# Academic Calendar 2018-2019

## Fall Semester 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16-24</td>
<td>Thursday-Friday</td>
</tr>
<tr>
<td>August 27</td>
<td>Monday</td>
</tr>
<tr>
<td>August 31</td>
<td>Friday</td>
</tr>
<tr>
<td>September 3</td>
<td>Monday</td>
</tr>
<tr>
<td>September 13</td>
<td>Thursday</td>
</tr>
<tr>
<td>October 17-19</td>
<td>Wednesday-Friday</td>
</tr>
<tr>
<td>October 30</td>
<td>Tuesday</td>
</tr>
<tr>
<td>November 6</td>
<td>Tuesday</td>
</tr>
<tr>
<td>November 9</td>
<td>Friday</td>
</tr>
<tr>
<td>November 19-21</td>
<td>Monday-Wednesday</td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thursday-Friday</td>
</tr>
<tr>
<td>December 14</td>
<td>Friday</td>
</tr>
<tr>
<td>December 17</td>
<td>Monday</td>
</tr>
<tr>
<td>December 20</td>
<td>Thursday</td>
</tr>
<tr>
<td>December 21</td>
<td>Friday</td>
</tr>
<tr>
<td>December 21</td>
<td>Friday by 4 p.m.</td>
</tr>
</tbody>
</table>

*Faculty In-service*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 31</td>
<td>Last Day to Add Classes Without Instructor Approval</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day (College Closed)</td>
</tr>
<tr>
<td>September 13</td>
<td>Last Day to Drop and Receive Refund*</td>
</tr>
<tr>
<td>October 17-19</td>
<td>Faculty Research (No Day or Evening Classes)</td>
</tr>
<tr>
<td>October 30</td>
<td>Last Day to Drop and Receive “W” Grade**</td>
</tr>
<tr>
<td>November 6</td>
<td>Spring Registration Begins</td>
</tr>
<tr>
<td>November 9</td>
<td>Applications for Graduation Due</td>
</tr>
<tr>
<td>November 19-21</td>
<td>Faculty In-service</td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thanksgiving Break (College Closed)</td>
</tr>
<tr>
<td>December 14</td>
<td>Classes End</td>
</tr>
<tr>
<td>December 17</td>
<td>Exams Begin</td>
</tr>
<tr>
<td>December 20</td>
<td>Exams End</td>
</tr>
<tr>
<td>December 21</td>
<td>Grades Due from Faculty (noon)</td>
</tr>
<tr>
<td>December 21</td>
<td>Faculty In-service</td>
</tr>
<tr>
<td>December 21</td>
<td>Grades Available Online for Students</td>
</tr>
</tbody>
</table>

*Refund or withdrawal date for regular session only. Contact admissions & Records Office for information on other session deadlines.*

## Spring Semester 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Thursday</td>
</tr>
<tr>
<td>January 4-18</td>
<td>Friday-Friday</td>
</tr>
<tr>
<td>January 21</td>
<td>Monday</td>
</tr>
<tr>
<td>January 22</td>
<td>Tuesday</td>
</tr>
<tr>
<td>January 28</td>
<td>Monday</td>
</tr>
<tr>
<td>February 7</td>
<td>Thursday</td>
</tr>
<tr>
<td>March 11</td>
<td>Monday</td>
</tr>
<tr>
<td>March 12-15</td>
<td>Tuesday-Friday</td>
</tr>
<tr>
<td>March 29</td>
<td>Friday</td>
</tr>
<tr>
<td>March 19</td>
<td>Tuesday</td>
</tr>
<tr>
<td>April 9</td>
<td>Tuesday</td>
</tr>
<tr>
<td>May 6</td>
<td>Monday</td>
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<tr>
<td>May 7</td>
<td>Tuesday</td>
</tr>
<tr>
<td>May 10</td>
<td>Friday</td>
</tr>
<tr>
<td>May 13-15</td>
<td>Monday-Wednesday</td>
</tr>
<tr>
<td>May 13</td>
<td>Monday</td>
</tr>
<tr>
<td>May 14</td>
<td>Tuesday</td>
</tr>
<tr>
<td>May 15</td>
<td>Wednesday</td>
</tr>
<tr>
<td></td>
<td>Faculty Research</td>
</tr>
<tr>
<td></td>
<td>Faculty In-service</td>
</tr>
<tr>
<td></td>
<td>Martin Luther King, Jr. Day (College Closed)</td>
</tr>
<tr>
<td></td>
<td>Classes Begin</td>
</tr>
<tr>
<td></td>
<td>Last Day to Add Classes Without Instructor Approval</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop and Receive Refund*</td>
</tr>
<tr>
<td></td>
<td>Faculty Research (No Day or Evening Classes)</td>
</tr>
<tr>
<td></td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>Last Day to Drop and Receive “W” Grade**</td>
</tr>
<tr>
<td></td>
<td>Summer Registration Begins</td>
</tr>
<tr>
<td></td>
<td>Fall Registration Begins</td>
</tr>
<tr>
<td></td>
<td>Classes End</td>
</tr>
<tr>
<td></td>
<td>Exams Begin</td>
</tr>
<tr>
<td></td>
<td>Exams End</td>
</tr>
<tr>
<td></td>
<td>Faculty In-service</td>
</tr>
<tr>
<td></td>
<td>Grades Due from Faculty (Noon)</td>
</tr>
<tr>
<td></td>
<td>Grades Available Online for Students</td>
</tr>
<tr>
<td></td>
<td>Graduation</td>
</tr>
</tbody>
</table>

*Refund or withdrawal date for regular session only. Contact Admissions & Records Office for information on other session deadlines.*
# SUMMER TERM 2019

## Ten-Week Session (T)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 24</td>
<td>Friday</td>
<td>Last Day to Add Without Instructor Approval</td>
</tr>
<tr>
<td>May 27</td>
<td>Monday</td>
<td>Holiday (College Closed)</td>
</tr>
<tr>
<td>May 30</td>
<td>Thursday</td>
<td>Last Day to Drop and Receive Refund*</td>
</tr>
<tr>
<td>July 1</td>
<td>Monday</td>
<td>Last Day to Drop and Receive “W” Grade**</td>
</tr>
<tr>
<td>July 4</td>
<td>Thursday</td>
<td>Holiday (College Closed)</td>
</tr>
<tr>
<td>July 31</td>
<td>Wednesday</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 1</td>
<td>Thursday</td>
<td>Grades Due from Faculty (noon)</td>
</tr>
<tr>
<td>August 2</td>
<td>Friday</td>
<td>Grades Available Online for Students</td>
</tr>
</tbody>
</table>

## First Five-Week Session (D)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 20</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 22</td>
<td>Wednesday</td>
<td>Last Day to Add Without Instructor Approval</td>
</tr>
<tr>
<td>May 24</td>
<td>Friday</td>
<td>Last Day to Drop and Receive Refund*</td>
</tr>
<tr>
<td>May 27</td>
<td>Monday</td>
<td>Holiday (College Closed)</td>
</tr>
<tr>
<td>June 10</td>
<td>Monday</td>
<td>Last Day to Drop and Receive “W” Grade**</td>
</tr>
<tr>
<td>June 24</td>
<td>Monday</td>
<td>Classes End</td>
</tr>
<tr>
<td>June 25</td>
<td>Tuesday</td>
<td>Grades Due from Faculty (noon)</td>
</tr>
<tr>
<td>June 26</td>
<td>Wednesday</td>
<td>Grades Available Online for Students</td>
</tr>
</tbody>
</table>

## Second Five-Week Session (E)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 25</td>
<td>Tuesday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>June 27</td>
<td>Thursday</td>
<td>Last Day to Add Without Instructor Approval</td>
</tr>
<tr>
<td>July 1</td>
<td>Monday</td>
<td>Last Day to Drop and Receive Refund*</td>
</tr>
<tr>
<td>July 4</td>
<td>Thursday</td>
<td>Holiday (College Closed)</td>
</tr>
<tr>
<td>July 16</td>
<td>Tuesday</td>
<td>Last Day to Drop and Receive “W” Grade**</td>
</tr>
<tr>
<td>July 31</td>
<td>Wednesday</td>
<td>Classes End</td>
</tr>
<tr>
<td>August 1</td>
<td>Thursday</td>
<td>Grades Due from Faculty (noon)</td>
</tr>
<tr>
<td>August 2</td>
<td>Friday</td>
<td>Grades Available Online for Students</td>
</tr>
</tbody>
</table>

*Refund or withdrawal date for regular sessions only. Contact Admissions & Records Office for information on other session deadlines.*
## Fall 2018 Exam Schedule

<table>
<thead>
<tr>
<th>Exam Times</th>
<th>Monday December 17</th>
<th>Tuesday December 18</th>
<th>Wednesday December 19</th>
<th>Thursday December 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 10:00</td>
<td>8:00 MWF</td>
<td>9:30 TR</td>
<td>9:05 MWF</td>
<td>8:00 TR</td>
</tr>
<tr>
<td>10:30 - 12:30</td>
<td>10:10 MWF</td>
<td>12:00 TR</td>
<td>11:15 MWF</td>
<td></td>
</tr>
<tr>
<td>1:00 - 3:00</td>
<td>12:20 MWF</td>
<td>1:30 TR</td>
<td>1:25 MWF</td>
<td>4:30 TR</td>
</tr>
<tr>
<td>3:30 - 5:30</td>
<td>2:30 MWF</td>
<td>3:00 TR</td>
<td>3:35 MWF</td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

## Spring 2019 Exam Schedule

<table>
<thead>
<tr>
<th>Exam Times</th>
<th>Tuesday May 7</th>
<th>Wednesday May 8</th>
<th>Thursday May 9</th>
<th>Friday May 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 10:00</td>
<td>8:00 MWF</td>
<td>9:30 TR</td>
<td>9:05 MWF</td>
<td>8:00 TR</td>
</tr>
<tr>
<td>10:30 - 12:30</td>
<td>10:10 MWF</td>
<td>12:00 TR</td>
<td>11:15 MWF</td>
<td></td>
</tr>
<tr>
<td>1:00 - 3:00</td>
<td>12:20 MWF</td>
<td>1:30 TR</td>
<td>1:25 MWF</td>
<td>4:30 TR</td>
</tr>
<tr>
<td>3:30 - 5:30</td>
<td>2:30 MWF</td>
<td>3:00 TR</td>
<td>3:35 MWF</td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday and Monday</td>
</tr>
</tbody>
</table>
FOREWORD

This *Adjunct Faculty Handbook* has been developed to provide a current and compact reference to the philosophy, objectives, organizations, responsibilities, academic information, general and procedural regulations, professional activities and professional regulations for New River Community College.

The purpose of this handbook is to aid the faculty by providing both prospective and active faculty with a reference and guide to the privileges and responsibilities of the faculty at New River Community College. It is not a contract document but is issued to aid personnel in performing their jobs in an efficient and effective manner. Since policies and procedures change from time to time, changes to this handbook may be issued as needed.

Nothing herein shall be interpreted as creating any right or benefit not duly authorized as provided by law, policy, rule or regulation of the Commonwealth of Virginia or of the State Board for Community Colleges. Nothing herein shall be interpreted as restricting the authority of the State Board for Community Colleges conferred by the Virginia General Assembly.

The faculty are invited to make suggestions concerning modifications which are desirable for improving the college and its operation in any of its phases.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

**Dr. Mark C. Rowh**  
Vice President for Workforce Development and External Relations  
217 Edwards Hall  
540-674-3600, ext. 4241

Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to:  
**Dr. Amy Hall**  
Emergency Coordinating Officer/Title IX Coordinator  
56 Godbey Hall  
540-674-3600, ext. 4211

Inquiries concerning ADA and Section 504 may be directed to:  
**Lucy Howlett**  
Coordinator of the Center for Disability Services  
274 Rooker Hall  
V/TTY 540-674-3619  
Videophone 540-585-4724.
Greetings! Welcome to New River Community College. NRCC serves the counties of Floyd, Giles, Pulaski, and Montgomery, and the City of Radford through a wide variety of programs, including programs designed to prepare students for transfer to four-year colleges and universities, career/technical education programs, and short-term training and credentialing opportunities.

High quality instruction and concern for students are valued at New River Community College. It is you and other dedicated faculty who make NRCC a success.

The Adjunct Faculty Handbook is one means of providing information about the college, its mission, its regulations, and the duties of those who serve on its instructional staff. It is not all inclusive, nor does it attempt to provide an answer to every question. It does, however, provide general information and a place to start when seeking specific answers.

I encourage you to read the handbook and become thoroughly familiar with its contents. The college’s current catalog and student handbook are also available online for quick reference. Most student questions and concerns about administrative policy can be addressed with information from one of these publications.

Thank you for all that you do to make NRCC a special place!

Sincerely,

Pat Huber
NRCC President
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GENERAL INFORMATION

THE VIRGINIA COMMUNITY COLLEGE SYSTEM MISSION

The Virginia Community College System functions within the educational community to assure that all individuals in the diverse regions of the Commonwealth of Virginia are given a continuing opportunity for the development and extension of their skills and knowledge through quality programs and services that are financially and geographically accessible.

The Virginia Community College System, through comprehensive community colleges, provides leadership in determining and addressing both the needs of individuals and the economic needs of the colleges’ service areas.

Career/technical education, transfer education, developmental studies, continuing education, workforce development, and community services are the primary avenues through which the mission is fulfilled. To assure that all students have the opportunity for success, each college shall provide a comprehensive program of student development services.

THE COLLEGE

New River Community College is a two-year state institution of higher learning operating under a state-wide system of community colleges. The college serves those who live in the counties of Floyd, Giles, Pulaski, Montgomery, and the city of Radford.

The college acts under policies set up by the State Board of Community Colleges and the local Community College Board. The college is funded mainly with state funds, but the participating localities also add to the support of the college.

The college is open on a year-round basis under the semester system. Classes are held from 8:00 a.m. to 10:00 p.m. Since college credit courses are offered in the evening and on weekends, students who work may also attend college.

LOCALITIES AND FACILITIES

The college is located at 5251 College Drive in Dublin, Virginia, on a one-hundred-plus-acre site at the intersection of U. S. Routes 11 and 100. The campus provides modern well-equipped facilities for career/technical programs as well as for university-parallel programs.

In addition to the campus in Dublin, the college offers classes at its New River Valley Mall site. Located at 782 New River Road, Suite 400 in Christiansburg, the facility offers increased educational opportunities to Montgomery and Floyd County residents. Faculty from the college’s two teaching divisions provide high quality instruction equivalent to on-campus instruction. The college also makes use of public schools, industrial plants, and other off-campus facilities to provide instruction that is closer to the people served by the college.
RECOGNITION

The college, part of the Virginia Community College System, is governed by the State Board for Community Colleges in Virginia. The college’s associate degree courses are approved by the State Council for Higher Education in Virginia. The college has been fully approved by the State Department of Education for payment of veterans’ benefits as well as by other state and federal agencies for funding. The college is an institutional member of the American Association of Community Colleges and a number of other state and national organizations.

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

MISSION/PURPOSE

New River Community College, a member of the Virginia Community College System (VCCS), subscribes to the tenets set forth in the VCCS mission statement. This statement is as follows:

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

In addition, New River Community College believes that all people should have a chance not only to develop and extend their skills and knowledge, but also to increase awareness of their roles and duties as citizens. The college serves the educational needs of the public and assumes a responsibility to help provide the requirements for trained workers in the New River Valley through a combined effort with local industry, business, professions, and government, including economic development efforts. The college is also dedicated to organizing programs with senior institutions as well as with those of local public school systems.

New River Community College offers certificate, diploma, and associate degree programs. The college is also committed to assisting students with decisions concerning their educational, career, and personal goals.

