

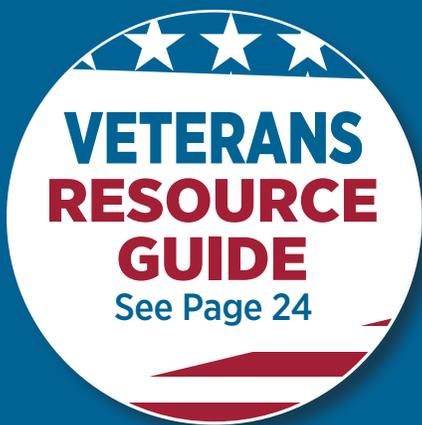
# STUDENT HANDBOOK

2019-2020

*Start where you are.*

*Use what you have.*

*Do what you can.*



ARTHUR ASHE

Do not go where  
the path may lead,  
go instead where  
there is no path and  
leave a trail.

RALPH WALDO EMERSON



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2019-2020

**reynolds.edu**

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**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](http://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.

*Design by Reynolds Community College, Office of Marketing*

Reynolds has three distinctive campuses—Downtown, Parham Road, and Goochland. Later this year we are opening a state-of-the-art culinary facility in the East End of Richmond known as The Kitchens at Reynolds.

Interactive campus maps are online at [reynolds.edu/locations](http://reynolds.edu/locations).

Reynolds Online provides a virtual campus experience with a selection of online classes and online degrees.



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



**The Kitchens at Reynolds**  
2500 Nine Mile Road  
Richmond, 23223



**Goochland**  
1851 Dickinson Road  
Goochland, 23063



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

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**PARKING** on campus is free. Parham Road and Goochland Campuses offer ample parking in lots. 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](http://reynolds.edu/police).

**REYNOLDS SHUTTLE SERVICES** run between the Downtown and Parham Road Campuses and require a valid Reynolds ID. Visit [reynolds.edu/shuttle](http://reynolds.edu/shuttle) for pick up times. Shuttles run approximately every 60 minutes. Shuttle times may vary and schedules may change during the semester. When The Kitchens at Reynolds opens, free shuttle transportation will be available to the Downtown Campus.

**CAMPUS SHUTTLE STOPS**

Downtown | 8th Street  
Parham Road | Front of Georgiadis Hall

*Shuttle times will vary depending on class schedules.*

Visit [reynolds.edu/shuttle](http://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.



ALBERT EINSTEIN

# 6 EASY STEPS TO GET STARTED

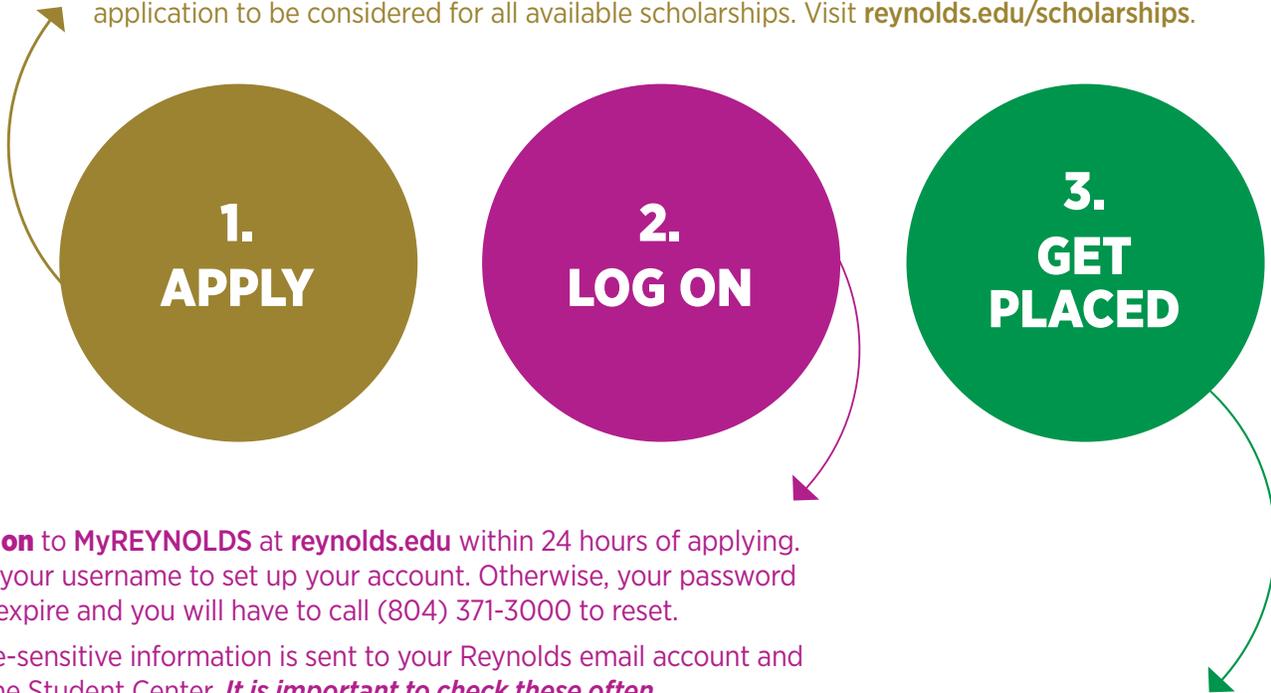
*New Students* begin with step 1 - Apply.  
*Returning students* begin with step 4 - Get Advised.

**Apply** at [reynolds.edu](https://reynolds.edu) and receive your Empl ID (student ID) and username. Save this information! You will need both for step 2.

**Apply** for Financial Aid. Complete the Free Application for Federal Student Aid (FAFSA) to at [fafsa.gov](https://fafsa.gov) by the priority deadline. 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](https://reynolds.edu/financialaid).

*To be considered for financial aid, you must apply each year.*

**Apply** online for a Reynolds scholarship between January and April 15. There is one common application to be considered for all available scholarships. Visit [reynolds.edu/scholarships](https://reynolds.edu/scholarships).



**Log on** to MyREYNOLDS at [reynolds.edu](https://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 the Welcome Center on the Parham Road Campus or Advising Services on the Downtown or Goochland campuses. You may also mail to: Reynolds Community College, Admissions Office, 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](https://reynolds.edu/testprep).

*Keep going.* 🍓

**New students get advised** by completing the required two-step orientation both online and on-campus. Sign up at [reynolds.edu/orientation](https://reynolds.edu/orientation).

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

Students with 0-15 credits, see Advising Services. Students with 16 or more credits, see your academic program advisor. To find your advisor, visit [reynolds.edu/advising](https://reynolds.edu/advising).

*If you receive financial aid, you must apply each year. See step 1 for FAFSA deadlines.*

**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](https://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](https://reynolds.edu/businessoffice).



**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](https://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](https://reynolds.edu/track).

