10 TIPS TO STAY MOTIVATED TO GRADUATE

TRANSFER AND SAVE 20K+

DOES YOUR PROGRAM QUALIFY FOR GUARANTEED TRANSFER?

GET ADMITTED
STAY COMMITTED

10 TIPS TO STAY MOTIVATED TO GRADUATE

KNOW YOUR ADVISOR
THEY’LL HELP YOU CHOOSE THE RIGHT MAJOR

OMG exciting careers to choose from

Cool Vibes

25+

Reynolds clubs & organizations for you to JOIN

Reynolds COMMUNITY COLLEGE

Bayan | Reynolds student
Computer Science Major

#IGOTMYSTARTATREYNOLDS
**Nondiscrimination Statement** Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor. Reynolds offers programs under its open admissions policy. Admission to select vocational programs is based on a separate application process that is nondiscriminatory. For the full policy and a list of select programs, visit reynolds.edu.

**Accreditation Statement** J. Sargeant Reynolds Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of J. Sargeant Reynolds Community College.
VISIT WITH FRIENDS AND HAVE SOME FUN BETWEEN CLASSES.

Service Projects

Leadership opportunities

Social Events

Bus Trips

Sports & Games

COME PLAY FLAG FOOTBALL, BASKETBALL, SOCCER, AS WELL AS POOL, AIR HOCKEY, PLAYSTATION, Wii, XBOX, OR RELAX WITH FRIENDS.

Kimberly | Reynolds student | Criminal Justice Major
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**Easy Steps to Get Started**

*New Students* begin with step 1 - Apply.
*Returning students* begin with step 4 - Get Advised.

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**Apply** online at reynolds.edu and receive your Empl ID (student ID) and username. Save this information! You will need both for the next step.

**Apply** for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) to ensure it is received on time. Use the Reynolds Federal School code: 003759. Priority deadline for spring semester is Sept 15 and for fall semester is April 15. Visit reynolds.edu/financialaid.

*If you receive financial aid, you must apply each year.*

**Apply** online for a Reynolds scholarship between December and March 1. There is one common application to be considered for all available scholarships. Visit reynolds.edu/scholarships.

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1. **APPLY**

2. **LOG ON**

3. **GET PLACED**

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**Log on** to MyREYNOLDS at reynolds.edu within 24 hours of applying. Use your username to set up your account. Otherwise, your password will expire and you will have to call (804) 371-3000 to reset.

Time-sensitive information is sent to your Reynolds email account and online Student Center. It is important to check these often.

**Get Placed. You may be eligible to waive the placement test.** Submit your official transcripts and/or test scores. (Transcripts include college, GED, and high school. Test scores include ACT, AP, CLEP, GED, IB, and SAT.) You may bring these in an officially sealed envelope to any Enrollment Services location at one of our three campuses. Or mail to: Reynolds Community College, Admissions & Records, P.O. Box 85622, Richmond, VA 23285.

If you are required to take the placement test, take it seriously. The placement test determines what, if any, developmental courses you need first. Developmental courses prepare you for college-level math and English. Prepare in advance and visit reynolds.edu/testprep.

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Keep going.
New students get advised by completing the required two-step orientation both online and on-campus. Sign up at reynolds.edu/orientation.

Returning students get advised by meeting with an advisor before registering for class.

Students with 0-15 credits, see Enrollment Services for advising. Students with 16 or more credits, see your academic program advisor. To find your advisor, visit reynolds.edu/advising.

If you receive financial aid, you must apply each year. See step 1.

Register and create your class schedule by logging on to MyREYNOLDS. If you register early, you are more likely to get the class you need and schedule you want.

Pay for your class. For the most current tuition and payment due dates, visit reynolds.edu/tuition. Pay online through MyREYNOLDS or in-person at any campus Business Office.

Log on to MyREYNOLDS to check your financial aid award status. For information about payment plans, refunds, or paying with a scholarship, savings plan, or other third-party sponsor, visit reynolds.edu/businessoffice.

4. GET ADVISED
5. REGISTER & PAY
6. PREPARE FOR CLASS

Prepare for Class! View your schedule online in MyREYNOLDS. You will need it to get your Reynolds ID to purchase your books if using financial aid. Visit reynolds.edu/bookstore. Attend class in person or online.

Use the tools in MyREYNOLDS to track your progress and graduate on time. Learn how to use your online student planner and advising report. For video tutorials, visit reynolds.edu/track.

For questions, contact Enrollment Services:
Services include academic advising, admissions and records, and veterans services. Available in-person on all campuses. Or call (804) 523-6464.

For financial aid help: call toll-free 1 (855) 874-6682
To help you select your major or program of study, Reynolds has developed broad groups of programs that reflect a variety of academic subject areas and career interests. Programs in each of the groups share similar coursework, career opportunities, and related work activities to help you find the best fit for your interests, strengths, and abilities.

The groups listed here identify career and technical areas in which Reynolds offers programs that prepare you to enter the workforce upon graduation. Associate of Applied Science degrees and certificates combine theoretical coursework and hands-on laboratory experience. Many degree programs also provide coordinated internship or cooperative education opportunities. While not designed for transfer, some applied degree programs have transfer agreements with select four-year colleges and universities. If advancement in the field requires a bachelor’s degree or higher, the appropriate Associate transfer degree is listed among the program options for that grouping.

### BUSINESS
- **Accounting**
  - AAS
  - C
  - CSC
- **Hospitality Management**
  - AAS
- **Management**
  - AAS
  - Small Business Management specialization
  - Retail Management specialization
- **Entrepreneurship in Small Business**
  - CSC
- **eCommerce**
  - CSC
- **Real Estate Agent/Broker**
  - CSC
- **Business Administration**
  - AAS (Transfer)*

### CONSTRUCTION & MANUFACTURING
- **Architectural & Engineering Technology**
  - AAS
- **Contemporary Technology**
  - AAS
- **Building Construction Management specialization**
- **Computer-Aided Design Specialist**
  - CSC
- **Welding**
  - CSC
- **Engineering**
  - AS

### CULINARY ARTS, HORTICULTURE & SUSTAINABLE AGRICULTURE
- **Culinary Arts**
  - AAS
- **Culinary Arts specialization**
- **Pastry Arts specialization**
- **Culinary Management specialization**
- **Sustainable Agriculture**
  - CSC
- **Horticulture Technology**
  - AAS
- **Floral Design**
  - CSC
- **Science**
  - AAS (Transfer)*

### HEALTH PROFESSIONS & NURSING
- **Central Sterile Technician**
  - CSC
- **Pre-Dental Assisting**
  - CSC
- **Dental Assisting**
  - C
- **Emergency Medical Services**
  - Emergency Medical Technician
  - Intermediate CSC
  - Paramedic CSC
- **Emergency Medical Services - Paramedic**
  - AAS
- **Health Science**
  - I CSC
- **Health Information Management**
  - AAS
- **Advanced Medical Coder**
  - Health Information Management) CSC
- **Medical Records Coder**
  - Health Information Management) CSC
- **Release of Health Information Specialist**
  - Health Information Management) CSC
- **Pre-Medical Laboratory Technology**
  - CSC
- **Medical Laboratory Technology**
  - AAS
- **Pre-Respiratory Therapy**
  - CSC
- **Respiratory Therapy**
  - AAS
- **Science**
  - AAS (Transfer)*

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**There’s More!**
By Transfer Degree

To help you choose a major or transfer program of study, Reynolds has developed several Associate of Arts/Associate of Science transfer degrees that provide a foundation of general education, and selected prerequisite courses, for transfer to a four-year college or university.

These transfer programs are not designed to prepare you for immediate entry into the workplace. Reynolds has dozens of guaranteed transfer agreements with four-year public and private colleges and universities. Students interested in this transfer opportunity, or transferring in general, should consult their faculty advisor upon program entry for further guidance. Reynolds also has a Transfer Center with information to guide you early on: www.reynolds.edu/transfer

General Education C
General Studies AS
Liberal Arts AA
  Teacher Preparation Specialization
Business Administration AS
Engineering AS
  Chemical/Biomedical specialization
  Electrical/Computer specialization
  Mechanical/General Engineering specialization

Sciences AS
  Science specialization
  Computer Science specialization
  Mathematics specialization
  Mathematics/Science Teacher Preparation specialization

Social Sciences AS
  American Sign Language/Deaf Studies specialization
  Pre-Social Work specialization
  Teacher Preparation specialization

By Transfer Degree

Make sure you know about the unique agreement Reynolds has with the 4-year college or university you would like to attend.

To make an appointment with the Reynolds Career & Transfer Center, email rbeale@reynolds.edu or call (804) 523-5067.
Finding Your Way

**Downtown**
700 E Jackson St
Richmond, 23219

**Goochland**
1851 Dickinson Road
Goochland, 23063

**Parham Road**
1651 E Parham Rd
Richmond, 23228

**Fun fact**
Half of Reynolds students are taking one or more classes **ONLINE** and 17% are taking all of their credits online.
Campus Locations
Reynolds has three distinctive campuses – Downtown Campus, Parham Road Campus, and Goochland Campus. Interactive campus maps can be found online at reynolds.edu/locations. Reynolds also has a selection of online classes and online degrees.

Get your student ID Card
Students can obtain a Reynolds ID card from the Department of Police at any campus. Visit reynolds.edu/police for details. Reynolds assigns a student identification number (EMPL ID) at the time of application. Have this number ready and use it to access services on campus or through MyREYNOLDS.

Parking
Parking on campus is free. Parham Road and Goochland Campuses offer ample parking in lots. Students taking classes in Brookside Hall may park in Parking Lot A, which is closest to the walkway leading to Brookside Hall. Downtown Campus students may park in the deck (8th street entrance) adjacent to the campus building. A valid student ID is required to access the deck. Additional parking lots are available on North 7th Street and shuttle service to campus is available (students may use the VCU I-lot shuttle or call (804) 523-5219 for an escort). Complete the online parking decal form, then pick up your decal from the Department of Police. Visit reynolds.edu/police.

Shuttle Service
Reynolds shuttles run between the Downtown and Parham Road Campuses and require a valid Reynolds ID. Visit reynolds.edu/shuttle for pick up times. Shuttles run approximately every 60 minutes. Shuttle times may vary and schedules may change during the semester.

Downtown Campus Shuttle Stop
8th Street

Parham Road Campus Shuttle Stop
Front of Georgiadis Hall
PRC - Brookside
Front of Georgiadis Hall
Front of Brookside Hall (1701 E. Parham Road)

Shuttle times will vary depending on class schedules. Visit reynolds.edu/shuttle

Safety
The Reynolds Department of Police provides students with the opportunity to learn and succeed in a safe learning environment. Police use a community-policing model to create partnerships with students, faculty, and staff and apply best practices in emergency management for the safety and protection of our college community. Reynolds Department of Police may be contacted for services including:

• Reporting of crime
• Reporting of suspicious activity
• Information about campus emergency preparedness
• Escorting or assistance with a disabled vehicle
• Safety and self-defense training or assistance

The Reynolds Police department is the only Virginia Community College System police department to receive the Virginia Law Enforcement Professional Standards Commission accreditation.
**MyREYNOLDS**

MyREYNOLDS is a portal to the web-based Student Information System, Blackboard, and Student Email accounts. Log in with only one username and password to remember.

- **Student Information System (SIS)** provides you with the ability to register for classes, pay tuition and fees, review financial aid, request a transcript, and view grades.

- **Blackboard** is an online course management system used for both online and face-to-face classes. Professors use Blackboard to post assignments and share feedback. Students use Blackboard to submit assignments, participate in online class discussions, and more.

- **Reynolds Email** provides Reynolds students with a college Gmail account. It is important to check student email regularly. Information from Reynolds about registration, financial aid, and student accounts will be shared through this email account.

**Follow Reynolds**

Reynolds actively posts information via social media. Stay informed by following us on Facebook, Instagram, Twitter, and YouTube.

- ReynoldsCommunityCollege
- @ReynoldsCollege
- ReynoldsCollege
- jsargeantreynolds

Stay up-to-date on campus events by viewing the events calendar at calendar.reynolds.edu.

**The Reynolds Learning Environment**

Reynolds is committed to providing a positive learning environment in which all faculty, staff, and students can learn together in a setting that encourages the free exchange of ideas and information. To accomplish this goal, the members of the college have established principles for learning and embracing civility. Learn more at reynolds.edu/le.

**Campus Closures & Emergency Messages**

Reynolds may close due to inclement weather or for other emergencies. Reynolds uses Reynolds Alert to immediately contact subscribers during a major crisis or emergency delivering important alerts, notifications and updates on numerous devices including E-mail accounts and smart phones. It is strongly recommended that you sign up to receive text message and email alerts at alert.reynolds.edu. College closure information can also be found on the Reynolds website reynolds.edu or by calling the Reynolds Information Center at (804) 371-3000.

**Your Contact Information**

It is your responsibility to keep this information up-to-date with the Central Admissions and Records Office. Timely reporting of name and address changes will assist Reynolds in ensuring proper delivery of important notices and announcements. Submit address changes through the Student Information System (SIS) or by visiting Enrollment Services or the Central Admissions and Records Office.

**Get involved!**

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

The Office of Student Life coordinates trips to sporting events, theaters, and four-year colleges and universities. It also plans a variety of free or low-cost events for students on campus. In addition, the office works with the student-led clubs and organizations, coordinates a college leadership program, plans community service activities, hosts the intramurals program and other recreational activities, and maintains the Student Life Game Centers.

**Stay Connected**

It can be easy to get bogged down in coursework every night when you don’t have a plan. If you find yourself with an upcoming exam to study for, plus some general reading homework, you might benefit from prioritizing the exam. Getting studying out of the way first can help reduce stress and build confidence.
Events & Activities
The Office of Student Life offers a variety of out-of-classroom activities and opportunities for student engagement and learning including:

- Student clubs and organizations
- Bus trips
- Service projects
- Multi-cultural programs
- Social events
- National speakers
- Theatrical productions

For more information, visit reynolds.edu/studentlife. For a full list of events, visit reynolds.edu/events.

Student Leadership
In addition to an enriching academic learning experience, Reynolds students have an opportunity to learn leadership skills that are transferable to the workplace. Join a Reynolds leadership program and enhance your college experience, develop lifelong friendships, and become an active member of the Reynolds community.

JSR LEAD
JSR LEAD is the Reynolds student leadership development program. Launched in 2008, the program enrolls 20 students in a two-semester experience where students develop the tools needed to work as effective leaders. In the fall semester, JSR LEAD students participate in a program retreat, work on team building skills, attend the VCCS Student Leadership Conference, learn about corporate etiquette, enhance public speaking skills, and participate in community service. In the spring semester, JSR LEAD students take SDV 109 which is a one-credit leadership development class. This class, which meets for eight weeks, includes such topics as leadership styles and theories, ethical decision making, communication, managing change, wellness and balance, gender and diversity in leadership, and conflict management. JSR LEAD provides an opportunity for students to enhance or develop leadership skills while making lifelong friendships.

Phi Theta Kappa
Phi Theta Kappa (PTK) is an international honor society for two-year colleges. The purpose of PTK is to recognize and encourage scholarship among two-year college students. To achieve this purpose, PTK provides opportunities for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

Student Ambassadors
Student Ambassadors serve the Reynolds community in a number of ways. Ambassadors serve as orientation leaders, assist the Marketing and Recruitment Offices by representing Reynolds to a variety of audiences, provide campus tours to groups visiting Reynolds, and aid current students. Each Ambassador serves for three semesters: summer, fall, and spring. For their time and work, each Student Ambassador receives a wage. The Ambassador selection process begins early in the spring semester and consists of a written application and an interview. Additional information can be found at reynolds.edu/studentlife.

Student Senate
Student Senate members advocate on behalf of the student body for issues and topics of interest to students at Reynolds. The Student Senate is composed of a maximum of 15 students representing the Parham Road, Downtown, and Goochland campuses. Senate members attend regular meetings during the academic year, represent Reynolds at various functions (e.g. College Board meetings, legislative sessions, etc.), obtain the opinions of Reynolds students on matters related to Reynolds, and complete one signature program each year.

Any current student enrolled in at least six credit hours at Reynolds with a cumulative GPA of 2.5 is eligible to apply. The application process begins early in the fall semester and consists of a written application and an interview. Members begin their term on October 1 and conclude on April 30.

Tip 2

set small goals

With big projects, it can be difficult to know where to begin. Create a plan for how to address it. For example, if writing a 25-page paper, don’t focus on that final number. Break it down and consider each section individually. You can handle any project in small chunks.
Take Our Advice

Academic Advising
Who is my Advisor? Visit reynolds.edu/advising

Completed
0-15
Credits

Exception
3
Programs

Program
Advisor

Program
Advisor

Completed
16+
Credits

Enrollment
Services

How do I know how many credits I have?
• Log in to SIS and go to your Student Services Center screen.
• Select your “Academic Requirements” option.
• View your Advising Report as a PDF.
• Scroll to the bottom of this PDF report to see the “Transcript Summary.”
• The number in the “Credits + Transfer” column, is the number of credits you have completed toward your program.

Prepare to Meet with an Academic Advisor
• Review the requirements for your academic program and develop a list of questions. Academic program curriculum requirements can be found online or in the Reynolds college catalog. You can also access and print your academic (requirements) advising report, which is found in your electronic student center by way of MyREYNOLDS.
• Write down or memorize your student identification number (EMPL ID).
• Bring any additional information that may be useful during the advising session such as placement testing scores and unofficial transcripts from previously attended schools.
• Realistically assess work, family, and outside obligation for the upcoming semester.
• Begin to think about your occupational and educational goals. If you need assistance in this area you may wish to meet with an advisor in one of the Career, Employment & Transfer Centers.
• For more information, visit reynolds.edu/advising

Career & Employment Services
Reynolds helps students and alumni search for jobs, prepare resumes, and prepare for job interviews. Visit reynolds.edu/career for contact information. Students interested in full-time and part-time work, visit reynolds.edu/employment_services.

Transferring to a Four-Year
Counselors are available to assist students who plan to transfer to a four-year college or university by interpreting transfer credit requirements and providing guidance in choosing a transfer institution. Visit reynolds.edu/transfer for contact information.

Priority Registration offers returning students, enrolled in a degree or certificate program, an opportunity to register online for classes prior to the start of Open Registration. Check MyREYNOLDS or your college email for information about when class registration will be available specifically for you. Students eligible for Priority Registration are encouraged to take advantage of early registration and ensure they get the classes they need to complete their degree or certificate on time.

Tip 3: Change your perspective

Your perspective can set the tone for how you experience your education. While some classes may seem more important than others, students are taking these classes for a bigger purpose. English classes can help you communicate more effectively in writing, for example, and general electives can serve as a foundation for more interesting specializations down the road.
Tech Support
As a college student, it is important that you are comfortable with the technology available to help you communicate with your professors, complete your assignments, and succeed with your academics. Occasionally, you may run into an issue and require assistance. Reynolds Tech Support can assist with:

• Your MyREYNOLDS username and password
• Using Blackboard (Learning Management System)
• Navigating the Student Information System (SIS)
• Accessing student email
• Free student software
• Printing at Reynolds
• Mobile Device Checkout Service (Windows 10 laptops, iPads, and Chromebooks are available for short term checkout from campus libraries)

Visit reynolds.edu/techsupport or call (804) 371-3000.

Tutoring
The Academic Support Centers (ASC) are home to the Reynolds tutorial programs. Faculty and peer tutors provide one-on-one and small group tutorial conferences for Reynolds students. Tutoring is available free of charge to students currently enrolled in Reynolds credit courses. Students should check with the ASC on their campus to find out if tutors are available for the courses in which they wish to receive tutoring. For information on Smarthinking online tutoring and additional online resources, visit reynolds.edu/tutor.

Math Central
Math Central at Reynolds provides coaching and support for math students. Qualified faculty and peer math coaches offer a variety of techniques to support students through developmental and credit-level math courses. Whether you need help with a single concept or ongoing support through the completion of your courses, Math Central coaches are there to provide important tools for success and to cheer you on. Visit reynolds.edu/go/math.

iGrad
iGrad is an award winning platform for personal finance education and is made available to students, staff, and alumni through Reynolds’ partnership with ECMC Solutions. iGrad can be your single destination for all personal finance questions and so much more. It has a wealth of videos, articles, and other resources to help you apply for financial aid, borrow wisely, and select the right repayment program for your budget. Visit www.igrad.com/schools/reynoldscc to learn more.

Services for Students with Disabilities
The Office of Student Accommodations (OSA) seeks to provide access to educational opportunities for individuals with disabilities by removing barriers that would otherwise hinder their ability to participate. Students with disabilities may request reasonable accommodations through OSA. For additional information, contact a Student Accommodations Specialist:

• Downtown Campus: (804) 523-5628
• Parham Road Campus: (804) 523-5290
• Goochland Campus: (804) 523-5421

Or use the 711 Relay system for any number at Reynolds. Students may also email OSA@reynolds.edu or visit reynolds.edu/accommodations.

Online Learning at Reynolds
Reynolds offers a robust array of online and hybrid learning opportunities through its Center for Excellence in Teaching & Learning (CETL). Individual online classes, as well as fully online programs offered through Reynolds Online, provide you with flexible options for completing your degree. Combining online and on-campus classes lets you integrate your education goals with your work schedule, family responsibilities, and other demands. We also provide an Orientation to Learning Online to help you get started, and we support you along the way with a variety of resources for online learners. For a full list of degrees and certificates, visit reynolds.edu/cde or schedule an appointment to meet with a CETL staff member by calling (804) 523-5612.

Computer Access
reynolds.edu/labs
Reynolds provides students access to a wide range of software applications in support of academic programs at the college. Computers and mobile devices are available in the three campus Libraries. Support for the computers is provided by the Department of Technology, and the Academic & Instructional Computing Support unit. These computers have much of the necessary software to complete coursework. If the software needed for a class is not available, please contact your instructor for additional access information. Hours of operation for computer access are based on the scheduled hours that the Libraries are open. Visit library.reynolds.edu.

• Downtown Campus: Library Room 230 (804) 523-5211
• Goochland Campus: Library Room 200, Main Building (804) 523-5419
• Parham Road Campus: Library Room 103, LTC (804) 523-5220
Printing on Campus

Reynolds offers low-cost printing through Papercut at all three campus libraries. Access is provided to multifunction copiers/printers from each library computer. Web printing is also available for direct printing from personal laptops and mobile devices. Printing can be paid by depositing money to a printing account with cash, coins, credit or debit cards at each campus library. Current Reynolds students can use their MyREYNOLDS account; community members can establish a free Papercut account. Black and white printing is $.10 per page and color is $.30 per page. For more information pertaining to printing at Reynolds, please visit the Reynolds Printing Guide at library.reynolds.edu/printing.

Libraries

Our purpose is to provide an environment where students, faculty, and staff can meet their learning and teaching needs and develop lifelong habits of learning, self-improvement, free inquiry, and free expression. Consistent with the Reynolds mission, we are committed to providing innovative and quality resources and services to students to ensure their academic success.

Reynolds Libraries offer:

• Premium computers with high-speed internet access and MS Office Suite 2016
• More than 90,000 books in print and 35,000 eBooks
• Approximately 400 print periodicals and over 180 online databases that provide access to millions of full-text journal, magazine, and newspaper articles
• Group study rooms for collaborative projects
• Wi-Fi throughout the campuses
• Research consultation in person, by phone, email, and via 24/7 live chat
• Mobile Device Checkout Service (Windows 10 laptops, iPads, and Chromebooks are available for short term checkout from campus libraries)
• Workshops on various topics to help you improve your research skills, overall academic achievement, and lifelong learning. For more information, visit library.reynolds.edu.

Library databases are accessible 24/7 from off-campus with a MyREYNOLDS login. Students may also submit an inter-library loan request online or check out books from any participating member library of VIVA Cooperative Borrowing Program (www.vivalib.org/borrowing).

• Downtown Campus: (804) 523-5333
• Goochland Campus: (804) 523-5419
• Parham Road Campus: (804) 523-5329

Campus Stores

Get your college textbooks, gear and supplies at the Reynolds Campus Store. Buy books, sell books, get Reynolds clothing and supplies, or purchase gifts. Permanent bookstores are located at the Parham Road Campus and Downtown Campus. A temporary bookstore is available at the Goochland Campus during the first week of classes each semester. Visit reynolds.edu/bookstore for details.

Reynolds Store Refund Policy requires that you produce the original receipt. A full refund will be provided 7 days from the beginning of the semester or two days from the date of purchase if purchased after the refund deadline. All Materials must be returned in the original condition (shrink-wrap intact, codes not exposed, packages unopened). Laptops and tablets are not returnable if opened and must be returned within 14 days of purchase. Refunds provided by original tender only (cash provided for checks after 10 business days).

No refunds for the following:

• McGraw Hill Digital Codes
• Inkling Digital Textbooks
• Study Guides
• Test Prep Books
• Bar Charts
• Professional Reference
• Study Aids
• Gift Cards
• Clearance items
• Textbooks purchased during exam week

Tip 4: Celebrate your accomplishments

Give yourself a quick reward when you complete an assignment or task. Take a walk, send an email, enjoy a snack — whatever works for you. Then move on to the next task.
Where to Eat

Parham Road Campus
The Parham Road Campus features Campus Café, located on the main floor of Burnette Hall. Campus Café offers coffee, cold drinks, breakfast, and hot lunch/dinner items. Julian’s Coffee Shop, located adjacent to the Reynolds Campus Store in Georgiadis Hall, serves Caribou hot/iced coffee, tea, and blended beverages along with fresh pastries, salads, and Grab ‘N’ Go sandwiches. The Campus Store carries an assortment of confections, snack items, and bottled drinks. Convenience snack and soft drink machines that accept bills and coins are available in Burnette Hall and Georgiadis Hall. A microwave is available for students in the Campus Café and Student Life Center in Georgiadis Hall. Off-campus, students can grab a quick meal between classes at a number of strip malls and restaurants at intersections north and south of the campus.

During warmer weeks of the fall and spring semesters, Reynolds partners with the Richmond Food Truck Association to bring one or two food trucks to Parham Road Campus. The vast majority of the trucks accept credit cards for sales.

Downtown Campus
The Downtown Campus features a café, located on the main floor. The café offers coffee, cold drinks, breakfast, and lunch/dinner items. A Caribou Coffee kiosk on the second floor of the building sells hot/iced coffee, teas, other beverages, and small snack items. Convenience snack and soft drink machines that accept bills and coins are also available. A microwave is available for students in the Downtown Café and in the Campus Student Life Center, room 130. Off-campus, students can grab a quick meal between classes at a number of restaurants and food trucks located in downtown Richmond.