VISION

“Through forward-looking leadership, efficient management and the deep commitment of faculty and staff to provide the best possible teaching and learning environment, the college aims not only to meet the educational challenges of the coming decades, but to welcome them. Accordingly, New River Community College embraces the following beliefs:

- “That student learning is the ultimate priority for the college and to best serve students there must be maintained the highest level of commitment achieved by focusing on the teaching/learning process and by providing support for the personal development of students;

- “That instruction must remain the primary function of the college, with other college functions to be supportive of or complementary to the instructional program;

- “That access to higher education must be provided to all who can benefit from it;
“That high quality must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;

“That the college must foster a spirit of innovation through technological advancements and through continuous improvement of programs and services;

“That a positive institutional climate must be maintained which supports high ethical standards, professionalism, faculty and staff development, and an inclusive environment based on dignity and respect for all persons;

“That the college must be community centered as reflected by comprehensive and affordable programming, linkages and partnerships with other organizations, community outreach efforts, fostering of an appreciation for education in the community, and continued responsiveness to community needs;

“That the college must support multi-cultural diversity as well as equal opportunity for all persons, and that the institution must be outward looking as it fulfills its local mission;

“That the college must focus continually on institutional effectiveness with emphasis on accountability, assessment, good management practices, employability of graduates, comprehensive planning processes, and the overall improvement of organizational effectiveness.”

CODE OF ETHICS

New River Community College embraces the Code of Ethics articulated by the Virginia Community College System, which is as follows:

“Statement of Purpose”
The Virginia Community College System is committed to providing comprehensive higher education and workforce training programs and services that are financially and geographically accessible and that meet individual, business and community needs of the commonwealth.

Mission

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

Values
These values serve as a guide for the members of the VCCS community when ethical issues arise:

• We are committed to learning environments that foster academic integrity.
• We will be good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the state and to the communities we serve.
• We will maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
• We will not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We will avoid even the appearance of a conflict of interest.
• We will offer good faith and fair dealings to all those we serve and to each other. Our communications will be civil and professional.
• We will offer employment opportunities in accordance with state, federal and system policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation or political affiliation.
• We encourage and expect all members of the community to act in good faith and bring to the attention of the appropriate official any violation or potential violation of these principles.

DIVERSITY STATEMENT

The NRCC community values the pluralistic nature of our society. We recognize diversity that includes, but not limited to, race, ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC, or who otherwise participate in the life of the college.

PROGRAMS

New River Community College offers programs two years beyond the high school level.

Career/Technical Education

The career and technical education programs are designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen in the New River Valley who will be employed in industry, business, the professions, and government. These programs also meet the demand for students who transfer to a four-year university.

University Parallel/College Transfer Education

The university parallel/college transfer programs include college freshman and sophomore courses in arts and sciences and preprofessional education. These courses meet the standards for transfer to baccalaureate degree programs in four-year colleges and universities.

General Education

The courses in general education include common knowledge, skills, and attitudes needed by an individual to be effective as a person, a worker, a consumer, and a citizen.

Workforce Development

New River Community College offers workforce development programs and activities through the Office of Workforce Development and External Relations. NRCC is a member of the National Coalition of Advanced Technology Centers.
NRCC's new online registration system for non-credit offerings is now available. For more information visit [www.nr.edu/workforce](http://www.nr.edu/workforce) and click on the Classes and Programs tab or call (540) 674-3613.

Credit and non-credit programs/activities are customized to meet the customers’ training, retraining and professional and personal development needs. Workforce Development and External Relations includes the following functions:

- Non-Credit Training and Credentialing
- Transitional Programs (including Adult Education)
- Open enrollment courses for the public
- WorkKeys®
- Public Information

Workforce Development also offers online courses that are informative, convenient, and highly interactive. Likewise, the courses are project-oriented and include lessons, hands-on assignments, discussion areas, and more. To learn about online non-credit course offerings, visit [www.nr.edu/workforce/onlinecourses.php](http://www.nr.edu/workforce/onlinecourses.php) or call (540) 674-3613.

**Developmental Courses**

Developmental courses are designed to prepare people for admission to college transfer and occupational/technical courses of study in the community college. These courses are designed to assist persons with basic skills and knowledge needed to succeed in other community college programs.

**Special Regional and Community Services**

The facilities and personnel of the college are open to satisfy needs of the region served by the college. This service includes non-classroom and noncredit programs, cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are meant to provide needed cultural and educational opportunities for the people of the region.

**Cooperative Education**

The Cooperative Education Program provides the opportunity for students to gain study-related experiences in business, industry, government, and service agencies. It is a program of interrelated work and study which combines work experience with classroom studies and is a joint venture between the college and cooperating employers to form a total educational program for the student. Information on co-op opportunities is available in each division office.
GENERAL PROCEDURES AND REGULATIONS

ADJUNCT APPOINTMENT

Adjunct teaching faculty may be contracted on a temporary basis. Adjunct faculty who teach less than a full-time load in the day and/or evening and who are employed on a temporary basis shall be employed with the title of Lecturer. They shall be paid at the current rates which are established by the VCCS if their qualifications are equal to the criteria for the stipulated faculty ranks, subject to approval by the Vice President for Instruction and Student Services. Faculty who do not meet minimum qualifications for the rank of Instructor will be paid $610 per credit hour. Faculty who meet the qualification for Instructor rank or above will be paid a minimum of $670 per credit hour. Education, teaching, and occupational experience in the teaching field may be used to increase this rate.

Adjunct Faculty Teaching Load

Adjunct faculty teaching loads should normally be one or two courses (3-12 credit hours per semester). The maximum teaching load for fall and spring semesters cannot exceed 12 credits. The maximum teaching load for the summer semester is 8 credits.

Information Required at Beginning of Employment

The following forms are needed by the Human Resources Office at the time of employment. All forms, except the background investigation form, will be completed online using the onboarding system known as Silk Road.

* Federal Income Tax Forms
* State Income Tax Forms
* State Application
* I-9 and supporting documentation
* Official transcripts and release form - specific salary amount is based upon educational background and work experience.
* License (if applicable)
* Child Support Form
* Drug Policy Form
* Disability Form
* Adjunct faculty must present their social security cards and a photo I.D. for Payroll
* Direct Deposit Form
* A background investigation must be conducted on all employees. The employee’s signature is required on the background investigation form. Employment is contingent upon a satisfactory background investigation report.

Pay Schedule

Adjunct faculty are paid every two weeks during the contract period. A pay schedule, based on the employment date for the semester, will be posted on the Human Resources website.
Benefits

While adjunct faculty are not eligible for benefits such as health care and retirement programs, there are some benefits besides the paycheck earnings available to part-time employees.

- NRCC pays the employer portion of Social Security benefits for you.

- Through payroll deduction, you are eligible to designate pre-tax dollars from your paycheck to be put into a tax-sheltered annuity fund for retirement. This decreases your current taxable income while allowing you to save money. You may choose one of several companies to handle this money for you. The options are flexible and you can annually change the amount you save, which company you use, and how your savings are invested. This is a long-term savings plan; withdrawals before you are 59½ years old will incur a 10 percent tax penalty in addition to paying taxes on the sum at your regular tax rate. Please contact the Human Resource Office to take advantage of this money-saving benefit!

Resignation

Adjunct faculty, who, because of an emergency, must resign during the term of the contract, should present an official letter to the appropriate division dean stating such intent as early as possible.

ACADEMIC ADVISING OF STUDENTS

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

As a general rule, students should be encouraged to contact an Academic Advisor through the Advising Center located in Rooker Hall on the Dublin campus.

GENERAL CLASSROOM RESPONSIBILITY

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

Specific duties and responsibilities of adjunct faculty include the following:

A. Meeting all classes promptly as scheduled.

B. Submitting reports, grades, and/or other related information promptly and accurately.

C. Keeping accurate records of student attendance and academic achievement. Any discrepancies in class rosters should be reported to the Office of Admissions and
Records by the end of the first two weeks of the semester. In addition, class records should be kept at least one year after the end of a class.

D. Preparing course plans and teaching courses under the supervision of full-time faculty members and the division dean.

E. Being available either before or after class to assist students who may need extra help.

Absence of an Instructor from a Class

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

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

Course Plans

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

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

Course requirements, grading scale, attendance policy and other data relevant to the course must be included in each course plan. (See Appendix A for course plan format.)

Field Trips

Trips relating to classroom instruction are encouraged, but they should be used only when they provide more enriching experiences than the normal classroom experience. It is important to remember that they must be planned to minimize interference with other scheduled class activities. Authorization by the dean should be sought through an Absence and Travel Request Form (Appendix C); and when the trip interferes with other classes, notice of the trip will be distributed in faculty mailboxes. This notice implies that the students' absences are excused and that they may have the privilege of making up the work; however, the instructors of the classes being missed have the ultimate authority to excuse the students. The students' decision to participate in a field trip should be made in light of their need to attend. A student is responsible for advising the appropriate instructors one week prior to the field trip.

If private cars are used, the sponsor should advise owners that they must be properly insured. (See Appendix F for Field Trip Release Form.)
Examinations

A final exam period is scheduled at the end of each academic semester. During this period, all regular day class meetings are cancelled and students follow the final exam schedule. Exam schedules are listed at the front of this handbook.

Faculty are expected to administer exams according to this schedule, and students are expected to take their examinations at these scheduled times. No exceptions will be made without prior permission of the Vice President for Instruction and Student Services and the instructor of the course.

GENERAL CLASSROOM SAFETY POLICIES

Faculty members should instruct the students in the proper and safe use of all equipment. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given about the use of equipment should also include relevant safety precautions. Faculty members for high-risk instructional programs should consult the program heads concerning special safety procedures. At the end of the laboratory session, it is the responsibility of the instructor to lock the door and turn out the lights.

Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor. Even though students should be encouraged to practice and experiment when classes are not in session, such activities should not be permitted unless there is an instructor or laboratory assistant present to be responsible for the safety of the students and the security of the equipment involved. Instructors must provide passes to students for access to labs during non-class times. Contact the appropriate division office for lab passes.

CHILDREN ON CAMPUS

Children who are not registered for classes are not permitted in the classrooms and/or laboratories. Please let your students know about this policy at the beginning of the semester, especially if it is contrary to your past practice. The college setting is a potentially dangerous environment for children. Children should not be left unattended anywhere on the college campus.

All minors entering the Library must be accompanied and supervised by an adult at all times. The college does not have appropriate materials to absorb the attention of children for long periods of time and lacks personnel to supervise children in the use of library and audio-visual materials.

GRADING SYSTEM

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
</tbody>
</table>

The grades of A, B, C, D, and P are passing grades. Grades of F and U are failing grades. I is an interim grade. Grades of W, P and X are final grades carrying no credit.
I - Incomplete  No grade point credit: used only for verifiable, unavoidable reasons for a student who is unable to complete a course within the normal course time. To be eligible for an “I” grade, the student must (1) have satisfactorily completed 80% of the course requirements, and (2) must request that the faculty member assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that includes the reason for assigning the grade, the work to be completed and its percentage in relation to the total course work, date by which work must be completed, and the default grade (A, B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the Vice President for Instruction and Student Services. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved the Vice President for Instruction and Student Services.

P - Pass  No grade point credit; to be used at the discretion of the college as stipulated in the Pass/Unsatisfactory Grading Option.

S - Satisfactory  No grade point credit; applies only to Developmental Studies, noncredit courses, and certain contract courses at the discretion of the college.

U - Unsatisfactory  No grade point credit; applies only to developmental classes and noncredit courses.

W - Withdrawal  No credit. A grade of "W" is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of "F" except under mitigating circumstances, which must be documented. A copy of the documentation must be placed in the student's academic file. A student who misses the equivalent of two weeks of class may be withdrawn by the instructor.

X - Audit  No credit. Permission of the dean or another appropriate academic administrator is required to audit a course. Students desiring to change status from audit to credit or credit to audit must do so within the add/drop period for the course session.

The assignment of grades is the responsibility of the instructor. No grades may be given by an instructor other than those listed previously. Before a faculty member leaves at the end of a semester, all grade reports and any other required reports must be completed. If possible, faculty members should leave forwarding addresses with the dean if they plan to be away from home for extended periods of time.
Grades for classes meeting on a schedule other than the regular semester are due two days after the last class meeting.

The recommended numerical range for each letter grade is as follows:

- A = 91 - 100
- B = 81 - 90
- C = 71 - 80
- D = 61 - 70
- F = 60 or below

Grading - Developmental Studies

A grade of "S" may be assigned for satisfactory completion of each course in Developmental Studies.

Students not making satisfactory progress in developmental courses shall be graded "U" (Unsatisfactory), and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for any student who receives a grade of "U."

Grade Point Average

The semester grade point average (GPA) is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

The cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a cumulative basis as a record of the student's academic standing. When a student repeats a course, only the last grade earned is counted in the computation of the cumulative GPA.

A curriculum GPA, which includes only those courses applicable to the student's curriculum is computed in order to assure that the student satisfies the graduation requirement for that curriculum. When a student repeats a course, only the last grade earned is counted in the computation of the curriculum GPA.

Steps to Enter Grades

1. From NRCC Home Page click on My Accounts. Click on Access all four with one login! Log in using your username and password.
2. Click on VCCS SIS: Student Information System
3. Click on Self Service and then Faculty Center
4. Select Term
5. Click on the Grade Roster Icon for the class you want grades entered. The icon appears under “My Teaching Schedule” at the end of the row for each class you teach.

To protect students' privacy, grades cannot be posted using names or Social Security numbers.
6. The “Not Reviewed” status will show at the top of the page under “Final Grade” roster type.

7. Enter grades and click Save when all grades have been entered (the SAVE button is in the bottom left corner). W grades already on the roster cannot be changed, and W grades cannot be entered by faculty.

**IMPORTANT STEP**
If you enter an F or U grade (or if an F or U grade is already on your roster) you must also enter a last date of attendance before you can SAVE your grades. If you forget you will receive a warning message. Since NRCC has an attendance policy you must use the last date of attendance which must be after the last day a student can withdraw and receive a W grade (mm/dd/yy).

8. At the top of the page, change the drop down Approval Status to Ready For Review and Save

9. After all grades are entered and accurate, use the drop down Approval Status again and change to Approve and Save.

10. If you need to change a grade, select the “Not Reviewed” status, change grade, and Save. Then repeat Steps 8 and 9. Grade changes after the deadline must be submitted to the A&R Office.

11. If you have more than one class go to the bottom of screen and Select Return to go back to your class listing.

12. Continue until all grades have been entered.

13. Send an e-mail to Tammy Smith (tsmith@nr.edu) stating you have APPROVED your grades and list the classes.

14. TO PRINT: Right click, Print

15. A process will be run by Admissions and Records Office that will post ALL grades.

**Faculty Grade Change Policy**

Policy established by the Virginia Community College System states that each college shall establish and maintain a detailed “Grades Plan” for reporting and recording grades and changing existing grades (VCCS Policy Manual 5.6.0.6). The follow procedure should be followed for all faculty requesting a grade change after the conclusion of the semester:

Changes to students’ grades after the conclusion of a semester (with the exception of incomplete “I” grades) are only permitted when an instructor error resulted in the incorrect grade being posted. Instructor errors include miscalculation of a grade and/or posting of an incorrect grade. Grade change requests may be emailed to Tammy Smith, Coordinator of Admissions and Records. Additionally, grade change request forms are available in the Admissions and Records Office. Requests must include the following information:

- Student Name
- Student ID Number
- Course Number and Section
- Semester/Year
- Incorrect Grade
- Correct Grade
- **Reason for the Error**
  Please note that grade change requests which occur more than one year after an incorrect grade was posted must be approved by the Academic Dean and the Vice President for Instruction and Student Services.