**For financial aid help** call toll-free 1 (855) 874-6682.

**For all other help** call (804) 523-6464 or email [enroll@reynolds.edu](mailto:enroll@reynolds.edu).

# MAJORS BY CAREER

## Abbreviations

**AAS** | Associate of Applied Science

**AA** | Associate of Arts

**AS** | Associate of Science

**C** | Certificate

**CSC** | Career Studies Certificate

Mgt = Management

Spec = Specialization

\* Programs marked with an asterisk are also available 100% online.

T Students interested in transferring to a four-year institution in these program areas should consult an advisor concerning the choice of degree program and course selection to ensure successful transfer to the intended transfer institution.

## CONSTRUCTION & MANUFACTURING

### Architectural & Engineering Technology AAS

Contemporary Technology for Design specialization

Building Construction Management specialization

### Computer-Aided Design Specialist CSC Welding CSC

### Welding - Advanced CSC

### Engineering AS T

Chemical/Biomedical specialization

Electrical/Computer specialization

Mechanical/General Engineering specialization

## CULINARY ARTS, HORTICULTURE & SUSTAINABLE AGRICULTURE

### Culinary Arts AAS

Culinary Arts specialization

Pastry Arts specialization

Culinary Management specialization

### Culinary - Food and Beverage Operations CSC

### Culinary - Foundations of Culinary Technique CSC

### Culinary Fundamentals CSC

### Sustainable Agriculture CSC

### Horticulture Technology AAS

### Floral Design CSC

### Science AS T

## HEALTH PROFESSIONS & NURSING

### Dental Assisting C

### Central Sterile Technician CSC

### Emergency Medical Services- Emergency Medical Technician CSC

### Emergency Medical Services- Paramedic AAS

### Health Science I CSC

### Advanced Medical Coder (Health Information Mgt) CSC\*

### Medical Records Coder (Health Information Mgt) CSC\*

### Release of Health Information Specialist (Health Information Mgt) CSC\*

### Pre-Medical Laboratory Technology CSC\*

### Medical Laboratory Technology AAS\*

### Practical Nursing C

### Nursing AAS

### Opticianry AAS\*

### Opticians Apprentice CSC

### Pharmacy Technician CSC

### Respiratory Therapy AAS\*

### Science AS T

## INFORMATION TECHNOLOGY

### Information Systems Technology AAS

### Computer Applications CSC\*

### Computer Programmer CSC

### Cyber Security CSC\*

### Network Administration CSC

### Web Development CSC

### Business Administration AS T\*

### Science AS T

## LAW & PUBLIC SAFETY

### Administration of Justice AAS

### Criminal Justice CSC\*

### Emergency Medical Services- Emergency Medical Technician CSC

### Emergency Medical Services- Paramedic AAS

### Paralegal Studies AAS

General Practice specialization

Litigation specialization

### General Studies AS T\*

### Liberal Arts AA T\*

### Social Sciences AS T\*

## TRANSPORTATION

### Automotive Maintenance & Light Repair CSC

### Automotive Technology C

### Diesel Mechanics Technology C

### Hybrid & Electric Vehicle Technology CSC

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 non-discriminatory. For the full policy and a list of select programs, visit [reynolds.edu/annualpublicnotice](http://reynolds.edu/annualpublicnotice).

## BUSINESS

### Accounting AAS

### Accounting C

### Accounting CSC

### Management AAS

Small Business Management specialization\*

Retail Management specialization

### Entrepreneurship in Small Business CSC\*

### eCommerce CSC

### Business Administration AS T\*

## COMMUNICATION, EDUCATION & HUMAN SERVICES

### American Sign Language CSC

### American Sign Language-English Interpretation AAS

### Early Childhood Development AAS\*

### Early Childhood Development C\*

### Early Childhood Education CSC\*

### Early Childhood Education - Advanced CSC\*

### Human Services AAS

### Substance Abuse Counseling Education CSC

### General Studies AS T\*

### Liberal Arts AA T\*

### Science AS T

### Social Sciences AS T\*

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 offers career and transfer advising with information to guide you early on: [www.reynolds.edu/transfer](http://www.reynolds.edu/transfer)

**General Education C**

**General Studies AS**

**Liberal Arts AA**

American Sign Language/Deaf Studies specialization

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**

Pre-Social Work specialization

Teacher Preparation specialization

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 Services, email [rbeale@reynolds.edu](mailto:rbeale@reynolds.edu) or call (804) 523-5067.

Intelligence plus character -  
that is the goal of  
true education.

MARTIN LUTHER KING JR.

# STAY CONNECTED

**MyREYNOLDS** is a portal to the web-based Student Information System, Canvas, 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.
- **Canvas** is an online course management system used for both online and face-to-face classes. Professors use Canvas to post assignments and share feedback. Students use Canvas 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 about registration, financial aid, and student accounts will be shared through this email account.

## FOLLOW US ON SOCIAL MEDIA

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

 **ReynoldsCommunityCollege**

 **reynoldscommunitycollege**

 **ReynoldsCollege**

 **jsargeantreynolds**

 **@ReynoldsCollege**

Stay up-to-date on campus events by viewing the events calendar at [calendar.reynolds.edu](http://calendar.reynolds.edu).

## THE REYNOLDS LEARNING ENVIRONMENT

We are 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. Check out our principles for learning and embracing civility at [reynolds.edu/le](http://reynolds.edu/le).

## CAMPUS CLOSURES & EMERGENCY MESSAGES

Reynolds may close due to inclement weather or for other emergencies. We use 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](http://alert.reynolds).

**edu.** College closure information can also be found on the Reynolds website [reynolds.edu](http://reynolds.edu) or by calling the Information Center at (804) 371-3000.

## YOUR CONTACT INFORMATION

It is your responsibility to keep this information up-to-date with the Registrar's 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 Advising Services on any campus or Registrar's Office (Parham Road Campus, Georgiadis Hall, Room 207).

## 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.

## 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](http://reynolds.edu/studentlife). For a full list of events, visit [reynolds.edu/events](http://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.

