	6	7	8	9	10				
13	14	15	16	17	18	19	19	20	21	22	23	24	25	11	12	13	14	15	16	17	11	12	13	14	15	16	17				
20	21	22	23	24	25	26	26	27	28	29	30			18	19	20	21	22	23	24	18	19	20	21	22	23	24				
27	28	29	30	31			27	28	29	30				25	26	27	28	29	30	25	26	27	28	29	30	31					

# 2012

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	7	8	9	10	11	12	13
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	14	15	16	17	18	19	20
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	21	22	23	24	25	26	27
29	30	31					29	30						29	30	31					28	29	30	31			
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	13	14	15	16	17	18	19	12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29				27	28	29	30	31			26	27	28	29	30	31	25	26	27	28	29	30		
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	3	4	5	6	7	8	9							1							1
11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15	9	10	11	12	13	14	15
18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22	16	17	18	19	20	21	22
25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29

# 2013

JANUARY							APRIL							JULY							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							6							6							6
6	7	8	9	10	11	12	7	8	9	10	11	12	13	7	8	9	10	11	12	13	6	7	8	9	10	11	12
13	14	15	16	17	18	19	14	15	16	17	18	19	20	14	15	16	17	18	19	20	13	14	15	16	17	18	19
20	21	22	23	24	25	26	21	22	23	24	25	26	27	21	22	23	24	25	26	27	20	21	22	23	24	25	26
27	28	29	30	31			28	29	30					28	29	30	31				27	28	29	30	31		
FEBRUARY							MAY							AUGUST							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	5	6	7	8	9	10	11	1	2	3	4	5	6	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	12	13	14	15	16	17	18	11	12	13	14	15	16	17	10	11	12	13	14	15	16
17	18	19	20	21	22	23	19	20	21	22	23	24	25	18	19	20	21	22	23	24	17	18	19	20	21	22	23
24	25	26	27	28			26	27	28	29	30	31		25	26	27	28	29	30	31	24	25	26	27	28	29	30
MARCH							JUNE							SEPTEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2	3	4	5	6	7	8							1							1
10	11	12	13	14	15	16	9	10	11	12	13	14	15	8	9	10	11	12	13	14	8	9	10	11	12	13	14
17	18	19	20	21	22	23	16	17	18	19	20	21	22	15	16	17	18	19	20	21	15	16	17	18	19	20	21
24	25	26	27	28	29	30	23	24	25	26	27	28	29	22	23	24	25	26	27	28	22	23	24	25	26	27	28
31							30							29	30						29	30	31				



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