**OFFICE HOURS FOR ADJUNCT FACULTY**

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

A. Being available in the classroom the required number of office hours before and/or after the normal hours for the course if the classroom is available during this time.

B. Sharing a space in a "group" office where a desk or file drawer may be available to the part-time faculty member. (Office space for adjunct faculty is arranged by the division deans.)

C. Sharing the office of a full-time faculty member.

D. Being available to meet with students by appointment.

E. Making any other appropriate arrangements for office hours.

**EVALUATION OF ADJUNCT FACULTY**

VCCS policy requires that adjunct faculty be evaluated each semester that they teach. At New River Community College, this evaluation takes the form of student evaluations that are reviewed by the appropriate dean. (Appendix D shows forms that have been used by students to evaluate adjunct faculty.)

**TEXTBOOKS**

Textbooks are selected by instructors in cooperation with other members of the department. Deans are responsible for coordinating textbook selections and placing orders with the bookstore.

Textbook orders are placed with the bookstore approximately six to eight weeks prior to the beginning of each semester. All textbooks issued to adjunct faculty must be returned at the end of the semester to the appropriate division dean.

No textbooks are to be purchased from the bookstore by a faculty member without the dean’s permission.

If the adopted text is listed as **required**, all faculty will be expected to use that text.
PROFESSIONAL CONDUCT

New River Community College recognizes all of its professional personnel as citizens and as members of a learned profession and an educational institution. Faculty should always bear in mind their special obligations as scholars and as established community citizens. When they speak or write as private citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As learned persons and as members of the college, they should remember that the public may judge their profession and their institution by their utterances. This implies that they should show respect for the opinion of others and should make a special effort to make clear when they are, or are not, a spokesperson for the college.

ACADEMIC FREEDOM AND RESPONSIBILITY

To ensure the college’s excellent instructional program, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce teaching matters which have no relation to his/her field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The VCCS also recognizes that commitment to every freedom carries with it attendant responsibilities. The faculty member must fulfill responsibility to society and to the profession by manifesting academic competence, professional discretion, and good citizenship. When a faculty member speaks or writes as a citizen, he/she will be free from institutional censorship or discipline, but this special position in the community imposes special obligations. As a professional educator, he/she must remember that the public may judge the profession and the institution by his/her utterances. Hence, he/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she is not an institutional spokesperson.

At no time shall the principles of academic freedom prevent the institution from making proper efforts to assure the best possible instruction for all students in accordance with the objectives of the institution.

PROFESSIONAL ASSOCIATIONS

All faculty members are encouraged to become members of professional societies in their respective academic disciplines, contributing to such organizations by serving on committees and submitting articles for publication in the society journals.

TRAVEL

The Commonwealth has imposed stringent travel regulations and expense reimbursement guidelines. State employees who plan to travel on official state business should obtain a copy of the “State Travel Regulations” from the Business Office or visit https://www.nr.edu/business/regulations.php and click on “Travel Regulations.” Some travel costs may be fully or partially paid.
The VCCS has recently implemented Chrome River (a new Travel and Expense System). All travel reimbursements must be processed through Chrome River and may be accessed by logging in to My Accounts from the NRCC web page.

**All overnight travel must be pre-approved within Chrome River prior to travel.** These pre-approvals are automatically routed to the appropriate dean for approval.

Training videos and training documents are provided to help you understand and navigate the new system. Please visit [http://www.nr.edu/business/regulations.php](http://www.nr.edu/business/regulations.php) to access the training material.

**KEYS**

Keys required by adjunct faculty are issued and controlled by the appropriate dean. Faculty members may be issued keys to the buildings to which they are normally assigned when there is a need. **At the close of the school year or upon termination of a contract, faculty members are responsible for returning keys to the division dean. No key should be duplicated or loaned to another person.** If a duplicate key is required, it is issued by the Director of Facilities Services.

**Instructors who utilize a building when the college offices are closed and when classes are not in session are requested to ensure that the doors are secured before their departure.**

**MAIL**

Individual mailboxes are provided for all faculty and full-time staff in the mailroom located in Room 77 of Godbey Hall. Mailboxes are also located in room C125B in the Adjunct Faculty Office at the Mall site. All memos, mail, etc., will be placed there. All faculty and staff are expected to get their mail daily or upon each campus visit to ensure efficient communications.

Outgoing mail may be mailed using the gray mailboxes located in each building. The college will provide postage for college-related correspondence only.

**Electronic Mail**

Electronic mail (e-mail) is provided to those employees who have been assigned a user identification for the college's local area network. E-mail is used to communicate important information to the college community. Faculty should check their NRCC e-mail on a regular basis. Please contact the office of NRCC Help Desk, ext. 4400, for more information.

**ADVERTISING**

Information for students regarding administrative policies, rules, and regulations, as well as notices of student activities, are posted on certain designated bulletin boards in the hallways and student lounges. Faculty members may wish to use these boards or the electronic boards to convey messages to students. All advertisements must be approved by the Student Activities Coordinator.

**LENDING, BORROWING, OR MOVING EQUIPMENT**

All classroom and laboratory equipment is for the purpose of instruction at the college. The use of all college equipment for other than its normal purpose is generally prohibited. However, requests for other use of college equipment may be submitted to the Vice President for
Instruction and Student Services or to the President for consideration. Such requests should give details concerning the purpose, need, and benefit to the college.

A complete inventory of college property is maintained by the Vice President for Finance and Technology, and any damage or destruction of college property should be reported to him. No college property is to be moved from its designated room within a building without permission of the President or Vice President for Instruction and Student Services and without the knowledge of the Vice President for Finance and Technology.

Circulating audiovisual equipment is provided by the Library.

REQUISITION AND PURCHASE OF SUPPLIES AND EQUIPMENT

All requisitions must be approved by the division dean and must be within the limitations of the departmental budget. Any exceptions to this procedure must have the approval of the Vice President for Instruction and Student Services. All printing, regardless of amount, must have state approval. It is imperative that needs be anticipated as far in advance as possible. To ensure that New River Community College continues to comply with the many purchasing policies under which it operates, prior written approval by the Business Office is required for all purchases regardless of the amount. Employees who do not follow this procedure will be liable for the payment of their purchases. No purchases will be made without first contacting the division administrative assistant and acquiring approval of the division dean.

LABORATORY AND SHOP USE BY FACULTY AND STAFF

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

A. Permission should be obtained from the appropriate division dean. This procedure is required for the purpose of the coordinating schedules, obtaining keys to storage areas, and receiving briefings concerning safety precautions or instructions in the use of specialized tools or equipment.

B. In no way should the use of the laboratories or equipment interfere with instructional services.

C. After laboratories and equipment are used, they should be left in their proper places, and the laboratories should be left clean and orderly.

D. Laboratories should never be left unlocked and unattended. Students should not be left in laboratories without supervision.

E. No one should work unaccompanied in a lab.

INFORMATION CENTER

Information Center Operator

NRCC has one main switchboard located at the main entrance of Godbey Hall. The information center operator covers these incoming calls from 8:00 a.m. to 5:00 p.m. Monday through Friday. To reach the information center operator while on campus, you may dial “0” at any time. For a complete listing of campus phone numbers, please consult the Employee Directory on the college website.
Most campus telephones are not set up to dial long-distance numbers directly. By dialing “0” the information center operator will help you in connecting a long-distance call.

If you are unable to reach Security at the Security Office (extension 3646), the information center operator can page them.

Campus Telephones

Telephone service is provided for business use only. Students should not be allowed to use college phones except in extreme emergencies.

NRCC's toll-free number: 1-866-GO2-NRCC
(1-866-462-6722)

The information center operator is able to contact Security (extension 3646) through a paging system if you are unable to reach the Security Office. The NRCC Mall site security extension is 3746.

Security cell phone for Main campus is 540-577-8967 or 540-577-8968.
Security cell phone for Mall site is 540-577-8969.

BUDGET

The college’s fiscal operations are based on a July 1 to June 30 fiscal year. Each year the Vice President for Finance and Technology prepares a tentative budget using input from various departments. The president is responsible for the final budget and its operations.

FACILITIES AND ENVIRONMENTAL SERVICES

The Facilities Services Department is under the supervision of the Vice President for Finance and Technology and encompasses custodial and maintenance services and the use of state vehicles.

Custodial Services

College buildings are cleaned on a scheduled basis. If special attention is required for a particular classroom or area, notify the Help Desk at extension 4400 to ensure proper scheduling. Deficiencies in custodial service should be reported in the same manner. When possible, make such requests or reports prior to 4 p.m. each day.

Maintenance Services

For maintenance service, notify your appropriate division dean or the Director of Facilities Services. Maintenance will contact the appropriate staff member and prioritize and schedule the work. Routine matters (such as light bulb changes or a leaky faucet), as well as emergencies, may be called in directly to extension 4400.
State Vehicles

State vehicles are to be used by state employees only. The car reservations calendar may be viewed at www.nr.edu/cars/ to see available dates and vehicles. To reserve a vehicle notify the Help Desk at extension 4400. The Security Office, located at the main entrance in Godbey Hall, manages the distribution of the keys. Keys may be dropped off to the Security Office when returning to campus. If returning to campus after normal business hours and the security guards are not available, keys may be dropped in the Library’s Book Return receptacle in the Godbey traffic circle. All vehicles have a detailed procedure booklet explaining the process for refueling or emergencies.

HOUSING

The college does not provide housing for either faculty or students. However, college officials will assist new faculty as much as possible in obtaining suitable housing. A list of available houses and apartments reported to the college is maintained by the Director of Student Services.

LOST AND FOUND

All personal articles found on the college grounds are stored in the Security Office; they may be claimed upon appropriate demonstration of ownership.

NEWS RELEASES

All news releases concerning any of the college’s activities should be made through the Public Information Officer, who coordinates the preparation of all news releases, forwards approved releases to appropriate news media, and disseminates all approved news releases to appropriate offices at the college. No individual faculty member or administrator may issue press releases except through this office.

A faculty member who makes a trip, writes a book, gives a lecture, wins an honor, holds a conference, or receives an award should report it to the Public Information Officer so that a news release might be prepared. All faculty members are encouraged to take advantage of the Public Information Office located in Edwards 252/674-3600, ext. 4245.

TOBACCO USE

In the interest of good health, smoking and chewing tobacco use are discouraged on campus. Smoking (including electronic, e-cigarettes and vaping) and chewing tobacco are not permitted in any portion of any NRCC building. Smoking is also prohibited at the college’s Learning Park. Smoking is allowed in designated smoking areas only. Smoking shelters are located in areas between Godbey and Martin Halls and between Martin and Rooker Halls. There is also a smoking area near the lower entrance of Edwards Hall, and at the mall site in Christiansburg. The Code of Virginia states that smoking is not permitted within 25 feet of state buildings. Please extinguish all smoking materials before approaching college building entrances.
NRCC EMPLOYEE SUBSTANCE ABUSE POLICY

In compliance with the federal Drug-Free Workplace Act, NRCC affirms its commitment to maintain a drug-free workplace. The following policies apply to all personnel at New River Community College:

1. The unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of alcohol or controlled substances is prohibited at New River Community College. "Controlled substances" include any drugs or substances as identified in the Code of Virginia or the Controlled Substances Act (21 U.S.C.812).

2. Any NRCC employee who is convicted of a criminal drug statute offense which occurred at the workplace must notify the president or his designee, in writing, of such conviction no later than five days after such conviction.

3. Any college employee who violates statement No. 1 may be subject to disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of the president or his designee. In reaching a decision, the president or his designee shall follow any existing VCCS guidelines.

4. NRCC employees are to perform their assigned duties unimpaired by the effects of drugs or alcohol.

5. Any NRCC employee whose performance is impaired by the effects of drugs or alcohol at the workplace may be subject to disciplinary action as noted in No. 3 above.

6. NRCC will inform the federal contracting or granting agency within ten (10) days after receiving notice from a state employee of any criminal drug statute conviction for a violation occurring at the workplace or otherwise receiving actual notice of such conviction, as required by the Drug-Free Workplace Act of 1988.

7. NRCC shall, within thirty (30) days of receiving notice of an employee's conviction for a criminal drug statute offense occurring in the workplace, take appropriate disciplinary action against such employee and/or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program, as required by the Drug-Free Workplace Act of 1988.

8. Any NRCC employee experiencing a problem with drug or alcohol abuse or dependence is encouraged to seek counseling assistance. Supervisors or other appropriate college personnel will, upon request, assist employees seeking such assistance. Notwithstanding an employee's voluntary participation in a drug or alcohol rehabilitation program, the employee is expected to perform his/her duties according to developed job standards and expectations.

At the campus level, the Vice President for Finance and Technology is responsible for official interpretation of this policy. Consultation may be obtained from VCCS officials regarding interpretation of any statewide policies in effect.

NRCC STUDENT SUBSTANCE ABUSE POLICY

Please refer to New River Community College Student Handbook located online for details of the student substance abuse policy. To access the 2017-2018 Student Handbook go to www.nr.edu/sh.
A. **Notice of Nondiscrimination.**

As a recipient of federal funds, New River Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Mrs. Amy Hall, whose office is located at Godbey Hall Room 02A and may be contacted by phone at 540-674-3600, x4211 or by email at ahall@nr.edu.

B. **Policy.**

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

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

C. **Purpose.**

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

D. **Applicability.**

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

E. **Definitions**

- **Advisor:** An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

- **Complainant:** A complainant refers to an individual who believes that they have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.
• **Consent:** Any sexual activity or sex act committed against one’s will, by the use of force, threat, intimidation, or ruse, or through one’s mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

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

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

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

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

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

• **Responsible Employee:** A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator.

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

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

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

- **Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

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

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

- **Sexual Misconduct:** Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another’s will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

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

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

- **Third Party:** A third party refers to any other participant in the process, other than the complainant or respondent, who makes a report on behalf of someone else. A third party could also include a witness to the incident.

**F. Retaliation**

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

G. Reporting Incidents.

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911.

2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found in Appendix A. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

New River Community College Title IX Campus Resources

Title IX Coordinator: Dr. Amy Hall
Godbey Hall Room 56
540-674-3600, x4211
ahall@nr.edu

Deputy Title IX Coordinator (if applicable) Peter Anderson
Godbey Hall, Room 04
540-674-3631, x4369
ptanderson@nr.edu

After normal business hours, members of the campus community should report alleged violations of this Policy to any college security officer. The Security Office is located in Godbey Hall Room 84, and officers may be reached by phone by dialing 540-674-3646 or emailing nrsecurity@nr.edu.

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

H. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. Members of the campus community may decline to notify law enforcement authorities if they wish. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College’s investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.
I. Confidentiality and Anonymous Reports.

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and address its discriminatory effects. For this reason, some College employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

2. Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

3. If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that the complainant’s identity is not released to anyone else, the College’s ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College’s commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

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

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

4. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint.

The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.
J. Amnesty.

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

K. Timely Warnings.

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

L. Interim Measures.

1. Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent’s continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant’s witnesses. The College shall provide advance notice of such measures, except in cases where the individual’s presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

2. Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

3. The College may implement other measures for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

M. Sexual and Domestic Violence Procedures.

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

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her
or him to stay with you.

- Go to the nearest medical facility/emergency room.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. “Rape drugs,” such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
  - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
  - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - Tell someone all the details you remember or write them down as soon as possible.
  - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

N. Written Notification of Rights and Options.

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, or who is accused of committing such acts, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

O. Support Services.

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in P. Education and Awareness.

2. For more information about available resources see the online Student Handbook/Resources for Victims of Sexual Assault and Domestic Violence.

P. Education and Awareness

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.
2. Incoming students and new employees must take part in a mandatory primary prevention and awareness program. The program, at a minimum, shall include:

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- The definition of domestic violence, dating violence, sexual assault, and stalking;
- The definition of consent;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
- Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.