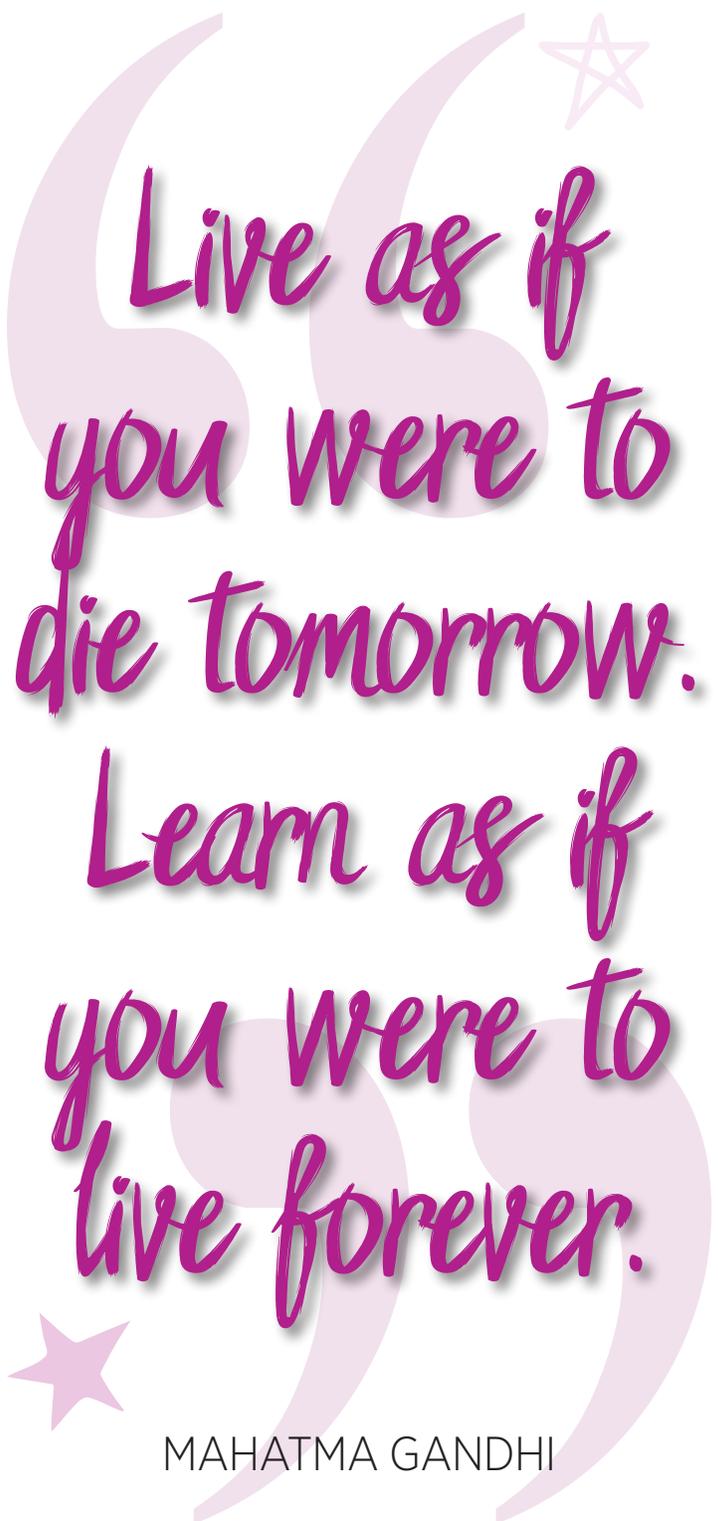
**JSR LEAD** is the Reynolds student leadership development program. It provides seminars where students develop the tools needed to work as effective leaders. The seminars cover topics such as personality styles, communication skills, public speaking, conflict management, various leadership theories, and followership. JSR LEAD provides an opportunity for students to enhance or develop leadership skills while making lifelong friendships. For additional information, visit [www.reynolds.edu](http://www.reynolds.edu).

**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** serve as orientation leaders, assist the Reynolds staff by representing us to a variety of audiences, provide campus tours to visiting groups, 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](http://reynolds.edu/studentlife).

**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 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. ♦



MAHATMA GANDHI

# TAKE OUR ADVICE

**WHO IS MY ADVISOR?** Visit [reynolds.edu/advising](https://reynolds.edu/advising)



## 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 & Transfer Centers.
- For more information, visit [reynolds.edu/advising](https://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](https://reynolds.edu/career) for contact information. Students interested in full-time and part-time work, visit [reynolds.edu/employment\\_services](https://reynolds.edu/employment_services).

## TRANSFERRING TO A FOUR-YEAR COLLEGE OR UNIVERSITY

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](https://reynolds.edu/transfer) for contact information.

## REGISTRATION PERIODS

Open registration for summer and fall classes begins in April. Registration for spring classes begins in November. Check [Reynolds.edu/calendars](https://reynolds.edu/calendars) for exact dates. ♦

## TECHNICAL 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 Canvas (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](http://reynolds.edu/techsupport) or call (804) 371-3000.

## TUTORING

Tutoring Services offers free academic support to students currently enrolled at Reynolds. Students can receive walk-in and scheduled tutoring in these and other subject areas:

- Information technology
- Foreign language
- Accounting
- Laboratory sciences
- Social sciences
- Writing across the curriculum
- Math coaching takes place in **Math Central+**

In addition to assisting with course content, tutors model critical thinking and problem solving and help students develop skills such as managing time effectively, creating study plans, organizing course material, and reducing test anxiety. Our faculty and peer tutors are guided by the philosophy that an open exchange of ideas in a non-judgmental environment facilitates students' discovery and long-term learning. Visit Tutoring Services in person or online for more information.

## Tutoring Services Locations and Contact Numbers:

**Downtown** | Room 329  
(804) 523-5687

**Parham Road** | The Library | Room B05  
(804) 523-5927

**Goochland**  
(804) 523-5927

## 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 homework assignment 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.

**Math Central+** Instructional Coaches provide support for:

- Developmental Mathematics Courses
- Fundamental Mathematics Courses
- College-level Mathematics Courses
- Assistance with software registration for MyMathLab (MML), WileyPlus, MyOpenMath, etc.
- Advising and registration assistance for Mathematics courses
- Physics Courses
- Engineering Courses

Visit [reynolds.edu/go/math](http://reynolds.edu/go/math).

## IGRAD

iGrad is an award winning platform for personal finance education and is made available to students, staff, and alumni. 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/reynoldsc](http://www.igrad.com/schools/reynoldsc) to learn more.

## SERVICES FOR STUDENTS OF ALL ABILITIES

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

# THE RIGHT RESOURCES

information, contact a Student Accommodations Specialist:

- **Downtown** | (804) 523-5628
- **Parham Road** | (804) 523-5290
- **Goochland** | (804) 523-5290

Or use the 711 Relay system for any number at Reynolds. Students may also email [OSA@reynolds.edu](mailto:OSA@reynolds.edu) or visit [reynolds.edu/accommodations](http://reynolds.edu/accommodations).

## ONLINE LEARNING AT REYNOLDS

Reynolds offers a robust array of online and hybrid learning opportunities through Reynolds Online, a part of the Center for Excellence in Teaching & Learning (CETL). Individual online classes, as well as fully-online programs, 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](http://reynolds.edu/cde) or schedule an appointment to meet with a CETL staff member by calling (804) 523-5612.

## COMPUTER ACCESS | [reynolds.edu/labs](http://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. 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](http://library.reynolds.edu).

- **Downtown** | Library Room 230  
(804) 523-5211
- **Goochland** | Library Room 200, Main Building  
(804) 523-5419
- **Parham Road** | Library Room 103, LTC  
(804) 523-5220

## PRINTING ON CAMPUS | [library.reynolds.edu/printing](http://library.reynolds.edu/printing)

Reynolds offers low-cost printing through PaperCut at all three campus libraries. Access is provided to multi-function 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 PaperCut account with cash, coins, credit or debit cards at each campus library. Current Reynolds students can use their MyReynolds account to login to PaperCut; community members can create 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, visit the Reynolds Printing Guide at [library.reynolds.edu/printing](http://library.reynolds.edu/printing).