Periodically, the Richmond BioTechnology Research Park sponsors food trucks at the corner of 8th & Jackson (in the “Snoopy” Building Parking Lot) just a couple blocks from Downtown Campus.

Goochland Campus
Goochland Campus offers convenience snacks and soft drinks, as well as a microwave, in the Student Lounge. Machines accept bills, coins, and credit cards. Less than a mile from campus, students can get quick meals between classes in the strip mall and restaurants at the intersection of Route 632/Fairground Road.

Tip 5
Don’t let failure derail your focus

Getting a bad grade isn’t the end of the world. If something doesn’t go as well as you’d hoped, try not to get discouraged. Failure can be an opportunity to assess what went wrong and use what you’ve learned to help propel success in the future. Keep reminding yourself that you can do better if you don’t give up.
Tuition & Student Fees

The State Board for Community Colleges sets tuition annually and has the authority to initiate or change tuition and fees without prior notice. All students pay per credit hour fees each semester. Reynolds sets fees annually and reserves the right to initiate or change them without prior notice. Current tuition and fee rates may be obtained by visiting reynolds.edu/tuition, or calling the Reynolds Business Office or the Information Center at (804) 371-3000.

Reynolds notifies students of any past due account balances. With the exception of current classes, college services are suspended for students with past due balances. Past due accounts are listed with a state approved collection agency and the state debt set-off program. A collection fee is added to the amount of the past due balance. College services are restored once the student account is paid in full.

Domicile Determination for In-State Tuition Eligibility

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

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

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

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

Methods of Payment

ONLINE: reynolds.edu View the MyREYNOLDS tutorial and instruction guide to online Quikpay (reynolds.edu/tuition) services to guide you through the tuition payment process. Users of gift credit cards processed on the web should be aware that the credit card must be retained and not terminated if a tuition refund is anticipated as funds are automatically returned to this credit card. Please contact the Central Business Office for further information as required.

IN PERSON: At any campus Business Office during regular office hours and posted registration hours. You may pay by cash, check, or with an accepted credit card.

PAYMENT BY THIRD PARTY: If your employer or other sponsor is paying your tuition and fees, you should visit a campus Business Office each semester to ensure all courses for which you are registered are properly charged or otherwise paid in full. If you have a question regarding a possible third party sponsor, please contact the Central Business Office at the phone number at (804) 523-5186.

Students receiving financial aid should check online to ensure Reynolds has posted an award to their tuition account. If financial aid funds are sufficient to pay for all outstanding tuition and fee charges, no further action is required of the student. If financial aid does not cover all tuition and fees due, the student must remit any unpaid balances by college payment deadlines.

Scholarships

Through the kind generosity of individuals, businesses, and organizations, Reynolds offers scholarships to prospective and current students enrolled in a degree or certificate program. Specific application criteria apply to each scholarship; however, students may apply for any or all scholarships by completing a Reynolds Scholarship application online. The deadline for applying for scholarships is March 1 for the following academic year. For more information about how to apply and the current listing of available scholarships, please visit reynolds.edu/scholarship.

Paying for College

Tip 6

It is important to make time for study as well as time for yourself. Set a routine that makes room for personal wellness and health in addition to the study time that allows you to reach your academic goals.
**Work Study**

The Federal Work Study Program provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to each student’s course of study. Since Federal Work Study is a campus-based program, funding is limited and this type of assistance usually goes to the earliest applicants with the highest need. Funds may become available throughout the year as students do not work their full amount of eligibility. Learn more at reynolds.edu/financialaid.

**Financial Aid**

Financial aid is money provided to students to assist with paying for college expenses, including direct educational expenses such as tuition, fees, books, and supplies; as well as cost of living expenses like food, housing, and transportation. Current details on financial aid programs, policies, and procedures are available at reynolds.edu/financialaid.

**Impact of Withdrawal/Drop from Courses upon Student’s Financial Aid**

Federal financial aid regulations state if a student stops attending or officially and/or unofficially withdraws from all classes on or before 60% of the term the student is enrolled in, the calculated unearned portion of the total Title IV and state grant funds awarded a student must be returned. Title IV funds include Pell Grant, SEOG, Federal Direct Stafford Loans, and Federal Direct PLUS loans. State grant funds include COMA and VGAP. The calculation of the return of these funds will likely result in the student owing a balance to Reynolds and/or the U.S. Department of Education. For more information, visit reynolds.edu/financialaid and click Withdrawals.

**Satisfactory Academic Progress**

To be eligible to receive financial aid, students must maintain Satisfactory Academic Progress (SAP). SAP is a combination of qualitative and quantitative components and is measured by:

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

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

A full explanation of the SAP requirements can be found in a current schedule of classes, in Enrollment Services, in information sent to students awarded financial aid, and at reynolds.edu/financialaid under Satisfactory Academic Progress (SAP).

**Grade Point Average**

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 not included in this calculation.

<table>
<thead>
<tr>
<th>Total # of credits attempted</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.5</td>
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<tr>
<td>16-30</td>
<td>1.75</td>
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<tr>
<td>31+</td>
<td>2.0</td>
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</tbody>
</table>

**Credit Hour Completion Rate**

Students must successfully complete two thirds (66.67%) of the credit hours attempted at the time satisfactory progress is assessed at the end of each semester. By law, Reynolds must count developmental, ESL, and credit courses. Transfer credits are also included in this calculation.

**Maximum Time Frame**

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

**Purchasing Books with Financial Aid**

Students are responsible for purchasing all books and supplies prior to the first day of classes. Students are encouraged to plan ahead to have the resources to purchase books before the semester begins. Reynolds financial aid office is not able to guarantee financial aid students with advance funding to purchase books. However, Reynolds does offer a limited means for students to charge their books against their “anticipated” financial aid.

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

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

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

Incomplete Grade

The instructor may award an incomplete for documented, unavoidable reasons, only when the student has completed more than 60% of the course requirements.

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

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

Repeat Grade

Effective with the Summer 1994 term, the Virginia Community College System (VCCS) implemented a policy which provided that when a course was repeated, only the most recent attempt would be used in the calculation of the student’s cumulative grade point average (GPA). This policy only applied to courses attempted and repeated during or after the summer 1994 term. While only the most recent attempt was used in the calculation of the cumulative GPA, all previous attempts remained on the academic record.

Effective with the fall 1996 semester, the policy was made retroactive to Summer 1988. Therefore, when students repeat a course taken fall 1996 or later that was repeated summer 1988 or later, only the most recent attempt is used to calculate the cumulative GPA. Courses completed and repeated during the initial period of the repeat policy (summer 1994 - summer 1996) for which GPA adjustments have already been made, are not affected. Additionally, adjustments made as a part of “academic renewal” are not affected. Only the latest attempt is used in determining if graduation requirements are met.

Certain courses are exempt from consideration as repeats and an adjustment to the GPA is not made, including but not limited to courses with course numbers 090, 190, 290, 095, 195, 295, 096, 196, 296, 097, 197, 297, 098, 198, 298, 099, 199, and 299.

Periodically the VCCS will rename or renumber courses but they remain equivalent to the previous named and numbered courses. In such cases, completion of a renumbered/renamed course may be determined to be a repeat of a course completed previously under a different department and/or course number. These determinations are made on a college-wide basis, and exceptions cannot be made for an individual student.

Implementation of this policy does not revise any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Any questions should be directed to the Registrar.

Final Grades

Final grades for each semester can be viewed and printed in the SIS Student Center. Students must have their Reynolds EMPL ID and password to obtain their grades.

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

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

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

**FERPA**

**Family Educational Rights and Privacy Act**

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

1. The right to inspect and review the student’s education records within 45 days of the day Reynolds receives a request for access. Students should submit written requests to the Central Admission & Records Office, Parham Road Campus, Georghiadis Hall, room 351. The request must identify the record(s) they wish to inspect. The Records office staff will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the student believes to be inaccurate or misleading. Students may ask Reynolds to amend a record that they believe is inaccurate or misleading. They should write the Reynolds official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Reynolds decides not to amend the record as requested by the student, Reynolds will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Reynolds or the Virginia Community College System (VCCS) in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). Other typical exceptions include:

- Other schools to which a student is transferring;
- High schools of dual or concurrent enrollment students;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, and pursuant to specific State law;
- A person or company with whom Reynolds or VCCS has contracted (such as an attorney, auditor, or collection agent);
- A person serving on the Reynolds Community College or Foundation Board;
- A student serving on an official college committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, excluding Student Government (SGA) tasks; and
- A school official with a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by Reynolds to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

**NOTICE REGARDING DIRECTORY INFORMATION**

FERPA designates certain information as “directory information,” which may be released upon request without the student’s expressed written consent. It is the policy of Reynolds not to publish a student directory. However, name, address, telephone number, major field of study, dates of attendance, degrees and awards received, and term course load can be released upon request unless a student notifies the Admissions & Records Office either in writing or through the Student Information System.
**Academic Standing**

**President’s Honor Roll**
The President’s Honor Roll is awarded to curricular and non-curricular students who demonstrate the highest level of academic achievement at Reynolds. To receive this recognition, students must have:

- Earned a cumulative GPA of 3.8 or higher
- Earned a semester GPA of 3.5 or higher
- Carried at least 6 non-developmental credit hours for the semester
- Earned 20 or more credit hours at Reynolds
- Earned no grades of D, F, I, or U for the semester
- Earned no more than one W for the semester.

Students who earn this distinction will receive a letter and certificate during the beginning of the subsequent semester.

**Dean’s List**
The Dean’s List is awarded to curricular and non-curricular students who demonstrate a high level of academic achievement at Reynolds. To receive this recognition, students must have:

- Earned a semester GPA of 3.2 or higher
- Carried at least 6 non-developmental credit hours for the semester
- Earned no grades of D, F, I or U for the semester
- Earned no more than one W for the semester

Students who earn this distinction will receive a letter and certificate during the beginning of the subsequent semester.

**Good Standing**
Students are considered to be “in good academic standing” if they maintain a minimum GPA of 2.000 each semester and are not on academic suspension or dismissal. They are eligible to re-enroll at Reynolds.

**Academic Warning**
Students who fail to attain a minimum GPA of 2.000 for any semester shall be placed on academic warning.

**Academic Probation**
Students who fail to maintain a cumulative GPA of 1.500 will be on academic probation until such time as their cumulative average is 1.75 or better. The statement “Academic Probation” will be placed on the permanent record. Students on academic probation are ineligible for appointed or elected office in student organizations unless the vice president of student affairs or another appropriate administrator grants them special permission. Students usually will be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their academic advisor prior to enrollment. Students shall be placed on probation only after they have attempted 12 semester credits.

**Academic Suspension**
Students on academic probation who fail to attain a semester GPA of 1.500 will be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement “Academic Suspension” will be placed on the student’s permanent record. Students who are placed on academic suspension and wish to appeal should submit an appeal form to Enrollment Services or Central Admissions and Records. Suspended students may be readmitted after termination of the suspension period without appealing for reinstatement. Upon reinstatement the student will be required to meet with an academic advisor and develop an educational plan. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ permanent record. 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.

**Academic Dismissal**
Students who do not attain at least a 2.000 GPA for the semester of reinstatement following academic suspension will be academically dismissed. Students who achieve at least a 2.000 GPA for the semester of their reinstatement following academic suspension must earn at least a cumulative 1.75 GPA in each subsequent semester of enrollment. Failure to earn 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 the student’s permanent record. Academic dismissal is normally permanent. In exceptional circumstances, students submit an appeal form to Enrollment Services or to Central Admissions and Records. (See Reinstatement from Suspension or Dismissal). 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.

**Know Where You Stand**
One of the best ways to appreciate the path you’re on is to walk along a different one now and then. Take time to **discover some of the hidden gems** at Reynolds—like one of many **student clubs, trips**, or even a simple walking along one of our hiking paths. Expose yourself to something new.
One of the greatest things about college is that you get to **steer your own ship**. You don’t need permission to pursue the things that will make you successful. All of the work you’re doing, whether big or small, is being done for a reason: to help you **reach your goal of obtaining a degree or certificate** and taking life in the direction you want to go.
**Plan Your Schedule**

Start each semester off right by making a plan for your schedule using the SIS Student Planner tool. Add classes by browsing the course catalog, or plan your schedule around your degree requirements. Access the Student Planning tool in SIS by clicking "plan" in the Student Center section. Plan the work and work your plan.

**Track Your Progress**

Track your degree progress with the Advisement Report tool in SIS. This report is an unofficial transcript that displays your grades, current schedule, placement test results, and your cumulative GPA. It also contains the course requirements for your current academic plan. Unsatisfied course requirements will be highlighted in red. Save or print this report periodically. In the Student Center section of SIS, click view my advisement report under my academics.

**Check Your Transcripts**

A transcript is a copy of your permanent academic record at Reynolds. An official transcript carries the Reynolds seal and is mailed to other educational institutions and agencies. Written requests for transcripts must be delivered, mailed, or sent by fax to Enrollment Services or to the Central Admissions and Records Office, where the transcripts will generally be produced within two weeks. Reynolds policy does not allow email transmission of transcript requests because a signature is required. Transcripts will not be mailed until all obligations to the business office, bookstore, or library have been paid in full. Students can view and print an unofficial transcript in MyREYNOLDS, or they may request a copy from Enrollment Services.

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**Graduate on Time**

1. Curricular students eligible for graduation are required to complete the graduation application through the Student Information System for each degree and certificate they are completing by the deadline for that semester or term.
   - Fall 2018 graduation application deadline – September 28, 2018
   - Spring 2019 graduation application deadline – January 31, 2019
   - Summer 2019 graduation application deadline – June 28, 2019

   *If you file for graduation but do not graduate, you must submit another graduation application for a subsequent term. Students may graduate after fall, spring, or summer terms.

2. Complete all program requirements as specified in the Reynolds college catalog, including curricular admission requirements.

3. Earn a grade point average of at least 2.000 in the curriculum.

4. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25% of credit semester hours acquired at Reynolds.

5. Submit all documentation of training, education, or tests from organizations outside of Reynolds to the Admissions and Records Office by the last day of classes in their final semester. All Reynolds courses must also be completed by the last day of classes in their final semester. Incomplete grades and print-based courses must be completed by this time in order to be used for graduation.

6. The school dean for the curriculum must recommend the student for graduation, and the registrar must certify completion of all graduation requirements.

7. Resolve all financial obligations with Reynolds and return all library and college materials.

**Commencement**

Reynolds has one formal commencement ceremony each year, which occurs after the spring semester for students completing certificate or associate degree curricula throughout the academic year. Students are not permitted to participate in a commencement ceremony prior to the completion of the program of study. Students who graduate in the summer or fall will be invited to participate in the next spring commencement ceremony.

**Graduation Honors**

Students who have fulfilled the requirements for an AA, AS, AAA, AAS degree or a certificate program are eligible for graduation honors (excluding career studies certificates). The honors based upon scholastic achievement are as follows:

- **Graduating GPA cumulative**
  - 3.200 Cum laude (with honor)
  - 3.500 Magna cum laude (with high honor)
  - 3.800 Summa cum laude (with highest honor)

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

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**Tip 10: Keep showing up**

College isn’t a sprint. It’s more like a marathon. So you may have to lessen your expectation for instant gratification. Part of learning how to stay motivated in school is learning how to stay patient and trusting the process. You have to push on. You have to keep showing up. You have to do the work anyway.
### 2018 Fall Semester

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Fall 2018 Tuition Payment Deadline (tuition payment due by Friday of the week you register)</td>
<td>July 27, 2018</td>
</tr>
<tr>
<td>Deadline for Fall 2018 Domicile Appeals</td>
<td>August 1, 2018</td>
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<tr>
<td>First day to charge books to Financial Aid for Fall 2018 Adjunct Faculty Convocation</td>
<td>August 10, 2018</td>
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<tr>
<td>Last day to return textbooks for refund*</td>
<td>August 16, 2018</td>
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<tr>
<td>Last day to charge books to Financial Aid for Fall 2018</td>
<td>August 27, 2018</td>
</tr>
<tr>
<td>Recommended Financial Aid application submission date for Spring 2019</td>
<td>September 5, 2018</td>
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<tr>
<td>Deadline for Fall 2018 Graduation</td>
<td>September 17, 2018</td>
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*Refund date varies by date of withdrawal. See the student handbook for details.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<td>First Day to Charge Books to Financial Aid for Fall</td>
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<td></td>
<td>Adjunct Faculty Convocation</td>
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<td>Super Saturday Registration 8:30 a.m. to Noon</td>
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<td>25</td>
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<td></td>
<td>16-Week Session 1st 8-Week Session 1st 4-Week Session Last Day to Register and Pay</td>
<td>1st 4-Week Session Last Day to Schedule Adjust</td>
<td>1st 4-Week Session Last Day to Drop with Refund</td>
<td>Regular, 1st 8-Week Session Classes Begin</td>
<td>1st 8-Week Session Last Day to Schedule Adjust</td>
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<td>27</td>
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**Leo (7/23-8/22)**

A year of frenzy and activity will keep you on the run all the time. Pace yourself you should be able to survive with energy to spare.
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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<tr>
<td></td>
<td></td>
<td>Virgo (8/23-9/22)</td>
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<tr>
<td></td>
<td></td>
<td>Your family is likely to be the thing that brings you the most joy this year, so don't waste a minute without them!</td>
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<tr>
<td>2</td>
<td>3 Labor Day</td>
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<td></td>
<td>14-Week Session</td>
<td>Last Day to Register and Pay</td>
<td>14-Week Session</td>
<td>Last Day to Withdraw with a Grade of “W”</td>
<td>14-Week Session</td>
<td>Last Day to Schedule Adjust</td>
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<tr>
<td>College Closed</td>
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<td>Classes Begin</td>
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<td>Regular Session</td>
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**Libra (9/23-10/22)**

Use your time at work/school to get ahead in your career, and use the rest of your time to have a good time with your friends and family.
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<td>Scorpio (10/23-11/21)</td>
<td>While your days might prove to be stressful at times, your time off should be filled with excitement.</td>
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**Tuition due Friday of the week you register during Open Registration**

November 2018

Scorpio (10/23-11/21)

While your days might prove to be stressful at times, your time off should be filled with excitement.
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<td><strong>14-Week, 12-Week, 2nd 8-Week, 4th 4-Week Session Classes End</strong></td>
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**December 2018**

**Sagittarius (11/22-12/21)**

Sort out your priorities so that you know what to focus on later. Make a guide for yourself and you will be more likely to have a great year!
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**January 2019**

**Capricorn (12/22-1/19)**

*This is a year of progression, challenge, and change! You will feel a natural need to advance yourself.*

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**This is a year of progression, challenge, and change! You will feel a natural need to advance yourself.*
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<td>1st 4-Week Session Classes End</td>
<td>14-Week Session Last Day to Drop with Refund</td>
<td>2nd 4-Week Session Last Day to Schedule Adjust</td>
<td>12-week, 2nd 4-Week Session Classes Begin</td>
<td>1st 8-Week Session Last Day to Withdraw with a Grade of “W”</td>
<td>12-Week Session Last Day to Schedule Adjust</td>
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Aquarius (1/20-2/18)
New opportunities and people will come your way, but it’s up to you to decide what to do with these new changes.
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**Pisces (2/19-3/20)**

Don’t be afraid to break out of your self-made shell.

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**March 2019**

- **March 1**: Last day to apply online for Reynolds 2019-20 Scholarships
- **March 10**: Daylight Saving Time Begins
- **March 18**: Professional Development Day
- **March 24-30**: Spring Break

**Student Handbook 2018-2019**

Pisces (2/19-3/20)

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**Recommended Loan application submission for Summer 2019**

**April 2019**

**Tuition due Friday of the week you register during Open Registration**

**Aries (3/21-4/19)**

You will be more likely to come into the ease with your environment and who you are as a person.
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<td>14-Week, 12-Week, 2nd 8-Week, 4th 4-Week Sessions Classes End</td>
<td>Faculty Professional Development Day</td>
<td>Faculty &amp; Staff Recognition and Awards College Opens at Noon</td>
<td>First day to charge books to Financial Aid for Summer</td>
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<td>Deadline for Fall Applications for F-1 Visa Students</td>
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**Taurus (4/20-5/20)**

Commitment to your goals and dreams is important this year.
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<td>1st 5-Week Session Last Day to Withdraw with a Grade of “W”</td>
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<td>8-Week Session Last Day to Drop with Refund</td>
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**Cancer (6/22-7/22)**

You will want to strive to make your life a little more simple. At the same time, you will want people to hear what you have to say.
Leo (7/23-8/22)

Make sure to work on your social skills, and it will help you in nearly all areas of your life.

Deadline for Fall Domicile Appeals

2019 Fall Semester
Classes Begin
**Tuition Refunds (1-2)**

**I. PURPOSE:**
To explain and clarify the circumstances under which the college will grant tuition refunds.

**II. DEFINITIONS:**

*Census period:* the timeframe marking the first fifteen percent (15%) of a semester/term or course. The census period covers the college’s add/drop (late registration) period through the last day to drop with a refund.

*Immediate family member:* a mother, father, legal guardian, brother, sister, spouse, or children.

**III. POLICY:**

A. Students are eligible for a refund of tuition and fees for those credit hours dropped during the college’s published census period for the term or courses in which the student has registered. After the published census period, students may request a withdrawal, and should consult Reynolds Policy No. 1-10, Student Initiated Withdrawal from a Course(s).

B. In the event that a student’s active military-duty status requires a sudden withdrawal or prolonged absence, that student may be eligible for a refund of tuition and fees if requested. The student should consult with the veteran’s specialist for guidance on the impact of a tuition refund on his/her benefits, and with faculty regarding his/her ability to complete the course. Documentation of the student’s call to duty must be provided.

C. Refunds shall be issued in the manner in which the payment of tuition and fees was transacted. Students should make sure that their address within the Student Information System is accurate and reflects where they would like their refund to be mailed.

D. In accordance with Reynolds Policy No. 1-3, Student Attendance, a student whose enrollment is dropped as a result of non-attendance, shall be refunded the tuition and fees for the courses(s) in which he/she has been administratively dropped.

E. Refund requests for dual enrollment students shall be initiated by the coordinator of dual enrollment in accordance with all provisions and procedures outlined in this policy.

**IV. PROCEDURES:**

A. Students may drop their courses online through the last day to add/drop a course for the semester. JSRCC Form No. 11-0002, Add/Drop, may be processed by submitting the form to Enrollment Services for processing based on the date of submission.

B. Upon receipt of JSRCC Form No. 11-0002, Add/ Drop, the Office of Admissions and Records will process a student’s drop based on the date of the request. Students at a distance may fax a signed request to Enrollment Services at 804-523-6405, or email a signed request to Enrollment Services for processing based on the date of submission.

C. Upon processing of the drop(s) in the Student Information System, Financial Operations will process a refund based on the course(s) dropped in a student’s record.

**OTHER INFORMATION:**

Virginia Tuition Relief, Refund, and Reinstatement Guidelines

Reynolds Policy No. 1-3, Student Attendance

Reynolds Policy No. 1-10, Student Initiated Withdrawal from a Course(s)

JSRCC Form No. 11-0002, Add/ Drop

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

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**Student Attendance (1-3)**

**I. PURPOSE:**
To provide guidance on college attendance standards for students and reporting requirements by instructors.

**II. DEFINITIONS:**

*Attendance certification form:* forms for instructors to certify attendance, specifically JSRCC Form No. 11-0031, Attendance Certification, to certify attendance and report never-attended students, and JSRCC Form No. 11-0032, Attendance Certification, to certify attendance and report unofficially-withdrawn students.

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

*Last date of attendance:* the last date documented by the instructor of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction.

*Never-attended student:* a student who enrolls in a class and does not attend at least one class or participate at least once in a distance education class within the first 15% of the course.

*Official drop:* when a student informs the college of his/her drop from classes, by completing JSRCC Form No. 11-0002, Add/ Drop, and submitting it to Enrollment Services or Admissions and Records on or before the published last day to drop for a refund or by dropping a course using the Student Information System at MyREYNOLDS.

*Official withdrawal:* when a student informs the college of his/her withdrawal from classes. The college’s policy for official withdrawals can be found in JSRCC Policy No. 1-10, Student Initiated Withdrawal from a Course(s). Students provide notice of their withdrawal by completing JSRCC Form No. 11-0004, Request to Withdraw from Class(es), and submitting it to Enrollment Services or Central Admissions and Records on or before the published last day to withdraw.

*Unofficial drop:* when an instructor informs college administration about a student who has not participated in class during the first 15% of the course. For the purpose of this policy and its procedures, students who have not attended or participated in classes during the first 15% will be designated as having “never attended” or NVRA in the Student Information System.

*Unofficial withdrawal:* a withdrawal that is initiated by the college when a student has stopped attending classes or for the purpose of distance education/online courses, stopped participating in class assignments or class/online activities, after the census date for a period of two to three consecutive weeks or 20% of the course.

*Withdrawal date for official withdrawals:* the date for calculating the return of Title IV funds portion of earned financial aid, and which is the date Enrollment Services or Central Admissions and Records receives JSRCC Form No. 11-0004, Request to Withdraw from Class(es).

*Withdrawal date for unofficial withdrawals:* the date for calculating the return of Title IV funds portion of earned financial aid, and which is the last date of attendance.

**III. POLICY:**

Reynolds seeks to engage students in a dynamic learning environment. Part of establishing a dynamic learning environment is through regular class attendance. Students are expected to participate in class, and while individual courses may have different grading standards related to class attendance, the college has set the following expectations related to student attendance and attendance reporting.
A. Expectation of the student
Students are responsible for their enrollment in a course and must comply with all institutional obligations and institutional deadlines before being enrolled in a course. Students wishing to drop from a course should complete JSRCC Form No. 11-0002, Add/Drop, and submit it to Enrollment Services or complete the transaction using the Student Information System at My JSRCC by the published deadline. Students wishing to withdraw from a course or courses should complete JSRCC Form No. 11-0004, Request to Withdraw from Class(es), and submit it to Enrollment Services by the published deadline to report their withdrawal.

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

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

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

Attendance certification is not to be used to remove students from courses as a result of a lack of participation in class, nor is it intended to be used as a means of removing students from class as a result of poor performance. It is for attendance purposes only.

D. Student requests to correct attendance reporting
Students who have been inadvertently removed from a course, or who have received a failing grade in a course, may request to have these actions corrected by providing the instructor documentation demonstrating that they did participate in class. In instances where students were administratively dropped from the course, the student will have to initiate the Late Add policy (JSRCC Policy No. 1-37). If the student is not at fault, the faculty member must initiate the late add request.