3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

Q. Resolution of Complaints.

1. The College has an obligation to provide prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to so doing. Title IX Coordinator(s), investigators, and hearing officials must receive annual training on sexual violence, domestic violence, dating violence, and stalking, and the conduct of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process.

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


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

   a) Provide the complainant a copy of this Policy;
   b) Provide the complainant with a Complaint Form, if necessary;
   c) Provide a written explanation of the complainant’s rights and options related to changes in academic, parking, and working arrangements;
d) Explain avenues for formal resolution and informal resolution of the complaint;

e) Explain the steps involved in an investigation;

f) Discuss confidentiality standards and concerns with the complainant;

g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;

h) Refer the complainant to campus and community resources, as appropriate; and

i) Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes.

2. **Respondent’s Initial Meeting with the Assigned Title IX Coordinator.** As soon as is reasonably practicable, the Title IX Coordinator will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator will:

a) Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;

b) Provide the respondent a copy of this Policy;

c) Provide a written explanation of the respondent’s rights and options related to changes in academic, parking, and working arrangements;

d) Explain the College’s procedures for formal resolution and informal resolution of the complaint;

e) Explain the steps involved in an investigation;

f) Discuss confidentiality standards and concerns with the respondent;

g) Discuss non-retaliation requirements;

h) Inform the respondent of any interim measures that may be imposed on the respondent;

i) Refer the respondent to campus and community resources, as appropriate; and

j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes.

3. **Title IX Coordinator’s Initial Determination.**

a) The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

b) In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other College officials) the appropriate resolution of the complaint and inform the parties of the same. The Title
IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final.


a) If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

b) The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator’s appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party’s behalf.

c) In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.

d) The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.

e) Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties’ responses thereto shall be part of the record.

f) The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date that the complaint or other report was made;
• The date the respondent was interviewed;
• The names and gender of all persons alleged to have committed the alleged violation;
• The names and gender of all known witnesses to the alleged incident(s);
• The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
• Any written statements of the complainant or the alleged victim if different from the complainant;
• The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
• The outcome of the investigation.

g) The investigator will forward the written investigative report to the Title IX Coordinator.

S. Determination of Title IX Coordinator and Corrective Action Report.

1. The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

3. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

4. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a separate written corrective action report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. If interim measures as described above have been taken, the written corrective action report shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written corrective action report to the complainant and respondent concurrently. In most cases, the written corrective action report should be completed within five (5) workdays after the distribution of the written investigative report. The written investigative report and the corrective action report may be submitted concurrently. The Title IX Coordinator also shall provide the written investigative report and the written corrective action report to the appropriate College official, as described below.
5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Vice President for Instruction and Student Services. Within ten (10) workdays, the Vice President shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

6. If the respondent is an employee, the Title IX Coordinator will forward the reports to Human Resources Manager. Within ten (10) workdays, the President’s Staff member in the employee’s protocol shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).\(^1\)

7. If the respondent is a third party, the Title IX Coordinator will forward the reports to Assistant to the President. Within ten (10) workdays, the Assistant to the President shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.

8. The Title IX Coordinator will advise the respondent and the complainant of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process. If the respondent does not contest the finding or recommended sanction(s), the respondent shall sign a statement acknowledging such. The signed statement shall be part of the record.

### T. Informal Resolution.

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party’s behalf.

2. The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.

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\(^1\) The complainant shall not receive information that would constitute personnel records; however, the College will take appropriate steps as necessary to protect the safety of the complainant while also complying with state law and policy.
3. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee’s supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.

4. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

U. Sanctions & Corrective Actions.

1. The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and dismissal from the College.

3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.

4. Third parties, e.g., contractors, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.

5. Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any.

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

V. Appeals.

Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Appeals shall be conducted in accordance with the applicable grievance procedures described in the Student Handbook, VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. Third parties may appeal to the President.

W. Academic Freedom and Free Speech.

1. This Policy does not allow censorship of constitutionally protected expression. Verbal or written communications, without accompanying unwanted sexual physical contact, is
not sexual violence or sexual assault. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee’s work performance or a student’s educational experience.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

X. False Allegations.

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

Y. Consensual Relationships.

Consenting romantic and sexual relationships between faculty and students, although not expressly forbidden, are generally deemed unwise and are strongly discouraged. Consent by the student in such a relationship may be suspect, given the fundamentally asymmetric nature of the relationship. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Z. Record Keeping.

The Title IX Coordinator shall maintain, in a confidential manner, for at least seven (7) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.
NRV MALL SITE CODE OF CONDUCT

While inside the New River Community College NRV Mall site, students are expected to adhere to the college's code of conduct. Elsewhere in the mall, please note guidelines of behavior set forth by the management of New River Valley Mall:

POLICY ON WEAPONS

Purpose: The purpose of this policy is to promote a safe learning and working environment for all college locations by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, and at campus events. It is consistent with the Regulation of Weapons (Page 37) adopted by the State Board for Community Colleges, Policy 3.14.6, Workplace Violence Prevention and Threat Assessment Policy Guidelines of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.

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

Authority: The State Board for Community Colleges is authorized by Virginia Code §§ 23-215 and 23-217(g) to promulgate regulations for carrying out its responsibilities. State Board for Community Colleges Regulation 8VAC95-10-10 et seq. (Page 37) sets out prohibitions for weapons possession on all college campuses within the VCCS. College boards may approve policies consistent with guidelines set by the State Board for Community Colleges.

Definitions:
1. "Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

2. "College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

3. "Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

Policy:
1. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers,
child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

2. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined in Section F of this policy.

Exceptions:

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.

2. Faculty, staff, and students who possess a concealed handgun permit may secure a handgun in their vehicle appropriately. Faculty, staff, and students who do not possess a concealed handgun permit may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles according to state and local law. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.

3. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.

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

Procedures:

1. If Campus Security observes or receives a report of a violation of this policy, Security will direct the individual to leave the campus building or event immediately. The individual may secure the weapon inside his or her vehicle and return. In the event the individual fails to comply Campus Security will take appropriate action, including contacting local police.

2. In cases involving an immediate threat of violence, members of the campus community are encouraged to call 911. Campus Security will take appropriate action, to include contacting local police.

3. Persons observed on the open grounds of campus (streets, sidewalks, and other open areas on college property) may be asked by Campus Security to identify his or her relationship with the college to confirm whether a violation of this policy has occurred, (i.e., determine whether the individual is a student, employee, or visitor). If the individual is a visitor who intends to enter a campus building or event where weapons are prohibited, Campus Security shall advise that, pursuant to regulation (Page 38), it is unlawful to enter such places while possessing or carrying a weapon. The individual shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event.

Violation of Policy:

1. Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including, dismissal.

2. Employees who violate this policy will be subject to disciplinary action up to and including termination, using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.
3. Pursuant to the Regulation of Weapons (Page 38), visitors and contractors in violation of the prohibitions on the possession of weapons are subject to arrest and may be barred from the campus.

Policy approval: March 4, 2013 by the NRCC Board
8VAC95-10-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

"Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun cha hka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

8VAC95-10-20. Possession of weapons prohibited.

A. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

B. Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

8VAC95-10-30. Exceptions to prohibition.

A. The prohibition in 8VAC95-10-20 shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees.

B. The chief of the college police department or head of security department, or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.
8VAC95-10-40. Person lawfully in charge.

Campus police officers or security, and other police officers acting pursuant to a mutual aid agreement or by concurrent jurisdiction, are lawfully in charge for the purposes of forbidding entry upon or remaining upon college property while possessing or carrying weapons in violation of this chapter.

SECURITY ASSISTANCE

Security assistance may be requested by calling the Security Office at extension 3646 or “o” for the college switchboard operator.

Security cell phone for Main campus is 540-577-8967 or 540-577-8968. Security cell phone for Mall site is 540-577-8969.

ACCIDENTAL INJURY OR ILLNESS POLICY

Each campus building and the NRV Mall site are equipped with First Aid Kits and Automated External Defibrillators (AEDS). The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and in need of bandages and antiseptic may find first aid supplies at the following locations. AEDS are available for use as needed and designed to prevent unintentional administration. All Security officers and selected personnel located near the AED storage have been trained to use the devices.

Location of First Aid Kits and Automated External Defibrillators (AEDS):

<table>
<thead>
<tr>
<th>Location</th>
<th>First Aid Kits</th>
<th>Automated External Defibrillators (AEDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Godbey Hall</td>
<td>Security Office (G84)</td>
<td>Information Desk (G85)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Office (G23)</td>
</tr>
<tr>
<td>Martin Hall</td>
<td>Library Front Desk (upstairs)</td>
<td>Library Front Desk (upstairs)</td>
</tr>
<tr>
<td></td>
<td>Automotive (M124)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Machine Shop (M133)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Activities Office (partial kit)</td>
<td>Student Activities Office/Student Lounge</td>
</tr>
<tr>
<td>Rooker Hall</td>
<td>Advising Center Front Desk (partial kit) (R271)</td>
<td>Advising Center Front Desk (upstairs) (R271)</td>
</tr>
<tr>
<td></td>
<td>Facilities Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Instrumentation Lab (R128)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welding Lab (R123)</td>
<td>Welding Lab (downstairs)</td>
</tr>
<tr>
<td>Edwards Hall</td>
<td>Business &amp; Technologies (partial kit) (E255)</td>
<td>Front Lobby near WFD (upstairs)</td>
</tr>
<tr>
<td></td>
<td>Workforce Development (partial kit) (E215)</td>
<td>Hallway near Fitness Center (downstairs)</td>
</tr>
<tr>
<td>Mall Site</td>
<td>Front Desk</td>
<td>Near Elevator (upstairs)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Near Elevator (downstairs)</td>
</tr>
</tbody>
</table>
Emergency

The procedures listed below are to be followed in all emergency cases (or possible emergency cases) involving accident or illness:

1. Keep the injured/ill person quiet and calm. Do not move or allow to be moved unless, by allowing to remain stationary, the affected person is deemed to be in further danger.

2. Go to the nearest telephone and call 911; be prepared to give the following information:
   a. exact location of the victim.
   b. nature and apparent severity of the injury or illness.

3. Call the college switchboard (dial "0") and inform the operator of the situation and location -- THEN RETURN TO THE INJURED/ILL PERSON AND WAIT FOR PROFESSIONAL ASSISTANCE.
   a. Never administer assistance beyond the level of your training.
   b. Never give medical advice unless you are trained to do so.

4. The switchboard operator will:
   a. immediately notify Student Services, who shall send someone to the location of the injured/ill person. Student Services will also be responsible for notifying the family if necessary.
   b. notify campus security so they can assist rescue squad in getting to the proper location.

5. For purposes of Virginia Workers’ Compensation claims, any accidental injuries/illnesses afflicting an employee of New River Community College must be reported to the Human Resource Office by the employee or immediate supervisor as soon as possible.

WORKERS’ COMPENSATION

All employees of New River Community College are covered under Workers’ Compensation. If you have a work-related injury, it must be reported to your immediate supervisor and to the Human Resource Office and a form must be filled out immediately.

NRCC ALERT SYSTEM

Any student, faculty member or staff member may register for the NRCC Alert System to receive messages via cell phones or other applicable communication devices. In the event of an emergency or other announcement, notices will be sent to all persons who have registered with the system. Anyone who has registered for the system may have his or her name deleted from the system on request. To register, visit the college’s website and click on the “NRCC Alerts” button near the bottom of the page.
NRCC EMERGENCY LOCKDOWN PROCEDURE

In the event of a crisis or potentially threatening situation, it may be necessary for the college to implement emergency lockdown of a building or the entire campus. This procedure could be implemented in any situation that would require that building occupants lock themselves in rather than being evacuated and exposed to possible danger. Time may be critical in such a situation and the lockdown must be initiated as quickly as possible.

It is important to note that many emergency situations call for some alternate action – evacuation, for instance. The procedure outlined herein applies when campus authorities have determined that a lockdown is necessary. Furthermore, the same procedure may be applied when evacuation is not possible or poses a greater risk to life and health than remaining in place. All college employees and students should become familiar with the college’s emergency response procedures as described at www.nr.edu/nrready.

When an announcement is made to initiate the emergency lockdown, faculty/staff are advised to take the following steps:

1. Direct students and visitors to proceed to the closest room that can be secured.
2. Lock all doors into the area.
3. Move to the furthest point in the room away from windows and doors.
5. Turn off lights and remain silent so as not to attract attention.
6. Remain under lockdown until notified that the crisis has been resolved.

It is important to note that Security staff and Facilities Services staff are responsible for locking all exterior doors of the appropriate building(s). Therefore, individuals who refuse to enter a lockable office or classroom, or who attempt to leave a secured room, will not be able to exit the building.

The emergency notification system (TV monitors, NRCC Alert text messages, and/or public address system) will be used to initiate and lift a lockdown.

INCLEMENT WEATHER INFORMATION

During times of inclement weather (snow, freezing rain, etc.), it is important that students know where to find accurate information about closing and delays.

Generally, the college will make a decision to close or delay classes by 5:00 a.m. At that time, NRCC Alert will be used to send text messages about the decision to subscribed users. Furthermore, a number of local media stations will be contacted with closing/delay information.

The media stations listed below are notified when the college is forced to close or to operate on a delayed schedule because of inclement weather. Please note: separate announcements are made for day and evening classes. (Any class that begins after 5:00 p.m. is considered an evening class.) If no announcement is made, the college will be open as usual.

All employees and students are highly discouraged from coming to campus when the college has opted to close. In the event of a delayed opening, students can reasonably expect to find building open one hour prior to the start of class for the day (generally 10:00 a.m.).

Students are encouraged to check more than one source of information. In addition to the text messages and media stations, the college’s website is updated with an announcement is
a red banner at the top of the screen. An email message is sent to all employees and students. As a last resort, students may call the main college number (540-674-3600) and hear a recorded message about any weather-related decisions.

**Media Stations:**

- WDBJ Channel 7 Roanoke
- WSLS Channel 10 Roanoke
- WBRF 98.1 FM Galax
- WBRW 105.3 FM Christiansburg
- WFIR 960 AM Roanoke
- WFMN 710 AM/100.7 FM Christiansburg
- WMEV 93.9 FM Marion
- WNRV 990 AM Pearisburg
- WPSK 107.1 FM Pulaski
- WRAD 1460 AM Radford
- WSLC 94.9 FM Roanoke
- WSLQ 99.1 FM Roanoke
- WVBE 101.3 FM Roanoke
- WVLQ 99.1 FM Roanoke
- WVBE 101.3 FM Roanoke
- WFMN 710 AM/100.7 FM Christiansburg
- WXMN 95.3 FM Wytheville
- WXLK 92.3 FM Roanoke
- WYVE 1280 AM Wytheville

**Delayed Schedule**

In the event that NRCC elects to operate on a delayed schedule, the following guidelines apply.

Generally, a delayed opening will mean that the college opens at 10:00 a.m. (Other start times will be specified in the announcements.)

Classes scheduled to begin before 10:00 under the normal operating schedule will not meet, except for classes that would ordinarily extend past 10:00 a.m. For example, a class that meets from 9:30 to 10:50 a.m. would meet from 10:00 until 10:50.) The same logic applies to other opening times as well.

Don’t be confused by terms like “two hours late.” Radio and television stations have been discouraged from using such terms in connection with NRCC; however, occasional mistakes are made. Any form of delayed schedule means a 10:00 a.m. opening (except on rare occasions with another time is specified). There is no need to try to calculate what is meant by “one hour delay” or “two hour delay.”

Remember, the college does not announce that it will be open and operating on a normal schedule. Announcements will be made only if the college will be closed or operating on a delayed schedule.