## LIBRARIES | [library.reynolds.edu](http://library.reynolds.edu)

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, MS Office and a variety of course essential software.
- More than 80,000 books in print and 50,000 eBooks.
- Over 140 online databases that provide access to millions of full-text journal, magazine, and newspaper articles.
- Group study rooms for collaborative projects.
- WiFi throughout the campuses.
- Research help in person, by phone, by email, through Canvas, and through our LRC Live 24/7 live chat service. For in-depth research assistance that requires 30 minutes or more, we recommend you schedule a research consultation appointment with a Reynolds librarian.
- Mobile Device Checkout Service (Laptops 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](http://library.reynolds.edu).

- Free walk-in and appointment-based tutoring services.

Library databases are accessible 24/7 from off-campus with a MyReynolds login. Students, faculty and staff can submit interlibrary loan requests online to receive articles (via email) or books (via postal mail) from other libraries. Student can also personally visit a participating member library of the VIVA Cooperative Borrowing Program ([www.vivalib.org/borrowing](http://www.vivalib.org/borrowing)) to check out books.

- **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](http://reynolds.edu/bookstore) for details.

Reynolds Store Refund Policy requires that you produce the original receipt. A full refund will be provided seven 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 must be returned within 14 days of purchase are not returnable if opened. 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.

### WHERE TO EAT

#### **Parham Road Campus** | 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 Cafe and Student Life Center in Georgiadis Hall.

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.

#### **Downtown Campus** | 7th St. Snacks

7th St. Snacks, located on the main floor, offers salads, sandwiches, beverages and snacks. Microwaves are also available in 7th St. Snacks for student use. A Caribou Coffee kiosk on the second floor of the building sells hot/iced coffee, teas, other beverages, and small snack items.

#### **Goochland Campus** | Vending Machines

Goochland Campus offers convenience snacks and soft drinks, as well as a microwave, in the Student Lounge.

### REYNOLDS FOOD PANTRIES

Reynolds has food pantries located on each campus in the Advising Services offices to address emergency food needs. Any currently enrolled student having challenges with securing meals can stop by one of our pantries and our staff will assist you. Advising Services are located at the following:

- **Downtown Campus** | First Floor, Room 105
- **Parham Road Campus** | Georgiadis Hall, Room 100
- **Goochland Campus** | Main Building, Room 238

For operating hours visit [reynolds.edu/student\\_services/community-resources/](http://reynolds.edu/student_services/community-resources/)

### VIRGINIA 2-1-1

#### **Food, Housing, and Mental Health Services**

Virginia 211 is a resource for all residents of Virginia that provides information on basic needs: food, housing, mental health services, and more. You may obtain access to these services by visiting [211virginia.org](http://211virginia.org), calling the 2-1-1 hotline (24 hours a day), or contact the Office of Student Affairs.

### NEW HEALTH COVERAGE FOR ADULTS

If you applied for Medicaid in the past and were denied, you may now be eligible. For more information about the new coverage, including answers to frequently asked questions, visit [coverva.org](http://coverva.org). ♦

# PAYING FOR COLLEGE

## 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](https://reynolds.edu/tuition), or calling the Reynolds Business Office or the Information Center at (804) 371-3000.

To view your current balance login to MyReynolds, SIS, and go to Student Center. 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 (domicile 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 the Registrar's Office). 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 Admissions specialists located in the Registrar's Office (Parham Road Campus, Georgiadis Hall, Room 207). 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.

Based on the result of the domicile review, students may request an appeal of the domicile review decision. 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 Registrar's Office.

## METHODS OF PAYMENT

**ONLINE** | [reynolds.edu](https://reynolds.edu) View the **MyREYNOLDS** tutorial and instruction guide to online Quikpay ([reynolds.edu/tuition](https://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 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 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 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 window for applying is December 1 – March 1. Monies awarded are available

for the following academic year. For more information about how to apply and the current listing of available scholarships, please visit [reynolds.edu/scholarship](http://reynolds.edu/scholarship).

### **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](http://reynolds.edu/financialaid).

For additional information regarding the Federal Work Study Program, and to see if you are eligible, please contact Work Study Coordinator Peggy Hawthorne-Wood at [fws@reynolds.edu](mailto:fws@reynolds.edu).

### **EMERGENCY LOANS**

In instances where students may need assistance with bills due to extenuating circumstances, additional funds may be available in the form of an emergency loan. Students interested in emergency loans may receive up to \$1,500 to help with the costs that include rent, transportation, food, and other expenses associated with attending college during the academic year. Foundation funds are provided and students can repay these funds through expected financial aid refunds – provided authorization is given.

For more information, please contact:

Office of Student Affairs  
Georgiadis Hall, Room 204  
804-523-5025  
[vpsa@reynolds.edu](mailto:vpsa@reynolds.edu)

### **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 indirect educational expenses to include cost of living expenses (such as food, housing, and transportation). Current details on financial aid programs, policies, and procedures are available at [reynolds.edu/financialaid](http://reynolds.edu/financialaid).

### **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.

### **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. Some state grant funds, to include COMA and VGAP, are subject to the Return of Title IV calculation. The calculation of the return of these funds may result in the student owing a balance to Reynolds and/or the U.S. Department of Education. For more information, visit [reynolds.edu/financialaid](http://reynolds.edu/financialaid) and click Withdrawals.

### **SATISFACTORY ACADEMIC PROGRESS**

To be eligible to receive federal/state 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).

# YOUR GRADES

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, the Office of Financial Aid, Advising Services (DTC/GC), notifications sent to students via the SIS Message Center, and at [reynolds.edu/financialaid](http://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.

Total # of credits attempted	GPA Requirement
1-15	1.5
16-30	1.75
31+	2.0

## 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.

## 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:

<b>A</b>	Excellent:	4 grade points per credit
<b>B</b>	Good:	3 grade points per credit
<b>C</b>	Average:	2 grade points per credit
<b>D</b>	Poor:	1 grade point per credit
<b>F</b>	Failure:	0 grade point per credit
<b>P</b>	Pass:	No grade points.
<b>S</b>	Satisfactory:	No grade points. The "S" grade is used only for satisfactory completion of developmental studies and ESL courses
<b>R</b>	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.
<b>U</b>	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.
<b>W</b>	Withdrawal:	No credit awarded.
<b>I</b>	Incomplete:	No credit awarded.
<b>X</b>	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 60 consecutive months may submit the “Petition for Academic Renewal” form to the Registrar’s Office or to Advising 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 Office of the Registrar, Parham Road Campus, Room 207. 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

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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 Registrar's 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 Advising Services or Registrar's Office. 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 Advising Services or to the Registrar's Office. (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

### REINSTATEMENT FROM SUSPENSION OR DISMISSAL

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

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

- July 1 for fall reinstatement
- November 1 for spring reinstatement
- April 1 for summer reinstatement

The Reinstatement Form or written appeal is forwarded to the Academic Standing Committee for consideration. Reynolds will ensure consideration of all appeals for reinstatement received by the deadline, including a review of the student's academic history at Reynolds and documentation of mitigating circumstances. Once the appeal is received, students will be contacted regarding the appeal meeting. Students are strongly encouraged to attend the appeal meeting with the Academic Standing Committee.