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

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

1. clearly outline the attendance criteria for the course in the course syllabus
2. require that students participate in a documented activity each week within a term

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

“In order to achieve the maximum benefit of this class, it is expected that you attend all classes. Per JSRCC Policy No. 1-3, Student Attendance, a record of your attendance will be maintained by the instructor and reported to the Admissions and Records office. If you do not attend class for a substantial amount of time, you may be subject to an adverse effect on your enrollment status in the class and/or your grade. It is your responsibility to inform the instructor of any anticipated absences. If you decide that you do not want to or cannot complete this course, it is recommended that you comply with the institution’s drop or withdrawal policy by completing the appropriate forms in Enrollment Services by the appropriate deadline.”

IV. PROCEDURES: N/A
Student Complaints (1-4)

I. PURPOSE:
To provide a forum for students to lodge concerns related to service, instruction, or the environment at the college.

II. DEFINITIONS:
Complaint: any expression of dissatisfaction.

III. POLICY:
A. J. Sargeant Reynolds Community College (Reynolds) is committed to providing an exceptional educational experience through the delivery of high-quality programs and services. As such, the college strives to create an open environment where students may provide feedback regarding the quality of services or the environment. In instances where a student may be dissatisfied with services or conditions of the environment, he or she may lodge a complaint following the process outlined in this policy.

B. Complaints should refer specifically to how services or instruction are provided. It does not cover the outcome of service or instruction, such as grades or decisions which have an adverse effect on a student’s standing at the college. While the two may be related, appeals of final academic or administrative decisions must be addressed via Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions.

C. Complaints must be submitted in writing.

D. Managers responding to complaints shall communicate the outcome of actions by the college in writing to the student who has lodged the complaint.

E. While some issues may not pertain to an educational record, staff members responding to complaints shall treat these complaints in compliance with Reynolds Policy No. 1-26, Student Privacy and Release of Student Information.

F. Reynolds accepts State Council of Higher Education for Virginia (SCHEV) oversight in resolving complaints from students in other states who take distance education under the aegis of the State Authorization Reciprocity Agreement (SARA).

IV. PROCEDURES:
A. Students who believe that an employee of the college has performed or behaved inappropriately must make a complaint to the Office of Student Affairs. Complaints may be submitted by the following mediums:
   • email to studentcomplaints@reynolds.edu
   • completion of JSRCC Form No. 75-0018, Student Complaint Report

The complaint must provide the following information:
1. a description of the complaint stating what occurred, when, etc.
2. any evidence and/or information that can support the complaint
3. contact information for the complainant and any witness(es) for follow-up by the appropriate college manager

B. Upon receipt of the written complaint, the Office of Student Affairs will forward the complaint to the appropriate college manager.

C. Within five (5) business days of receipt of the complaint, the manager of the unit for which the complaint was made will review the complaint and inform the individual that the matter is under review. In instances where a manager is out of the office due to official leave, the period may be extended for an additional five (5) business days.

D. Upon responding, the manager will investigate the matter. The investigation should take no more than ten (10) business days.

E. The manager will respond in writing regarding how the matter will be handled based on his/her finding.

F. A copy of the response will be forwarded to the Office of Student Affairs at studentcomplaints@reynolds.edu, and to the next level manager and the President’s Executive Cabinet member for the office under which the complaint was lodged. Records will be retained for three (3) years.

G. Appeals: In the event that a student is dissatisfied with the response of the responding manager, the student may file an appeal of the decision under Reynolds Policy No. 1-12, Appeal of Academic and/or Administrative Decisions. If an appeal cannot be resolved by the college’s internal processes, the student may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV) at http://www.schev.edu/students/studentcomplaint.asp.

V. OTHER INFORMATION:
Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions
Reynolds Policy No. 1-26, Student Privacy and Release of Student Information
JSRCC Form No. 75-0018, Student Complaint Report
Satisfactory Academic Progress for Financial Aid Students (1-6)

I. PURPOSE:
To establish eligibility criteria for receiving financial aid funds based on academic performance at the college.

II. DEFINITIONS:

Documentation: for the purpose of appeals, includes but is not limited to, letters from physicians, licensed counselors, clergy, or other professionals not related to the student. It should be legible, on official letterhead, and reference a time period that corresponds with semesters where the student had academic problems.

III. POLICY:

Financial aid recipients at J. Sargeant Reynolds Community College (Reynolds) are expected to progress through the program(s) in which they are enrolled in an acceptable manner. In compliance with federal and state regulations, Reynolds shall assess financial aid recipients’ academic progress toward their degrees or certificates.

In assessing students’ eligibility for financial aid, the following provisions apply:

• Academic progress shall be assessed at the end of each semester or term prior to the awarding and/or disbursement of funds in the subsequent semester/term.

• The criteria used to judge academic progress are cumulative and cover all periods of a student’s enrollment, including those periods in which the student did not receive financial aid or where the student was enrolled in prior/previous programs at the college.

This policy applies to all federal and state, and some institutional funds that are administered by the Financial Aid Office, and begins with the student’s first term of enrollment.

A. Academic progress standards

Academic progress is measured by comparing a student’s performance to standards for the following: a) cumulative grade point average (qualitatively); b) the number of credits earned in comparison to the number of credits attempted (quantitatively); and c) the total number of credits attempted by a student in his or her program.

1. Qualitative standard – cumulative grade point average: Students must meet minimum cumulative grade point average requirements based on a progressive scale.

   The scale is as follows:

<table>
<thead>
<tr>
<th>Total number of credits attempted</th>
<th>GPA requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 15</td>
<td>1.50</td>
</tr>
<tr>
<td>16 - 30</td>
<td>1.75</td>
</tr>
<tr>
<td>31+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

   Only non-remedial courses with grades of A, B, C, D, and F are included in the cumulative grade point average calculation. Transfer credit and grades are excluded from this calculation. The college reserves the right to place a transfer student on probation in the event that the student has a history of unsuccessful academic performance at his/her previous institution(s).

2. Quantitative standard – completion rate: At a minimum, a student must successfully complete sixty-seven percent (67%) of the total number of credits he/she has attempted. Successfully completed courses are courses in which a student receives a grade of A, B, C, D, S, or P. For the purpose of this policy, the total number of credits attempted includes all credits attempted at the college, and all credits completed at another college that are successfully transferred into a student’s program. Audited courses are excluded from this count. Both developmental and English as a Second Language (ESL) courses are included in this calculation.

3. Quantitative standard – maximum hours (150% rule): Students shall remain eligible for financial aid if they complete their program before attempting 150% of the total number of credits required for the program. For example, if the length of a program is published in the college catalog as sixty (60) credit hours, then the maximum attempts allowed for that program is ninety (90) credit hours (150% x 60 = 90). Students who have previously completed or attempted another degree or certificate at the college shall have the credits from the previous degree or certificate included in the total number of credits attempted. Transfer credit officially accepted as coursework for the program in which the student is enrolled shall be included in this calculation. Developmental and ESL coursework are excluded from this calculation.

While developmental coursework is not included in this calculation, students required (by way of placement test results) to enroll in developmental coursework are subject to a maximum of thirty (30) credits as allowed by federal regulation. ESL credits are unlimited provided the student is enrolled in an eligible program and he or she is meeting academic progress guidelines.

Additional considerations for both completion rate and maximum hours standards:

• Withdrawals (W grades) that are recorded on the student’s permanent academic transcript shall be included as credits attempted and shall have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.

• Courses that are assigned an incomplete (I) grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.

• 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 shall count toward the cumulative grade point average.

B. Financial aid status

1. Good standing: Students meeting the above criteria shall remain eligible, or in good standing (GS), for financial aid.

2. Warning status: Students who fail to meet the above criteria for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) shall be automatically placed in a warning status (WS) for one (1) term and are expected to meet satisfactory academic progress (SAP) requirements by the end of their next term of enrollment. Students who fail to meet SAP requirements at the end of the warning status term shall be placed on financial aid suspension.

3. Probation status: 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.
4. **Suspension status:** 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, shall be placed in suspension status (SS). Students in suspension status are not eligible for financial aid.

Students who do not meet the quantitative and/or qualitative requirements of this policy shall become ineligible for financial aid. Removal from financial aid does not prevent students from enrolling at the college without financial aid if, based on their academic standing with the college, they are otherwise eligible to continue their enrollment. However, in the event that a student is suspended or dismissed from the college for poor academic performance, his/her eligibility for financial aid is suspended until he/she is eligible to enroll again at the college. For information regarding academic standing at the college, students should refer to the college catalog for guidance.

Unless extenuating circumstances exist and an appeal is granted (see section C. 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 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 a financial aid advisor for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

**C. 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 shall now allow the student to succeed. Appeals are encouraged if:

1. extenuating circumstances exist (i.e., student’s serious illness or accident; death, accident, or serious illness in the immediate family; other mitigating circumstances); or
2. the student has successfully completed one degree and is attempting another; or
3. 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 twelve (12) semester credits at the college with a minimum GPA of 2.0.

Students appealing a suspension must:

1. complete JSRCC Form No. 30-0001, Satisfactory Academic Progress (SAP) Appeal form, in its entirety;
2. attach documentation in support of the appeal, including an advisor statement showing remaining credits to graduation for 150% appeals; and
3. submit all items to the college Financial Aid Office.

Students at a distance may fax an appeal to the Financial Aid Office at 804-523-6405, or email a signed request to finaid@reynolds.edu.

Only completed appeal submissions, with documentation, shall be evaluated by the Financial Aid Office. Depending on the circumstances, the student could be required to complete additional requirements (e.g., 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 persist toward graduation. The reasonableness of the student’s ability for improvement to again meet SAP standards and complete the student’s program of study shall be carefully considered.

Appeals shall be approved or denied, and the decision is final. Students who have appeals approved shall 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 shall return to suspension. If an academic progress plan has been pre-approved by the Financial Aid Office, continuing to meet the requirements of that plan shall put the student back into good standing.

**IV. PROCEDURES:**

A. Upon submission of grades at the end of the semester/term, the Financial Aid Office will review all grades of financial aid recipients to determine academic/financial aid status.

B. Once completed, the financial aid status will be placed in the student center section of the Student Information System. In addition to posting this information, students on financial aid warning and financial aid suspension will be notified of their status by way of email to their Reynolds student email account.

C. Students who are placed on financial aid suspension status may complete JSRCC Form No. 30-0001, SAP Appeal form, and submit the form to the Financial Aid Office.

D. Within ten (10) business days, the Financial Aid Office will notify the student of its decision.

**V. OTHER INFORMATION:**

JSRCC Form No. 30-0001, Satisfactory Academic Progress Appeal Form
Incomplete “I” Grade (1-7)

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

II. DEFINITIONS:
Satisfactory completion: a grade of “D” or better unless otherwise defined by program or school.

Semester: a fall, spring, or summer term.

III. POLICY:
The college recognizes that in certain circumstances, students are unable to complete course requirements within the established time frame for a course. Examples of these circumstances include medical leave, job reassignment, or other verifiable incidents. As such, the college offers an incomplete “I” grade option to extend the course for students in order to satisfy course requirements.

A. To be eligible for an “I” grade, a student must satisfactorily complete more than 60% of the course and attendance requirements and with appropriate documentation, request that the faculty member consider his/her request for the incomplete grade (extension).

B. The instructor has the discretion to award or deny an “I” grade request based on the circumstances and the documentation submitted.

C. Since the incomplete “I” grade extends enrollment in the course, requirements for satisfactory completion shall be established through student/faculty consultation. The requirements for satisfactory completion must be documented in writing using the JSRCC Form No. 11-0018, Incomplete “I” Grade Request form, and submitted to the school dean. If the instructor is unavailable during the subsequent semester, the school dean or designee shall be responsible for the fulfillment of the grade evaluation.

D. Courses for which an “I” grade has been awarded must be completed no later than two weeks before the end of the subsequent semester or another grade (A, B, C, D, F, P, R, S, U, or W) must be awarded by the instructor based upon course work that has been completed. A “W” grade (see Reynolds Policy No. 1-10) or an extension of the “I” grade should be awarded only under documented mitigating circumstances.

E. The due date for “I” grade changes shall be one week before the last day of instruction of the subsequent semester. In accordance with Code of Virginia, Section 23-9.6, and VCCS Policy No. 4.3.2.3, exceptions to this time line may apply for students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from their enrollment. All “I” grades that have not been changed to another grade by the end of instruction date of the subsequent semester shall be changed to a grade of “F.”

IV. PROCEDURES:
A. The faculty member must confirm that the student has satisfied the criteria to request an “I” grade. This discussion should include the faculty member informing the student that the “I” grade will be requested. The faculty member should immediately complete JSRCC Form No. 11-0018, Incomplete “I” Grade Request form online. Once completed this form is submitted electronically to the school dean. The school dean’s response (approval or denial) will be emailed to the faculty member.

B. If approved, the grade of “I” will be entered into the Student Information System by Admissions and Records, an email confirmation will be sent to the student, and a ‘To Do’ list for the student will be created. The student’s ‘To Do’ list is found on the Student Information System in the Student Center. The ‘To Do’ list will communicate the exact requirements and college due date for satisfactory course completion.

C. If the request is denied, an email notification is sent to the student from the Admissions and Records office. Additionally, the faculty member will award the grade earned by the student.

D. School deans will receive an “I” grade roster each semester immediately after the last day to withdraw from class. This roster is to be used to remind those faculty who assigned “I” grades the previous semester that those grades will be changed to “F” on the last day of instruction of the current semester.

E. A JSRCC Form No. 11-0019, Grade Change form, for each student who received an “I” the previous semester must be submitted by the faculty member to Admissions and Records at least one week before the last day of instruction for the semester in which the grade change is due.

F. JSRCC Form No. 11-0015, Late Request for Withdrawal from Class(es) form, must be used to award “W” grades for documented mitigating circumstances beyond the withdrawal period.

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

V. OTHER INFORMATION:
JSRCC Form No. 11-0015, Late Request for Withdrawal from Class(es)
JSRCC Form No. 11-0018, Incomplete “I” Grade Request
JSRCC Form No. 11-0019, Grade Change
Student Initiated Withdrawal from a Course(s) (1-10)

I. PURPOSE:
To describe the conditions under which a student may withdraw from a course or courses in compliance with Virginia Community College System (VCCS) policy.

II. DEFINITION:
Withdrawal: to withdraw or be withdrawn from a course after the add/drop period but prior to the completion of sixty percent (60%) of the session and for which a grade of “W” (no grade point credit) is awarded. Prior to the end of the add/drop period, a student who withdraws is considered to have dropped his/her courses; no course or grade information appears on the student’s permanent record for dropped courses.

III. Policy:
J. Sargeant Reynolds Community College (Reynolds) recognizes that at times a student’s participation in class may need to be canceled. In accordance with Virginia Community College System Policy No. 6.2.3, this policy outlines those provisions under which a student may be able to withdraw, or is withdrawn from a class.

A. General Provisions
1. Any withdrawal initiated by a student or the college shall result in a grade of “W” on the student’s academic record.
2. ‘W’ grades shall have no point value in the calculation of a student’s grade point average.
3. Students may withdraw from a course after the last day to drop with a refund but no later than the sixty percent (60%) point in a semester or course. Any attempts to withdraw after the sixty percent (60%) point in a semester or course shall result in a grade of ‘F’, unless the student has submitted a request for a late withdrawal.
4. Any attempts to withdraw from a course prior to the last day to drop with a refund for a course or semester shall be treated as a drop. Drops are treated as non-enrollment in a course, and results in no grade or record of course enrollment. Students interested in dropping a course, should refer to Reynolds Policy No. 1-2, Tuition Refunds.
5. Students are strongly encouraged to speak with an academic advisor prior to withdrawing from a course. Academic advisors can provide information on various policies that can assist students with the best solutions to academic challenges.
6. Students at a distance may submit requests for withdrawals by fax to (804) 523-6405, or by email to enroll@reynolds.edu.
7. Students shall assume all responsibility for course transactions.
8. Withdrawal transactions are final and shall not be rescinded or modified unless there is an administrative error by the college.

B. On-time withdrawals
1. After the last day to drop with refund and within the first sixty percent (60%) of a semester or term, a student may withdraw from a course without academic penalty and receive a grade of “W” for each withdrawn course.
2. Official withdrawal for a student shall become effective on the date the withdrawal form is received by Enrollment Services.
3. Course withdrawals should be presented by the student to Enrollment Services. Withdrawal requests may be submitted by fax to (804) 523-6405 or email to enroll@reynolds.edu.

C. Late withdrawals
1. After the sixty percent (60%) point within a semester, term, or course, students may not withdraw and receive a ‘W’ without mitigating circumstances. Students who attempt to withdraw after the sixty percent (60%) point in a term by submitting a request for a late withdrawal shall receive a grade of ‘F’.
2. In instances of mitigating circumstances, students may request a withdrawal after the sixty percent (60%) point within a term by submitting a request for late withdrawal. Examples of mitigating circumstances include extended absence due to medical reasons, extended absence due to family emergencies, or the like. Students must provide documentation that supports such a request. All requests for late withdrawals shall be approved by the Academic Standing Committee.
3. Late withdrawal requests may be granted for one or more courses within a term, based on the impact of extenuating circumstances on the student’s course(s).
4. Student academic performance in class prior to the student’s last date of attendance may be considered in the decision regarding a late withdrawal request.
5. Late withdrawal requests must be submitted by the following dates:
   a. January 30th for the previous fall semester
   b. June 30th for the previous spring semester
   c. September 30th for the previous summer term

IV. PROCEDURES:
A. On-time withdrawals
1. Before the withdrawal deadline the student should meet with the instructor to discuss the student’s academic standing in the class.
2. If the student decides that withdrawal is the best decision, the student should meet with an academic advisor to discuss the potential withdrawal from the course and its impact on his/her academic performance and standing at the college.
3. If the student is receiving financial aid, he/she should meet with a financial aid specialist in Enrollment Services to be advised of any financial aid implications due to withdrawing.
4. The student must complete JSRCC Form No. 1-10004, Request to Withdraw from Class(es), and submit the form to Enrollment Services prior to the college’s published withdrawal deadline. The form must be submitted prior to the completion of sixty percent (60%) of the session for classes that are not the standard semester length.
5. The student services specialist will verify the deadline and ensure that the form is completed correctly.
6. The specialist will record the on-time withdrawal in the Student Information System (SIS).

Note: In the case of a dual enrollment student, the student must receive permission from his/her high school counselor in order to withdraw from the course. The student and counselor will complete and sign JSRCC Form No. 1-10004, Request to Withdraw from Class(es). The counselor will submit the signed form to the Dual Enrollment Office, and the staff of the Dual Enrollment Office will log the action and either complete the action via SIS or forward the request form to the Office of Admissions and Records.

B. Late withdrawals
To request a withdrawal after the appropriate withdrawal deadline or after the term has ended, the student must submit JSRCC Form No. 11-0015, Late Request for Withdrawal from Classes, with documentation supporting the request to Enrollment Services.
Documentation can and should include the following:

1. a letter outlining the circumstances impacting the student’s ability to perform in the course(s) in question and detailing when the circumstances occurred within the semester in question
2. documentation from professional(s) verifying the circumstances and when the circumstances occurred
3. receipts or other documents that can verify the circumstances

This information may be submitted by email to enroll@reynolds.edu or fax to (804) 523-6405 for students at a distance. Upon receipt of the form, an advising specialist will communicate to the student the impact of the withdrawal(s). Once the communication is completed, the coordinator of Enrollment Services will forward the completed packet of information to the Academic Standing Committee for review.

The Academic Standing Committee will review the request and documentation. If the packet is incomplete, the Academic Standing Committee will deny the request and provide the student information on the type of information that will complete the packet, and provide one appeal with the requested information. In the event that additional information is needed (such as academic progress in the course[s] for which the late withdrawal is being requested), the Academic Standing Committee will request the academic progress of the student prior to the student’s last date of attendance.

Once all information has been received, the Academic Standing Committee will make a decision regarding the request for a late withdrawal and forward the packet to the Office of Admissions and Records.

The Office of Admissions and Records will notify students in writing of the decision of the committee. The records specialist in the Office of Admissions and Records will record approved withdrawals with a grade of ‘W’ or denied requests with a grade of ‘F’ in the Student Information System. Decisions of the Academic Standing Committee are final.

The Office of Admissions and Records will retain the original documentation for requests according to the college’s record retention schedule.

Note: In the case of a dual enrollment student, the student must initiate the request for late withdrawal with his/her high school counselor. The counselor and student will sign JSRCC Form No. 11-0015, Late Request for Withdrawal from Classes, and forward the completed form, an advising specialist will communicate to the student the impact of the withdrawal(s). Once the communication is completed, the coordinator of Enrollment Services will forward the completed packet of information to the Academic Standing Committee for review.

The Academic Standing Committee will review the request and documentation. If the packet is incomplete, the Academic Standing Committee will deny the request and provide the student information on the type of information that will complete the packet, and provide one appeal with the requested information. In the event that additional information is needed (such as academic progress in the course[s] for which the late withdrawal is being requested), the Academic Standing Committee will request the academic progress of the student prior to the student’s last date of attendance.

Once all information has been received, the Academic Standing Committee will make a decision regarding the request for a late withdrawal and forward the packet to the Office of Admissions and Records.

The Office of Admissions and Records will notify students in writing of the decision of the committee. The records specialist in the Office of Admissions and Records will record approved withdrawals with a grade of ‘W’ or denied requests with a grade of ‘F’ in the Student Information System. Decisions of the Academic Standing Committee are final.

The Office of Admissions and Records will retain the original documentation for requests according to the college’s record retention schedule.

Note: In the case of a dual enrollment student, the student must initiate the request for late withdrawal with his/her high school counselor. The counselor and student will sign JSRCC Form No. 11-0015, Late Request for Withdrawal from Classes, and forward the completed form, including documentation of mitigating circumstances, to the Dual Enrollment Office. The coordinator of Enrollment Services will forward the completed form, an advising specialist will communicate to the student the impact of the withdrawal(s). Once the communication is completed, the coordinator of Enrollment Services will forward the completed packet of information to the Academic Standing Committee for review.

The Academic Standing Committee will review the request and documentation. If the packet is incomplete, the Academic Standing Committee will deny the request and provide the student information on the type of information that will complete the packet, and provide one appeal with the requested information. In the event that additional information is needed (such as academic progress in the course[s] for which the late withdrawal is being requested), the Academic Standing Committee will request the academic progress of the student prior to the student’s last date of attendance.

Once all information has been received, the Academic Standing Committee will make a decision regarding the request for a late withdrawal and forward the packet to the Office of Admissions and Records.

The Office of Admissions and Records will notify students in writing of the decision of the committee. The records specialist in the Office of Admissions and Records will record approved withdrawals with a grade of ‘W’ or denied requests with a grade of ‘F’ in the Student Information System. Decisions of the Academic Standing Committee are final.

The Office of Admissions and Records will retain the original documentation for requests according to the college’s record retention schedule.

Note: In the case of a dual enrollment student, the student must initiate the request for late withdrawal with his/her high school counselor. The counselor and student will sign JSRCC Form No. 11-0015, Late Request for Withdrawal from Classes, and forward the completed form, including documentation of mitigating circumstances, to the Dual Enrollment Office. The coordinator of enrollment services will consult with the coordinator of instructional services and forward the request form to the Office of Admissions and Records as determined necessary.

V. OTHER INFORMATION:
JSRCC Form No. 11-0004, Request to Withdraw from Class(es)
JSRCC Form No. 11-0015, Late Request for Withdrawal from Classes

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

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

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

- Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
- Title IX of Education Amendments of 1972, as amended
- Section 504 of the Rehabilitation Act of 1973, as amended, and regulations implemented by HEW consistent therewith
- Americans with Disabilities Act of 1992
- Provisions of Executive Order Number 11246, as amended by 11375
- Family Educational Rights and Privacy Act of 1974, as amended
- Governor’s Executive Order Number One, Virginia Equal Employment Opportunity Plan, effective February 6, 1974
- Reynolds Community College Catalog
- Reynolds Community College Student Handbook
- Reynolds Community College Policy Manual
- Virginia Community College System Policy Manual

II. DEFINITIONS:

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

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

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

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

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

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

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

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

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

IV. PROCEDURES:

A. Level I

1. The student with a grievance must provide in writing a formal letter to the instructor or non-instructional party outlining the grade or decision in which he or she is grieving and request to meet with his or her instructor or person whose actions he or she is grieving. In the instance of an academic grievance, the student must submit a copy of the letter that is being submitted to the instructor to the academic dean of the unit that is responsible for the instructor. In the instance of a non-academic grievance, the student must submit a copy of the letter to the administrative unit supervisor of the person he or she is grieving.

2. The instructor or non-instructional party has ten (10) business days from the date the grievance is received to schedule a meeting with the student. Within five (5) business days after the meeting, the instructor or non-instructional party must provide the student a letter outlining the decision of the meeting. A copy of the letter should be forwarded to the academic dean and Office of Student Affairs. The academic or administrative unit should follow up in order to ensure the meeting is held. In the event the instructional or non-instructional party is unavailable, the academic dean or administrative unit supervisor has the discretion to move to Level II or postpone the hearing until the instructional or non-instructional party is available. The academic dean or administrative unit supervisor must document his or her effort to contact the instructor or non-instructional party. The academic dean or supervisor will communicate his or her decision to move the Level I meeting to a Level II hearing.

3. At the meeting, the student must clearly present his or her case regarding the grievance issue and the resolution that he or she would like to occur. Every reasonable effort should be made by both parties to resolve the matter at this level. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. Prior to the meeting, the faculty member or student may request to have a silent observer in the meeting. However, both the student and faculty member must agree to the silent observer. If an agreement regarding the appeal is made, a copy of the agreement and other appropriate documentation, including the original grievance letter, must be forwarded to the Office of Student Affairs.

4. If the student is not satisfied with the disposition of his/her grievance at Level I, he/she may continue to Level II.

B. Level II

1. The student may file a written appeal of the Level I grievance decision with the faculty or staff member’s school dean or appropriate administrative unit supervisor within ten (10) business days after receiving the written decision from the Level I meeting. The written statement provided for Level I describing the issues grievable must be part of the student’s written request for the Level II hearing. Within ten (10) business days of receipt of the written grievance, the school dean or administrative unit supervisor will schedule a conference with the parties in an effort to resolve the grievance (the actual conference may occur after the ten (10) business days, but its date should be established within this time frame).