**Obtaining Information**

The following are some suggestions for obtaining accurate information during inclement weather:

1. Listen to more than one radio or television station. We strive to provide accurate up-to-date information to each station. However, mistaken information is sometimes broadcast. Verify the information you hear with the broadcast of another station.
2. Listen to the announcements more than once. Occasionally, severe weather warrants that a decision to delay opening be changed to a decision to close.
3. Check your e-mail. Immediately following placement of calls to radio and television stations, an e-mail message will be sent to faculty and staff.
4. Call NRCC (674-3600). You will reach the automated attendant. Don’t dial an extension; simply hold the line to hear the recorded information. **NOTE: Please use this as a last resort, since during bad weather, many people call at the same time. Please be patient if you exercise this option.**
5. Check the college’s web site. In the event of a closing or delay, an effort will be made to post this information on the college’s web site (www.nr.edu). Students and NRCC personnel are encouraged to utilize this option, but please be aware that technical difficulties sometimes prevent this information being posted in a timely manner.

6. The “NRCC Alert” system will also provide notifications regarding cancellations or delays. But, please do not rely solely on this system; also be sure to utilize the resources described above. To sign up for “NRCC Alert,” go to the college’s web site (nr.edu) and enter your contact information.

Remember, we do not announce via radio and television that the college is open. Announcements will be made only if the college will be closed or operating on a delayed schedule.

Make-Up Of Course Work

In any year where inclement weather causes the frequent implementation of a delayed schedule or closing, it may be necessary to take special measures to make up lost instructional time. In that event, students are expected to make up the academic work that would have been completed had the normal schedule been followed. Individual faculty members shall hold primary responsibility for assigning make-up work, or otherwise protecting the academic integrity of time spent in class and course material being covered.

In unusual circumstances, the Vice President for Instruction and Student Services may direct the faculty to hold a specified number of make-up sessions, or the academic calendar may be otherwise modified.

Safety

When the college remains open but inclement weather causes difficulty in traveling, reasonable judgment is the prevailing criterion for individual decision-making. When local road conditions are questionable, NRCC students and personnel may find it necessary to refrain from attempting to reach campus or off-campus locations.

If classes are missed due to personal decisions of this nature, faculty are encouraged to allow students to make up any academic work which they may have missed. It is the individual student’s responsibility to take the initiative to make up any classwork that has been missed.

Storm Shelters

The most common forms of inclement weather in the New River Valley are snow, sleet, and freezing rain during the winter months. However, other forms of severe weather (tornado, earthquake, tropical storm/hurricane) have occurred.

NRCC has identified approximately 40 rooms on campus that can serve as a shelter location in the event of any high-wind event, like a tornado or hurricane. These rooms are marked with blue “storm shelter” signs and are found through the campus and the New River Valley Mall site. If, at any time, students and employees are encouraged to SEEK SHELTER, the storm shelter rooms are the appropriate ones to use.

For more information regarding general safety issues at NRCC, visit the NRReady site at www.nr.edu/nrready.
ACADEMIC SUPPORT SERVICES

ACADEMIC DIVISIONS

The Vice President for Instruction and Student Services oversees NRCC’s two academic divisions. The Vice President’s Office is located in the administrative wing of Godbey Hall. For detailed listings of faculty and staff for each division, please consult the Employee Directory on the main page of the college website.

Division of Arts and Sciences

The Division of Arts and Sciences is responsible for credit and non-credit programs in the following disciplines: Business Administration (transfer), Child Care, Education, Engineering, General Studies, Human Services, Liberal Arts, Nursing, and Science. For more information on the Division of Arts and Sciences, please contact Dr. Janice Shelton, Division Dean, in Office 34 of Godbey Hall (ext. 3611).

Division of Business and Technologies

The Division of Business and Technologies is responsible for credit and non-credit programs in the following disciplines: Accounting, Administrative Support Technology, Architecture, Automotive Technology, Business Management, Engineering Design Technology, Electricity, Electronics, Forensic Science, Information Technology, Instrumentation and Control Automation, Machine Technology, Marketing, Medical Administrative Support, Police Science and Welding. For more information on the Division of Business and Technologies, please contact Ms. Debbie Bond, Interim Division Dean, in Suite 255 of Edwards Hall (ext. 3607).

LIBRARY

The New River Community College Library serves the educational and informational needs of the students, faculty, and staff of the college, as well as the citizens, businesses and industries of the New River Valley. It provides the basic tools necessary for education and research, including the latest in information and educational technology.

Students and researchers have access to a library collection of 35,000 books and periodicals, over 48,000 e-books, and 15,000 media and streaming video titles. The library’s membership in the VIVA (Virtual Library of Virginia) consortium provides an extensive collection of research databases consisting of the latest journal, magazine and newspaper articles; research reports; dissertations; specialized resources and more. Faculty, staff and students may access these resources 24/7 from off-campus via the college’s proxy server.

Students may utilize a variety of course-related software and wireless Internet service through the vast array of computers housed in the library. Equipment necessary for viewing media as well as laptops, scanners, 3D printers, and a photocopier can also be found. Group and individual study rooms are available. Current textbooks are also available for use with in the library.

Additional library services include: interlibrary loan service, reference assistance, class and individualized information literacy instruction, embedded librarians, online subject specific research guides, and 24/7 online chat assistance.
DISTANCE EDUCATION

New River’s commitment to increasing educational access is realized through the college’s distance education efforts. The distance education program is part of the college’s determination to increase educational access and student success. This program is for students who need to pursue academic goals outside the traditional classroom setting. Currently, the program offers over 270 online courses, with many completely online.

Full-service testing centers are provided on campus (Dublin) and at the off-campus NRCC Mall site. The services include:

- **Distance Education Testing** – Testing is provided for online classes in one of our testing centers. These tests may be online tests containing passwords or print tests.

- **Distance Education Assignments** – Assignments that cannot be submitted through Blackboard may be delivered to either testing center (Dublin or Mall). Assignments will be stored in a course folder in the testing vault. Faculty are encouraged to pick-up, grade, and return assignments in a timely fashion and according to policies stated in the course plan. Students may pick up and/or view their graded work.

- **Make-Up Testing** – The Testing Centers will administer individual make-up tests only for Face-to-Face classes. Due to space constraints, testing for an entire section is not possible. A transmittal form (Make-up Test for Face-to-Face Class) must accompany ample print copies of the test along with a list of students who will be testing. Please indicate if tests need to be forwarded to the other Testing Center.

- **Self Service Scantron Grading** – A Scantron grading machine is located on campus in Dublin Testing center for online classes. The ITC department has another scantron machine for use. The Mall site has a self-service scantron for teachers. Contact the Mall site staff for information.

OFF-CAMPUS SERVICES (MALL SITE)

New River Community College’s Christiansburg site, located inside New River Valley Mall, offers increased educational opportunities to residents of the counties of Floyd, Giles, Montgomery, Pulaski and the city of Radford. An extensive range of programs is offered at this site, including, but not limited to:

- college transfer
- general education
- game technology
- engineering design technology
- engineering
- information technology
- physics
- career and technical education areas

Services offered at this site include:

- academic advising
- placement testing
- registration and payment for all NRCC courses
- international student advising
- academic assistance (tutoring)
- career services
• a distance learning classroom
• distance learning courses/course support
• computer labs
• science labs
• learning resource support
• Workforce Development classes
• NRCC Middle College classes

**STUDENT SERVICES PROGRAMS**

NRCC provides a number of services which are designed to promote student success. These services are available on the main campus in Dublin and at the college’s NRV Mall site in Christiansburg and include the following:

1. **The Advising Center in Rooker Hall (Dublin)** and the **Student Services office at the NRV Mall site (Christiansburg)** provide the following services to students:
   - Academic advising and graduation planning
   - Career planning and advising which includes assistance with resume writing, interview skills, and career exploration through the Virginia Wizard (www.vawizard.org)
   - Placement testing for English and math
   - Counseling referrals for students dealing with personal or crisis situations

2. **The Admissions and Records Office in Rooker Hall (Dublin)** provides the following services to students:
   - Admissions application processing, including nursing admissions and International student admissions
   - Curriculum changes
   - Grade processing and verification
   - Withdrawal processing and verification
   - Graduation application processing and verification
   - Transcript evaluations and requests

3. **The Center for Disability Services** is located within the Advising Center and provides the following services to students:
   - Academic advising and graduation and career planning for students with disabilities
   - Testing accommodations, note-taking, assistive technology, and other resources to support students with disabilities
   - Interpreting services and a video phone for students who are deaf or hard of hearing

4. **The Student Activities Office** is located within the Student Lounge in Martin Hall (Dublin) and provides the following services to students:
   - Student ID cards
   - Recreational activities including club sports
   - Cultural and popular activities including clubs, organizations, and service-learning projects
   - Student leadership opportunities

5. **The Financial Aid Office** assists students with completing the Free Application for Financial Aid (FAFSA) and processes grants, work-study positions, scholarships, and loans for part-time and full-time students. The Financial Aid Office is located in Rooker Hall (Dublin).
Accountability in Student Learning Program (ASLP)

The Accountability in Student Learning Program (ASLP) Team connects students to the resources they need in order to meet their educational goals. Connection Specialists intentionally engage students who may be in need of academic advising, tutoring, or help in overcoming obstacles to academic success such as lack of books, computers or Internet access at home. Once needs are identified, the ASLP team connects students to relevant campus and community resources. The ASLP Team also creates opportunities for students with similar backgrounds, goals and/or challenges to come together to support each other. For more information about the ASLP office, please visit www.nr.edu/aslp.

Connecting Learning Assets and Students (CLAS)

Faculty play a significant role in the intentional engagement model by sharing information through the CLAS (Connecting Learning Assets and Students) software system, accessible at www.nr.edu/clas. There, instructors can see a roster of students in each class (along with photos and a range of information on each student), take attendance, and create a referral for the ASLP team, tutoring center, or any other NRCC employee to follow up with a student about any identified needs. All NRCC instructors and staff have access to student information through this system and are strongly encouraged to regularly use the system to support student success. Three times each academic term (twice in the summer), instructors are required to complete Progress Surveys in CLAS in which they have the opportunity to efficiently evaluate each student in each course. For questions about and/or training in how to use CLAS, please contact Jill Williams, ASLP Director at (540)674-3647 or jwilliams@nr.edu.

Career Connection Centers

NRCC has two Career Connection Centers where students can find resources for and assistance with career exploration, assessments, resumes, cover letters, interview preparation, budgeting and time management skills. The Career Connection Centers are located in Godbey 130 in Dublin and in room 103 at the NRV Mall Site.

Connection Centers

NRCC also maintains two Connection Centers, located in Godbey 170 and room 202A at the NRV mall site. The centers provide a casual atmosphere for group and individual study and access to computers, printers and coffee.

Academic Assistance (Tutoring)

Free tutoring is available to all NRCC students in any subject area. In-person one-on-one and group tutoring sessions are available both in Dublin (Godbey 131) and at the mall site (room 202). For students unable to attend an in-person tutoring session, online sessions are available as well. NRCC also places embedded tutors in certain developmental and high-risk courses as an additional strategy for increasing student success. In addition, Academic Assistance offers several online tutorials which are posted in Blackboard on the NRCC Tutoring Services tab. For more information about academic assistance at NRCC, please visit www.nr.edu/aa.

FINANCIAL AID

New River Community College offers a variety of financial aid opportunities for students needing financial assistance who have not acquired a bachelor’s degree. Applicants who have completed a bachelor’s degree can participate in the Direct Student Loan Program and the Federal Work/Study Program. The philosophy of the Financial Aid Office is that no qualified
student shall be denied the privilege of attending college because of the lack of finances, if funds are available.

The criteria used for selecting recipients involve the evaluation of both computed need and academic standing. To determine if a student qualifies for aid, the Free Application for Federal Student Aid or FAFSA on the Web is used to determine financial need. Need is defined as the difference between the cost of attendance (tuition and fees, books, room and board, and transportation expenses) and total family contribution (student’s contribution and/or parent’s contribution.)

Students wishing to be considered for financial aid must complete the FAFSA which is on the Web at www.fafsa.gov.

Federal financial aid regulations require that federal funds are not to be paid to students who do not attend class. Instructors are asked to utilize the Instructor Initiated Withdrawal System to report students who do not begin attendance or stop attending class. With the reports from this system, the Financial Aid Office can adjust student awards as necessary in order to stay in compliance with federal financial aid regulations. More information about this policy is available in the No-Show Policy and Instructor Initiated Withdrawal Policy sections of this handbook.

Staff from the Financial Aid Office may occasionally have questions about the last date of attendance for students. You will be sent an email from a Financial Aid Office staff member if questions should arise. In some cases, the instructor may give the student an Incomplete grade for the semester. If the class is not completed within the allotted time frame, the grade will change to an F grade. Please be aware that if this happens, financial aid staff may send you an email requesting the last date of student attendance. It is very important to reply in a timely manner as the Financial Aid Office will use this information to make necessary adjustments to the student’s financial aid.

Students are allowed to charge books to their financial aid in the bookstore. This charge period is only open for a short period of time to allow for financial aid processing. Generally the last day a student can use financial aid for book charges is the last day to drop and receive a refund. This may not always apply to dynamic dated classes, including the Second 5 week summer session. The Financial Aid Office provides these important dates to students every semester by email. These dates are also posted by the Bookstore.

**BOOKSTORE**

The campus bookstore is operated by a private firm independent of the college. The bookstore has textbooks, workbooks, lab manuals, and other materials required by classes. Other items, such as sweatshirts, decals, snacks, and gift items are also available with a 10% faculty/staff discount.

Requests that books or materials be offered for sale by the bookstore should be made through the division dean.

Students should be advised not to mark in or unwrap textbooks or use supplies prior to the first class meeting. The bookstore cannot make refunds for books that have been altered in any way. The bookstore may purchase used books from students depending upon the condition and anticipated future demand for the books.
NRCC Bookstore Hours

<table>
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<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Tuesday &amp; Wednesday</td>
<td>8 a.m. – 6 p.m.</td>
</tr>
<tr>
<td>Thursday</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. – noon</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
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</tbody>
</table>

Summer Hours:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>8 a.m. – 4 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. – noon</td>
</tr>
<tr>
<td>Saturday &amp; Sunday</td>
<td>Closed</td>
</tr>
</tbody>
</table>

These hours are subject to change. Special extended hours will be posted outside of the bookstore or refer to the webpage for updates (www.newrivershop.com).

The bookstore at the Mall Site is open during buyback and rush time only. Special hours will be posted in Mall Site lobby.

VENDING SERVICE ON CAMPUS

Vending machines are available in the Student Lounge in Martin Hall. The NRCC Bookstore has snacks, coffee and microwavable items.

EXTERNAL RELATIONS

Falling under the umbrella of External Relations are functions including strategic planning, the generation and coordination of college-related grants, public information/public relations activities (including editing of publications and Web content), legislative liaison, and other external affairs. Organizationally, these areas fall within the purview of the Vice President for Workforce Development and External Relations.

Grant Services

The Vice President for Workforce Development and External Relations, with assistance from the Assistant to the President, is responsible for the identification and preparation of grant proposals that benefit the college, including comprehensive federal and state grants that involve the coordination of information and activities from all organizational units. Assistance is available to faculty and staff in all aspects of proposal preparation from locating resources to editing and submitting proposals. All grant proposals prepared under the auspices of NRCC must be coordinated with the Vice President for Workforce Development and External Relations.