Decisions to reinstate may be accompanied by conditions designed to ensure the student's improved performance. Decisions to deny reinstatement will result in the continued enforcement of suspension or dismissal terms. Students who are not granted reinstatement will be dropped from any courses for which they may have pre-registered, and their tuition will be refunded automatically. ♦



HENRY DAVID THOREAU

## Plan

### 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.

## Track

### 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. Official transcript requests are made through a new online service known as Parchment. Go to [www.reynolds.edu/transcript](http://www.reynolds.edu/transcript) and select to receive your transcript electronically, via U. S. Postal Service, or pick up in the Office of the Registrar at Parham Road Campus, Georgiadis Hall, Room 207. Fees for this faster and improved service are between \$3.50 and \$5. It takes approximately five business days. If you have a financial obligation to Reynolds, this will prevent the release of your transcript. You may still view and print an unofficial transcript in MyREYNOLDS.

### GRADUATE ON TIME

## Graduate

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 2019 graduation application deadline: September 30, 2019
- Spring 2020 graduation application deadline: January 31, 2020
- Summer 2020 graduation application deadline: June 30, 2020

*\*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 Registrar's 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 honors)
- 3.500 Magna cum laude (with high honors)
- 3.800 Summa cum laude (with highest honors)

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



# Veterans Resource Guide

## OUR GOAL

Reynolds assist Veterans, active duty service members, guardsmen, reservists, and dependents, in making a successful transition into the Reynolds community. Our focus is supporting your success with academic services, including: advising on admissions, sharing available benefits, financial aid help, counseling and disability services, and guiding career transitions.

We understand the transition to student life can be challenging, yet rewarding. And we are grateful to you and your family members for your service to our country. We are dedicated to providing the services you need from application to graduation and beyond.

*If you are a member of a military family, and need help, contact:*

### Veterans Liaison

Parham Road Campus  
Georgiadis Hall  
Room 237  
1651 East Parham Road  
Richmond, Virginia 23228  
Phone: (804) 523-5656  
Veterans@Reynolds.edu

### Coordinator of Veteran Services

Downtown Campus,  
Room 105  
700 East Jackson Street  
Richmond, Virginia 23219  
Phone: (804) 523-5658  
Veterans@Reynolds.edu



# KEY RESOURCES FOR VETERANS

## VETERANS CERTIFICATION OFFICE

The dedicated Veteran Certification Office at Reynolds processes your paperwork for education benefits, and works in accordance with federal and state regulation so you can stay focused on earning your degree.

Reynolds works directly with the Department of Veterans Affairs to provide information about the classes you're taking. We certify to the VA that you are on track with your program and all courses you're taking are applicable to your program plan.

## Credits2Careers

Both Reynolds and the Virginia Community College System (VCCS) are proud to offer veterans the career and academic online tool Credits2Careers. C2C is designed specifically for prospective military and veteran students, providing them a tool to research how their previous education and military experience applies to college credits and toward a degree or certificate.

To learn more about the credits you have earned and deserve, create a C2C account. Load your military transcript to get a complete estimate of college credits for your military experience, explore careers, find a degree you desire, and much more.

## Student Veteran Association

Consider joining the Student Veteran Association to increase awareness of Veteran issues and serve as the voice for student veterans attending Reynolds. This student group and support system will help any and all students receiving VA Education Benefits. We want to support you in the successful transition into civilian and student life. Help us raise awareness for veterans issues and facilitate the distribution of information to Veterans at Reynolds.

## Important to Know

Once you become a student at Reynolds, there are some key things to know when choosing your classes.

- **Personal Wellness:** if you are the service-member, a copy of your DD-214 waives credit for the personal wellness requirement. The VA will not pay for the personal wellness classes for service-members
- **Developmental classes:** online developmental classes cannot be certified.
- **Hybrid courses:** will be reviewed by the School Certifying Official to determine if the class is considered distance learning or in person. (Most Hybrid classes are deemed distance learning)

- **Repeats:** Students who wish to retake a class after receiving a grade other than "W" or F, cannot be certified unless the college catalog requires a specific grade as a prerequisite.

## MILITARY BENEFITS

Qualifying veterans and dependents are eligible to receive educational benefits while attending Reynolds. Only the Department of Veterans Affairs can determine your eligibility for VA education benefits, and each program has specific requirements.

Those interested in obtaining these benefits must submit all required documentation at least 30 days prior (or before) to the first day of the term or the student is planning to enroll.

## GI Bill® Statement

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.

## Post 9/11 GI Bill®

The Post 9/11 GI Bill® provides up to 36 months of education assistance based on active duty service after Sept. 10, 2001. Includes

- Chapter 33 Post-9/11 GI Bill® (active duty)
- Transferability to dependents
- Yellow Ribbon Program

## Montgomery GI Bill®

The Montgomery GI Bill® provides up to 36 months of education assistance based on active duty service. Includes.

- Chapter 30 Montgomery GI Bill®
- Chapter 1606 Montgomery GI Bill® (selected reserves)

## Survivors and dependents assistance

Federal and state survivors and dependents programs provide education assistance to dependents of veterans who became permanently disabled or died while on active duty or as result of a service related condition.

- Chapter 35 Survivors and Dependents Education Assistance Program
- Virginia Military Survivors and Dependents Education Program.

## Vocational rehabilitation

Chapter 31 is a program for service members and veterans with service-connected physical or psychological disabilities.

# KEY RESOURCES FOR VETERANS

## Tuition Assistance-Top Up

Active Duty members may use their GI Bill® in conjunction with tuition assistance. This program allows the VA to pay the difference between the total course cost and the cost covered by your military branch, up to a maximum rate determined by the VA. If you are receiving 100% tuition assistance for a course, you would not be eligible for Top Up. Using Top Up reduces your GI Bill® entitlement. This program is handled through the Bursar's Office but you must first apply through your unit. See the GI Bill® website for Tuition Assistance-Top Up details including application procedures.

## MGIB Kicker

Reynolds does not report the kicker, only the Montgomery GI Bill® benefit. If you opted for this benefit at the time of your enlistment, you will automatically receive an additional amount included with your VA monthly stipend. However, if you are Active Duty or a veteran enrolled at less than half-time and your tuition and fees are less than your monthly MGIB benefit with the kicker, you will be limited to the amount of your tuition and fees. If you haven't received the kicker and think you should, please contact the Dept. Of Veterans Affairs.