2. The role of the dean/administrative unit supervisor is to chair the meeting, facilitate the discussion, seek to mediate a resolution between the parties, ensure that college policies have not been violated, and render a decision concerning the matter. No attorneys or other advisors/counselors are allowed to be present to represent either party. No audio taping or other recording will be permitted during the conference, but both parties are encouraged to make notes as they feel appropriate. The dean/administrative unit supervisor or student may request to have a silent observer in the meeting. However, both the student and the dean/administrative unit supervisor must agree to the silent observer. The school dean or administrative unit supervisor, within ten (10) business days after the conference, will prepare a report of the disposition of the matter providing copies to the student and the instructor or non-instructional party. In addition, a copy of the report and the official grievance letters (Level I and Level II) must be forwarded to the Office of Student Affairs.

C. Level III

1. If the student is not satisfied with the disposition at Level II, the student may file a written appeal to the appropriate President’s Executive Cabinet member. The appeal must be submitted within ten (10) business days of the receipt of the disposition from the school dean or administrative unit supervisor. Students are encouraged to contact the Office of Student Affairs for assistance in determining the name and contact information of the appropriate President’s Executive Cabinet member. Within ten (10) business days of receipt of this appeal, the President’s Executive Cabinet member will set a date for a meeting for all parties involved.

2. The actual meeting should occur no later than thirty (30) business days after receipt of the appeal letter by the President’s Executive Cabinet member, unless reasonable circumstances prevent this meeting from occurring. However, any meeting date scheduled or rescheduled beyond the thirty-day time frame must be mutually agreed upon by the student and the President’s Executive Cabinet member.

3. The appropriate President’s Executive Cabinet member will serve as the convener and facilitator of the Student Grievance Committee for the Level III hearing. The President’s Executive Cabinet member will chair the hearing but will not be able to vote. In the event the designated President’s Executive Cabinet member is unable to participate in the hearing due to a challenge or conflict of interest, another President’s Executive Cabinet member will be selected to convene and facilitate the hearing.
4. The Student Grievance Committee (see definition in Section II) will be formed in order to objectively hear the facts of the grievance and to render a decision.
   a. Any Student Grievance Committee member associated with the academic school or administrative unit where the grievance originated will not be eligible to hear the grievance. In the event of a challenge to the membership of the Student Grievance Committee based on bias, the committee member being challenged will be replaced by another committee member. If a substitute is unavailable at the time of the hearing, the hearing shall be rescheduled.
   b. The committee will be chosen from a pool of committee members that are available to participate in the hearing. The available pool will consist of: one faculty member from each academic school, two Student Affairs representatives, and two student representatives. Members on this committee pool will be appointed for two-year terms. In addition, one alternate for each of the above members will be appointed.

5. At the Level III meeting, the student and instructor or non-instructional party may bring one attorney or advisor/counselor. If an attorney or advisor/counselor is to be present, the party retaining him/her must notify the meeting chair at least five (5) business days prior to the Level III hearing or the attorney or advisor/counselor will not be allowed to be present. The attorney or advisor/counselor’s role is as an observer; and he/she may not speak to the committee members, the instructor or non-instructional party, or the student while the meeting is in session. The attorney or advisor/counselor can only speak to the party he or she is representing. If consultation with the attorney is needed, a request for a recess may be asked. The meeting chair can deny requests if it is deemed that they are disrupting the continuity of the meeting. Both parties may bring persons to provide testimony that support their position. Additionally, both parties may have no more than two other persons to attend as observers. Observers shall not testify nor present any evidence.

6. The meeting chair is responsible for collecting all pertinent documents, calling the meeting, distributing documentation, determining the issue(s) of the case to be heard, and conducting the meeting in an orderly, efficient, and equitable manner. He/she will also provide for the audio taping or other recording method of the meeting and may provide a copy to either party upon request. At the beginning of the meeting, the chair will review the issues of the case to the group and establish the procedure by which testimony will be presented. He/she may decide on the length of time needed to explore an issue, set time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts. The chair may request a campus police officer to be present. Disruptive persons may be asked to leave the room by the chair.

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

8. The finding of the Level III student grievance committee is final.

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

I. PURPOSE:
To ensure students with disabilities have equal access to educational programs, services, and activities through the delivery of reasonable accommodations and services as outlined in Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008 (ADA AA).

II. DEFINITIONS:
**Disability:** a physical or mental impairment that substantially limits one or more major life activities, which may include, but not be limited to seeing, walking, talking, breathing, hearing, learning, etc. A substantial limitation exists if the manner, duration, or condition under which the activity is performed is significantly limited when compared to most people.

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

III. POLICY:
Reynolds is committed to providing students with disabilities equal access to educational programs, services, and activities. All qualified students with disabilities are guaranteed, by law, a learning environment that provides reasonable accommodation for the disability. Qualified students are students who, with or without accommodations, meet requirements for admission in an educational program, service, or activity.

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

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

Accommodation requests and services are not retroactive.

IV. PROCEDURES:
A. Request for accommodation
   In order to initiate the accommodation process, the following procedures must be followed:
   1. The student must complete JSRCC Form No. 75-3001, Request for Services, and provide documentation of the disability. Documentation may be submitted by way of JSRCC Form No. 75-3002, or on letterhead with the following information:
      a. a clearly stated diagnosis of the disability
      b. the student’s functional limitation in an academic environment
      c. a statement that the disability is a substantial limitation to a basic life process
      d. signature, printed name, title, and professional credentials of the evaluator
      e. date of the evaluation

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

   Requests for accommodations may be initiated from a distance by way of fax to (804) 371-3527 or email at osa@reynolds.edu and should be made in a timely manner. Generally speaking, requests that are made three (3) weeks prior to the date needed will ensure appropriate delivery of service.
2. Upon receipt of documentation, staff within the Office of Student Accommodations will review the documentation and make recommendations on accommodations using an Accommodations Notification form.

3. Students will be notified by the Office of Student Accommodations of the completion of the review and will be required to pick up the notice. In instances where the student is at a distance, the Office of Student Accommodations will communicate this information by email to the student’s Reynolds account. The student should communicate with faculty or staff members to review the Accommodations Notification form so that the recommended accommodations can be administered.

4. While working with the Office of Student Accommodations to receive services, the student is encouraged to inform the faculty or staff members that will be responsible for implementing the accommodations that he/she is requesting accommodations with the Office of Student Accommodations. If a student requests accommodations directly from a faculty or staff member, the student should be referred to the Office of Student Accommodations.

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

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

B. Dispute of accommodation decisions or process

Students who wish to appeal a decision using the college’s appeal process may do the following:

1. Students must submit a written appeal outlining the presented issue to the counselor for student accommodations.

2. Within five (5) business days of receipt of the appeal, the counselor for student accommodations will arrange a meeting with the student to discuss the appeal.

3. At the meeting the counselor for student accommodations will review all information with the student as well as any new information. If additional information is required, the counselor will present this request for follow-up by the student.

4. Upon completion of the meeting and review of any new information, the counselor for student accommodations will provide a decision within ten (10) business days of the meeting.

Students who are dissatisfied with the decision of the counselor for student accommodations may submit an appeal to the vice president of student affairs within ten (10) business days of receipt of the decision.

Within five (5) days of receipt of the appeal, the vice president of student affairs will review the appeal and request a meeting with the student and the counselor for student accommodations. Upon completion of the meeting and review of any new information, the vice president of student affairs will provide a decision within ten (10) business days.

At any point in the process, students dissatisfied with services may file a complaint with the Department of Education, Office of Civil Rights. The Office of Civil Rights may be contacted at:

Office for Civil Rights
District of Columbia Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1475
Telephone: 800-453-6020
FAX: 202-453-6021; TDD: 800-877-8339
Email: OCR.DC@ed.gov

C. Disclosure and confidentiality

Student disclosure of a disability is voluntary. Reynolds considers disability-related information as confidential material and will protect it in accordance with the Family Educational Rights to Privacy Act (FERPA) and Reynolds Policy No. 1-26, Student Privacy and Release of Student Information.

V. OTHER INFORMATION:

Reynolds Policy No. 1-26, Student Privacy and Release of Student Information

JSRCC Form No. 75-3001, Request for Services

JSRCC Form No. 75-3002, Office of Student Accommodations Certification Form

Guidelines for Addressing Personal Care Attendant Needs

Guidelines for Course Substitutions

Guidelines for Requesting & Using Interpreter Services

Guidelines for Using Calculators

Guidelines for Using Service Animals on Campus
Military-related Students (1-16)

I. PURPOSE:
To comply with Virginia Community College System (VCCS) policy and all applicable provisions regarding military-related students found under Code of Virginia, Title 23, §§ 23-7.4, 23-9.2:3.7, and 23-9.6:2.

II. DEFINITIONS:
Military-related students: students who are active duty military, spouses of active duty military, children of active duty military, veterans, reservists, or members of the Virginia National Guard, who have been officially determined as eligible to receive veterans education benefits through enrollment at the college, or who have provided documentation of such status to the college.

Priority Registration status: eligibility to enroll in courses as part of the first group of students during any registration period.

Registration benefits: may include priority registration, priority wait-listing, priority enrollment in online courses, and waiver of course enrollment caps.

Veteran: an individual who has served at least one (1) day of service in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

III. POLICY:
Reynolds subscribes to the notion of providing a flexible, friendly environment to military students and families. As such, the following provisions are in place to assist military-related students with enrollment and other transactions at the college.

A. Any military-related student who enrolls at Reynolds shall be eligible for in-state domicile for the purposes of tuition absent of the required twelve-month wait period, provided he/she complies with the college’s procedures and the State Council for Higher Education for Virginia’s (SCHEV) Domicile Guidelines regarding domicile for military-related students.

B. All military-related students shall have priority registration status at the college during registration periods. Students must provide proof of active duty, veteran status, or eligibility of veterans’ education benefits through Enrollment Services in order to receive this benefit. Documentation should be provided prior to any registration period. This benefit shall take effect at the beginning of the next registration period.

C. In the event that a military-related student is called to duty during the course of a semester/term, or is affected by a deployment of his/her family member, the student may petition the dean of the school in which his/her courses are housed to determine if he/she is able to continue in the course in an alternate format. The student must provide documentation of his/her deployment to the dean, who shall assess the situation on a case-by-case basis.

D. In the event that an active duty student is unable to continue enrollment, the student shall be eligible for a tuition refund under Reynolds Policy No. 1-2, Tuition Refunds.

E. Students called to active military duty, whose service prevented them from completing their academic program, may be re-admitted to such program. Readmission shall be subject to Reynolds Policy No. 1-20, Effective Catalog Year.

F. Military students may have credits and experiences evaluated for credit under Reynolds Policy No. 1-21, Advanced Standing.

IV. PROCEDURES:
Any eligible student seeking benefit from this policy will consult with the staff in Enrollment Services, who will advise the student on the proper procedures to access such benefits. Students who are at a distance may contact Enrollment Services at (804) 523-6464 or by email at enroll@reynolds.edu.

V. OTHER INFORMATION:
SCHEV Domicile Guidelines
SCHEV Virginia Tuition Relief, Refund, and Reinstatement Guidelines
SCHEV Guidelines on Course Registration Policies for Military-Related Students at Virginia Public Higher Education Institutions
Reynolds Policy No. 1-2, Tuition Refunds
Reynolds Policy No. 1-20, Effective Catalog Year
Reynolds Policy No. 1-21, Advanced Standing
**Alcohol & Other Drugs (1-17)**

**I. PURPOSE:**
To provide guidance on information actions the college will take with regard to educating students about drug and alcohol abuse, and the how the college will manage violations of college policy with regard to drug and alcohol abuse.

**II. DEFINITIONS:** N/A

**III. POLICY:**
In accordance with the spirit and intent of the Drug-Free Schools and Communities Act of 1989, J. Sargeant Reynolds Community College (Reynolds) prohibits the illegal use, manufacture, and/or distribution of drugs and alcohol on campus by its students. This policy outlines those actions that Reynolds will take to educate students about the negative impact of drugs and alcohol use.

A. Annual Notice
Reynolds will provide annual notice to its students regarding information about the effects of the use of drugs and alcohol, including:
- standards of conduct;
- a description of sanctions for violating federal, state, and local law and campus policy;
- a description of health risks associated with alcohol and drug use;
- a description of treatment options; and
- a biennial review of the program's effectiveness and the consistency of the enforcement of sanctions.

B. Education
Each year the college will provide information and programs that educate students on the effects of the use of alcohol and drugs.

C. Enforcement
Students who violate this policy may be subject to disciplinary actions that may include expulsion from the college, referral for prosecution, and/or referral for participation in appropriate evaluation and/or rehabilitation. Violations of this policy will be handled in accordance with Reynolds Policy No. 1-35, Student Conduct.

D. Review
Each year an ad hoc committee (to include the Vice President of Student Affairs, Associate Vice President of Human Resources, Chief of Police, Dean of Students, and the Counselor for Student Life) will convene to review the policies, educational materials, programs, and violations, and make recommendations on how to improve programming (where applicable). A report will be generated and published.

**IV. PROCEDURES:** N/A

**V. OTHER INFORMATION:**
- National Institute on Alcohol Abuse and Alcoholism (NIAAA), https://www.niaaa.nih.gov/
- National Institute on Drug Abuse (NIDA), https://www.drugabuse.gov/
- Students Against Destructive Decisions (SADD), http://saddonline.com/
- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Article on Underage Drinking https://www.samhsa.gov/underage-drinking-topic
- Article on Prescription Drug Misuse and Abuse https://www.samhsa.gov/topics/prescription-drug-misuse-abuse

**Related Law and Policies**
- Virginia Community College System (VCCS) Policy 3.14.3, Illegal Substance Policy

**Support Groups**
- Al-Anon Family Groups, http://alanonrichmond.org/
Participation in Student Activities, Clubs, and Organizations (I-18)

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

II. DEFINITIONS:

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

Interest group: any student organization recognized by the Office of Student Life and the college with the intention of functioning for a one-time event and/or no more than one (1) academic year, and which may be academic, social, or service-oriented.

Student activity fees: funds for student-related activities collected as part of tuition payment.

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

Student club/student organization: any group of students that is officially recognized by the Office of Student Life and the college with the intent to function for more than one (1) year, and which may be academic, social, or service-oriented.

III. POLICY:

In an effort to support the mission of the college and promote the academic, career, and personal enrichment at J. Sargeant Reynolds Community College (Reynolds), the college invites students to participate in student activities, and/or form clubs and organizations that meet the educational, social, or other interests of a diverse student population. Students who are interested in participating in student activities, clubs, and organizations must comply with the following provisions:

A. Students must be registered at Reynolds for the term in which they are interested in participating in student clubs/organizations and activities at the college.

B. Individuals who are not registered students at Reynolds may also participate in student activities at the college if resources permit. However, they are not eligible to participate in or form student clubs/organizations.

C. Students interested in forming a new club or organization, or who are interested in participating in a recognized club or organization must be in good academic standing at the college. Good academic standing is defined as having a 2.0 cumulative grade point average or better; or no grade point average for new students or students who have taken courses on a satisfactory/unsatisfactory (S/U) basis.

D. All students interested in developing a new organization must submit an application to the Office of Student Life for review and approval. In order to be recognized by the college, organizations must submit:

• a New Student Club Proposal with at least four (4) interested individuals that are registered as students with the college, and
• the name of a faculty/staff advisor.

All recognized clubs, organizations, and interest groups must have a faculty or staff advisor. In the event that an advisor cannot be located, the Office of Student Life shall provide one until the club can locate an advisor. If after one (1) academic year an advisor is not located, the club or group may lose its recognition.

The Office of Student Life shall respond within ten (10) business days to the request. No student organization may officially function without receiving a formal approval from the Office of Student Life.

E. Recognized student organizations must be deemed eligible annually by the Office of Student Life before engaging in activities. Requirements for annual recognition include:

• a completed roster of members and officers by the established deadline;
• an orientation to all officers regarding the policies and procedures outlined by the Office of Student Life and the institution; and,
• an updated constitution.

F. Interest groups may be formed at the college and are entitled to the same rights and privileges as recognized student clubs and organizations. Interest groups are also subject to the same provisions as required of student organizations.

G. Clubs and organizations shall submit a constitution within one (1) semester of their start. Organizations that do not comply with this requirement shall be placed on probation for one (1) semester. After one (1) semester of probation, the Office of Student Life may suspend the club until this requirement is met. Constitutions shall be reviewed by clubs annually.

H. All clubs and groups may use college resources and facilities, subject to college policies and procedures. Budgeted student activity fees are available for educational activities that are religious, political, cultural, or social in nature.

I. Student clubs and groups must demonstrate fiscal responsibility. Monies collected from student activity events or student clubs (student activity funds) must be deposited at the college’s Business Office within twenty-four (24) hours of collection. Accounts shall be established for each club or organization and balances shall be reflected in a department ID designated for that student club. At no time should revenue be withheld to pay expenses. Reimbursement for expenses must follow college procedures. Student groups may use the student activity funds in accordance with the college’s and the Commonwealth of Virginia’s policies and procedures. Organizations that are inactive for more than one (1) year may lose access to student activity funds to the Office of Student Life.

J. All planned activities of a student club or group must be reviewed by the advisor and approved by the Office of Student Life. Planned activities may include outside speakers, or other educational or social events. Clubs must submit the Student Club Event Approval Form. Within ten (10) business days of receipt of the request for an activity, the Office of Student Life shall review planned activities and issue a decision. Activities may be denied as a result of any of the following:

1. The activity is in, or requested for, a place that is already reserved for another event.

2. The activity shall attract a crowd larger than the venue can safely contain.

3. The activity shall substantially disrupt another event being held at a neighboring venue.

4. The activity shall substantially disrupt college operations (including classes).

5. The activity is a clear and present threat to public safety, according to the college’s Department of Police.

6. The activity shall occur during college examination periods.

7. The activity is unlawful.

In the event that an activity is not approved by the Office of Student Life, the club or group may appeal the decision through the appeal process outlined in section IV.D of this policy.
In the event that a club or group wishes to protest or demonstrate as a form of expression, the club or group must comply with Reynolds Policy No.1-38, Expressive Activity.

K. Generally speaking, clubs and groups are open to any registered student who may be interested in participation, and shall not discriminate on the basis of race, color, creed, sex, religion, age, disability, or any other protected status. However, a religious or political student club or group may determine that managing the organization’s internal affairs, which includes selecting the organization’s leaders and members, defining the organization’s doctrines, and resolving the organization’s disputes in alignment with the club or organization’s religious or political mission, shall be limited to only persons committed to that mission. Clubs or organizations having internal difficulty should consult with their advisors and the Office of Student Life in order to resolve any discord related to student members’ commitment to the club or organization’s mission.

L. The college shall not recognize private clubs and organizations or social fraternities and sororities.

M. Any and all forms of student hazing as condition of membership is strictly prohibited and may be subject to legal action.

N. Violation of college policies may subject the student club, interest group, and/or individual students to review under Reynolds Policy No.1-35, Student Conduct, and/or loss of active status.

IV. PROCEDURES:

A. Any students interested in forming a group must contact the Office of Student Life.

B. The Office of Student Life will meet with the interested students and provide an orientation regarding the procedures and paperwork required to form a group. For students at a distance, this meeting may occur via teleconference or by other means.

C. The Office of Student Life will review the completed materials and consult with the vice president of student affairs or designee. A decision regarding the eligibility of the club or group to participate as a recognized organization will be made within ten (10) business days.

D. Appeals

A student club or organization must provide a written appeal that outlines the reason(s) for the appeal. The appeal must be submitted within ten (10) business days following the decision to the vice president of student affairs (VPSA). Failure to file a written appeal within the time period presumes the student/student organization’s acceptance of the decision, and consequently he/she, or the club/organization waives any right to further appeal.

1. Within two (2) business days of receipt of the student’s appeal, the VPSA will notify the student of the date, time, and place of a meeting for the appeal.

2. During the appeal meeting, the VPSA will review all information presented and provide the student/student organization the opportunity to present information to support his/her appeal.

3. Within two (2) business days of the appeal meeting, the student will be notified by the VPSA of the decision.

The decision of the VPSA is final.

V. OTHER INFORMATION:

Code of Virginia, Title 23, Chapter 1, Section 9.2:12, Student Organizations
Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions
Reynolds Policy No. 1-35, Student Conduct
Reynolds Policy No. 1-38, Expressive Activity
Guidelines for Creating a New Student Club or Organization
New Student Club Proposal
Planning an Activity or Event
Posting Flyers on Campus
Reserving a Room on Campus
Student Club Budget Request
Student Club Event Approval Form
Student Club Membership Roster
Student Club Request for Funds
Academic Advising (1-19)

I. PURPOSE:
To describe the college’s policy and procedures regarding academic advising for curricular and non-curricular students.

II. DEFINITIONS:
Curricular student: a student who is enrolled in a degree or certificate program at the college.

Developmental advising: a comprehensive program facilitated by counselors, teaching faculty, and student services personnel who share responsibility with advisees for student success. The advising relationship is a continuous developmental process involving open communication in an atmosphere of mutual respect and honesty. It assists students with the transition to college and the evaluation and attainment of their academic, career, and personal goals.

First-year student: a student who has completed 0–30 credit hours at the college.

Good academic standing: the status achieved when a student maintains a GPA of 2.0 each semester and is not on academic suspension or dismissal.

Non-curricular student: a student who is not enrolled in a degree or certificate program.

Second-year student: a student who has completed thirty-one (31) or more credit hours.

III. POLICY:
J. Sargeant Reynolds Community College (Reynolds) is committed to the success of its students. In understanding student success, the institution prescribes an advising structure with policies and procedures that shall assist students in achieving their academic/educational, career, and social goals.

A. Reynolds endorses a developmental approach to advising.

B. Academic advising may occur throughout the academic year, as well as during those designated advising and registration periods.

C. All curricular students are assigned a faculty advisor, which shall be reflected in the college’s Student Information System.

D. All first-year students may receive academic advising within Enrollment Services. New second-year students and students in certificates and career studies certificates should meet with a faculty advisor.

E. All non-curricular students may receive academic advising within Enrollment Services.

F. All curricular students are strongly encouraged to meet with an advisor prior to registering for classes.

G. All non-curricular students are strongly encouraged to meet with an advisor in Enrollment Services prior to registering for classes.

H. Students in good academic standing at the college may self-advice. However, students who self-advice shall be responsible for meeting all course and program requirements as specified in the College Catalog.

I. Students who are not in good academic standing shall be required to meet with an academic advisor before registering for courses. Curricular students should meet with their academic advisor in their assigned program. Non-curricular students should meet with an academic advisor in Enrollment Services. Students who are not in good standing may need to comply with educational plans that shall assist them in achieving good academic standing.

J. Advising sessions may occur in person, or by phone, email or online chat function. In instances when advising is done using the various forms of technology, faculty and staff shall work to ensure student privacy and confidentiality according to Reynolds Policy No. 1-26, Student Privacy and Release of Student Information.

IV. PROCEDURES: N/A

V. OTHER INFORMATION:
Reynolds Policy No. 1-26, Student Privacy and Release of Student Information

Effective Catalog Year (1-20)

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

II. DEFINITIONS:
Discontinuation: when a student’s file is inactivated as a result of non-enrollment for a period of three (3) years, including the summers; when an individual’s application is inactivated as a result of not enrolling for a period of three (3) consecutive semesters, including the summer.

III. POLICY:
The catalog that shall be used to review a student’s progress toward completion of program requirements and certification for graduation, is the catalog in effect at the time of the student’s initial matriculation into the program. The effective catalog shall not be more than seven (7) years old. This includes any subsequent change in programs.

In the event that there has been a break in a student’s enrollment at the college not resulting in a discontinuation, the catalog in effect at the time of the student’s initial enrollment is the catalog that shall be in effect.

In the event that there has been a break in a student’s enrollment at the college resulting in discontinuation, the catalog in effect at the time of the student’s re-enrollment is the catalog that shall be in effect for the student.

The program head may select an appropriate catalog year for a student when the catalog in use by the student is more than seven years old at the time the student is seeking graduation. Otherwise, either the current catalog or any catalog that is not more than seven years old becomes the effective catalog.

Wherever possible, substitutions shall be utilized to maximize the usage of previously taken courses while maintaining the integrity of the degree. These exceptions must be approved by the dean of the school in which the student is enrolled.

A statement of the policy for the effective catalog year shall be included under “Graduation Requirements and Procedures” in the catalog.

IV. PROCEDURES: N/A
**Advanced Standing** (1-21)

**I. PURPOSE:**
To describe college policy for awarding academic credit for previous experiences.

**II. DEFINITIONS:**

**Advanced standing:** the application of awarded credit for subject matter competency, earned by means other than instruction at this institution, toward satisfying program requirements.

**Credit by advanced placement:** a means of achieving advanced standing through the administration of the College Level Examination Program (CLEP), the College Entrance Examination Board (CEEB), advanced placement (AP) program, the International Baccalaureate (IB) program, Excelsior Credit by Exam (ECE), Cambridge Advanced Exams (A/AS), Defense Language Proficiency Test or Foreign Language Achievement Test (FLATS), provided the examination scores are acceptable for credit.

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

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

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

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

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

**III. POLICY:**

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

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

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

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

**IV. PROCEDURES:**

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

**V. OTHER INFORMATION:**

Transfer Evaluation Handbook

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**Behavioral Intervention** (1-22)

**I. PURPOSE:**
To promote a safe, healthy environment that is conducive to learning and to comply with Code of Virginia, Title 23, Chapter 1, Section 23-9.2:10, Violence prevention committee; threat assessment team.

**II. DEFINITIONS:**

**Direct threat:** a situation where there is a high probability of substantial harm to an individual or individuals.

**Respondent:** a person whose behavior warrants an investigation by the college pursuant to this policy.

**Student:** a person who has applied to, been accepted, and registered/enrolled at the college.

**III. POLICY:**

As an institution of learning, J. Sargeant Reynolds Community College (Reynolds) expects and encourages students to maintain acceptable standards of behavior as well as a reasonable concern for their own social well-being. The following shall be used to address behavioral concerns raised by anyone in the immediate community or beyond:

A. The college shall maintain a threat assessment team otherwise known as the Behavioral Intervention Team (BIT), but referred to as “team” throughout the remainder of this policy.

B. The team is a multidisciplinary group of administrators, faculty, and staff that is responsible for threat assessment on campus, including evaluating and responding to reports of students or others whose behavior reflects personal crisis and/or which may pose a threat to the safety of the campus community.