Public Information Services

The college’s public information/public relations staff keep the community informed about activities related to the institution. Of particular importance are student and faculty/staff achievements, both inside and outside the classroom. For effective coordination, all contacts with the media concerning instruction and/or any college activity or person should be made through the Office of Public Information. Additionally, all publications designed for an external audience must be reviewed and approved by the Public Information Specialist or Vice President for Workforce Development and External Relations before publication, including material to be posted on the college’s web site.
NRCC EDUCATIONAL FOUNDATION

Established in 1980, the NRCC Educational Foundation is a nonprofit corporation. It secures voluntary support and manages, invests, and expends such funds solely for the benefit of New River Community College. Members of the Foundation Board of Directors represent the counties of Floyd, Giles, Montgomery and Pulaski, and the city of Radford. These community leaders volunteer their expertise and service on behalf of the college and community.

The Foundation assists New River Community College in a variety of ways, including the endowment and distribution of scholarship funds, the purchase of equipment and furnishings, and the financial support of academic and community enrichment programs.

The Endowed Scholarship Program is the largest program managed by the Educational Foundation. This program provides scholarships for over 175 NRCC students each academic year. Through this outstanding program, deserving students receive awards of up to $1,500 annually to support their studies. Recipients are selected in a competitive process by a faculty/staff committee. Many donors take advantage of this program to honor or memorialize family members or others. In addition to a set of general criteria for all scholarships, donors may specify additional selection criteria, such as designating a preferred major or degree program or a geographical location where the applicant must reside.

Another significant resource to NRCC students through the Educational Foundation is the Anne Huff Book Fund. While tuition and fees are substantially lower at NRCC and other Virginia community colleges than at public universities and private colleges, the cost of textbooks is equivalent to that at more expensive institutions and is largely controlled by national trends in the textbook publishing industry. Textbook scholarships provide tremendous relief to students who are in need. Textbook scholarships are available to students upon application and/or referral by faculty.

For more information about the NRCC Educational Foundation, contact the Foundation at foundation@nr.edu or 540-674-3618 or visit the website at www.nr.edu/foundation.

INFORMATION TECHNOLOGY SERVICES

For assistance with any Information Technology or Facilities Services need, please initiate questions and/or requests to the NRCC help desk. This may provide immediate resolution, and/or will guarantee your need is both recorded in our Help Desk system and routed to the correct department and/or personnel.

To contact the Help Desk, please call Ext. 4400 or send an e-mail to NR4Help@NR.EDU.

NRCC Information Technology provides the following services, organized by department, for NRCC faculty, staff, administration, as well as some support services for students:

1. Application Development Services
   a. Programming Support Services - design, develop, and enhance locally developed custom NRCC applications.
   b. Ad Hoc Reporting – provide customized reporting from custom NRCC as well as VCCS enterprise application data sources.
   c. System Integration – provide solutions for integrating stand-alone information systems for more stream-lined NRCC business processes.

2. Media Services
a. Electronic Classroom and Conference Room Support Services – install, upgrade, maintain, trouble-shoot and provide training for all of NRCC’s electronic classroom and conference room technology.

b. Production Services – produce and/or duplicate audio/visual media for NRCC instructional and public information use, including the NRCCTV live video stream available through our web site.

3. Network Services
   b. Wireless Network Support Services – maintain wireless network infrastructure to support faculty, staff and student Wi-Fi connectivity.
   c. Voice Network – maintain voice network, telephone system and emergency notification systems.
   d. Information Storage – maintain local NRCC storage systems and provide backup and recovery services.
   e. Security Cameras – maintain security cameras and supporting infrastructure for display, recording and review.

4. Technology Services
   a. User Needs Analysis - consult with college personnel to analyze their computing needs and determine best method(s) for satisfying those needs.
   b. Installation and Training - install and provide training on hardware and software for administrators, faculty, and staff.
   c. Operational Assistance - analyze and determine best methods for satisfying operational problems encountered by computer users in the day-to-day use of available information systems, computer productivity aids, and computer hardware.
   d. Computer Hardware Maintenance - preventive maintenance and minor repairs on all computer equipment at the college including administrative and academic microcomputer systems.
   e. Procurement Support – procure hardware and software, consulting services for all administrative offices, and hardware procurement consulting services for all academic offices.
   f. Computer Buying Services - provision of purchasing information for microcomputer hardware and software for personal use by faculty, staff, and students as well as research on special purchasing offers supplied by various vendors.
   g. Help Desk – first line of assistance to administrators, faculty, staff and students who experience any kind of difficulty with the use of technology (electronic classroom components, office computers, e-mail, voice mail, etc.). The Help Desk coordinates Information Technology and Facilities Services requests in our help desk information system.

5. Web & Graphics Services
   a. Web Services – design, develop and maintain entire college web site for faculty, staff and administrators to insure an appealing design, appropriate content, robust functionality, usability and search features.
   b. Graphics Design Services – custom print and web-based graphic design for NRCC faculty and staff such as directional signage; displays, posters and flyers; lamination; logos; mounting; novelty/promotional design; and high quality scanning.
New River Community College employs a proficient team of support personnel to assist you with your copying and word processing needs. The Word Processing Center is located in Godbey Hall, Room 60. During fall and spring semesters the center is open Monday through Friday from 8:00 a.m. to 5:00 p.m., except on the days designated as college holidays or when classes are canceled due to inclement weather or other emergencies. During summer term the center is open Monday through Friday from 8:00 a.m. to 3:00 pm. and resumes regular hours on August 1.

During fall and spring semesters when classes are in session the walk-up copier is available Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. – 5:00 p.m., except when classes are canceled and on holidays. There are no evening hours during summer semester.

A state-of-the-art walk-up copier is provided for faculty and staff use. A departmental access code is required for copier access and these codes are available from WPC staff. Instructions for using the copier features will be provided by the staff. Please ask for help at any time.

The walk-up copier is provided as a “quick service” copier for all college employees; therefore, copy runs should be limited to a small number of copies. Please do not use the copier as a means to give a work/study student something to do. Hassles at the walk-up copier may be kept to a minimum if you plan to leave your copying jobs for the WPC staff to do for you. It will make your job much easier. Also, remember that there will always be a line, so planning ahead is your best alternative. Please remove staples and make sure your pages are numbered. Please use “white out” sparingly and let it dry thoroughly.

The WPC houses a color copier for any color copy needs. There is a charge of .12/copy for color copies and that fee is paid for through a departmental budget transfer.

Copying jobs that are of high volume (those that yield more than 50 total copies) should be left for the WPC staff to copy for you. Work requests are available at the help desk and should be completed with instructions that indicate how you want your jobs completed.

If it is more convenient for you to email your copy jobs, there is a fillable work order form on the Word Processing Center website (http://www.nr.edu/wpc) that can be filled out and attached to the email along with your document(s). We encourage you to use this form. This will save time for WPC staff who have to fill out a work order request when a document is submitted without one and will also ensure that all of your requirements are met. Please fill out completely, including date needed, if the copies should be sent to the NRV Mall site, etc.

Course plans, syllabi, tests and exams, handouts, teaching modules, manuals, instructional aids, forms, tables, memoranda, letters, multiple original letters and envelopes, grant proposals, handbooks, newsletters, annual reports, brochures, club fliers, programs, or any college-related material may be brought to the Word Processing Center for word processing.

All course plans should be submitted by the department head or full-time faculty in that discipline. Adjunct faculty should only have to create their own syllabus or addendum which would include information specific to their particular class. This include office hours, contact information, grading scale, etc. The Vice President for Instruction and Student Services’ office uses the stored course plan files to fulfill requirements that a current copy of each course plan be kept on file.

All tests and test-related materials are kept in a locked cabinet after processing and copying. All tests and highly confidential materials should be given to one of the staff and not left in the “IN” basket. Students do not have access to the test cabinet. When picking up
finished tests, please ask one of the staff. If you need to pick up a test after 5:00 p.m., please make prior arrangements with the staff to have the test placed in a sealed manila envelope and left for you either in your mailbox or in Word Processing.

All other completed documents will be left on the counter in the WPC.

Regarding printed matter, NRCC operates under the guidelines for "Fair Use" of the U.S. Copyright Law which may be found online at http://www.loc.gov/copyright/title17/.

NRCC cannot provide bound materials or documents that are intended to replace a textbook for students or prevent their purchasing a required text. A faculty-prepared textbook/workbook must be ordered through the bookstore using the same procedures as for ordering other texts. Your original may be left on file in WPC. If you plan to revise your textbook/workbook, please be sure that staff knows so that we will have your latest version to copy. A purchase order from the bookstore is required in WPC before the document can be copied.

NRCC does not provide copying services for outside agencies including not-for-profit organizations, professional organizations or churches. NRCC employees may request personal copies at 10 cents per copy payable at the Business Office. Students may make personal copies on the coin-operated copier in the Library but not in WPC. Please do not allow your students to use your access code to make personal copies.

Other equipment provided in the Word Processing Center includes a folding machine that will quickly fold stacks of one-page documents into triple, double, 2-fold, or accordion folds. Multiple cutting boards are available for cutting thin stacks of paper. Three-hole punches and staplers are also available. A networked high-volume laser printer is available for your network printing.

A coil bind machine is used for documents that need to be bound. If you have a college document that needs binding, please talk with staff.

Please take advantage of the staff and equipment that NRCC provides to make your teaching more efficient. The Word Processing Center staff will be happy to assist you and to provide equipment use instructions. Please come by to meet us.
STUDENT POLICIES

STUDENT INFORMATION RELEASE POLICY

All requests for official information about students should initially be referred to the Coordinator of Admissions and Records. Student records are treated as confidential information as provided by THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, Sec. 438, Pub. L. 90-247 (FERPA) as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Officials of the college may have access to student records when acting in the student’s educational interest and within the limitations of their need to know. These officials include faculty, academic advisors, and personnel in the offices of Admissions and Records, Counseling, Financial Aid, Veterans’ Affairs, and the Vice President’s for Instruction and Student Services Office, and Threat Assessment Team members. Directory information including name, address, telephone number, major field of study, dates of attendance, course credit load, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, degrees, honors and awards received, photo, and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this information be kept confidential by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Coordinator of Admissions and Records in consultation with the Vice President for Instruction and Student Services or another appropriate college official.

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

The student may also ask the College to amend a record believed to be inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student about the decision and advise the student of the right to a hearing regarding the request for amendment.

The student has the right to file a complaint concerning alleged failures by NRCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C., 20202-4605.

ACADEMIC LOAD

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits. Students wishing to carry an academic load of more than 18 credits should have a minimum grade point average of 3.0 and must have the approval of the Division Dean. Students placed on academic warning or academic probation may be required to take less than the normal semester course load.

ACADEMIC STANDING OF STUDENTS

The college attempts to keep students informed of their academic standing. Students will be notified if they are academically deficient and when they have regained acceptable academic standing. The college will assist students in meeting the academic standards of the
institution and ultimately attaining graduation. Students are expected to maintain a 2.0 (c) grade point average to be considered "in good academic standing."

**Academic Warning**

Students who fail to attain a minimum grade point average (GPA) of 2.00 for any semester will be placed on academic warning. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of the college’s academic support services.

**Academic Probation**

Students who fail to maintain a cumulative grade point average (GPA) of 1.50 will be on academic probation until their cumulative GPA is 1.75 or better. The statement “Academic Probation” will be placed on their permanent records. Students will be placed on probation after they have attempted 12 semester credits. Students on probation are ineligible for appointed or elected 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 take less than a normal academic load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

**Academic Suspension**

Students on academic probation who fail to attain a semester grade point average (GPA) of 1.50 or better will be placed on academic suspension after they have attempted 24 semester credits. Academic suspension will be for one semester, and the statement “Academic Suspension” will be placed on their permanent records. Students who are placed on academic suspension and wish to appeal should follow the college’s appeal process. 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 reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance, and the statement “Subject to Dismissal” will be placed on their 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 take less than a normal course load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

**Academic Dismissal**

Students who fail to attain at least a 2.00 grade point average (GPA) for the semester of reinstatement following academic suspension will 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 will result in academic dismissal. The statement “Academic Dismissal” will be placed on their permanent records and is normally permanent. In exceptional circumstances, students may appeal and be reinstated following the appeal process 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 take less than a normal course load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.
VCCS SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state and institutional aid. Progress is measured throughout the academic program by the student’s cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and after grades are posted for every term, starting with their first term of enrollment.

Some career studies certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

I. STUDENT FINANCIAL AID STATUS
   A. Financial Aid Good Standing (GS) – Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.

   B. Financial Aid Warning Status (WS) – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.

   C. Financial Aid Probation Status (PS) – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office. (See “IV. Appeals” for additional information.)

   D. Financial Aid Suspension Status (SS) – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.

   E. Academic Suspension (AS) – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages in SIS. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

II. EVALUATING PROGRESS
   Quantitative Standards or Pace of Completion
      Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the
College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned. Note: Federal-student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the next semester’s disbursement of any loan proceeds.

B. Maximum Hours (150% Rule): In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

B.1. Transfer Students: Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility. The College has the option on an individual student basis to put a transfer student in Financial Aid Warning Status immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.

B.2. Second Degree Students: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.

C. ESL and Developmental Studies: Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards
- Withdrawals (W grades) that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student’s ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

Qualitative Standards
Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded. **In order to graduate, a minimum cumulative grade point average of 2.0 is required.**

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.5</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

III. REGAINING ELIGIBILITY FOR FINANCIAL AID
Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.
Unless extenuating circumstances exist and an appeal is granted (see “IV. Appeals” for additional information), a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met. Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should consult their campus financial aid advisors for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

IV. APPEALS
Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged if:

- Extenuating circumstances exist (i.e., student’s serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another, or
- The student on suspension for other than Maximum Hours (150%), who has not yet met SAP requirements, has during suspension enrolled in and successfully completed at least 12 semester credits at the College with a minimum GPA of 2.0.

Students appealing a suspension must:

- Complete the College’s SAP Appeal Form in entirety,
- Attach documentation in support of the appeal, including an advisor statement showing remaining credits to graduation for 150% appeals, and
- Submit all items to the College Financial Aid Office.

Only one appeal submission (complete with documentation) per student will be evaluated by the Financial Aid Office. The decision and a copy of the student’s appeal form will be placed into the student’s file as documentation of the appeal. If the appeal is not approved, the student may carry his/her appeal to the Academic Standards, Scholarship, and Financial Aid Committee. This request must be made in writing to the Financial Aid Office. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student’s ability for improvement to again meet SAP standards and complete the student’s program of study will be carefully considered. Appeals will be approved or denied. Students who have appeals approved will be in probationary status for the coming term. During probationary status, the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student will return to suspension. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.
ADD/DROP POLICY

A student may add, drop, or register for courses during the add/drop period of the semester or session. In most cases, a student may not enter a new class after the end of the add/drop period. Exceptions to this policy will be considered on the merits of the individual case and must receive the approval of the instructor.

STUDENT REFUNDS

Students are eligible for a refund for those credit hours dropped during the add/drop period for each session. After the add/drop period, no refunds are given (see college calendar for specific dates).

Full refunds are made for cancelled classes.

To get a refund, a student must complete an official drop form and submit it to the Admissions and Records Office or drop the class online in the Student Information System (SIS) during the add/drop period.

ADVANCED STANDING AND WAIVER OF CREDITS

If students have reason to believe that previous educational studies, training programs, or work experience may entitle them to an adjustment in the required courses in particular curricula, they should contact the Vice President for Instruction and Student Services to determine procedures before registering for classes. A student may qualify for waiver of curriculum admission requirements, course prerequisites, and for courses in a curriculum upon the recommendations of a counselor and the instructional division concerned through interviews, tests, and other documentation.

Students may substitute equivalent or more sophisticated courses in the same field in any approved curriculum with the approval of the instructional division and the Vice President for Instruction and Student Services provided they can, by previous educational accomplishment or college administered examination, demonstrate the capability for success in the courses requested.