## Student Accommodations

[www.reynolds.edu/student\\_services/accommodations](http://www.reynolds.edu/student_services/accommodations)

## Career, Employment, & Transfer

[www.reynolds.edu/student\\_services/cet](http://www.reynolds.edu/student_services/cet)

## Community Resources

[www.reynolds.edu/student\\_services/community-resources](http://www.reynolds.edu/student_services/community-resources)

## Tuition and Fees

[http://www.reynolds.edu/pay\\_for\\_college/tuition](http://www.reynolds.edu/pay_for_college/tuition)

## Virginia Veterans Resource Guide

[www.reynolds.edu/student\\_services/veterans/key-resources](http://www.reynolds.edu/student_services/veterans/key-resources)

## Military & Veteran Legal Resource Guide

[www.oag.state.va.us/programs-initiatives/veterans-assistance-resources/military-and-veteran-legal-resource-guide](http://www.oag.state.va.us/programs-initiatives/veterans-assistance-resources/military-and-veteran-legal-resource-guide)

## Military OneSource

[www.militaryonesource.mil](http://www.militaryonesource.mil)

## Veterans Crisis Line

[www.mentalhealth.va.gov/suicide\\_prevention/veterans-crisis-line](http://www.mentalhealth.va.gov/suicide_prevention/veterans-crisis-line)

## Veteran's Career finder

[www.vawizard.org/wizard/veterans](http://www.vawizard.org/wizard/veterans)

## Discounts for Military & Veterans

[couponlawn.com/special/400-discounts-for-military-veterans/](http://couponlawn.com/special/400-discounts-for-military-veterans/)

## Petersburg Freedom Support Center

[www.dvs.virginia.gov/dvs/locations/petersburg-benefits-office](http://www.dvs.virginia.gov/dvs/locations/petersburg-benefits-office)

*Some succeed  
because they are  
destined to;  
most succeed  
because they are  
determined to.*



# STUDENT POLICIES

2019-2020

Education is the  
most powerful  
weapon which you  
can use to change  
the world.

NELSON MANDELA

# STUDENT POLICIES

## COLLEGE READINESS FOR NON-HIGH SCHOOL GRADUATES (1-1)

### I. PURPOSE:

To provide guidance to the public and college community regarding standards for admission to the college for individuals who have not earned a high school diploma or equivalent.

### II. DEFINITIONS:

**Advanced Studies Diploma:** a diploma for students who complete 24 or 26 standard units of credit (depending on time of enrollment in high school) as outlined in the Virginia Department of Education regulations, earn nine (9) verified credits, and beginning with students who enter ninth grade in 2013-14, successfully complete one virtual course.

**Certificate of Program Completion:** a certificate for students who complete a prescribed program of studies as defined by the local school board but do not qualify for a diploma and who may or may not have an individualized education plan (IEP).

**General Achievement Diploma:** a diploma for students who are at least 18 years of age, are not currently enrolled in high school, have completed 20 standard units of credit towards graduation, do not have the necessary verified credits for any other diploma, and obtain a passing score on the GED test.

**General Educational Development (GED) Certificate:** a certificate awarded to students who successfully pass the GED test.

**Modified Standard Diploma:** a diploma for students with a disability, as identified on their IEP, who are unlikely to complete the credit requirements for a standard diploma, complete 20 standard units of credit as outlined in the Virginia Department of Education regulations, and demonstrate numeracy and literacy competence (pass 8th grade math and English).

**Special Diploma:** a diploma for students with disabilities who complete the requirements of their IEP but do not meet the requirements for other diplomas.

**Standard Diploma:** a diploma for students who complete 22 standard units of credit as outlined in the Virginia Department of Education regulations, earn six (6) verified credits, and beginning with students who enter ninth grade in 2013-14, earn a board-approved career and technical education credential, and successfully complete one virtual course.

### III. POLICY:

The following diploma types are recognized by the Commonwealth of Virginia: Advanced Studies, General Achievement, Modified Standard, and Standard. Other types of awards given by high schools that are not recognized as diplomas include the Certificate of Program Completion and the Special Diploma.

Students who indicate on the application for admission to Reynolds Community College that they do not have a recognized high school diploma (i.e., Advanced Studies Diploma, General Achievement Diploma, Modified Standard Diploma, or Standard Diploma) or the recognized equivalent, i.e., a General Educational Development (GED) Certificate, must meet the college's readiness standards, administered by the college's Testing Center, prior to being admitted as a curricular student.

Students who meet the readiness standards may be admitted into the college as a curricular student. Such students must also satisfy any additional college admission policies and procedures for admission into a specific curricular program.

Students who fail to meet the readiness standards shall be denied admission to curricular status until such time as they obtain a high school diploma or a GED Certificate. Such students may be admitted as non-curricular students, but should be directed to a GED or high school completion program. Students may be allowed to retake the test for mitigating circumstances or after a minimum of four (4) months. Requests for retests must be approved by the vice president of student affairs.

Students who do not have a high school diploma or its equivalent and who are at a distance may take the readiness test from a distance. However, students should contact the college's Testing Center to coordinate the testing at a distance. Students interested in this option must have an approved proctor (as determined by the Testing Center) at the testing site.

### IV. PROCEDURES:

- A. Students who seek admission to the college and who indicate on their application for admission that they do not have a high school diploma or a General Educational Development (GED) Certificate will be noted in the Student Information System as having no high school diploma/no GED by the Admissions and Records (A&R) Office.
- B. The A&R Office will notify such students who select a curricular program on their application or on a curriculum change form that they must satisfy the college's readiness standards. There are some curricular programs that require the completion of a high school diploma or GED. The college catalog documents specific curricular requirements.
  1. Students who produce an official high school transcript or GED Certificate indicating successful graduation will no longer be required to satisfy the college readiness requirement.
  2. Students who fail to produce official high school transcripts or a GED Certificate will be required to complete one of the tests administered by the college that satisfies college readiness. The tests do not need to be completed in one sitting.
  3. A list of the minimum passing scores for each test can be found in Section V, Other Information.
- C. The Admissions and Records Office will monitor scores in the Student Information System for all pending curricular applications and curriculum change requests belonging to students who do not have a recognized high school diploma or GED.

### V. OTHER INFORMATION:

College Readiness Standards for Non-High School Graduates  
Virginia Department of Education, Graduation Requirements

## 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 session/term or course. The census period covers the college's schedule adjust (add/drop) 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. Students funded from the Department of Defense (DoD) Tuition Assistance (TA) Program, will fall under the guidelines of the DoD Voluntary Education Partnership Memorandum of Agreement signed by the college. Any TA funds which are unearned by the student is to be returned to the government in accordance with the guidelines in Appendix A.
- D. Refunds shall be issued in the manner in which the payment of tuition and fees were transacted. Students should make sure that their address within the Student Information System (SIS) is accurate and reflects where they would like their refund to be mailed. Addresses should be updated in SIS or by utilizing JSRCC Form No. 11-0007, Student Request to Update Information.
- E. 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 course(s) in which he/she has been administratively dropped.
- F. 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 returning 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 enroll@reynolds.edu.
- 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:

- Appendix A – Tuition Assistance (TA) Refund Policy
- 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

### 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.

**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 date 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 class or participate at least once in a distance education class within the first fifteen percent (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 a course 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 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 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 or attended class during the first fifteen percent (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 fifteen percent (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 for twenty percent (20%) of the course between the last date to drop with a refund and the last date 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 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:

J. Sargeant Reynolds Community College (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, Reynolds 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 MyReynolds 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 at a distance may fax a signed request to Enrollment Services at 804-523-6405, or email a signed request to enroll@reynolds.edu.