C. The team shall permanently be composed of the following positions or designees: vice president of student affairs (VPSA), chief of police, associate vice president of human resources, dean of students, counselor for student accommodations, counselor for retention services, one (1) academic dean, and one (1) full-time teaching faculty. The VPSA, or designee, shall serve as the team leader. In addition, a mental health professional contracted to provide services by the college, shall serve as a member of the team to provide needed assistance when responding to behavior which may be due to a mental health crisis or mental illness. By recommendation of the team leader, additional team members may be added as needed on a case-by-case basis. In accordance with Reynolds College Leadership and Governance practices, team members who are not designated as permanent members within this policy shall serve a two-year (2-year) term, at which point their membership will end.

D. The team is not limited to considering only behavior that has occurred on campus. Off-campus and online behavior may be considered in those instances where a threat exists to the campus community.

E. The following are examples of matters that by their nature may be considered to be threatening or to involve a potential threat and, thus, may be referred to and reviewed by the team:

1. admission denials/revocations because an applicant/student poses a threat (Reynolds Policy No. 1-11, Admissions; Procedures for Denial or Revocation of Admissions Status)
2. incidents of sexual misconduct (Reynolds Policy No. 1-14, Student Sexual Misconduct)
3. certain violations of the Student Conduct Code that involves threatening behavior(s) (Reynolds Policy No. 1-35, Student Conduct)
4. classroom disruptions (Reynolds Policy No. 2-18, Classroom Interruptions)

F. Students may be temporarily suspended if it is believed that a direct threat to other students, faculty, staff, or the public exists, or if the student’s behavior creates a serious disruption to normal college operations. These decisions are interim measures conducted to mitigate risk. The student may appeal the temporary suspension; however, the burden is on the student to prove that his or her presence on campus is not a significant threat to the college community. The team shall review information related to the appeal and make a determination regarding the temporary suspension. If the student is enrolled in classes at the time of suspension, the team shall assist the student with gaining access to complete his or her assignments and coursework in an alternate format. However, academic and/or financial decisions as a result of the temporary decision are the responsibility of the student.

G. In cases where the behavior or threat falls under the auspices of this policy, the team shall investigate matters and make a determination regarding the behavior or threat. Decisions by the team may consist of recommendations that include psychological assessments (see Addendum, Mandated Assessment Procedures), follow-up meetings, referrals to counseling and other services, or student conduct referrals. The team may also recommend administrative withdrawals or removals, where appropriate.

H. In the event that a student fails to comply with the recommendations of the team, the student may be referred to the student conduct process.

I. At least four (4) members of the team shall be present during the decision-making process regarding a student’s standing at the college. Decisions shall be made by a simple majority vote.

J. Decisions shall be communicated by way of certified mail, email (to the student’s VCCS email account), or telephone (where appropriate).

K. In all cases where a student’s educational rights are affected, due process will be afforded.

IV. PROCEDURES:

A. Any faculty, staff, or student who believes a student’s behavior on campus is of concern or threatening, or who learns information regarding a student or individual that may present a threat to the community, should contact the Office of Student Affairs, or the campus Department of Police. He or she will be asked to complete JSRCC Form No. 75-0005, Behavioral Intervention Referral Form. In the event that the observed behavior is an immediate threat to the safety of the college community, the campus Department of Police should be notified immediately (804-523-5911).

B. The team leader, dean of students, chief of police or designee, and other needed members of the team will review the complaints and determine the appropriate process to be initiated.

1. If the alleged behavior appears to violate the student conduct code, the team leader will initiate the student conduct process using Reynolds Policy No.1-35, Student Conduct.

2. If the alleged behavior or information is concerning an applicant to the college or recently admitted student who is not enrolled at the college, Reynolds Policy No. 1-11, Admissions; and Procedures for Denial or Revocation of Admissions Status will be initiated.

3. If the alleged behavior is of a sexual nature and discriminates against a student, the team leader may initiate Reynolds Policy No. 1-14, Student Sexual Misconduct, or Reynolds Policy No. 3-7, Sexual Misconduct.

In the event that the team leader is unavailable, the dean of students will lead the discussion regarding how the situation will be handled. If the dean of students is unavailable, the chief of police will assume the lead of the discussion regarding the matter.

C. If the members of the team determine that the alleged behavior is a result of emotional distress, the team leader or designee will contact the student to arrange a meeting.

D. At the meeting the team leader or designee will:

1. provide notice to the respondent/student of the behavior of concern.

2. provide the respondent/student with a copy of Reynolds Policy No. 1-22, Behavioral Intervention.

3. interview the respondent/student regarding the issues of concern or the observed behavior; and

4. depending on the nature and severity of the situation, require that the respondent/student sign a release of information that will assist the team in gathering information related to the student’s background. In addition, the team may require a psychological assessment of the student.

E. Upon receipt of all requested information, the team will review the information and make a determination regarding the status of the student at the college. Consideration will be given to the following:

1. the nature, severity, and frequency of the behavior

2. the risk level associated with the behavior

3. options available to assist the student with the behavior of concern

F. The team leader or designee will issue a decision notice to the respondent/student.

G. Appeals

The respondent/student may appeal the decision of the team by submitting a written appeal to the team leader within ten (10) business days. An appeal may be initiated on one (1) or more of the following:

• inaccurate information gathered by the team, or new information that might affect the outcome of the decision

• excessive recommendations by the team

• violation of due process or procedures as outlined in this policy

All appeals should provide documentation to support the claim of the respondent/student.

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

H. Record retention and student privacy

All documentation gathered through an investigation by the team will be treated as an educational record pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and Reynolds Policy No. 1-26, Student Privacy and Release of Student Information. The college will only release such documentation after the personally identifiable information of individuals who provided such information in confidence is redacted.
V. OTHER INFORMATION:

Code of Virginia, Title 23, Chapter 1, Section 23-9.2:10, Violence prevention committee; threat assessment team
Addendum, Mandated Assessment Procedures
Reynolds Policy No. 1-11, Admissions
Reynolds Policy No. 1-14, Student Sexual Misconduct
Reynolds Policy No. 1-26, Student Privacy and Release of Student Information
Reynolds Policy No. 1-35, Student Conduct
Reynolds Policy No. 2-18, Classroom Interruptions
Reynolds Policy No. 3-7, Sexual Misconduct
JSRCC Form No. 75-0005, Behavioral Intervention Referral

Student Privacy and Release of Student Information

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

II. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

IV. PROCEDURES

A. Review of records

1. In order to review an educational record, a student or parent of a dependent student should submit in writing a request to review such record to the Office of Admissions and Records. The request should identify the record(s) he or she wishes to review. If the request is from a parent, the parent should provide a copy of the most recent year’s federal tax return documenting that the student, whose record is being requested for review is indeed his or her dependent.

2. The Office of Admissions and Records staff will respond to the inquiry within a reasonable amount of time, but within the forty-five (45) day requirement prescribed by FERPA, informing the student of the time, date, and place that the record(s) may be reviewed.

3. If the record is not housed within the Office of Admissions and Records, the staff will direct the student to the appropriate office in which the record is maintained.

B. Amendment of record(s)

1. In order to amend information within a record, a student may submit JSRCC Form No. 11-0007, Student Request to Update Information, to update any demographic information.

2. If the information is not covered by JSRCC Form No. 11-0007, the student will indicate in writing to the Office of Admissions and Records or the unit that houses the record for which he or she seeks to amend.

3. The Office of Admissions and Records, or the unit that houses the record, will review the request and arrange a meeting within a reasonable amount of time, but no more than forty-five (45) days. The student should bring documentation supporting his/her request for amending the record(s).

4. Within ten (10) business days of the meeting, the Office of Admissions and Records, or unit where the records is housed, will issue a decision regarding the request.

5. If the student is dissatisfied with the decision, he/she may appeal the decision to the executive officer to whom the unit reports.

6. If after the appeal the college does not amend the record, the student may place a statement in the record. This procedure does not replace JSRCC Policy No. 1-12, Student Grievance, whereby a student may grieve an administrative decision (related to his/her record).

C. Consent to disclose personally identifiable information to a third party in the event that a student authorizes the college to provide information to a third party (e.g., parent or agency), the student will:

1. Complete JSRCC Form No. 11-0020, Release of Information Form, outlining the individual(s) that may receive the information, the record(s), and duration for which the information may be provided.

2. The college official will comply with the request within ten (10) business days.

3. JSRCC Form No. 11-0020 will be forwarded to the Office of Admissions and Records.
D. Release of information to volunteer, consultant, researcher, or agency for research or other functions

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

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

E. Record retention

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

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**Student Conduct (1-35)**

**I. PURPOSE:**
To promote a safe and healthy environment that is conducive to learning.

**II. DEFINITIONS:**

**Assault:** a verbal or physical attack on someone.

**Battery:** an unwanted striking or touching of someone.

**Behavioral Intervention Team:** team that provides assessment of and intervention with individuals whose behavior pose a threat to the safety of the campus community. (See Code of Virginia, Section 23-9.2:10, or Reynolds Policy No. 1-22, Behavioral Intervention, for greater definition of the role and scope of the team.)

**Campus:** one of the three (3) campuses of the college (Parham Road Campus, Downtown Campus, or Goochland Campus) as well as other college-leased or owned facilities.

**College:** J. Sargeant Reynolds Community College (Reynolds).

**Distribution:** any form of sale, exchange, or transfer.

**Fighting words:** personally abusive epithets which, when directly addressed to any ordinary person are, in the context used and as a matter of common knowledge, inherently likely to provoke a violent reaction whether or not they actually do so. Such words include, but are not limited to, those terms widely recognized to be derogatory references to race, ethnicity, religion, sex, sexual orientation, disability, and other personal characteristics. “Fighting words” create a hostile and intimidating environment which the student uttering them should reasonably know will interfere with the victim’s ability to pursue effectively his or her education or otherwise to participate fully in college programs and activities.

**Harassment:** the continual irritating or tormenting of someone.

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

**Sexual misconduct:** sexual assault, sexual harassment, and verbal misconduct. (Refer to Reynolds Policy No. 1-14, Student Sexual Misconduct, for a complete definition.)

**Student:** any person currently enrolled in any credit, non-credit, or developmental course(s).

**Student organization:** any student organization officially recognized by the Office of Student Life

**Weapon:** any object or substance designed to inflict a wound, cause injury, or incapacitate; including, but not limited to, firearms, explosives, pellet guns, sling shots, martial arts devices, knives, brass knuckles, razors, etc.

**III. POLICY:**

A. Application

Any student who accepts the privilege of enrollment extended by Reynolds is deemed to have given his or her consent to the policies of the college. All students assume the responsibility for becoming familiar with and abiding by the general rules of conduct listed in this policy.

Students are expected to obey the law, show respect for properly constituted authority, perform contractual obligations, maintain integrity and high standards in academic work, and observe a standard of conduct appropriate for the college. Proper conduct is expected while on campus, off campus at college-leased or owned facilities, online, or attending activities that are sponsored, initiated, authorized, or supervised by the college.
Disciplinary action will be taken when any student, group of students, or student organization:

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

In all proceedings, the principle of due process is guaranteed to the student. Disciplinary proceedings conducted pursuant to this policy shall be fair and expeditious. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable. Deviations from the procedures in this policy shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in significant prejudice to an accused student or to the college.

Should the presence of a student on campus be considered a serious and substantial danger to the operation of the college or to the welfare of the college community, the college reserves the right to take immediate action.

A student who violates federal, state, or local criminal or civil laws while on campus; off campus at college-leased facilities; or attending any activities that are sponsored, initiated, authorized, or supervised by the college; or when representing the college, shall be referred to local authorities. In addition, the student may be subject to disciplinary proceedings by the college. Furthermore, certain criminal and/or civil offenses or inappropriate behavior, although not committed while a student is on campus, off campus at college-leased facilities, or attending any activities that are sponsored, initiated, authorized, or supervised by the college; or when representing the college, may by their very nature pose a serious and substantial danger to the college community. In such cases, the college reserves the right to take appropriate disciplinary action.

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

To the extent feasible and practical, disciplinary regulations at the college are in writing in order to give students general notice of prohibited conduct. The regulations are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms.

B. Violations

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

1. all forms of academic dishonesty, including cheating, collusion, plagiarism, and forgery (see Reynolds Policy No. 1-34, Academic Honesty)
2. disruption or obstruction of college or college-sponsored activities that may include, but are not limited to, teaching, research, administration, disciplinary proceedings, studying, cultural events, fire, police, emergency services, or other college activities
3. physical and/or psychological abuse, assault and battery, molestation, or threat of such actions against any member of the community or any visitor to the college, or conduct that threatens or endangers the health or safety of any such person
4. acts of harassment that include, but are not limited to, the use or display of “fighting words” by students to harass any person(s) on college property, on other property to which these policies apply as defined in campus implementing regulations, or in connection with official college functions or college-sponsored programs
5. engaging in any form of sexual misconduct, inclusive of sexual harassment, sexual assault, and verbal misconduct. In instances of alleged sexual misconduct, Reynolds Policy No. 1-14, Student Sexual Misconduct, shall take precedence.
6. indecent, lewd, disorderly, or obscene conduct or expression
7. participating in or inciting a riot or an unauthorized or disorderly assembly
8. damaging, defacing, destroying, or misusing college property or property under its jurisdiction, or the property of a member of the college community or a campus visitor
9. unauthorized entry into or presence in a college facility
10. refusing to depart from any property or facilities of the college upon direction by a college official, such as the president, a President’s Executive Cabinet member, Department of Police staff, VCCS officials, or other persons authorized by the president
11. refusing to vacate a classroom upon order of a faculty or staff member
12. use of alcoholic beverages, including the purchase, consumption, possession, or sale of such items, except where specifically authorized within regulations of the college
13. gambling or holding a raffle or lottery on the campus or at any college function without proper college and other necessary approval
14. unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance
15. using, possessing, or storing illegal or unauthorized arms classified as weapons, fireworks, explosives, or dangerous chemicals
16. stalking behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person, and which serves no legitimate purpose
17. theft or attempted theft of college property or personal property of a member of the college community or campus visitor or knowingly possessing such stolen property
18. physically detaining or restraining any other person or removing such persons from any place where they are authorized to move or in any way obstructing the free movement of persons or vehicles on college premises or at college activities
19. forging, unauthorized altering, falsifying, or unauthorized use of any college documents, records, keys, or instruments of identification
20. furnishing false information to the college or to members of the college community who are acting in exercise of their official duties
21. abuse of computer and network access
22. unauthorized or fraudulent use of college facilities and/or equipment, including but not limited to, the telephone system, mail system, computer system (including email and Internet
services), transportation system, or use of any of the above for an illegal act
23. using sound amplification equipment, systems, or devices, except as permitted by the college
24. violating fire and other safety regulations that include the misuse or damage of safety equipment
25. willfully encouraging others to commit any of the acts that have been herein prohibited
26. knowingly violating the terms of any disciplinary sanction imposed as a result of official findings of a violation of the conduct policy
27. violation of campus or college parking regulations
28. violation of college policy on demonstrations
29. violation of college policy on solicitation and sales
30. violation of Reynolds Policy No. 4-3, Eating, Drinking, and Smoking in College Facilities (e.g., in classrooms, laboratories, lecture halls, and libraries)
31. violation of local, state, and/or federal laws
32. abuse of the student discipline system, that includes, but is not limited to, failure to appear for a hearing; falsification, distortion, or misrepresentation of information before the hearing officer or committee; disruption or interference of the orderly conduct of student conduct hearings; false accusation of student misconduct, knowingly without cause; attempting to influence impartiality of a member of the hearing committee prior to and/or during the hearing process; harassment of witnesses or members of hearing committees; and the like.

IV. PROCEDURES:

A. Disciplinary procedures

1. Initiation of disciplinary action
   An alleged violation of a college policy, rule, regulation, procedure, or standard of conduct should be reported to the Office of Student Affairs or the campus Department of Police by submitting JSRCC Form No. 75-0005, Behavior Intervention Referral form. The vice president of student affairs (VPSA) or designee will review alleged violations. Violations of federal, state, or local criminal and/or civil law will be reported to the appropriate authorities. In response to receiving a Behavior Intervention Referral form, the VPSA or designee may:
   a. dismiss the allegation(s), or
   b. decide to pursue the charges. If charges are pursued, the VPSA or designee will request a pre-hearing meeting with the student by telephone, email, or certified mail within ten (10) business days after receiving notice that the student may have been in violation of the conduct policy. If the student fails to respond to the VPSA’s or designee’s request for a meeting within ten (10) business days after the initial attempt to contact, the VPSA or designee may institute an appropriate sanction as outlined in section IV.B

2. Pre-hearing meeting
   At the pre-hearing meeting the VPSA or designee will inform the student of the violation charge(s) against him/her, along with his/her rights and responsibilities under this policy. If the student admits to being responsible, the VPSA or designee will determine an appropriate sanction and notify the student of the sanction within ten (10) business days of the pre-hearing meeting. The student will be required to sign a statement that he/she understands the violation charge, the penalty imposed, and waive his/her right to a hearing.
   If the student denies the allegations, the VPSA or designee will:
   a. notify the student of the type of hearing that will be held.
   b. review the hearing procedures with the student.
   c. review the list of proposed witnesses.
   d. provide the student the opportunity to review documents or other evidence that will be presented during the hearing; and
   e. notify the student that he/she will receive notification of the date, time and place of the hearing within (10) business days.
   All written correspondence from the office of the VPSA will be sent by certified mail or electronic mail to the email address established by the college. The timetable for response will be determined by the date of the action by the VPSA or designee.

3. Emergency disciplinary procedures (immediate suspension/trespass warning)
   Students, faculty, and staff are strongly encouraged to contact the campus Department of Police at 804-523-5911, if they witness any behavior of students that is unusual, suspicious, disruptive or threatening.
   If, in the opinion of the VPSA, or designee, or the campus Department of Police, the presence of a student on campus is considered to be an imminent danger to the health or safety of him/herself, members of the college community or the public, or involves serious disruption of normal college operations, the student may be suspended from the college, including the attendance of all classes and college-sponsored activities as an interim measure. These decisions are measures conducted to mitigate the risk. The college will work with the student temporarily suspended to continue participation in class(es) in an alternate format. However, financial and academic consequences of this suspension are the responsibility of the student.
   Students are allowed the opportunity to appeal an immediate suspension/trespass warning. A request must be presented to the VPSA or designee who will work with the campus Department of Police in organizing and preparing for an immediate suspension/trespass hearing.
   During the immediate suspension/trespass hearing, the VPSA or designee and at least one (1) member of the Behavioral Intervention Team will collect information regarding the incident and submit their recommendation to the Behavioral Intervention Team for a decision. The burden of proof rests with the student to prove that he/she is not an immediate danger to the health or safety of members of the college community or the public or a serious disruption to normal college operations. Upon review of the information, the Behavioral Intervention Team will make a decision. The VPSA or designee will communicate this decision to the student. Efforts will be made to expedite the immediate suspension appeal process. Whether or not the decision regarding the appeal to allow the student to return to campus is granted or denied, the VPSA or designee may move expeditiously to conduct a hearing (administrative, formal, or student committee hearing as described below) to address the alleged conduct violation.

4. Hearing processes
   When a student denies the allegations of charges during the pre-hearing meeting, the VPSA or designee will determine the type of hearing the student will participate in based on the charges present. The student is entitled to a hearing by one (1) of three (3) methods: administrative hearing with a faculty or
staff member, formal hearing, or student hearing. To address students from a distance, any one of the following hearing processes may be conducted online or via teleconference.

a. Administrative hearing
   (1) If it is determined that an administrative hearing should be conducted, the VPSA or designee will conduct an investigation into the charges by
   • interviewing the accused and all parties concerned, and
   • obtaining and reviewing any additional information, where needed.

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

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

b. Formal and student hearing committees
Both the formal and student hearing committees will be developed by the VPSA or designee.

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

Membership of the committee:

(1) formal hearing committee – one (1) faculty member, one (1) administrative staff member, and one (1) student leader

(2) student hearing committee – three (3) student leaders within the college

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

(1) provided with a written statement of the charges.

(2) provided with the names of persons serving on the hearing committee, a list of potential witnesses against him/her and the nature of their proposed testimony, unless it is determined that providing the names of witnesses might be a threat to the witnesses’ welfare. The accused student may request the removal of a member of the hearing committee on the grounds of personal bias by submitting a written statement to the VPSA or designee specifying the basis of the challenge no later than three (3) business days prior to the hearing. The VPSA or designee will determine whether to sustain or deny the challenge. If the request is sustained, a replacement will be appointed by the VPSA or designee to serve on the hearing committee.

(3) advised of the right to appear alone or with an advisor who may advise the accused but not question witnesses or participate in any part of the hearing.

(4) allowed to examine, in advance, any written evidence or exhibits that the college plans to submit; reciprocally, the student will allow the college to examine, in advance, any written evidence or exhibits the student plans to submit.

(5) advised of the right to appeal in his/her behalf, present evidence and witnesses, and question witnesses present.

(6) advised of the right to appeal the decision.

c. Formal and student hearing procedures

The hearing will be closed to the public. The VPSA, designee, or hearing officer will have the duty of maintaining order at the hearing; and, therefore, will have the right to exclude any disruptive party or witnesses from the hearing. If the student fails to appear for the hearing, provided adequate advance notice of the hearing time, date, and location has been given, he/she waives the right for further appeal; and the disciplinary action taken by the college cannot be appealed. The meetings of the formal and student hearing committees may be taped or transcribed. In addition, the following will be observed:

(1) Order of presentation:
   (a) opening statement of accuser (VPSA or designee)
   (b) opening statement of accused (if desired)
   (c) presentation of evidence by the accuser
   (d) presentation of evidence by the accused
   (e) calling of witnesses by accuser
   (f) cross-examination of witnesses by accuser
   (g) questions by committee (if necessary)
   (h) calling of witnesses by accused
   (i) cross-examination of witnesses by accused
   (j) questions by committee (if necessary)
   (k) closing statement by accused
   (l) closing statement by accuser
   (m) private deliberation by committee

(2) Only tangible evidence of which all parties have had an opportunity to review in advance will be permitted to be introduced at the hearing.

(3) Both sides have the right to question witnesses. If a called witness does not appear, the hearing committee may consider their written or taped statements; the statement will be weighted accordingly by the hearing committee, as the charged student has no opportunity to cross-examine the witness making the written or taped statement. Student questioning of witnesses may be modified in cases involving victims of crimes or protected student information. Witnesses will be excluded from the hearing room and at the appropriate time brought in individually before the committee.

(4) Committee members can only ask questions after examination and cross-examination have taken place.

(5) Private attorneys or other student advisors will be allowed to be present at the hearing on behalf of either party. They may consult with and advise the parties during the proceeding but may not cross-examine witnesses or otherwise directly participate on behalf of either party.
(6) The burden of proof will rest with the college. The burden of proof must be met by a preponderance of evidence. Evidence will include, but is not limited to, facts based on oral and/or written testimony, or other tangible evidence.

(7) A simple majority vote of the committee will determine a student’s disciplinary finding.

(8) The committee will recommend to the VPSA or designee a sanction in accordance with section IV.B. Sanctions.

(9) The student will be notified of the committee’s decision and reasons for the decision, in writing, within ten (10) business days and may be required to meet with the VPSA or designee.

(10) The student may appeal the finding of the committee with the VPSA or the executive vice president. (See section IV.C. Appeals.)

B. Sanctions
In the instance that a student is found to be responsible for violating the college’s conduct policy, sanctions will be imposed. In general, the goal of the sanction is to educate, rehabilitate, or deter inappropriate behavior, rather than simply punish students. The severity of the sanction will be in relation to the severity of the violation. Sanctions will be applied consistently so that students violating the same standard or policy receive similar penalties. The following sanctions may be imposed:

1. **admonition** – an oral or written statement to a student indicating that the behavior resulting in the reprimand is unacceptable and a violation of Reynolds Policy No. 1-35, Student Conduct. Continuation or repetition of this conduct could result in further disciplinary action.

2. **educational project or community-service project** – a project or assignment on campus or in the community that will provide the student with the opportunity to observe and learn specific, valued human behaviors related to his/her conduct (e.g., participation in a leadership seminar, alcohol/drug seminar, or personal development class). Evidence of satisfactory completion will be required.

3. **probation** – exclusion from the privilege of participation in college-related activities, including the holding of any student office for a specified period.

4. **restitution** – the repayment/reimbursement for damage to or misappropriation of property. This may take the form of acts, services, or other compensation.

5. **deactivation of a student organization**

6. **immediate suspension/trespass warning** (see IV.A.2)

7. **suspension** – exclusion from attending the college as a student for a definite period of time not to exceed one (1) year.

8. **dismissal/expulsion** – permanent separation from the college as a student.

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

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

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

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

C. Appeals
Students are afforded the opportunity to appeal a decision up to two (2) times. An appeal is not a re-hearing. It represents a procedural safeguard for the student and should not be used for anything other than that right and privilege. In the appeal process, the burden of proof is shifted from the college to the student charged with the offense. The student must show that it is more likely than not that one or more of the grounds for appeal have merit. In the event that a student wishes to appeal a decision he or she may appeal on or more of the following:

1. excessively severe sanction
2. new or newly discovered evidence that may substantially affect the outcome of the hearing
3. procedural error, which substantially affected the outcome of the hearing

First Appeal
For the first appeal, a student may appeal to the VPSA decisions made and/or sanctions given in hearings that were conducted by the dean of students, a hearing panel, or any other staff member. If the hearing was conducted by the VPSA, then the first appeal would go to the executive vice president (EVP). First level appeals must be submitted within ten (10) business days following the decision on the hearing. Failure to file a written appeal within the time period presumes the student’s acceptance of the staff member’s/committee’s decision, and he/she waives his/her right to further appeal. If there is adequate reason to believe that one or more of the grounds of appeal have merit, an appeal meeting will be scheduled by the VPSA.

1. Once the student files an appeal, the VPSA will be furnished a copy of the hearing file and records of the student from the Office of Student Affairs.
2. Within ten (10) business days of receipt of the student’s appeal, the VPSA will notify the student of the date, time, and place of a meeting for the appeal.
3. During the appeal meeting, the VPSA will review all information presented during the administrative, formal, and/or student hearing processes and give the student an opportunity to present information to support his/her appeal.
4. Within ten (10) business days of the appeal meeting, the student will be notified by the VPSA of the decision.
5. If the student is dissatisfied with the decision of the appeal made by the VPSA, the student may request a second-level appeal.

Second Appeal
For the second appeal, a student may appeal to the EVP. If the first appeal was conducted by the EVP, a student may appeal the decision to the president of the college. If there is adequate reason to believe that one or more of the grounds of appeal have merit, an appeal meeting will be scheduled by the EVP.