In addition, if students can demonstrate that previous educational study, training, work experience, or college administered examination results may entitle them to advancement in the courses required for a particular curriculum, upon request and with the approval of the instructional division and the Vice President for Instruction and Student Services, they may receive advanced placement and credit in the course or curriculum for which advancement was requested.

Credit waived by advanced standing may require that a student register for additional credit courses to compensate for the credits waived. Credits waived will not be included in the computation of the student’s cumulative grade point average. Consequently, the student’s GPA will be based only upon courses actually completed at the college.

AUDITING

Students who wish to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Auditing a course requires registering in the regular manner and paying the regular tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course.
Because they carry no credit, audited courses do not count as part of a student’s course load. Students desiring to change status in a course from audit to credit or credit to audit must do so within the add/drop period for the session. After this day, the audit grade "X" is invalid for students enrolled for credit. Students who desire to earn credit for a previously audited class must re-enroll in the class and pay normal tuition to earn a grade other than “X” (audit). Advanced standing credit may not be awarded for a previously audited class.

CLASS ATTENDANCE

Regular class attendance is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. Frequent unexplained absences may result in a student’s dismissal from a course. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

PREVENTION OF CHEATING

All examinations should be given under the supervision of a member of the professional faculty and staff. Examinations should not be monitored by administrative and clerical personnel or by work/study students. "On-your-honor" practices, such as take-home examinations, are discouraged, even though they are permitted. Instructional course plans should include a specific statement on cheating.

ACADEMIC HONESTY

Students will be expected to maintain complete honesty and integrity in their academic experiences. Any student found guilty of dishonesty in academic work is subject to disciplinary action.

The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, BUT NOT LIMITED TO, the following:

- Copying from another student’s test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating, without authority, with another student during an examination or in preparing academic work.
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part, or possessing, the contents of an un-administered test.
- Substituting for another student, or permitting another student to substitute for oneself, when taking a test or preparing other academic work.
- Bribing or soliciting another person to obtain an un-administered test or information about an un-administered test.
- Appropriating another's work without acknowledging the incorporation of another's work in one’s own written work (plagiarism). Webster's Third International Dictionary defines plagiarism as follows:

Plagiarism: to steal and pass off as one's own the ideas or words of another; to use without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft. New River Community College believes the following amplified definition 1 to be useful:
Language: Plagiarizing the words of another consists of copying single words without acknowledging your indebtedness to the author. A student's dictation and phraseology should always be his or her own except where he or she clearly indicates otherwise. Obviously it is not dishonest to copy an author's words in quotation marks and give credit to the source by footnoting or by acknowledging the source in the text of your paper. If you paraphrase a writer's words, you must acknowledge your indebtedness.

Ideas and Thoughts: Give credit to the source of any opinion, idea, or conclusion not your own. For example, the statement "Emily Bronte, unlike her contemporaries, was not concerned with the social injustices of her time" is a conclusion derived from an extensive knowledge of nineteenth-century fiction. If you really have such knowledge, you can honestly draw such a conclusion, but if you have stolen the thought from a critic or other authority, you are plagiarizing. Another example, "Because Gray found new ways to be boring, people thought that he was a genius," is merely a plagiarism of Samuel Johnson's "He (Gray) was dull in a new way, and that made people think him great."

Plagiarism at New River Community College will constitute a punishable offense, and the use of syndicated research papers, essays, work copied from any electronic or other source, constitutes a violation of this rule.

1 Virginia Tech

STUDENT INITIATED WITHDRAWAL POLICY

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of “F” or “U” will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Admissions and Records.

NO-SHOW POLICY

A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.
INSTRUCTOR INITIATED WITHDRAWAL POLICY

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (DE classes) in each class throughout the semester.

When a student’s absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

Since attendance is not a valid measurement for Distance Education (DE) courses, a student may be withdrawn due to non-performance. A student should refer to his/her DE course plan for the instructor’s policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed distance learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (DE class), the last date of attendance/participation will be documented. Withdrawal must be completed within five days of a student’s meeting the withdrawal criteria. A grade of “W” will be recorded during the first sixty percent (60%) period of a course. A student withdrawn after the sixty percent (60%) period will receive a grade of “F” or “U” except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student’s academic file.

The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

GRADE APPEALS RELATED TO ATTENDANCE

A student may be awarded, retroactively, a grade of "W", if and only if, the student would have been eligible under college policy (page 11 in handbook) to receive a "W" on the last date that he/she attended class. The following procedure will be followed to ensure academic integrity and for meeting State Board policy requirements.

1. The student must appeal for a grade of "W" based on attendance.

2. The Admissions and Records staff will collect the relevant documentation for the appeal, including the last date of attendance, from the instructor of the course that is being appealed and other relevant documentation when mitigating circumstances are to be considered. For an appeal related to a distance education course (DE), the last date that work was submitted will be considered the last date of attendance.

3. All relevant documentation will be reviewed by the Director of Student Services and the withdrawal policy strictly applied in determination of changing the grade to "W."

4. If the student ceased attending class during the first 60 percent of the semester, a grade of "W" will be given. If the last date of attendance falls beyond the 60 percent mark, the student must demonstrate mitigating circumstances and must have been passing before a grade of "W" will be awarded.
PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS

Purpose/Audience
This procedure is directed to students, faculty and staff of New River Community College.

Definitions
Student: A student is any person who is officially registered at New River Community College during the specific academic term in which a complaint occurs.
Complaint: A complaint is a written expression of dissatisfaction or constructive criticism from a student submitted to an employee of New River Community College. As defined by the college, a complaint is a less formal action than a grievance, which is covered by a separate procedure. Students who follow the procedure described here also have the option of filing a grievance if they feel responses to a submitted complaint are inadequate.

Guidelines for Students
Any student as defined above may submit a complaint by describing the issue at hand and directing it as follows:
1. The complaint may be directed to any employee of New River Community College.
2. The complaint must be in writing.
3. The complaint may be on paper or in electronic form.

Guidelines for Employees
1. In each instance where a student files a written complaint, a response will be provided to the student within five (5) business days.
2. The receiver of the complaint will determine whether he/she is the appropriate respondent or if the complaint should be addressed by another staff member. In the latter case, the receiver will provide the appropriate staff member with the complaint details and note such action on the NRCC Complaint Resolution Form. (Appendix H)
3. The respondent will determine the appropriate format for a response (e.g., e-mail, letter, in-person meeting, etc.).
4. Copies of all correspondence related to the complaint (both to and from the student) will be maintained on file with the respondent and in the Office of the Vice President for Instruction and Student Services. Documentation will include completion of the Complaint Resolution Form.
5. In the event that a student expresses belief that he/she did not receive satisfactory resolution to the complaint, the respondent will inform the student of the option of filing a grievance under the provisions of the institution’s formal Student Grievance Procedure which is aligned with the Virginia Community College System student grievance policy and procedure.
6. The VP Staff will review all complaints and associated documentation at a regularly scheduled meeting each semester and where appropriate, will use the information to establish guidelines for future practices.

CHANGE OF REGISTRATION
In all cases, students should follow the correct methods for making any changes in their program after registration. Failure to do so could endanger their college records.
SERVICES FOR STUDENTS WITH DISABILITIES

New River Community College has received national recognition for its services for students with disabilities. It is strongly recommended that all employers be aware that the obligation to accommodate these students extends beyond a moral responsibility and a promise of equal access. The college’s goal is more than the architectural barriers or the offering of auxiliary services. Classroom accommodations must be instituted in order to insure full educational opportunities for all students. There are legal imperatives which are found in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

As an educator, you will be serving students with disabilities. To assist you in this process you may contact Lucy P. Howlett, Coordinator of Disability Services, which also includes Center for the Deaf and Hard of Hearing, located in Rooker 274, extension 3619.

All of these centers have materials and resources to assist you in working with special populations.

(Please refer to Appendix E for NRCC’s procedure for resolving complaints that allege any action prohibited by the Americans with Disabilities Act.)

VETERANS’ STANDARDS OF PROGRESS POLICY

The academic policy for students in the Virginia Community College System has evolved over time with relatively few changes. It is educationally sound and serves the needs and purposes of the institutions and their constituents. This policy applies equally to veterans. However, in order to make explicit a few guidelines specifically applicable to the administration of veterans certified for benefits through the Veterans Administration, the following policy applies:

- A record of course progress for all students will be maintained by instructors. This record may include class attendance, dates of examinations, term papers, and class projects completed, along with their respective dates of submission, grade level of performance, and any other appropriate index of student achievement. This data must be sufficiently complete to determine the termination date of the course.

- Any change in the status of a student receiving veterans' benefits -- whether that be a change of curriculum, reduction or increase in course load, withdrawal, suspension, dismissal or other type of changes -- will be reported to the Veterans Administration as soon as possible, but no more than thirty (30) days after the process has been officially completed at the college.

- Unsatisfactory progress will also be reported to the VA when a veteran fails all courses or withdraws from any courses.

- The college will require that previous collegiate experience of students receiving veterans' benefits is evaluated in a timely manner.

- A student who is receiving veterans' benefits and who is enrolled in two or more courses will be considered as making unsatisfactory progress for benefit certification purposes when failing all courses or withdrawing from any courses.

- The college will utilize a normal progress chart to determine student progress toward degree or certificate completion.
- The college will develop and utilize curriculum check sheets to list authorized courses in programs of study.

Services for veterans are coordinated through NRCC’s Veterans Office, (G74) in Godbey Hall. Please refer students to that office (ext. 3693) for any questions related to assistance available to veterans.

**TRANSFER OF PHYSICAL EDUCATION—VETERANS**

The physical education requirements for the degree, diploma, and certificate programs may be transferred upon the veteran student presenting his/her military record of completing physical training (Joint Service Transcript or DD214, for example).

**STUDENT CONDUCT**

Please refer to New River Community College Student Handbook located online for details of the student conduct, rights and responsibilities, discipline and grievance procedure.

To access the 2017-2018 Student Handbook go to [www.nr.edu/sh](http://www.nr.edu/sh).

**THIRD PARTY SOFTWARE**

NRCC assumes no liability for a virus, loss of data, or damage to software, computer or storage device when a student downloads for classes.
## APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Course Plan</td>
</tr>
<tr>
<td>B</td>
<td>Action Guide for Faculty and Staff</td>
</tr>
<tr>
<td>C</td>
<td>Absence and Travel Request</td>
</tr>
<tr>
<td>D</td>
<td>Instructor Course Evaluation Form</td>
</tr>
</tbody>
</table>
| E        | Executive Memorandum  
              Subject: Americans with Disabilities Grievance Procedure |
| F        | Field Trip Release Form |
| G        | NRCC Mission Statement Review Schedule |
| H        | NRCC Complaint Resolution Form |
| I        | Campus and Building Layouts |
Course Plan

Course Number and Title: ________________________________________________________

Prepared by:  (No Instructor Name) ___________________________  ___________________________  (Date)
(only designated department, e.g. - English Faculty)

Approved by: ___________________________  ___________________________  (Date)
(Dean)

I.  Course Description

(MUST be the same description as in the current NRCC catalog.)

II.  Introduction

III.  Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

IV.  Instructional Methods

V.   Instructional Materials

VI.  Course Content

(Use a bulleted list of major topics.)

VII.  Evaluation
VIII. Attendance

Regular attendance at classes is required. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence.

IX. Cheating Policy

X. Withdrawal Policy

Student Initiated Withdrawal Policy

A student may drop or withdraw from a class without academic penalty during the first 60 percent of a session. For purposes of enrollment reporting, the following procedures apply:

a. If a student withdraws from a class prior to the termination of the add/drop period for the session, the student will be removed from the class roll and no grade will be awarded.

b. After the add/drop period, but prior to completion of 60 percent of a session, a student who withdraws from a class will be assigned a grade of “W.” A grade of “W” implies that the student was making satisfactory progress in the class at the time of withdrawal, that the withdrawal was officially made before the deadline published in the college calendar, or that the student was administratively transferred to a different program.

c. After that time, if a student withdraws from a class, a grade of “F” or “U” will be assigned. Exceptions to this policy may be made under documented mitigating circumstances if the student was passing the course at the last date of attendance.

A retroactive grade of “W” may be awarded only if the student would have been eligible under the previously stated policy to receive a “W” on the last date of class attendance. The last date of attendance for a distance education course will be the last date that work was submitted.

Late withdrawal appeals will be reviewed and a decision made by the Coordinator of Admissions and Records.

No-Show Policy

A student must either attend face-to-face courses or demonstrate participation in distance learning courses by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.
**Instructor Initiated Withdrawal**

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance (face-to-face classes) or performance/participation (DE classes) in each class throughout the semester.

When a student’s absences equal twice the number of weekly meetings of a class (equivalent amount of time for summer session), the student may be dropped for unsatisfactory attendance in the class by the instructor.

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The student will be notified of the withdrawal by the Admissions and Records Office. An appeal of reinstatement into the class may be approved only by the instructor.

**XI. Disability and Diversity Statements**

If you are a student with a documented disability who will require accommodation in this course, please register with the Disability Services Office located in the Advising Center for assistance in developing a plan to address your academic needs.

The NRCC community values the pluralistic nature of our society. We recognize diversity including, but not limited to, race ethnicity, religion, culture, social class, age, gender, sexual orientation and physical or mental capability. We respect the variety of ideas, experiences and practices that such diversity entails. It is our commitment to ensure equal opportunity and to sustain a climate of civility for all who work or study at NRCC or who otherwise participate in the life of the college.