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

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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 fifteen percent (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 ask the student to exit the class and 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 (2) times per semester – at the fifteen percent (15%) point and the sixty percent (60%) point. Students who do not attend any classes during the first fifteen percent (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 required to report attendance for the fifteen percent (15%) and sixty percent (60%) points at the same 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 shall have to initiate Reynolds Policy No. 1-37, Late Add. 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 email 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 sixty percent (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 (3) 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 their courses. 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 Reynolds Policy No. 1-3, Student Attendance, a record of your attendance shall 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

## V. OTHER INFORMATION:

Attendance Certification Procedures

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

Reynolds Policy No. 1-37, Late Add

JSRCC Form No. 11-0002, Add/Drop

JSRCC Form No. 11-0031, Attendance Certification

JSRCC Form No. 11-0032, Attendance Certification

## 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](mailto: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](mailto: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/index/students-and-parents/resources/student-complaints>

#### 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

### REVOCATION AND/OR WITHHOLDING AN AWARD (1-5)

#### I. PURPOSE:

To provide guidance on when and how the college may revoke and/or withhold an academic award.

#### II. DEFINITIONS:

**Award:** : any degree or certificate issued by the college.

#### III. POLICY:

As an academic institution, J. Sargeant Reynolds Community College (Reynolds) holds high its academic standards and the issuance of an award signifying the academic achievement of any individual. As such, the college reserves the right to revoke and/or withhold an award when there is reason to believe that the award was not rightfully earned.

A. Basis for revoking and/or withholding an award:

1. administrative error – instances where a student (who has not satisfied all program requirements) has received an award due to an error that includes, but is not limited to, keying errors, issuance to a student with a similar name, etc.
2. misconduct by faculty, staff, or student – when academic dishonesty, fraud, falsification or unauthorized altering of a student's record occurs.
3. other violations – when a violation of college policy is of such a nature that if discovered prior to issuing the award, the incident would have resulted in suspension or expulsion of the student from the college.
4. outstanding obligations – any fee, fine, misconduct case, or other outstanding issue the student must resolve.

B. Authority

The authority to revoke a degree rests with the president, who may delegate this authority to the vice president of academic affairs and the vice president of student affairs.

#### IV. PROCEDURES:

Revocation of an award

- A. In the event that information is presented that places into question the validity of an award, this information will be referred to the Office of Admissions and Records.
- B. The director of admissions and records will investigate the matter and present the issue with all facts to the vice president of academic affairs and the vice president of student affairs for review and determination of whether or not the award should be revoked.
- C. If it is determined that the award should be revoked, a recommendation will be made to the president.
- D. If the president or his designee agrees with the recommendation to revoke an award, the director of admissions and records will be notified to issue written notice to the alumnus or alumna informing him or her of the intent to revoke the award. A hold will be placed on the student's account reflecting blocking the issuance of the award.
- E. The student may challenge this action by submitting an appeal in writing, in accordance with Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions.

Withholding an award

- A. The Office of Admissions and Records will honor any obligation in the Student Information System. In the event that a student questions the hold, the Office of Admissions and Records will research the hold and communicate with the student the appropriate process for challenging or resolving the matter.

#### V. OTHER INFORMATION:

Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions

### 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

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related to the student. It should be legible, be 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:

Total number of credits attempted	GPA requirement
1 – 15	1.50
16 – 30	1.75
31+	2.00

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](mailto: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. used to distinguish various aspects of the procedures and/or guidelines.

#### 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 timeframe 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 timeline 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."

# STUDENT POLICIES

## 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 Email (1-8)

### I. PURPOSE:

To describe how communication with students will be conducted via electronic mail (e-mail) by faculty and staff.

### II. DEFINITION:

**Alternate e-mail:** an e-mail account through a non-VCCS service provider, such as Hotmail, AOL, etc.

**College-assigned e-mail:** an individual e-mail account with a unique username@email.vccs.edu designation, which is assigned to each student upon acceptance to JSRCC.

### III. Policy:

Electronic mail or e-mail is one of the official methods for communication with students at JSRCC. All official e-mail communication will be distributed to college-assigned e-mail accounts only. Mail sent to a college-assigned e-mail address may include notification of official college-related actions, including disciplinary action, and admissions and financial aid information.

- A. Assignment of student e-mail

A college-assigned e-mail account is available for each admitted

student. Students can access their e-mail account and change their password through the MyJSRCC portal.

- B. Expectations about student use of e-mail

Students are expected to check their e-mail on a frequent and consistent basis, in order to stay current with college-related communications and communications from course instructors. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my e-mail," an error in forwarding mail, or e-mail returned to the college with "mailbox full" or "user unknown" are not acceptable excuses for missing official college or instructor communications sent via e-mail. Students are responsible for the consequences of not reading in a timely manner college-related communications sent to their official college-assigned student e-mail account.

If a query to JSRCC administrative offices or faculty from an alternate e-mail account is made, students may be asked to resubmit their query using their official college-assigned e-mail account.

- C. Redirecting e-mail

Once e-mail has been delivered to a college-assigned e-mail account, students may forward messages to outside or alternate accounts at their own risk. The college strongly discourages this as a routine practice, because the college cannot guarantee delivery of mail to accounts outside of the @email.vccs.edu domain.

E-mail lost or not delivered because of redirection or forwarding does not absolve a student from the responsibilities associated with communication sent to his or her college-assigned e-mail address. The college is not responsible for and will not investigate problems with e-mail delivery to outside redirected or forwarded accounts.

- D. Educational uses of e-mail

All official e-mail course communications between faculty and students must be sent via a college-assigned e-mail account.

- E. Privacy of e-mail

JSRCC and the VCCS use various methods to protect the security of their computer and network resources and of users' accounts. Any electronic communications and data utilizing college-owned computer and network resources potentially may be disclosed under the provisions of the Virginia Freedom of Information Act and other college, state, and federal laws and regulations, or for appropriate college business needs.

E-mail users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. Users should be careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during e-mail correspondence, because many mailing lists are configured to deliver replies to the entire list, not just the author of a given message.

It is a violation of JSRCC and VCCS policy for any user of a college-assigned e-mail address to impersonate a college office, faculty/staff member, or student

## IV. PROCEDURES:

College-assigned e-mail accounts will be created automatically for all admitted students. Students are notified via U.S. mail of their college-assigned e-mail account.

## V. OTHER INFORMATION:

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

JSRCC Policy No. 1-35, Student Conduct

## Awarding of Federal Work-Study Funds (1-9)

### I. PURPOSE:

To provide policy and guidelines for the basis upon which the college will consider and make awards to students for Federal Work-Study (FWS) opportunities.