1. Once the student files an appeal, the EVP will be furnished a copy of the hearing file and records of the student from the Office of Student Affairs.
2. Within ten (10) business days of receipt of the student’s appeal, the EVP will notify the student of the date, time, and place of a
meeting for the appeal.

3. During the appeal meeting, the EVP will review all information presented during the administrative, formal and/or student hearing processes and give the student an opportunity to present information to support his/her appeal.

4. Within ten (10) business days of the appeal meeting, the student will be notified by the EVP of the decision.

The decision of the EVP is final.

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

1. Files of students who have been disciplined will be retained a minimum of three (3) years from the date sanctions were imposed. At the discretion of the VPSA or designee, the files may be destroyed after three (3) years or kept for a longer period (particularly in cases where the student may be currently enrolled after the three [3] years has passed). Information contained in the files is confidential and may be released only in accordance with applicable federal and state laws.

2. If a student is expelled, complete records of the hearing proceedings and all pertinent documents will be maintained permanently by the VPSA or Office of Student Affairs.

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

V. OTHER INFORMATION:

Code of Virginia, Title 23, Chapter 1, Section 23-9.2:10, Educational Institutions, violence prevention committee
Reynolds Policy No. 1-14, Student Sexual Misconduct
Reynolds Policy No. 1-22, Behavioral Intervention
Reynolds Policy No. 1-34, Academic Honesty
Reynolds Policy No. 2-18, Classroom Interruptions
Reynolds Policy No. 2-19, Electronic Devices on Campus
Reynolds Policy No. 4-3, Eating, Drinking, and Smoking in College Facilities
Reynolds Policy No. 4-31, Children and Non-Students on Campus
Reynolds Policy No. 4-32, Use of Computers and Information Technology Resources
JSRCC Form No. 75-0005, Behavior Intervention Referral

Treatment of Federal Financial Aid when a Student Withdraws (1-36)

I. PURPOSE:
To clarify the responsibilities related to the treatment of federal financial aid when a student withdraws from all classes; to maintain compliance with the Code of Federal Regulations (CFR), Title 34 Part 668.22 for the proper management of federal student financial aid funds.

II. DEFINITIONS:
The definitions below are applicable to the policies and procedures for the return of Title IV financial aid funds to the U. S. Department of Education (USDE) and the student lenders under the provisions of CFR Title 34 Part 668.22.

Attendance certification form: forms for instructors to certify attendance, specifically JSRCC Form No. 11-0031, Attendance Certification, to certify attendance and report never-attended students, and JSRCC Form No. 11-0032, Attendance Certification, to certify attendance and report unofficially-withdrawn students.

Federal financial aid: funds known as Title IV grant or loan assistance and which include Federal Pell Grants, Federal Direct Stafford Loans, Federal Direct PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOG) and, for purposes of compliance to CFR Title 34 Part 668.22, certain state grant aid.

Financial aid overpayment notice: a letter from the Financial Aid Office to the student informing him or her about the funds owed due to the student’s official or unofficial withdrawal from all of his or her classes, and which explains the resulting return of Title IV funds requirements and amounts owed to the USDE, lenders, and the college.

Last date of attendance: the last date documented by the instructor of an academically-related activity such as attendance in class or completion and submission of a class assignment, exam, tutorial, or computer-assisted instruction.

Last day to drop with a refund: the fifteen percent (15%) point in the semester or session. The specific dates are published in the respective Registration Information Booklet for a given semester.

Never-attended student: a student who enrolls in a class and does not attend at least one (1) class or participate at least once in a distance education class within the first fifteen percent (15%) of the course.

Official withdrawal: when a student informs the college of his/her withdrawal from classes. The college’s policy for official withdrawals can be found in Reynolds Policy No. 1-10, Student Initiated Withdrawal from a Course(s). Students provide notice of their withdrawal by completing JSRCC Form No. 11-0004, Request to Withdraw from Class(es), and submitting it to Enrollment Services or to the Office of Admissions and Records on or before the published last day to withdraw.

Return of Title IV funds: the process in which the college and the student must return a calculated amount of federal financial aid when the student receiving aid withdraws from all classes prior to attending over sixty percent (60%) of the semester.

Student obligation invoice: an invoice created by the college Business Office and mailed to the student, a record of which is maintained on the Student Obligation Accounts Receivable Ledger.

Unofficial withdrawal: a withdrawal that is initiated by the college when a student has stopped attending classes, or for the purpose of distance education/online courses, stopped participating in class assignments or class/online activities for twenty percent (20%) of the course between the last date to drop with a refund and the last day to withdraw from the course.
Withdrawal date for official withdrawals: the date for calculating the return of Title IV funds portion of earned financial aid, and which is the date Enrollment Services or the Office of Admissions and Records receives JSRCC Form No. 11-0004, Request to Withdraw from Class(es).

Withdrawal date for unofficial withdrawals: the date for calculating the return of Title IV funds portion of earned financial aid, and which is the last date of attendance.

Withdrawn student query: the query used by the Financial Aid Office to identify financial aid students who have withdrawn from all their classes, which picks up official and unofficial withdrawals or those students who receive any combination of all failing grades (Fs), unsatisfactory developmental grades (U's), or withdrawal indicators (Ws).

III. POLICY:
   A. In compliance with CFR Title 34 Part 668.2, J. Sargeant Reynolds Community College (Reynolds) monitors the attendance of all student financial aid recipients.

   B. Students who receive federal financial aid (Title IV) grant or loan assistance, who officially or unofficially cease enrollment, or stop attending class(es) before the end of the semester must have their financial aid award recalculated based on a formula determined by the U. S. Department of Education (USDE).

   C. As a result of officially or unofficially ending enrollment in the semester or course, students may be subject to returning a portion of their financial aid directly to the USDE.

   D. In addition to returning a portion of their financial aid to the USDE, students shall be required to reimburse the college for their unpaid tuition, fees, and book charges that arise when a student’s financial aid funds are no longer available to cover their educational expenses due to their official or unofficial withdrawal from all classes.

   E. The withdrawal date for official withdrawals shall be the date Enrollment Services or the Office of Admissions and Records receives JSRCC Form No. 11-0004, Request to Withdraw from Class(es) from the student.

   F. The withdrawal date for unofficial withdrawals, reported by instructors, is deemed to be the last date of attendance in the class for which the student is enrolled.

   G. All faculty shall report attendance of students at both the fifteen percent (15%) point and the sixty percent (60%) point in the semester/course using up-to-date class rosters. Reporting shall be done within three (3) days of the last day to drop with a refund or withdrawal deadline. Students who have not attended class within the first fifteen percent (15%) of the course shall be dropped and classified as “never attended”. Students who have stopped attending classes beyond the last day to drop with a refund—or fifteen percent (15%) point—but before the withdrawal deadline, shall be withdrawn from classes. Exceptions to this may occur if the students have contacted their instructor(s) and provided a valid (documented) reason for their extended absence.

   H. Academic deans shall monitor and attest to the completeness of the attendance certifications submitted to the Office of Admissions and Records by their instructors.

   I. It is ultimately the student’s responsibility to ensure that the appropriate drop or withdrawal transaction is completed.

IV. PROCEDURES:
   A. Procedures can be found in Addendum – Attendance Certification Procedures.

   B. Challenge to grade and aid eligibility
      Any student who believes his or her financial aid status has been negatively affected by a “W” grade due to this policy must provide a letter of appeal to the director of admissions and records. The director or designee will research the grade and/or last date of attendance and verify what is on record and communicate this information to the student in writing within ten (10) business days. If the student is in disagreement with the grade and/or date determined by the Office of Admissions and Records, the student may challenge the determination by following Reynolds Policy 1-12, Student Appeal of Academic and/or Administrative Decisions, appealing to the instructor of record.

V. OTHER INFORMATION:
   Code of Federal Regulations (CFR) Title 34 Part 668.22, Treatment of title IV funds when a student withdraws

   Reynolds Policy No. 1-2, Tuition Refunds

   Reynolds Policy No. 1-3, Student Attendance

   Reynolds Policy No. 1-6, Satisfactory Academic Progress for Financial Aid Students

   Reynolds Policy No. 1-10, Student Initiated Withdrawal from a Course(s)

   Reynolds Policy 1-12, Student Appeal of Academic and/or Administrative Decisions

   JSRCC Form No. 11-0004, Request to Withdraw from Class(es)

   JSRCC Form No. 11-0031, Attendance Certification

   JSRCC Form No. 11-0032, Attendance Certification

   Addendum – Attendance Certification Procedures
Late Registration (1-37)

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

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

Extenuating circumstances do not include a student’s failure to do any of the following:
- pay complete balance of tuition either before or after classes begin
- submit financial aid documents by requested deadlines
- complete any enrollment transactions within the appropriate timeframe

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

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

New enrollment: any enrollment activity that establishes a schedule. This includes enrollment for the first time, or any enrollment occurring after a schedule has been cancelled for insufficient funds.

Schedule adjustment: a change made to a student’s current class schedule that occurs during the first week of classes. Schedule adjustments may include adding a class to a previously established schedule, dropping a class, or switching of classes.

III. POLICY:
In an effort to provide each student with the optimal chance at success in each of his/her courses, J. Sargeant Reynolds Community College (Reynolds) has adopted the following provisions regarding enrollment in courses for any term or session.

A. Enrollment in courses shall occur during the designated periods of priority and open registration.

B. There shall be no new enrollment activity to occur during the first week of classes for any term or session in any given semester.

C. The first week of classes for any term or session shall be designated for schedule adjustment only.

D. The college may register students (who have established schedules) for courses during the first week of classes in those instances where it is administratively reasonable (e.g. late canceled classes, Nursing program wait list adjustments, etc.).

IV. PROCEDURES:

Appeals:
The college recognizes that in some instances an exception to this policy is warranted. Exceptions to this policy may occur in those instances where the college has impacted a student’s ability to successfully enroll in a course. Students wishing to appeal this policy (and request new enrollment in a course) must submit a request in writing. The appeal should be addressed to:

Vice President of Student Affairs
Office of Student Affairs
Reynolds Community College
P.O. Box 85622
Richmond, VA 23285
email: vpsa@reynolds.edu

The appeal should indicate the course(s) affected, which includes the following:
- the course index and number (e.g. ENG 111),
- reference number,
- section number,
- instructor name

Students may submit their appeal directly to the email address (above) or submit the appeal (or JSRCC Form No. 11-0034) to any Enrollment Services office on any campus. Upon receipt of the appeal, the vice president of student affairs or designee will review the appeal to determine:
- if the student submitted all appropriate applications on time (e.g. application, financial aid application, etc.);
- if the student attempted to enroll in classes prior to the start of classes;
- if the student’s failure to successfully enroll was the result of an administrative error by the college. If there is room in the class for the late add.

Upon completion of the review, the VPSA or designee will confer with the vice president of academic affairs and issue a decision to the student by way of email to the student’s school account. If approved, the student will be contacted by the Admissions & Records office and made aware of the process to pay for the course.

Documentation of the decision for a late add will be maintained electronically for three (3) years. Decisions on requests are final.

For any student whom a reinstatement in class is issued, JSRCC Form No., 11-0034, Late Add Request will be completed and submitted to the Central Admissions & Records Office for processing of the enrollment in the course.

V. OTHER INFORMATION:
JSRCC Form No. 11-0034, Late Add Request
**Expressive Activity (I-38)**

**I. PURPOSE:**
To establish the policy and procedures that will govern all expressive activities on campus.

**II. DEFINITIONS:**

**Expressive activities:**
- meetings and other group activities of students and student organizations;
- speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- distribution of literature, such as leaflets and pamphlets; and
- any other expression protected by the First Amendment to the U.S. Constitution.

**External groups:** community or cultural groups, not-for-profit organizations, state and local government agencies, corporate and commercial organizations, and professional organizations.

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

**Student organization:** any student organization officially recognized by the Office of Student Life.

**III. POLICY:**
Each student organization wanting to conduct a demonstration must file four (4) copies of JSRCC Form No. 75-0006, College Registration of Demonstrations, with the Office of Student Affairs for all demonstrations at least four (4) class days in advance of the demonstration.

Any student that is found responsible for participating in or inciting a riot or an unauthorized campus demonstration is subject to suspension or dismissal.

A. Reynolds property is primarily dedicated to academic, student life, and administrative functions. It also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Reynolds shall place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including meetings, speeches, demonstrations, and the distribution of literature.

B. Indoors or outdoors, Reynolds shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Even though Reynolds has established reasonable time, place, and manner restrictions on expressive activity in order to prevent substantial disruption of normal college operations, such restrictions are content-neutral, narrowly tailored to serve a significant interest, and allow ample alternative channels for communication of the information.

C. No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations. Hindering the rights of others, however, shall not be defined as promoting ideas that others find disagreeable, offensive, or even repulsive. Promoting unpopular ideas is fully protected. Examples of hindering the rights of others include, but are not limited to: preventing others from expressing their views; threatening violence against another person or engaging in violent acts; acting aggressively to try to force others to take leaflets or brochures after the person has declined; blocking others’ paths anywhere on campus; and other similar acts to deprive others of their rights.

**IV. PROCEDURES:**

A. Reserving campus facilities

1. Students or student organizations desiring to reserve campus facilities for expressive activities will submit their requests to the vice president of student affairs by utilizing JSRCC Form No. 75-0006, Facilities Reservation for Expressive Activities (Student Related Request Only). Requests must be made with at least twenty-four (24) hours’ notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus. No facility request will be denied due to the nature of the topic to be discussed. Requests may only be denied for the reasons listed under section IV.A.6 of this policy.

2. College employees desiring to reserve campus facilities for expressive activities will submit their request in accordance with Reynolds Policy No. 4-11, Event Planning and Facilities Rental Management. Requests must be made with at least twenty-four (24) hours’ notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus. No facility request will be denied due to the nature of the topic to be discussed. Requests may only be denied for the reasons listed under section IV.A.6 of this policy.

3. External individuals or groups who desire to reserve campus facilities to conduct expressive activities on campus must be sponsored and/or approved by a recognized student organization or the college. Requests must be made with at least twenty-four (24) hours’ notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus. Requests may only be denied for the reasons listed under section IV.A.6 of this policy.

   a. Those sponsored and/or approved by a recognized student organization will submit their request to the vice president of student affairs by utilizing JSRCC Form No. 75-0006, Facilities Reservation for Expressive Activities (Student Related Request Only).

   b. Those sponsored by the college will submit a request in accordance with Reynolds Policy No. 4-11, Event Planning and Facilities Rental Management.

4. Reasonable security fees will be assessed to defray the actual costs of providing security when the size of the audience may pose a risk to safety. Security fees will not be assessed based on the anticipated reaction to the expressive activity.

5. Facilities available for use are available only during normal operating hours. Any and all expressive activities must not create noise levels that interfere with students’ ability to study and learn in the classroom, library, and other rooms or that interfere with the ability of the college to conduct normal operations on behalf of students.

6. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:

   a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under section IV.C of this policy.

   b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section IV.C of this policy.

   c. The venue is already reserved for another event.

   d. The activity will attract a crowd larger than the venue can safely contain.
e. The activity will substantially disrupt another event being held at a neighboring venue. (The expression of competing viewpoints or multiple speakers in proximity to each other does not constitute a substantial disruption.)

f. The activity will substantially disrupt college operations (including classes).

g. The activity is a clear and present threat to public safety, according to the college’s Department of Police.

h. The activity will occur during college examination periods.

i. The activity is unlawful.

7. During an event, the student or student organization requesting the reservation is responsible for preserving and maintaining the facility it reserves. The person(s) or organization (and its officers, if applicable) will assume full responsibility for damages to the facilities. Responsibility of external groups will be in accordance with Reynolds Policy No. 4-11, Event Planning and Facilities Rental Management.

8. When assessing a request to reserve campus facilities for expressive activity, the college will not under any circumstances consider the content or viewpoint of the expression or the possible reaction to that expression. The college will not impose restrictions on external groups, students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student’s, student organization’s, college employee’s, or external group’s expression, college officials (including the college’s Department of Police) will take all necessary steps to ensure public safety while allowing the expressive activity to continue.

B. Spontaneous expressive activity

For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not

a. block access to campus buildings;

b. obstruct vehicular or pedestrian traffic;

c. substantially disrupt previously scheduled campus events;

d. substantially disrupt college operations;

e. constitute unlawful activity; or

f. create a clear and present threat to public safety, according to the college’s Department of Police.

C. Unavailable areas for expressive activity

Areas not available for expressive activity include:

a. administrative/business offices

b. bookstore

c. cafeteria

d. classrooms and labs (during instructional hours)

e. entrances to buildings within 25 feet of doors

f. hallways

g. library

h. restrooms

D. Banners and distribution of literature

1. Banners used in expressing speech should be stand-alone, should comply with the provisions of this policy, and cannot be used to block, obstruct, or otherwise deny access to any pedestrian, block or obstruct vehicular traffic, deface any college or private property, create safety hazards, or require employees to assist with their deployment.

2. Distribution of literature such as leafleting and pamphleting is prohibited in the following areas:

a. administrative/business offices

b. bookstore

c. cafeteria

d. classrooms and labs (during instructional hours)

e. entrances to buildings within 25 feet of doors

f. hallways

g. library

h. restrooms

3. External individuals or groups that seek to use college facilities to distribute expressive activities literature, such as leaflets and pamphlets, must be approved by the college and should refer to Reynolds Policy No. 4-12, Solicitation on Campus.

4. External groups that seek to use college facilities for non-expressive activities, i.e., soliciting, providing information, distributing promotional material, performing community service, or otherwise making person-to-person contact with members of the college community, will refer to Reynolds Policy No. 4-12, Solicitation on Campus.

V. OTHER INFORMATION:

Reynolds Policy No. 4-11, Event Planning and Facilities Rental Management

Reynolds Policy No. 4-12, Solicitation on Campus

JSRCC Form No. 75-0006, Facilities Reservation for Expressive Activities (Student Related Request Only)
Academic Honesty (2-7)

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

II. DEFINITIONS:
Academic dishonesty: the misrepresentation of one’s academic work, which includes, but is not limited to:

A. Cheating: the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
- copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
- using another person to write a paper or any part of a paper, without indicating the person’s contribution with proper documentation
- obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded or receiving unauthorized information regarding examinations
- submitting another’s project as one’s own
- having an examination or any written work to be graded, taken or completed by a second party
- altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student
- writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam

B. Facilitating academic dishonesty: the intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:
- completing, in whole or part, an examination or project in the name of someone else
- permitting another student to copy one’s work during an examination, test, or quiz
- permitting another student to copy one’s written work whenever the work is to receive a grade
- illicitly collaborating with another individual or individuals in the completion of course assignments
- taking an examination for someone else
- giving test questions or answers to anyone else
- writing all or part of a paper/assignment for another student
- selling or purchasing all or part of examinations, papers, or other assignments

C. Plagiarism: the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
- duplicating an author’s work (in part or whole) without quotation marks and/or accurate citations
- duplicating an author’s words or phrases or ideas with accurate citations, but without quotation marks as necessary
- using an author’s idea(s) in paraphrase without accurate citation(s)
- submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited

D. Other forms of academic dishonesty, such as:
- submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
- fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise

Formal Hearing Committee: an ad hoc committee composed of five (5) members within the college community; three (3) teaching faculty members—one (1) representing each school that is not involved with the academic honesty case, one (1) administrative or classified staff member from Student Affairs, and one (1) student, who may be a student leader from any recognized student organization or a student trained to hear conduct cases. No committee members will have any previous relationship with the student.

III. POLICY:
Reynolds Community College is committed to ensuring that the integrity of all academic programs and community members is not violated. As such, students are expected to conduct themselves in an honorable manner in all academic work. Students suspected of violating this policy shall be addressed in accordance with the provisions of this policy.

A. Student rights
Under this policy, students have the right to:
1. receive notice of alleged violation(s) in writing;
2. review all relevant materials or information that led to the suspicion of an alleged violation;
3. an impartial hearing where the student is able to present information in his/her defense, unless that right is waived by the student. A hearing may be defined as the informal meeting between the faculty member and the student where notice is provided and the student has the ability to review the information and contest the charges, or a formal hearing with a hearing committee.
4. witnesses to speak on behalf of the student regarding a case. The student is responsible for informing the faculty member and/or the Office of Student Affairs of potential witnesses.
5. have an attorney or advisor accompany the student in a formal hearing. Attorneys/advisors may not participate in the hearing by asking questions or cross-examining witnesses, but instead are silent observers. Attorneys/advisors are not allowed to participate in the informal hearing process.
6. appeal a decision as prescribed in the Appeals section within section IV;
7. continue in the course in question throughout the entire process;　
8. waive his or her right to a hearing. By waiving the right to a hearing, the student accepts responsibility for the alleged acts, accepts the sanction that shall be issued, and relinquishes his/her right to an appeal. Waiver of rights may be submitted in writing by the student. A failure to respond to charges shall be considered a waiver of rights.

B. Other provisions
1. A drop or withdrawal from a course by a student where alleged academic misconduct occurs does not prevent a student from being charged under this policy.
2. Faculty members and students are strongly encouraged to meet face-to-face during hearings. However, in instances where face-to-face meetings are impractical (e.g. an online student or faculty member living a considerable distance from the college), then alternative methods may be utilized to facilitate the hearing. These methods may include teleconferences or video streaming.
3. Faculty members are strongly encouraged to provide notice of the allegations as soon as practicable after discovering the possible violation. However, if suspicion of a violation occurs at the end of a semester/term and grades are due, the faculty member has the ability to issue a final grade. In these instances a charge notice must be issued in accordance with the procedures outlined in section IV. Procedures.

4. In instances where a suspected student has been previously found responsible for violating this policy, the student shall automatically receive a formal hearing. Multiple violations of this policy shall automatically subject the student to suspension or expulsion.

5. In instances where grade changes are warranted, procedures outlined in Reynolds Policy No. 2-6, Grades Plan, shall be followed.

6. In instances where a faculty member is not available to facilitate a meeting (e.g., no longer employed by the college, sick, etc.), the supervising dean (or his/her assistant dean) may elect to serve on behalf of the faculty member. Where these instances are anticipated, faculty members are strongly encouraged to provide their supervising dean with all relevant materials.

7. Allegations of academic dishonesty occurring in administrative support areas such as the testing centers or academic support centers shall be referred to the faculty for whom the test(s) or assignment(s) belongs. The staff member who refers the information on the incident shall take measures to identify the student and document the incident.

8. Allegations of academic dishonesty occurring during the placement process shall be initiated by the coordinator of the testing center where the alleged incident occurred. Any formal hearing shall be handled by the vice president of student affairs (VPSA), or designee, in accordance with the following procedures.

All matters shall be handled in accordance with Reynolds Policy No. 1-26, Student Privacy and Release of Student Information.

IV. PROCEDURE:

A. Informal hearing procedures

If a faculty or staff member has a good faith belief that an act of academic dishonesty has occurred, he/she will:

1. Contact the Office of Student Affairs to determine if the student previously has been found responsible for violating the policy. If a violation has been previously recorded, the faculty member will refer the case to the Office of Student Affairs using JSRCC Form No. 75-0005, Behavior Intervention Referral. If no previous violations have been recorded, then the faculty member will proceed with the process for addressing the student.

2. Send the student a notice of the allegation, which will:
   a. outline the details of the allegation;
   b. request a meeting to discuss the charges and evidence obtained;
   c. outline the proposed sanction(s) in accordance with the Sanctions section of this policy (Note: As prescribed in section III of this policy, in instances where the alleged act occurred at the end of the term, and grades are due, the faculty member may issue a grade in the student information system before meeting with the student);
   d. provide a timeline for the student to respond (Note: Students should be provided no less than ten (10) business days, or two (2) weeks for a response); and
   e. provide students the opportunity to accept the charge(s).

3. Meet with the student. At the meeting the faculty or staff member will:
   a. review the allegation charge notice provided to the student;
   b. provide the student with the opportunity to review the relevant materials;
   c. provide the student the opportunity to respond to the charge(s);
   d. if the student accepts the charge(s), have the student sign an agreement accepting the charges and sanctions and forward all case materials to the Office of Student Affairs; and
   e. if the student does not accept the charge(s), refer the case to the vice president of academic affairs (VPAA) for a formal hearing and resolution using JSRCC Form No. 75-0005, Behavior Intervention Referral.

B. Formal hearing procedures

In instances where no resolution is achieved at the informal hearing level, or a charged student has previously violated this policy, a formal hearing committee will be composed to review the case. Formal hearings for academic honesty cases that occur within courses will be facilitated by the dean of the academic unit where the course is offered. The vice president of academic affairs (VPAA) may designate an alternate dean or another academic affairs administrator to hear a case when necessary.

The following procedure will be followed by the facilitator and hearing committee:

1. The hearing will be conducted in the following order:
   a. opening statement by facilitator
   b. opening statement of accused (if desired)
   c. presentation of evidence by the facilitator
   d. presentation of evidence by the accused
   e. calling of witnesses by facilitator
   f. cross examination of witnesses by accused
   g. questions by committee (if necessary)
   h. calling of witnesses by accused
   i. questions by committee (if necessary)
   j. closing statement by accused
   k. closing statement by facilitator
   l. private deliberation by committee

2. Members (excluding the facilitator) of the hearing committee will vote on the decision; a simple majority vote will be used to determine responsibility. If the student is found responsible for academic dishonesty, the committee will provide a recommendation of the sanction to the VPAA or designee. The recommended sanction by the committee may take into consideration the previously recommended sanction of the faculty member. The VPAA or designee has the authority to accept or modify the sanction. However, the decision of the committee regarding the student’s responsibility for the offense will be regarded as final.

3. The student will be notified of the decision via certified mail within ten (10) class days of the decision.

C. Sanctions

The following are examples of sanctions that may be issued to a student found responsible for violating this policy. Sanctions may be
issued independent of one another or in combination (of no more
than two of the provisions below). Before issuing sanctions, faculty
members should consult with the Office of Student Affairs.

1. formal warning: an oral or written statement to the student that
he or she has committed an act of academic dishonesty that is
prohibited at the institution and may result in more severe
disciplinary action if the student is found responsible for
engaging in any subsequent act of academic dishonesty.

2. additional work: an assignment or test to provide evidence of
the student’s academic performance and/or evidence that the
student knows and understands the course materials.

3. a lower or failing grade or score on the assignment or
examination

4. removal of the student from the class and the assignment of the
grade “F” or “U” in the course

5. suspension or expulsion from the college, in cases where a
student has previously violated this policy

6. suspension or revocation of degree, in cases where an offense is
discovered after the degree is posted

Nothing in this policy will preclude the imposition of other
reasonable sanctions or a combination of sanctions within the
authority and discretion of the committee or vice president of
academic affairs (for cases involving academic courses) or the vice
president of student affairs (for cases involving placement testing).