**Evacuation Procedure:** Please note the evacuation route posted at the classroom doorway.
Two routes are marked in case one route might be blocked.
**Frequently Asked Questions About Dealing with Student Behaviors**

<table>
<thead>
<tr>
<th>Q. What is the mission of the Threat Assessment Team?</th>
</tr>
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<tbody>
<tr>
<td>New River Community College’s Threat Assessment Team will help develop policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals or groups whose behavior poses a threat to the safety of the campus community.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. What are warning signs of disruptive student behavior that requires immediate attention?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severely troubled or disruptive students exhibit behaviors that signify an obvious crisis and necessitate emergency care. These problems are the easiest to identify. Examples include:</td>
</tr>
<tr>
<td>1. Highly disruptive behavior (e.g., hostility, aggression, violence, etc.).</td>
</tr>
<tr>
<td>2. Inability to communicate clearly (garbled, slurred speech, unconnected, disjointed, or rambling thoughts).</td>
</tr>
<tr>
<td>3. Loss of contact with reality (seeing or hearing things which others cannot see or hear, beliefs, or actions greatly at odds with reality or probability).</td>
</tr>
<tr>
<td>4. Stalking behaviors.</td>
</tr>
<tr>
<td>5. Inappropriate communications (including threatening letters, e-mail, messages, harassment).</td>
</tr>
<tr>
<td>6. Overtly suicidal thoughts (including referring to suicide as a current option in a written assignment).</td>
</tr>
<tr>
<td>7. Threats to harm others.</td>
</tr>
<tr>
<td>8. Appearance of being under the influence of drugs or alcohol.</td>
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</table>

<table>
<thead>
<tr>
<th>Q. What are some signs that a student may be in distress?</th>
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</thead>
<tbody>
<tr>
<td>Students in distress may not be disruptive to others, but may exhibit behaviors which indicate something is wrong, show signs of emotional distress and indicate that assistance is needed. They may also be reluctant or unable to acknowledge a need for personal help. Behaviors may include:</td>
</tr>
<tr>
<td>1. Serious grade problems or a change from consistently passing grades to unaccountable poor performance.</td>
</tr>
<tr>
<td>2. Excessive absences, especially if the student has previously demonstrated consistent attendance.</td>
</tr>
<tr>
<td>3. Unusual or significantly changed patterns of interaction, i.e., avoidance of participation, excessive anxiety when called upon, domination of discussions, etc.</td>
</tr>
<tr>
<td>4. Other characteristics that suggest the student is having trouble managing stress successfully, e.g., a depressed, lethargic mood; very rapid speech; swollen, red eyes; marked change in personal dress and hygiene; falling asleep during class.</td>
</tr>
<tr>
<td>5. Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional while disclosing the circumstances prompting the request.</td>
</tr>
<tr>
<td>6. New or repeated behavior which pushes the limits of decorum and which interferes with effective management of the immediate environment.</td>
</tr>
<tr>
<td>7. Unusual or exaggerated emotional responses which are obviously inappropriate to the situation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. How do I make a referral?</th>
</tr>
</thead>
<tbody>
<tr>
<td>While many students go to counseling or to the Office of Student Services on their own, your exposure to students increases the likelihood you will identify signs and/or behaviors of distress in a student. What can you do?</td>
</tr>
<tr>
<td>1. Recommend campus services to the student or complete a Referral Form for Student Services Intervention and forward the form to a member of the Behavioral Intervention Team.</td>
</tr>
<tr>
<td>2. Determine the student’s willingness to go to a helping resource. Reassure the student that it is an act of strength to ask for help.</td>
</tr>
<tr>
<td>3. Dispute the myth that only “weak” or “crazy” people go for counseling or use others’ help.</td>
</tr>
<tr>
<td>4. Remind the student that counseling resources are affordable (often free or reduced for students) and are confidential.</td>
</tr>
<tr>
<td>5. Offer to help make the initial contact with the helping resource.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Q. What are the warning signs of alcohol and substance abuse that might lead you to refer a student?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical warning signs of drug abuse</strong></td>
</tr>
<tr>
<td>Bloodshot eyes or pupils that are larger or smaller than usual</td>
</tr>
<tr>
<td>Changes in appetite or sleep patterns. Sudden weight loss or weight gain</td>
</tr>
<tr>
<td>Deterioration of physical appearance and personal grooming habits</td>
</tr>
<tr>
<td>Unusual smells on breath, body or clothing</td>
</tr>
<tr>
<td>Tremors, slurred speech, or impaired coordination</td>
</tr>
<tr>
<td>Has burned fingers, burns on lips, or needle track marks on arms</td>
</tr>
<tr>
<td>Exhibits impaired coordination or unsteady gait (e.g., staggering, off balance)</td>
</tr>
<tr>
<td>Speaks more rapidly or slowly than normal</td>
</tr>
<tr>
<td><strong>Behavioral signs of drug abuse</strong></td>
</tr>
<tr>
<td>Drop in attendance and performance at work or school</td>
</tr>
<tr>
<td>Unexplained need for money or financial problems. May borrow or steal to get it</td>
</tr>
<tr>
<td>Engaging in secretive or suspicious behaviors</td>
</tr>
<tr>
<td>Sudden changes in friends, favorite hangouts, and hobbies</td>
</tr>
<tr>
<td>Frequently getting into trouble ( fights, accidents, illegal activities)</td>
</tr>
<tr>
<td>Has difficulty concentrating, focusing, or attending to a task</td>
</tr>
<tr>
<td>Frequently appears distracted or disoriented</td>
</tr>
<tr>
<td>Makes inappropriate or unreasonable choices</td>
</tr>
<tr>
<td>Experiences short-term memory loss</td>
</tr>
<tr>
<td>Often needs directions repeated</td>
</tr>
<tr>
<td>Has difficulty recalling known details</td>
</tr>
<tr>
<td><strong>Psychological warning signs of drug abuse:</strong></td>
</tr>
<tr>
<td>Unexplained change in personality or attitude</td>
</tr>
<tr>
<td>Sudden mood swings, irritability, or angry outbursts</td>
</tr>
<tr>
<td>Periods of unusual hyperactivity, agitation, or giddiness</td>
</tr>
<tr>
<td>Lack of motivation; appears lethargic or “spaced out”</td>
</tr>
<tr>
<td>Appears fearful, anxious, or paranoid, with no reason</td>
</tr>
<tr>
<td>Experiences wide mood swings (highs and lows)</td>
</tr>
<tr>
<td>Experiences general change in mood toward a more depressed and negative or critical outlook</td>
</tr>
<tr>
<td>Appears fearful or anxious; experiences panic attacks</td>
</tr>
<tr>
<td>Appears impatient, agitated, or irritable</td>
</tr>
<tr>
<td>Experiences ongoing depression</td>
</tr>
<tr>
<td>Has paranoid thoughts</td>
</tr>
</tbody>
</table>
FACULTY AND STAFF ACTION GUIDE

CONCERN FOR STUDENT
Incidents observed that provoke concern but require no emergency response
- Behavioral Intervention Team

EMOTIONAL BEHAVIOR
If you see, or are dealing with, a student who needs to talk to someone about a personal concern or is experiencing a psychological crisis.
- Behavioral Intervention Team

AGGRESSION
If you see, or are dealing with, aggressive or threatening behavior.
- NRCC Security
- Behavioral Intervention Team

ILLNESS OR INJURY
If you see, or are dealing with a person who is injured, ill, or whose behavior seems erratic.
- NRCC Security
- Behavioral Intervention Team

DANGEROUS TO OTHERS
A student expresses (verbally or in writing) a willingness to harm or kill another or themselves.
- Behavioral Intervention Team
- NRCC Security
- Threat Assessment Team

SUBSTANCE ABUSE
A student appears to be under the influence of alcohol or drugs.
- NRCC Security
- Behavioral Intervention Team

SEXUAL Assault
A student reports he/she is a victim of ongoing or recent physical or sexual assault.
- NRCC Security
- Behavioral Intervention Team

DANGEROUS TO SELF
A student demonstrates (in progress) an attempt to harm or kill themselves or has a specific plan to harm themselves.
- Behavioral Intervention Team
- NRCC Security

Q. How should I respond when a student is disrupting my class?
Faculty members have broad authority to manage their classrooms and establish reasonable guidelines for class discussions that ensure everyone has an opportunity to participate in an orderly manner. If you believe a student’s behavior is inappropriate, consider a general word of caution rather than singling a student out or embarrassing the student. If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms, and have no intent to be offensive or disruptive. There may be rare circumstances where it is necessary to speak to a student during class about this behavior. Correct the student in a manner indicating that further discussion can occur after class. Examples of disruptive behavior include interrupting or monopolizing classroom discussion, interrupting instruction, and using inappropriate language.

Disruptive Student Behavior
The Student Handbook outlines the standards and expectations of students' conduct and behavior. Examples of disruptive behavior are as follows:

Conduct Disruptive to the College Community
- Conduct that is disruptive to the college’s educational objectives, to its operations, or to its officials, staff, and faculty in the performance of their work, or to any other aspect of its mission. Such conduct includes, but is not limited to:
  1. Disruption of a class, college activity, or any other normal activity held on college property at a college location.
  2. Classroom behavior that interferes with either the instructor's ability to conduct the class or (b) the ability of other students to benefit from the instructional program.
  3. Actions causing physical injury or endangering one's own health or safety.

Causing Physical or Other Harm to Any Person
- 1. Conduct causing physical injury or endangering another’s health or safety, which includes, but is not limited to, acts of physical violence, assault, and relationship or domestic violence.
- 2. Actions causing physical injury or endangering one's own health or safety.

Sexual Assault and Sexual Misconduct
- 1. Sexual Assault. Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or, in circumstances in which the person is unable, due to age, disability, or chemical or other impairment, to give consent.
- 2. Sexual Exploitation. Any intentional intimate touching of another without the consent of the other person or, in circumstances in which the person is unable, due to age, disability, or chemical or other impairment, to give consent.

Harassment
- 1. Harassment or Threats—Verbal or written abuse, threats, harassment, coercion, or any other conduct that places another individual in reasonable fear for their safety through words or actions directed at that person, or substantially interferes with the working, educational, or living environment of the individual, including stalking and racial harassment.
- 2. Sexual Harassment—Unwelcome sexual advances, requests for favors, and/or other verbal or physical conduct of a sexual nature:
  a. Submission to such conduct is made an implicit or explicit term or condition of an individual's employment or status in a college activity;
  b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or decisions affecting such individual's employment or status in a college activity;
  c. Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive employment or academic environment.

IMPORTANT NUMBERS
Campus Security: Ext. 3646 or 540-874-3646.
Advising Center: Ext. 3000
Student Disability Services: Ext. 3619

BEHAVIORAL INTERVENTION TEAM
- Deborah Kennedy Ext. 3690
- Peggy Dunn Ext. 4408
- Lucy Howlett Ext. 3619
- Rod Reedy Ext. 4358

THREAT ASSESSMENT TEAM
- Chair: Amy Hall Ext. 4211
- Melissa Anderson Ext. 4310
- Peter Anderson Ext. 4369
- Angie Covey Ext. 3655
- Wayne Cressell Ext. 3474
- Tony Nicole Ext. 3930
- Mark Rowh Ext. 4241
- Fritz Streif Ext. 3837
- John Van Hemert Ext. 5213
- Jill Williams Ext. 3467
- Joey Williams Ext. 3646
## NEW RIVER COMMUNITY COLLEGE
### ABSENCE AND TRAVEL REQUEST

**Employee Name (print):**

**Date of Travel or Absence:** From ___________ To ___________

**Purpose of Travel or Absence:**

- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________

**Responsibilities which will be missed and specific provision for replacement:**

- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________
- [ ] __________________________________________________________________________

**Transportation Via:**

- [ ] Common Carrier
- [ ] Private Car
- [ ] Other

**Estimated Expenditures:**

- [ ] Transportation
- [ ] Subsistence
- [ ] Lodging
- [ ] Other

**Total Estimated Expenditures**

- [ ] __________________________________________________________________________

**Traveler’s Signature**

- [ ] __________________________________________________________________________

**Division Dean**

- [ ] Approved*   [ ] Rejected   Date: _____

**Vice President for Instruction & Student Services**

- [ ] Approved   [ ] Rejected   Date: _____

* Approval implies the availability of departmental funds

Revised 2015
<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Never</th>
<th>Sometimes</th>
<th>Usually</th>
<th>Always</th>
<th>Does not apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are class presentations informative?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Is class time used effectively?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td>Is your instructor knowledgeable about the subject?</td>
<td></td>
<td></td>
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<tr>
<td>4</td>
<td>Is your instructor able to communicate this knowledge (explanations and comments understandable)?</td>
<td></td>
<td></td>
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<tr>
<td>5</td>
<td>Is your instructor enthusiastic about the subject?</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Does your instructor challenge you to think?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>7</td>
<td>Does your instructor direct class activities effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Is your instructor available for appointments during scheduled office hours?</td>
<td></td>
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<tr>
<td>9</td>
<td>Are you tested on the material you were asked to study?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Is your instructor prepared for class?</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>11</td>
<td>Are the handouts and/or PowerPoint presentations for the course helpful?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Do the tests cover a reasonable amount of material?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13</td>
<td>Are the tests returned within a reasonable amount of time?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>14</td>
<td>Do the tests accurately measure your knowledge of this subject?</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>15</td>
<td>Does the instructor demonstrate a responsible attitude toward</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>the development of safety procedures and the care and use of laboratory equipment?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Does the instructor deal with you fairly?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Does the instructor allow you to express and explain differing opinions?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Does the instructor answer questions that you ask?</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>19</td>
<td>Does the instructor listen to you?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Is the instructor sensitive to students who fail to understand?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Does the course fulfill the objectives as stated on the course plan?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Does the instructor keep an accurate record of your progress (tests and assignments)?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>What is your overall evaluation of the faculty member?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Did your instructor explain the course objectives?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2. STUDENT

Directions: Please provide responses to the following questions:

25. What grade do you expect in this course?

<table>
<thead>
<tr>
<th>26. Is this a required course for you?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

27. How many hours per week are you employed?

28. How many credit hours are you taking this semester?

29. What do you like BEST about this course?

30. What do you dislike MOST about this course?

31. What changes do you think would make this course better?

32. How would you describe your class attendance?

33. How well do you prepare yourself for the class meetings and assignments?

34. Are you able to give your best effort in this course? If not, why?
APPENDIX E

SUBJECT: AMERICANS WITH DISABILITIES GRIEVANCE PROCEDURE

New River Community College has adopted an internal procedure which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act (ADA). Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

Complaints should be addressed to: Lucy P. Howlett, ADA Coordinator, Center for Disability Services, (540) 674-3619, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within 10 workdays after the complainant becomes aware of the alleged violation where a specific incident or occurrence happened.

3. An investigation, conducted by the ADA Coordinator as may be appropriate, and a meeting of the ADA Advisory Committee shall follow a filing of a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and Advisory Committee and forwarded to the complainant no later than 10 workdays after its filing.

5. The ADA Coordinator shall maintain the files and records relating to the complaints filed.

6. The complainant may request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 workdays to the college's EEO/AA Officer. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the EEO/AA Officer and forwarded to the complainant no later than 10 workdays after the request for reconsideration.

7. If a grievance is against the ADA Coordinator, the ADA Grievance Procedure shall be followed except the complaint should be filed with the college's EEO/AA Officer, Dr. Mark Rowh, and the request for reconsideration should be filed with the President, Dr. Pat Huber.

8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies\(^2\).

\(^2\)Other remedies include the filing of an ADA complaint with the federal EEOC or other responsible federal agency. State employees may also file a complaint with the state EEO or initiate a grievance under the state grievance procedure.
9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that New River Community College complies with the ADA and implementation of the regulations.
It is my desire to participate in the New River Community College Field Trip to

scheduled for ________________________________, 20 ___.

In consideration for my being allowed to participate in the above described field trip on the dates mentioned, I hereby release New River Community College, the State Board for Community Colleges, The Commonwealth of Virginia, their employees and agents from any and all liability for any injuries sustained by me while preparing for, going to, participating in or returning from said field trip.

I am eighteen years of age or older.

I am fully aware that the above mentioned field trip is on a voluntary basis and is not a mandatory objective to fulfill course requirements.

(SIGNED - NOT PRINTED)
If Married, sign your legal name, not your husband’s name.

________________________________________
Date
## NRCC Mission Statement Review Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>Review completed</td>
</tr>
<tr>
<td>2020</td>
<td>Review by faculty, staff and college constituencies (January)</td>
</tr>
<tr>
<td></td>
<td>Community input survey (February-March)</td>
</tr>
<tr>
<td></td>
<td>Review by College Board (June)</td>
</tr>
<tr>
<td>2025</td>
<td>Review by faculty, staff and college constituencies (January)</td>
</tr>
<tr>
<td></td>
<td>Review by College Board (March)</td>
</tr>
<tr>
<td>2030</td>
<td>Review by faculty, staff and college constituencies (January)</td>
</tr>
<tr>
<td></td>
<td>Community input survey (February-March)</td>
</tr>
<tr>
<td></td>
<td>Review by College Board (June)</td>
</tr>
<tr>
<td>2035</td>
<td>Review by faculty, staff and college constituencies (January)</td>
</tr>
<tr>
<td></td>
<td>Review by College Board (March)</td>
</tr>
<tr>
<td>As needed</td>
<td>Additional review within 12 months of any revision of the Virginia</td>
</tr>
<tr>
<td></td>
<td>Community College System mission statement</td>
</tr>
</tbody>
</table>
# NRCC Complaint Resolution Form

<table>
<thead>
<tr>
<th>DATE:</th>
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</thead>
<tbody>
<tr>
<td>INDIVIDUAL WITH COMPLAINT/ISSUE:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPLAINT/ISSUES:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACTION TAKEN/RESOLUTION:</th>
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<table>
<thead>
<tr>
<th>COLLEGE RESPONDER:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>SUPPORTING DOCUMENTATION:</th>
</tr>
</thead>
</table>