D. Appeals

Students are afforded the opportunity to appeal a decision. An
appeal is not a re-hearing. It represents a procedural safeguard for
the student and should not be used for anything other than that
right and privilege. In the appeal process, the burden of proof is
shifted from the college to the student charged with the offense.

If a student would like to appeal the decision of the committee, the
student must submit a letter of appeal to the academic dean of the
school for which the course is located. If the dean of the appropriate
area participated in the faculty member/student meeting, then the
appeal should be forwarded to the vice president of academic affairs
(VPAA).

The student must show that it is more likely than not that one or
more of the grounds for appeal have merit. The letter must be
submitted within ten (10) days from the date of the decision. The
student may appeal one or more of the following:

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

2. excessively severe sanction in relation to the violation due to
   mitigating factors or previous sanctions for similar violations

3. new, or newly discovered, evidence that may substantially affect
   the outcome of the hearing

If there is adequate reason to believe that one or more of the
grounds of appeal have merit, an appeal meeting will be scheduled
by the dean or VPAA.

1. Once the student files an appeal, a copy of the hearing file and
   records of the student will be forwarded to the dean or VPAA
   from the Office of Student Affairs.

2. Within ten (10) business days of receipt of the student’s appeal,
   the dean or VPAA will notify the student of the date, time, and
   place of a meeting for the appeal.

3. During the appeal meeting, the dean or VPAA will review all
   information presented during the informal or formal hearing and
give the student an opportunity to present information to
support his/her appeal.

4. Within ten (10) business days of the appeal meeting, the student
   will be notified by the dean or VPAA of the decision.

E. Records

Records will be maintained in the Office of Student Affairs in
accordance with Reynolds Policy No. 4-38, Record Retention and
Disposition.

If a student is expelled, the student’s record will be maintained
permanently by the vice president of student affairs or Office of
Student Affairs.

V. OTHER INFORMATION:

Reynolds Policy No. 1-26, Student Privacy and Release of
Student Information

Reynolds Policy No. 2-6, Grades Plan

Reynolds Policy No. 4-38, Record Retention and Disposition

JSRCC Form No. 75-0005, Behavioral Intervention Referral
Classroom Interruptions (2-18)

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

II. DEFINITIONS:
Classroom instruction: the time spent during classes, laboratories, and in classes conducted outside, such as physical education or surveying classes.

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

Disruptive classroom behavior: any student behavior that interrupts the learning environment that includes, but is not limited to, sleeping in class, prolonged talking during class, excessive tardiness or nonattendance, use of cell phones or other electronic devices during class, and verbal or physical threats or attacks.

III. POLICY:
Classroom time shall be reserved for instructional activities only.

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

Law enforcement officers wishing to serve papers on a student shall be referred to the Department of Police.

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

All matters related to working with the news media shall be coordinated with the Office of Communications and Public Affairs.

The Department of Police shall be responsible for handling all emergency situations and visitation of law enforcement officers to the college.

IV. PROCEDURES:

A. Handling disruptive students
1. Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). They are encouraged to include what is appropriate and inappropriate classroom behavior in the class syllabus and discuss this during the first day of the class.

2. Faculty members have the discretion to address disruptive student classroom behavior and are encouraged to use progressive discipline to do so. This could include, but is not limited to:
   a. verbal warning
   b. written warning
   c. loss of class credit
   d. removal from the class in which the disruptive behavior occurs

3. Faculty members are strongly encouraged to document inappropriate behavior, including a description of the behavior and how he/she addressed the behavior with the student. This documentation will be important if the student is later referred to the Office of Student Affairs to be addressed through JSRCC Policy No. 1-35, Student Conduct.

4. If a student displays behavior that the faculty member believes moves beyond that which should be addressed with progressive discipline, the faculty member may remove the student for one class period, that being the class period in which the disruptive behavior occurs. If this occurs, the faculty member must, as soon as possible but no later than the next work day, contact the Office of Student Affairs to determine the best course of action in dealing with the student, which may include the submission of JSRCC Form No. 75-0005, Behavioral Intervention Referral Form, to have the student addressed through JSRCC Policy No. 1-35, Student Conduct.

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

B. Emergency situations
1. The Reynolds Police Department will determine if a situation warrants disrupting a class in session.

2. Emergency situations that impact or have the potential to impact the entire college community or large numbers of students, faculty, and staff will be addressed using JSRCC Policy No. 4-34, Emergency Preparedness and Communication in Crisis.

3. The Reynolds Police Department will be responsible for delivering emergency notification regarding serious issues of a student or faculty member’s immediate family during classroom instructional periods.

4. The Reynolds Police Department will respond to medical emergencies that occur during classroom instructional periods.

5. The Maintenance Department will inform the Department of Police of all maintenance activities necessitating the disruption of classroom instructional activities.

C. Visitation of law enforcement officers
1. The Reynolds Police Department will be the point of contact for all visiting law enforcement agency representatives in the performance of duties.

2. The following procedures will be utilized when law enforcement officers seek to serve legal papers on a student or faculty member:
   a. The law enforcement officer will report to the Department of Police.
   b. A Reynolds Police Department officer will accompany the law enforcement officer.
   c. The chief of the Reynolds Police Department or the supervisor of the Department of Police will determine the most advantageous time to approach the student or faculty member on campus.
   d. The Reynolds Police Department officer will accompany the student or faculty member to the Department of Police where the legal papers will be served.
Electronic Devices On Campus (2-19)

I. PURPOSE:
To prevent classroom, laboratory, library, office, and campus disruptions created by non-instructional electronic or other personal devices.

II. DEFINITIONS: N/A

III. POLICY:
The use of any electronic device (such as pagers, cellular telephones, electronic games, portable televisions, music devices) with or without earphones that generates disruptive sounds is prohibited in laboratories, open computer laboratories, and centers for testing, academic support, and student success.

Students may be permitted to bring electronic pagers or cell phones to class, at the discretion of the faculty member. Use of mobile computing devices in the classroom is at the discretion of the faculty member. Inappropriate use of electronic devices in the classroom is considered disruptive behavior and is explained in Reynolds Policy No. 2-18, Classroom Interruptions.

Students with documented disabilities may use approved electronic devices as specified by the Accommodations Notification Form, completed by the Office of Student Accommodations which should be given to the instructor.

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

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

V. OTHER INFORMATION:
Reynolds Policy No. 1-35, Student Conduct
Reynolds Policy No. 2-18, Classroom Interruptions
Accommodations Notification Form

Intellectual Property (4-5)

I. PURPOSE:
To establish the process for the recognition, notification, protection, ownership, use, and commercialization of intellectual property, and any royalties or other income derived therefrom.

II. DEFINITIONS:

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

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

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

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

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

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

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

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

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

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

Disputes with the recommendations of the intellectual property administrator will be resolved through submission of a petition to the college president prior to signing a contract between the college and the involved parties. The decision of the college president will be final.
Student Sexual Misconduct (4-17)

I. 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. For claims of workplace harassment that are not sexual in nature, please refer to DHRM Policy 2.30, Workplace Harassment.

II. 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.

CSA: refers to Campus Security Authority, under the Clery Act. CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, and advisors to student organizations.

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

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

Consent: any sexual activity or sex act committed against one’s will, by the use of force, threat, intimidation, or rape, 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-accepted 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: 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 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: 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: refers to the individual who has been accused of violating this policy.

Responsible employee: is one designated for purposes of initiating notice and investigation of alleged violations of this policy or who has the authority to take action to redress violations of this policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Any employee with supervisory authority is a responsible employee. Reynolds publishes a list of responsible employees who are Campus Security Authorities at www.reynolds.edu/campus_life/police/campus_security.aspx.

A responsible employee shall not be an employee who, in his position at the college, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

Review committee: refers to the committee consisting of three or more persons, including the Title IX Coordinator/Vice President of Student Affairs or designee, Deputy Title IX Coordinator/Dean of Students (if accused is a student), Deputy Title IX Coordinator/Associate Vice President of Human Resources (if accused is an employee), and Chief of Police or designee. This committee is responsible for reviewing information related to acts of sexual violence.

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

Sexual assault: the intentional physical 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’s body against his or her will. Sexual battery is a type of sexual assault.

Sexual exploitation: occurs when an individual 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 others observe sexual activity without the full knowledge and consent of all parties involved in the activity); engaging in voyeurism; exposing one’s genitals in non-consensual circumstances; inducing another to expose his or her genitals, and knowing transmitting HIV or an STD to another.

Sexual harassment: 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 rape, 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 or where a person is incapable of giving consent. 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:** any person who is not a student or employee of the college.

**III. POLICY:**

**A. Notice of nondiscrimination:** As a recipient of federal funds, J. Sargeant Reynolds Community College (Reynolds) 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 the Vice President of Student Affairs, whose office is located in Room 204 of Georgiadis Hall, and may be contacted by phone at 804-523-5296 or by email at TIX@reynolds.edu or vpsa@reynolds.edu.

**B. Official policy statement:** Reynolds 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. 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.

**D. 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 are 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.

**E. Reporting Incidents:** Members of the campus community who think they have been subjected to a crime 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 or 804-523-5911.

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 the online complaint form, (JSRCC Form No. 75-0005, Behavioral Intervention Referral). The written electronic complaint form is automatically submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Behavioral Intervention Referral form or in writing.

Inquiries related to Reynolds non-discrimination policies should be directed to:

- **Title IX Coordinator**
  - Vice President of Student Affairs
  - Georgiadis Hall
  - (804) 523-5296
  - TIX@reynolds.edu

- **Deputy Title IX Coordinator**
  - Dean of Students
  - Georgiadis Hall
  - (804) 523-5296
  - TIX@reynolds.edu

**F. Handling of reports and investigations:** The Title IX Coordinator and/or designated deputy will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator or designated deputy will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual misconduct that occur on campus property to law enforcement. If they wish, members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator or designated deputy to notify law enforcement. 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 investigation as soon as the campus police or local law enforcement agency has completed gathering evidence.

If 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.

**Handling of reports and investigations:** The Title IX Coordinator and/or designated deputy will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator or designated deputy will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual misconduct that occur on campus property to law enforcement. If they wish, members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator or designated deputy to notify law enforcement. 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.
G. 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 misconduct, 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 to the Title IX Coordinator or deputy coordinators all alleged violations of this policy obtained in the course of his or her employment as soon as practicable after addressing the immediate needs of the complainant.

3. 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.

4. If a complainant wishes to keep the report confidential, it is recommended that he or she report the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees, who participate in the Commonwealth’s Healthcare Program, may also 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 nondiscriminatory environment to the entire college community. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this policy and may weigh the request(s) against the following factors:
   - the seriousness of the allegation(s);
   - the complainant’s or alleged victim’s age;
   - whether there have been other similar complaints against the same respondent;
   - the respondent’s right to receive information about the allegations if the information is maintained by the college as an “education record” under FERPA; and
   - the applicability of any laws mandating disclosure.

Reynolds Community College must provide a prompt, fair, and impartial investigation and resolution of alleged violations to this policy and is committed to so doing. 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.

5. Additionally, upon receiving a report of an alleged act of sexual misconduct against a student, or employee, or one that allegedly occurred on property owned or controlled by the college or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the college’s review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The college shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

Review Committee is established as:
- Title IX Coordinator/Vice President of Student Affairs
- Deputy Title IX Coordinator/Dean of Students (if accused is a student)
- Deputy Title IX Coordinator/Associate Vice President of Human Resources (if accused is an employee)
- Chief of Police, or designee

6. If the report of an alleged act of sexual misconduct constitutes a felony sexual assault, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth’s Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Section III.G.5, above. The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth’s Attorney, including personally identifiable information, if such information was disclosed pursuant to Section III.G.5, above. If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made. In addition, law enforcement will notify the local Commonwealth’s Attorney within 48 hours of beginning an investigation involving a felony sexual assault.

7. 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.

8. 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.

H. 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.

I. 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 in order to address their own safety in light of the potential danger.

J. 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 measures 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. To the extent possible, 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.

K. Academic freedom and free speech:

1. This policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the college encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. 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. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual misconduct or sexual assault.

2. In addressing all complaints and reports of alleged violations of this policy, the college will take all permissible actions to ensure the safety of 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.

L. 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.

M. Consensual relationships: Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship 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.

IV. PROCEDURES:

A. Sexual assault and domestic violence victims: Anyone who has experienced sexual misconduct, domestic violence, dating violence, or stalking should do the following:

1. Safely find a place away from harm.
2. Call 911 or if on campus, contact campus police at (804) 523-5911.
3. Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
4. Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
5. 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.
6. “Rape drugs,” such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

B. 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.

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B. 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.
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.

B. Reporting sexual misconduct complaints

Victims of sexual misconduct or individuals who may have witnessed sexual misconduct may submit a complaint by contacting the Title IX Coordinator using one of the following methods:

1. Contact the Office of Student Affairs by Phone at (804) 523-5296
2. Email the Title IX Coordinator at TIX@reynolds.edu
3. Submit a report using the JSRCC Form No. 75-0005, Behavioral Intervention Referral
4. Contact Reynolds Department of Police at (804) 523-5911.

Upon receipt of a complaint, the Title IX Coordinator or deputy coordinator(s) will review the information and contact the complainant.

C. Complainant meeting with Title IX Coordinator or Deputy Coordinator

As soon as 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 Title IX Coordinator will inform the complainant that he or she may be accompanied by an advisor of his or her choosing at the meeting.

At this initial meeting, the Title IX Coordinator will:

1. provide the complainant a copy of this policy;
2. provide complainant with JSRCC Form No. 75-0005, Behavioral Intervention Referral form, if necessary;
3. provide a written explanation of the complainant’s rights and options related to changes in academic, parking, and working arrangements;
4. explain avenues for formal resolution and informal resolution of the complaint;
5. explain the steps involved in an investigation;
6. discuss confidentiality standards and concerns with the complainant;
7. determine whether the complainant wishes to pursue a resolution (formal or informal) through the college or no resolution of any kind;
8. refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service with which the college has entered into a memorandum of understanding;
9. 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;
10. discuss the right to a prompt, fair, and impartial resolution of the complaint;
11. discuss the college’s obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth’s Attorney, or both, under certain conditions.

D. Respondent’s meeting with Title IX Coordinator or Deputy Coordinator:

1. provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
2. provide the respondent a copy of this policy;
3. provide a written explanation of the respondent’s rights and options related to changes in academic, parking, and working arrangements;
4. explain the college’s procedures for formal resolution and informal resolution of the complaint;
5. explain the steps involved in an investigation;
6. discuss confidentiality standards and concerns with the respondent;
7. discuss non-retaliation requirements;
8. inform the respondent of any interim measures that may be imposed on the respondent;
9. refer the respondent to campus and community resources, as appropriate;
10. 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;
11. discuss the respondent’s right to due process and a prompt, fair, and impartial resolution of the complaint; and
12. if the respondent is a student and the complaint involves an alleged act of sexual misconduct, explain to the respondent that the college will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent’s absence, if possible, while being afforded notice of the charges (and hearing, if applicable) and an opportunity to respond to all the evidence.

E. Title IX Coordinator’s initial determination:

1. The college will conduct an investigation of the complaint unless:
   • 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;
   • 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.

2. 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 will provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator will provide the determination that the college will not investigate the matter to the complainant and the respondent, concurrently, within five workdays of the completion of the initial meetings. This decision is final.

F. Informal Resolution:

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 three workdays of such appointment, the college official, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such official to the matter. The Title IX Coordinator will consider such statements and will assign a different individual to facilitate if it is determined that a material conflict of interest exists. Within five workdays of the appointment, the college official will request a written statement from the parties to be submitted within 10 workdays. Each party may request that witnesses are interviewed. Within 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 will 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.

The informal resolution process should be complete within 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.

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 will 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.

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

G. Appointment of Investigator and Conduct Investigation:

1. If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five 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 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.

2. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three 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.

3. 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.

4. 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 Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated time of completion.

5. 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 workdays of receiving the report. The final written investigative report and the parties’ responses thereto will be part of the record.

6. 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 will 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).

7. The investigator will forward the written investigative report to the Title IX Coordinator.
8. The withdrawal of a student from the college while under investigation for an alleged violation of this policy involving an act of sexual misconduct in most cases, should not end the college’s investigation and resolution of the complaint. The college will continue the investigation if possible as set forth under this policy. The college will notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to review and respond to all evidence against the student, and to the written investigative report prior to making a final determination. The student also will receive notice in writing of any hearing, including the day, time, and location. Upon the student’s withdrawal, the college will place a notation on the student’s academic transcript that states, “Withdrawn while under investigation for a violation of Reynolds Community College sexual misconduct policy.” After the college has completed its investigation and resolution of the complaint, the college will either (1) remove the notation if the student is found not responsible or (2) change the notation to reflect either a suspension or dismissal for a violation of the policy if either was imposed. The college will end the investigation and resolution of the complaint if the college cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the college will maintain the withdrawal notation on the student’s academic transcript. Upon a final determination, the Title IX Coordinator immediately will notify the registrar and direct that the appropriate notation is made.

H. Determination by the 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 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 will 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 will include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator will 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 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 will 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 Dean of Students or other designee for review, determination, and issuance of an appropriate sanctions, as described below. The respondent and the Title IX Coordinator will receive written notification of sanction(s). When the respondent is a student, within five 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 associate vice president of Human Resources, the employee’s supervisor, and the respective president’s executive cabinet member. Within 10 workdays, the supervisor will determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator will receive written notification of sanction(s).

7. If the respondent is a third party, the Title IX Coordinator will forward the reports to vice president of Finance and Administration, police chief, and associate vice president of Human Resources. Within 10 workdays, the vice president of Finance and Administration or associate vice president of Human Resources will determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator will receive written notification of sanction(s). When the college against the student.

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

I. Sanctions and 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.

   a. If a student is found responsible for an act of sexual misconduct under this policy and is suspended or dismissed, the student’s academic transcript will be noted as follows: “Suspension/Dismissal for a violation of Reynolds Community College sexual misconduct policy.” In the case of a suspension, the college will remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student will be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) will direct the registrar to remove the notation from the student’s academic transcript.

   b. If a student withdraws from the college while under investigation involving an act of sexual misconduct under this policy, the student’s academic transcript will be noted as follows: “Withdrew while under investigation for a violation of Reynolds Community College sexual misconduct policy.” Students are strongly encouraged not to withdraw from the college, and to participate in the investigation and resolution of the complaint.

   c. The college will immediately remove the notation from the student’s academic transcript upon a subsequent finding that the student is not responsible for an offense of sexual misconduct under this policy. Upon such a finding, the Title IX Coordinator (or designee) will direct the registrar to remove the notation from the student’s academic transcript.

   d. Notations on academic transcripts regarding suspensions and dismissals will be placed on the student’s academic transcript after resolution of all appeals.

3. Sanctions for faculty and staff will 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, formal disciplinary actions to include: issuance of written notice or letter of reprimand, reassignment, demotion, suspension, non-reappointment, and dismissal/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.

J. Appeals

1. Appeal process for students

   a. The investigator exhibited unfair bias which influenced the results of the investigation;

   b. New evidence, unavailable at the time of the investigation that could substantially impact the investigator’s finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impact the investigator’s finding;

   c. Error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness;

   d. The sanction(s) are unjustified by the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction.

The appeal must be submitted in writing to the executive vice president’s office within 10 business days following the hearing panel’s decision. Failure to file a written appeal within the time period presumes the student’s acceptance of the hearing panel’s decision, and he or she waives his/her right to further appeal. An appeal is not a rehearing; it represents a procedural safeguard for the student and should not be filed for any other purpose. In the appeal process, the burden of proof rests on the student requesting the appeal. The student must show that it is more likely than not that one or more of the above grounds for appeal have merit. The EVP will forward the appeal to the Student Appeals Committee for review and determination if there is adequate reason to believe that one or more of the grounds of appeal have merit. If there is merit, the EVP will arrange a hearing in accordance with Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions. If there is no merit determined, the EVP will forward notice to the student. Decisions at the appeal level are final.

2. Appeal process for faculty and staff

   a. Classified Staff – may utilize the Grievance Procedure established by the Department of Human Resource Management’s Office of Equal Employment and Dispute Resolution (EEDR).

   b. Full-time Administrative, Professional and Teaching Faculty – may utilize the Virginia Community College’s Faculty Grievance Procedure, Section 3.13.

   c. Adjunct or Part-time Faculty – may utilize the Virginia Community College’s Faculty Grievance Procedure, Section 3.13, up to Level Two.

   d. Wage/Hourly Employee – may write a letter of appeal and send to the Associate Vice President of Human Resources, J. Sargeant Reynolds Community College, P.O. Box 85622, Richmond, VA, 23285-5622 or send to eeo@reynolds.edu.

K. Record keeping:

The Title IX Coordinator will maintain, in a confidential manner, for at least five years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, review committee records, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken by college 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 the recurrence of any harassing incident(s), including any written documentation.
L. Education and support services:

1. Education and awareness
   Reynolds Community College conducts programs to educate all new and existing students and employees about this policy and its procedures through student handbooks, employee handbooks, classroom training, online training, student orientation sessions, employee orientation sessions, newsletters, posters, campus safety days, etc. The college’s sexual misconduct education and awareness program is managed by the Professional Development and Renewal Committee and is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.

   The program will ensure, at a minimum, that the following topics are included:
   • 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.

   Training
   • All Reynolds faculty and staff are required to complete the Prevention of Sexual Harassment Training annually, which includes the content of this policy.
   • Title IX Coordinators, Deputy Title IX Coordinators, Chief of Police, college officials, investigators, hearing officials, and others who may serve as designees must receive annual training on sexual violence, domestic violence, dating violence, and stalking and the conduct of investigations and hearings.

2. Support Services
   Reynolds students and employees will routinely receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.
   http://www.vsdvalliance.org
   http://ywcarichmond.org/sv/

V. OTHER INFORMATION:

Authority
Virginia Community College System (VCCS), Policy Manual, Section 6 – Student Development Services, Appendix 1 to Section 6.0, Adopted by VCCS State Board on September 17, 2015.

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

Interpretation 2001 Guidance (Title IX)
April 4, 2011 Office of Civil Rights Dear Colleague Letter on Sexual Violence

Sexual Assault Victim’s Bill of Rights
Department of Human Resource Management Policy No. 1.60, 2.30
Virginia Community College System (VCCS) Policy No. 3.12, 3.13, 3.14.1, 6.2.5.0 - 6.2.5.3, 6.5.5.
Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions
JRSCC Form No. 75-0005
Consumer Information (4-22)

I. PURPOSE:
To provide guidance on information required to be disclosed by the college to the public.

II. DEFINITIONS: n/a

III. POLICY:

A. Annual Notice

Each year J. Sargeant Reynolds Community College (Reynolds) will provide notice to all prospective and enrolled students about the information found in section B of this policy. The college will provide this information to all students with the exact URL to the location of the information. Students who wish to have a paper copy may request this information. The distribution of this information will be in accordance with the following schedule:

- September 30 for each fall term
- January 30 for each spring semester
- June 30 for each summer term.

Individuals who have questions regarding this information may contact:
Vice President of Student Affairs
Georgiadis Hall, Room 204
Parham Road Campus
804-523-5296
Email: vpsa@reynolds.edu

B. The following information will be disclosed by the college. The office responsible for managing and disclosing the information is listed in bold type at the end of the item description, in parentheses.

1. Financial aid programs – all information pertaining to the types of financial aid available, eligibility requirements, criteria for selection and criteria for award amounts, the rights and responsibilities of students receiving aid, satisfactory academic progress policy, method of disbursement and frequency, book voucher process and opt out provisions, terms and conditions of any loan received by students, terms and conditions of work-study employment, and exit counseling information.
   (Financial Aid Office)

2. Academic programs – a listing of current programs and other training programs, instructional, laboratory, and other physical facilities that relate to academic programs, institution’s faculty and other personnel, any plan to improve academic programs (if they exist), and descriptions of any written agreements.
   (Office of Institutional Effectiveness)

3. School costs – tuition and fees charged to full-time and part-time students, estimate of costs for necessary books and supplies, estimates of typical charges for room and board, estimates of transportation costs for students, and any added cost of a program a student is enrolled in (or interested in).
   (Financial Aid Office)

4. Withdrawal procedures, refunds, return of funds – the requirements and procedures for withdrawal, refund policy and procedures, and a summary of the requirements for the return of student financial aid.
   (Office of Institutional Effectiveness)

5. Accreditation and Licensure – the names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs. The procedures for the review of any of the documents describing accreditation, approval, or licensing. Contact information for filing complaints with accreditors, the state approval or licensing entity, and any other relevant state official that would appropriately handle a student’s complaint.
   (Office of Institutional Effectiveness)

6. Disability – the services and facilities available to students with disabilities, including intellectual disabilities.
   (Office of Accommodations)

7. FSA eligibility for study abroad – a statement that a student’s enrollment in a study abroad program that is approved for credit may be considered enrollment at the home institution and may be eligible for federal student aid.
   (Financial Aid Office)

8. Transfer of credit – any criteria the school uses regarding the transfer of earned credit by Reynolds, and a list of the institutions with which Reynolds has an articulation agreement.
   (Office of Institutional Effectiveness)

9. Penalties and institutional policy of copyright infringement – a statement that explicitly states that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing may subject students to civil and criminal liabilities; a summary of the penalties for violation of federal copyrights laws; a summary of the Reynolds policy on copyright violations and violations while using Reynolds information technology system.
   (Office of Institutional Effectiveness)

10. Student activities – information about activities that are offered by Reynolds.
    (Office of Student Life / Office of Student Affairs)

11. Student diversity – information about student body diversity, including the percentage of enrolled full-time students who are male, female, Federal Pell Grant recipients, and self-identified racial or ethnic groups.
    (Office of Institutional Effectiveness)

12. Net price calculator – Reynolds will provide a net price calculator that will provide prospective students and current students with information on estimated costs and average financial aid awards.
    (Office of Institutional Effectiveness)

13. Financial aid shopping sheet – Reynolds will provide individuals with a shopping sheet to assist in understanding the costs of education and the available aid to assist with those costs.
    (Office of Institutional Effectiveness / Financial Aid Office)

14. Retention, placement, post-graduate study – no later than July 1, Reynolds will provide, information on the 12-month period that ended August 31 of the prior year:
    • retention rate reported to IPEDS;
    • placement of; and
    • placement of and types of employment obtained by graduates
    (Office of Institutional Effectiveness)

15. Gainful employment – Reynolds will provide the following information about each of its gainful employment programs:
    • classification of instruction (CIP) code;
    • the credential level;
    • normal time for completion;
    • current or projected costs, including the URL for other program cost information;
    • number of Title IV students who enrolled;
    • the median cumulative amount of debt for all Title IV students who completed the program;
16. Crime log – Reynolds will provide access to a crime log that includes:
   • primary crimes (including criminal homicide – murder, non-negligent manslaughter, and negligent manslaughter), sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson;
   • arrests and referrals for disciplinary actions, including arrests for liquor law violations, drug law violations, and illegal weapons possession and persons not arrested for one of those offenses but who were referred for campus disciplinary action;
   • hate crimes (including the number of each type of primary crime listed above that is determined to be a hate crime and the number of the following that are determined to be hate crimes: larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property); and
   • dating violence, domestic violence, and stalking.

   Information regarding the collection and reporting of this data can be found in Reynolds Policy No. 4-30, Campus Security and Crime Awareness.

(Reynolds Police Department)

17. Fire log – because Reynolds does not provide housing or residence halls, this information is not required of the college.

C. Emergency response

   Reynolds Policy No. 4-34, Emergency Preparedness and Communication in a Crisis, contains information on an emergency response plan that will be used in response to a crisis on any of its campuses. Students will be informed of the plan and it procedures annually.

(Reynolds Police Department / Office of Communications)

D. Timely warnings and emergency notification

   Reynolds will maintain a plan for the timely notice to faculty, staff, and students of crimes and emergencies. This information may be found in Reynolds Policy No. 4-30, Campus Security and Crime Awareness.

(Reynolds Police Department / Office of Communications)

E. Drug and alcohol abuse and prevention

   Reynolds will maintain a program and policy that educates and prohibits the illegal use, manufacture, and distribution of controlled substances.
Children and Non-Students on Campus (4-31)

I. PURPOSE:
To describe the college’s policy regarding children in classrooms and laboratories and the responsibility of adults to control the behavior of children on campus.

II. DEFINITIONS:
Children: any child in need of supervision, or under the age of 14.
Non-student: any individual who is not officially enrolled at the college.

III. POLICY:
The college is committed to maintaining an environment that is conducive to teaching and learning. In compliance with this commitment, children and non-students are not permitted in classrooms, laboratories, and testing centers unless they are participating in a pre-approved activity or receive prior approval from the appropriate dean.

Children are not permitted on campus without parental/adult supervision.

Individuals who are displaying disruptive behavior shall be instructed to leave the campus by the Department of Police.

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

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

IV. PROCEDURES:
A. Children unattended on campus
1. Students, faculty, or staff who witness children on campus or in vehicles without parental/adult supervision should immediately notify the Department of Police at 804-523-5911. Individuals attending classes who leave children unattended on campus will be contacted by the Department of Police and will be requested to leave class to provide immediate supervision. The individuals may also be subject to additional law enforcement sanction which may include arrest.

B. Non-students
1. Students, faculty, and staff are strongly encouraged to contact the Department of Police at 804-523-5911, if they witness any behavior of non-students that is unusual, suspicious, disruptive, or threatening.
2. The Department of Police will investigate the complaint and take appropriate action.
3. Non-students that display disruptive behavior are subject to be removed from campus. A trespass notice may be issued prohibiting the individual from returning to college property. Violators of the trespass notice are subject to criminal prosecution.

V. OTHER INFORMATION:
Reynolds Policy 1-35, Student Conduct
JSRCC Form No. 75-0005, Behavior Intervention Referral Form

Parking Enforcement (4-39)

I. PURPOSE:
To provide policy and procedures regarding parking enforcement that are applicable to all individuals who operate motor vehicles on any campus or center of Reynolds, to include college roads and grounds, that are in the best interest of public safety and security and in compliance with the rules and regulations mandated by the Commonwealth of Virginia, the Virginia Community College System (VCCS), and the President’s Executive Cabinet of Reynolds.

II. DEFINITIONS:
Campus: includes Reynolds campuses and centers.
Compact vehicles: for the purpose and enforcement of this policy, a car having dimensions within the vehicles specifications no wider than 71” and no longer than 185”.
Motor vehicle: any self-propelled vehicle, which may or may not require a state license.

III. POLICY:
The operation of motor vehicles on the campuses of Reynolds is a privilege granted by the college. This privilege is extended to faculty, staff, students, and authorized visitors to JSRCC. Failure to adhere to these regulations as well as the laws of the Commonwealth of Virginia may result in a citation and may result in the loss of parking privileges on the campuses of Reynolds.

The parking enforcement policy of Reynolds as set forth in this document, supplements but does not supersede, the regulations established by the Division of Motor Vehicles of the Commonwealth of Virginia.

This policy and procedures compliments, and may therefore refer to, other published college documents. Additional parking information is available to Reynolds students in the Student Handbook, issued by the Office of Student Affairs.

A. General information
Reynolds makes every effort to provide safe and convenient parking for all who attend the college. Since Reynolds does not receive state funding to support the parking program, auxiliary fees and local monies are necessary to build and maintain parking lots and parking decks, paint lots, install signage, provide lighting and safety equipment, and install other parking devices. Reynolds continues to make every effort to keep parking fees as low as possible and still maintain a service that provides a safe and convenient parking experience.

Requests for special parking needs, temporary parking, and parking after normal business hours (as defined by JSRCC Policy No. 4-36, Employee Access to College Facilities), which are not discussed herein, are to be directed to the chief of police and/or designee for assessment based on merit and space availability.

Reynolds is not responsible for damage to vehicles while parked on Reynolds property.

B. Compact vehicles
Parking privileges at Reynolds entitle the driver to use only one parking space between painted lines. Parking on or over the lines is a violation subject to a fine. Space is not always available for oversized vehicles. Therefore, vehicles must fit between lines and not extend into an aisle. The college recognizes the vagueness in parking laws and ordinances for compact spaces. The Definitions section defines what constitutes a compact vehicle on Reynolds owned or leased property.

C. Parking decals/hanging tags
1. Display regulations
All vehicles parked on campus must display a valid Reynolds parking decal or hanging tag. The registration of a vehicle does not guarantee a parking space, but affords the registrant an opportunity to park in authorized parking areas when space is available. Parking is limited to individuals who are actively conducting business on the Reynolds property.

Decals are designed with an adhesive backing to be attached to the outside of the vehicle either on the glass or on the bumper. The driver must ensure that the decal is visible and displayed on the vehicle’s left rear bumper or on the left rear window. Motorcycles must have the decal attached to the flat surface on the left side of the vehicle. Transfer of a decal from one vehicle to another is a violation and shall result in the issuance of a parking citation. It is the driver’s responsibility to ensure the decal is placed in a visible location.

Hanging tags are designed to hang from the rear view mirror or can be displayed on the dashboard of a vehicle. The tag must be displayed with the maroon side facing the windshield. Transfer of hanging tags from one vehicle to another is permitted with the proviso that the owner of the tag completes the online parking pass form to register the additional vehicles. The registration of short-term rental vehicles is not required. It is the driver’s responsibility to ensure that the tag is placed in a visible location from the front windshield.

2. Student decals
All full-time and part-time students must display a decal on vehicles parked on campus. Decals are required every semester, including the summer, and are valid from the fall semester through the end of the following summer semester. Applications for parking decals are accessed via JSRCC Form No. 70-010, Parking Decal Application or at: https://forms.reynolds.edu/decalapplication/.

3. Faculty/staff hanging tag
All full-time and part-time faculty and staff must display a hanging tag on vehicles parked on campus. Employees are responsible for providing correct information on their parking record. Applications for hanging tags are accessed via JSRCC Form No. 70-010 or at: https://forms.reynolds.edu/decalapplication/.

All Reynolds parking citations must be paid prior to a request for a new or replacement hanging tag.

Employees operating motorcycles are to contact the lieutenant of police operations at 523-5865.

4. Parking decal/hanging tag fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student (Full-Time &amp; Part-Time)</td>
<td>Decal</td>
<td>No Charge</td>
</tr>
<tr>
<td>Replacement</td>
<td>Decal</td>
<td>$10.00</td>
</tr>
<tr>
<td>College Staff (Full-Time &amp; Part-Time)</td>
<td>Hanging Tag</td>
<td>No Charge</td>
</tr>
<tr>
<td>Replacement</td>
<td>Hanging Tag</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

5. Parking decal fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Type</th>
<th>Registration Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student (full-time &amp; part-time)</td>
<td>Student</td>
<td>No charge</td>
</tr>
<tr>
<td>Student decal replacement fee</td>
<td>Student</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

D. Loss or destruction of decals/hanging tag, or change of registered vehicle
1. If a decal/hanging tag is stolen or damaged, it should be reported immediately to the Reynolds Police Department in Room 100, Burnette Hall, at the Parham Road Campus or by calling 523-5219. The college shall not be held responsible for lost or stolen decals/hanging tags.

2. A replacement decal shall be provided at no charge if a vehicle is sold, traded, or is no longer parked on the campus. An identifiable portion of the decal must be presented to the Reynolds Police Department along with a request for a replacement decal. Otherwise there shall be a fee for a replacement decal. Decals should be removed from a vehicle prior to its disposal.

All questions concerning the issuance of parking decals and/or hanging tags should be directed to the Department of Police.

E. Special parking
1. Handicapped permit
Handicapped permits issued by the Department of Motor Vehicles (DMV) in any state or the District of Columbia shall be honored on campuses. Handicapped permits must be valid, displayed properly, and used only by the person(s) to whom they were issued. It is a violation of Virginia state law to misuse a handicapped permit. Vehicles with a handicapped permit should park in spaces provided throughout the campus specifically marked for the handicapped. All lots have at least one handicapped space. A handicapped parking permit must also display a Reynolds decal/hanging tag.

2. Reserved parking
Reserved parking awarded as recognition for employees cannot be shared or given to another employee. Employees choosing not to use their reserved parking space must notify the president’s executive assistant, and any unused space shall be released for general use.

3. Special events
Special events are those occasions which require one-time parking privileges. These occasions include, but are not limited to Fall/Spring Convocation, college-sponsored cultural events, and athletic events. Parking for these occasions will be free and open to the public. Internal events requiring parking spaces shall be coordinated through the Department of Police with the exception of the Downtown Campus Parking Deck. Requests shall be submitted via e-mail to the chief of police or by calling the police supervisor of the campus at 523-5219. Requests for the Downtown Campus shall be coordinated through the parking deck manager at 523-5471. External events requiring parking spaces shall be coordinated through the facilities rental coordinator at 523-5865.

4. Visitor or daily parking
Visitors to the Parham Road Campus and Goochland Campus
may park in any open parking space not designated as reserved or handicapped. Visitors for the Downtown Campus who park in the deck must have their ticket signed by the person whom they are visiting and obtain a validation sticker from the Reynolds Police Department office located on the first floor of DTC.

5. Overnight parking
   Overnight parking is prohibited without the permission of the college. Permission must be coordinated through the Reynolds Police Department. Any unauthorized vehicle parked overnight is subject to tow (see section L.2).

F. Parking areas
   General parking is allowed only in marked parking spaces/areas. Vehicles parked in unauthorized locations may be ticketed and towed. Parking is not permitted in the areas below:
   • driveways, crosswalks, exits or entrances (15 feet from corners),
   • alleys or grassy areas on any college parking lots
   • fire lanes
   • handicapped parking (unless a permit is visible)
   • loading dock area (except for loading or unloading)
   • parking against the flow of traffic
   • reserved parking spaces or lots
   • within 15 feet of a fire hydrant yellow painted area or areas not marked with a line to indicate parking

G. Parking locations
   1. Parham Road Campus and Workforce Development and Conference Center
      Parking is available for students and employees in any of the valid parking spaces and lots on campus grounds.
   2. Goochland Campus
      Parking is available for students and employees in any of the valid parking spaces and lots on campus grounds.
   3. Downtown Campus
      a. Navy Hill Parking Deck located on the 5th and 6th floors at 700 Navy Hill Drive is available for employees.
      b. Downtown Campus Parking Deck on 8th Street is available for all students and visitors. Availability of parking in the DTC Parking Deck for faculty and staff is based on student usage and shall be communicated by the parking deck manager.
      c. Lots A and B, located across Interstate 95 (I-95) on 7th Street, are available for employees, students, and visitors and do not require an ID to access the lots. Vehicles parked in these lots must display a parking decal or hanging tag.
      d. The hours for the Navy Hill and Downtown Campus Parking Decks can be found at: http://inside.reynolds.edu/inside_fpd/ParkingServices/parking_services.htm.

H. Access to DTC parking locations
   1. Navy Hill Parking Deck
      A valid employee ID is needed to gain entry to the deck. Entry is by swipe card access at the entrance of the assigned floor.
   2. Downtown Campus Parking Deck
      a. Students who are registered for at least one (1) credit at the Downtown Campus or Ginter Park Center have swipe card access to park in the DTC Parking Deck.
      b. Other students must obtain a ticket as they enter the deck. Tickets can be validated at the campus Department of Police on the first floor of DTC if a valid student ID or course schedule is presented; otherwise payment is required to exit the deck. Additional information can be found in the Parking Ticket Validation Process section. Faculty and staff who have been provided access to the deck have swipe card access to enter and exit.
      c. Failure to swipe the ID card to exit the deck shall result in the individual not being able to enter at a later date. The system must show an entrance and exit each time the card is used.
      d. Problems with ID card access shall be communicated to the parking manager located on the first level of the parking deck adjacent to the cashier booth, or by telephone at 523-5471 or the cashier at 523-5465.
      e. Visitors must obtain a ticket as they enter the deck. Tickets must be signed by a college employee and validated at the campus Department of Police on the first floor of DTC, prior to exiting the parking deck. Otherwise, payment is required to exit the deck.

I. Downtown Campus parking ticket validation process
   1. In order to exit the Downtown Campus Parking Deck, a ticket must be validated by the campus Department of Police. If a ticket is not validated, there are three (3) options listed below in order to exit the parking deck.
      Option 1: The individual shall be charged the appropriate parking fee based on the posted parking rates in conjunction with the duration of their visit.
      Option 2: In the event the individual does not have sufficient funds to pay for parking, the individual shall be required to complete a Customer Shortage Form upon exiting the parking deck. The cashier shall verify the accuracy of the Customer Shortage Form with the individual’s drivers’ license. The individual is provided five (5) calendar days in which to pay the shortage or the data is placed in the collection database system and in the case of a student, an obligation shall be placed on the student’s account. Appeals of the Customer Shortage Form can be made within five (5) days by completing JSRCC Form No. 70-0047, Customer Shortage Appeal Form, or online at https://forms.reynolds.edu/parkingshortages/.
      Option 3: If possible, the individual may be permitted to back-up and park their vehicle in order to have their parking ticket validated by campus Department of Police located on the first floor of DTC.

J. DTC parking ticket validation authority
   1. Ticket validations are primarily handled by the Reynolds Police Department, located on the first floor of Downtown Campus. If no one is available in the office, individuals should contact Police Dispatch at 523-5219 for assistance.
   2. There may be specific times at the beginning of each semester and during special events when other departments may be authorized to validate parking tickets. However, these instances are infrequent and handled on a case-by-case basis by the parking services manager.
   3. A valid picture ID must be presented and the log book signed for the officer to validate a ticket unless it has been authorized and signed by a department.
   4. Validated tickets must be presented to the parking deck cashier when exiting the parking deck.
K. Emergency situations
1. Both parking decks have emergency police call stations located on each level at both ends of the deck.
2. Handicapped assistance call stations are located at each stairwell. Calls are directed to the cashier booths on the main level. Handicapped individuals may communicate their need for assistance to the cashiers.
3. Any questions or concerns may be directed to the parking manager at 523-5471 or the cashier at 523-5465.

L. Parking violations and sanctions
1. Tickets/citations
   The Reynolds Police Department is authorized to issue citations for violations of the college parking enforcement policy. The college reserves the right to issue citations for violations in addition to those shown on the actual ticket.
2. Towing
   Vehicles may be towed at the owner’s expense under the following circumstances:
   a. vehicles parked illegally and/or causing a traffic hazard including, but not limited to:
      • handicap parking violations
      • parking in fire lanes
      • blocking ingress and egress
      • blocking fire hydrants
   b. vehicles parked overnight without police authority in excess of five (5) days. The parking deck manager must notify the Department of Police of any approved vehicle parked in the Navy Hill or Downtown Campus Parking Deck extending past the five (5) day maximum.
   c. unauthorized vehicles parked in reserved spaces
   Any towing fees shall be paid directly to the towing company.

M. Violations and fines
1. DMV violations
   Virginia Uniform Traffic Summons issued by the Department of Police for parking violations must be adjudicated in the General District Court in the appropriate jurisdiction of the occurrence of the offense based on the campus location below:
   • Downtown Campus – City of Richmond
   • Parham Road Campus – Henrico County
   • Goochland Campus – Goochland County

<table>
<thead>
<tr>
<th>Description</th>
<th>Initial Fee</th>
<th>Fee After 15 Days (Incl. Late Fee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking in handicapped space</td>
<td>$50</td>
<td>$65</td>
</tr>
<tr>
<td>Parking in reserved space</td>
<td>$20</td>
<td>$35</td>
</tr>
<tr>
<td>Parking in restricted space</td>
<td>$20</td>
<td>$35</td>
</tr>
<tr>
<td>Parking in fire lane</td>
<td>$20</td>
<td>$35</td>
</tr>
<tr>
<td>Parking in a loading zone</td>
<td>$20</td>
<td>$35</td>
</tr>
<tr>
<td>Parking within 15 feet of a fire hydrant</td>
<td>$20</td>
<td>$35</td>
</tr>
<tr>
<td>Parking on sidewalk, crosswalk, driveway or grass</td>
<td>$20</td>
<td>$35</td>
</tr>
<tr>
<td>Parking an unregistered/unauthorized vehicle</td>
<td>$20</td>
<td>$35</td>
</tr>
</tbody>
</table>

2. Payment of fines for Reynolds owned citations
   a. Parking fines must be paid within fifteen (15) calendar days of receipt of the citation at any campus Business Office. Office hours for all campuses can be found at http://inside.reynolds.edu/inside_finop/Divisions/business/index.htm. Failure to pay within fifteen (15) calendar days shall result in a late payment penalty of $15 per violation unless the citation is appealed within the fifteen (15) calendar day payment period.
   b. Employees and students who fail to pay outstanding parking fines within the thirty (30) days of issuance of the ticket, shall be subject to the collection procedures mandated by the Commonwealth of Virginia for past due accounts. Students with unpaid parking fines shall have a hold placed on their student account and shall not be able to register for subsequent terms nor receive services from the college, including the issuance of transcripts.
   c. Upon termination of employment with the college, all full-time and part-time faculty and/or staff must complete the Employee Separation Checklist Form indicating that all financial obligations, including parking violations, to the college have been met. Payments made upon separation must be in the form of cash, money order, credit card, cashier’s check, or other certified funds. Personal checks shall not be accepted.

N. Appeal procedures
   Individuals issued citations for Reynolds parking violations shall be afforded the right of appeal to the chief of police and/or the college parking appeals officer. The appeals process is an administrative process and not subject to a hearing and involves an investigation into the circumstances surrounding the alleged violation and whether mitigating circumstances warrant an excuse of the fine. The billing process shall be on hold pending a decision.
   The procedures for filing an appeal are:
1. Submit JSRCC Form No. 70-0045, Right of Appeal Application, in its entirety within fifteen (15) calendar days from the date of the ticket.
2. Appellants shall be notified by e-mail or in writing of the disposition of the appeal within two (2) weeks of the request.
3. If the appeal request is denied, appellants shall have fifteen (15) calendar days from the issuance of the denial letter to pay the fine. A second appeal can be made to the college’s appeals officer within fifteen (15) calendar days of receiving the denied appeal. Documentation should be submitted to the college appeals officer in a sealed envelope and delivered to the Department of Police.
4. The decision of the college’s appeals officer is final and binding.
5. Parking citations not paid within fifteen (15) calendar days of issuance of a denial letter shall become past due and a late fee shall be assessed.
6. Parking citations not paid within sixty (60) calendar days of issuance of a denial letter shall be submitted to a collection agency.
O. Collection of past due fines/fees

Parking Services, with the assistance of the Business Office, is responsible for the collection of all past due fines and citation fees. In accordance with the Commonwealth of Virginia guidelines, all “reasonable” methods of collection shall be used.

Any unpaid debt owed to the college that is referred to the collections section of student accounts is subject to a full range of collection actions. This includes, but is not limited to, the use of: payroll deduction, collection agencies, State Debt Set-Off program, holds on student accounts, withholding the issuance of a student refund, and reporting the debt to a credit reporting agency. A financial hold prevents registration, receipt of grades and transcripts, and receipt of a diploma upon graduation.

These collection procedures shall be applied to the owners of the vehicles to which the parking citation was issued and/or to the registrants of those vehicles, to include any employee or student of the college. Any debtor to the college shall be liable for all costs incurred in the collection of the debt including reasonable attorney’s fees.

P. Authorization to void parking tickets

The issuance of JSRCC parking citations on the campus is a civil responsibility of the Reynolds Police Department.

Therefore, the chief of police and/or designee is the only individual assigned authority to administratively void, or rescind, an issued Reynolds parking citation. The chief’s discretion in this matter is subject to the review of the vice president of finance and administration and the college’s compliance officer. Documented records are maintained through the parking database.

Q. Virginia Uniform Summons

Reynolds police officers may issue a summons for violations of various laws pursuant to the Code of Virginia. These violations must be adjudicated in the jurisdictional courts of the specified campus. These citations are not subject to the appeals process.

In addition, the Reynolds Police Department is authorized to issue Richmond City Parking Citations within the jurisdictional boundaries of the Reynolds Police Department. These citations are adjudicated through the City of Richmond General District Courts and are not subject to the JSRCC appeals process.

R. Enforcement

Sworn members of the Reynolds Police Department are authorized to enforce this policy and procedures in the interest of the safety of individuals and property. Non-sworn members of the department are authorized to enforce Reynolds parking regulations. The vice president of finance and administration shall be the final authority on matters of parking policy as it relates to parking on Reynolds campuses. Parking violations may be appealed directly to the chief of police and/or designee. Final authority on parking violations is the vice president of finance and administration.

Except for handicapped parking, emergency vehicles are exempt from this policy.

S. Questions or concerns

Questions concerning the parking enforcement policy of Reynolds may be forwarded to the campus Reynolds Police Department and/or the parking services manager via the following website http://www.reynolds.edu/campuspolice. The website can be accessed through the Reynolds web page. In addition, general parking inquiries may be made by calling 523-5219. Questions regarding payment of fines/fees should be made to the campus Business Office at the following numbers:

• Downtown Campus 523-5285
• Parham Road Campus 523-5212
• Goochland Campus 523-5404

IV. PROCEDURES: NA

V. OTHER INFORMATION:

Questions regarding the application of the policy and the procedures should be directed to the vice president of finance and administration.
Annual Public Notice

Reynolds Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. Reynolds offers programs in many vocational areas under its open admissions policy. Specifically, Reynolds offers admissions based on selective criteria in Medical Laboratory Technology, Nursing AAS, Practical Nursing Certificate, and Respiratory Therapy through a separate applications process that is non-discriminatory. For more information about the application process contact the admissions office known as the Enrollment Services at 804-523-6464.

Inquiries related to Reynolds non-discrimination policies should be directed to:

Vice President of Student Affairs
College Title IX Coordinator and ADA/Section 504 Compliance Officer
J. Sargeant Reynolds Community College
P.O. Box 85622
Richmond, VA 23285-5622
Telephone: (804) 523-5296
Fax: (804) 523-5714
Email: VPSA@Reynolds.edu

Physical Location: Parham Road Campus, Georgiadis Hall, Room 350

Nondiscrimination Policy

J. Sargeant Reynolds Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Reynolds does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service or veteran status, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor. The college also prohibits sexual misconduct, including sexual violence or harassment.

Contact Information

Students or prospective students who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment, or inaccessible conditions should present their concerns to either of the following:

Vice President of Student Affairs
College Title IX Coordinator and ADA/Section 504 Compliance Officer
J. Sargeant Reynolds Community College
P.O. Box 85622
Richmond, VA 23285-5622
Telephone: (804) 523-5296
Fax: (804) 523-5714
Email: VPSA@Reynolds.edu

Physical Location: Parham Road Campus, Georgiadis Hall, Room 204

Or

Department of Education
Office of Civil Rights
400 Maryland Avenue, S.W.
Washington, DC 20202-1100
www.ed.gov

CROSSWORD ANSWERS

A cr oss
3 This place at Reynolds provides coaching and support for math students.
10 A degree awarded at community colleges and takes, on average, two years to complete.
12 A field of study in college.
14 A way of studying/completing a class without needing to attend a physical classroom on campus. Half of Reynolds students take one or more of these classes.
16 The place on campus where you can purchase textbooks, spirit wear, snacks, and more.
17 First name of the late Lieutenant Governor, J. Sargeant Reynolds. Hint: a campus coffee shop has been named after him.
18 The ceremony associated with getting your diploma. It's time to celebrate!
21 A federally funded program that allows you to work part-time on or close to campus to financially assist you while you are taking classes.
22 This credential usually requires fewer credits and less time to complete than an Associate Degree.

Down
1 Financial aid that must be paid back, usually with interest.
2 A requirement which must be met before a certain class can be taken.
4 A supervised short-term apprenticeship for job experience.
5 Free money awarded to help with education expenses. This Reynolds application is due March 1.
6 An outline plan for a particular class.
7 When students go to a 4-year college after attending Reynolds. More than 900 Reynolds students make this move each year.
8 This person helps ensure you get the classes you need, in the order you need them, to graduate on time.
9 Your favorite community college.
11 Your official record of course work in both high school and college.
13 Free money, often from federal funds, for education that does not have to be paid back after graduation.
15 Free Application for Federal Student Aid that determines financial need for grants, loans, and scholarships.
19 The number of campuses at Reynolds.
20 Students fly high with this Student Orientation that includes advising and registration.

Across
2 Financial aid that must be paid back, usually with interest.
4 A requirement which must be met before a certain class can be taken.
5 A supervised short-term apprenticeship for job experience.
6 An outline plan for a particular class.
7 When students go to a 4-year college after attending Reynolds. More than 900 Reynolds students make this move each year.
8 This person helps ensure you get the classes you need, in the order you need them, to graduate on time.
9 Your favorite community college.
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reynolds.edu | (804) 371-3000
Downtown • Goochland • Parham Road • Online