### II. DEFINITION: N/A

### III. Policy:

The following policies shall apply for the operation of the FWS Program for the fall and spring semesters and for the summer sessions unless separate policies are provided:

- A. The Financial Aid Office shall determine the eligibility status for students who demonstrate financial need via the Free Application for Federal Student Aid (FAFSA) and who complete an application for a Federal Work-Study position.
- B. Students who are interested in Federal Work-Study employment must submit their resumes to the FWS coordinator in the Office of Financial Aid. Once a student's resume has been received by the FWS coordinator, the financial aid status shall be reviewed to determine eligibility. In the event students are eligible for FWS, students shall receive an email confirming eligibility to participate in the FWS program.
- C. The college does not guarantee a FWS position to each student who has been awarded FWS. The financial aid award letter shall reflect the FWS award does not guarantee the student a job.
- D. The FWS coordinator shall determine how many students can be sustained on the FWS payroll by dividing the total dollars allocated for the FWS Program by the hourly rate of pay for on-campus employment and further dividing that number by the average academic year FWS award amount (adjusted also for the number of off-campus students needed to comply with the federal requirement regarding the percentage of the community service earnings expectation).
- E. The FWS coordinator is responsible for authorizing placements, conducting orientation with new FWS participants, forwarding employment packets to the supervisors, and submitting completed employment packets to the Office of Human Resources for placement on the college's FWS payroll. If the work-study student is hired in a defined Reynolds security-sensitive position, the FWS coordinator is responsible for obtaining the completed and signed Employment Background Investigation Authorization and Disclosure form. This signed form must be submitted to Human Resources prior to the first day of work along with the above-referenced employment packets.
- F. The FWS coordinator shall work with supervisors to identify potential students for jobs in their areas. Resumes for potential students shall be forwarded to the perspective supervisor. The supervisor shall contact the potential students to set up interviews. The supervisor shall forward the name of the selected student to the FWS coordinator.
- G. The FWS coordinator has the responsibility for authorizing and approving all FWS placements in the FWS Program. In all cases, the supervisor must furnish to the FWS coordinator the name of the student he/she would like to hire. This is the point at which the supervisor is informed that the student's placement in the FWS Program is authorized. The FWS coordinator informs the supervisor the number of weekly hours the student may work based on the student's FWS award.
- H. As work-study jobs are filled by the FWS coordinator, the work-study hours pool shall be reduced by the number of hours assigned to each filled job. When all work-study hours are obligated, no further work-study positions shall be filled. If work-study jobs are vacated by students or canceled by the supervisor, the work-study coordinator shall be notified immediately, and the remaining hours assigned to that job shall be returned to the work-study pool.

- I. All successfully hired FWS Program participants shall be required to attend a mandatory orientation session prior to beginning their employment. The dates and times of the orientation sessions shall be included with award letters to all students awarded FWS. During orientation, the FWS coordinator shall review and discuss the guidelines, procedures, authorized hours to be worked, and expectations associated with the FWS Program. All participants shall receive an employment package containing necessary forms to be completed for employment and payroll purposes.
- J. Group orientation sessions shall be held at the beginning of each semester. Students who have attended an orientation session during the fall term and will be continuing their employment during the spring and summer terms, do not need to attend a spring or summer orientation session. If necessary, individual orientation sessions shall be held, by appointment only, once all group sessions have concluded.
- K. The FWS coordinator shall inform both the student employee and supervisor when the student employee has at least forty-five (45) hours remaining to be worked. The student employee and the supervisor shall be notified in writing by email and/or U.S. mail, and by telephone. Once the FWS coordinator has communicated this information to the student and supervisor in a timely manner (remaining hours to be worked total at least 45 hours), any hours worked in excess of the authorized hours shall not be paid through FWS funding.
- L. FWS students are paid bi-weekly, as scheduled by the college's Payroll Office. On-campus students record their arrival and departure times daily on the HRMS system and submit the hours to their immediate supervisor. The submitted hours are reviewed weekly by the immediate supervisor for exceptions and approval.  
  
Students employed off-campus must complete and sign the Reynolds hard-copy timesheets of the hours worked and submit these to their off-campus supervisor for review and approval. The off-campus supervisor faxes the signed timesheet to the FWS coordinator. The FWS coordinator enters approved hours from the faxed timesheets into the HRMS system.  
  
Approved hours worked by off-campus students must be received in the Financial Aid Office no later than the Friday of each week. If the deadline is missed, certification by the FWS coordinator may be delayed, which may also delay processing of the paycheck by two (2) weeks.  
  
The FWS coordinator monitors expenditures by means the FWS payroll report. The report identifies each student worker, each student's hourly rate of pay, the semester award amount, the pay period end date, hours worked that pay period, amount earned that pay period, and the remaining amount the student has to earn for the semester. Following the bi-weekly certification of timesheets by the Payroll Office, the FWS coordinator shall reconcile the report with the Student Information System (SIS).
- M. The college shall satisfy the on-campus needs for FWS students before it accepts FWS opportunities in off-campus public and non-profit settings, except as it applies to the community service requirement of FWS students.
- N. The college shall identify FWS work opportunities that provide meaningful work experiences for the students in those work positions. Supervisors shall be required to attend applicable FWS orientation and training sessions and adhere to all requirements and guidelines of the FWS Program.

### IV. PROCEDURES: N/A

### V. OTHER INFORMATION:

- Employment Background Investigation Authorization and Disclosure Form
- Work-Study Employee Handbook
- Work-Study Handbook for Supervisors

# STUDENT POLICIES

## 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 cancelled. 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 in the Student Information System (SIS) 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 for 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. 11-0004, 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. 11-0004, 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

- documentation from professional(s) verifying the circumstances and when the circumstances occurred
- receipts or other documents that can verify the circumstances

This information may be submitted by email to [enroll@reynolds.edu](mailto: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 complete form, including documentation of mitigating circumstances, to the Dual Enrollment Office. The coordinator of dual enrollment 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

## Admissions (1-11)

### I. PURPOSE:

To establish standards and guidelines on admissions to the college.

### II. DEFINITION:

**Ability-to-benefit:** generally applies to a person who is a non-high school graduate or does not have a high school diploma equivalent (i.e., GED), who is beyond the age of compulsory attendance, and who achieves scores in the areas of English, reading, and math on a designated test that would determine that he or she can perform at the college level.

**Advanced Studies Diploma:** a diploma for students who complete 24 or 26 standard units of credit (depending on time of enrollment in high school) as outlined in the Virginia Department of Education regulations, earn nine (9) verified credits, and beginning with students who enter ninth grade in

2013-14, successfully complete one virtual course.

**College readiness:** demonstrated ability to perform in college level courses as prescribed by placement test scores, other standardized tests, or success in previous college level coursework.

**Concurrent student:** the classification established for any high school student who is enrolled in courses at the college and who is not under the provisions of the statewide dual enrollment agreement.

**Dual enrollment student:** the classification established for any high school student who is enrolled in courses at the college under the provisions of the statewide dual enrollment agreement.

**General Achievement Diploma:** a diploma for students who are at least 18 years of age, are not currently enrolled in high school, have completed 20 standard units of credit towards graduation, do not have the necessary verified credits for any other diploma, and obtain a passing score on the GED test.

**High school graduate:** any individual who has completed a course of study at the secondary level for whom the school certifies that the individual meets the criteria for a high school graduate. Within the Commonwealth, the Virginia Community College System recognizes the achievement of one (1) of the following Virginia high school diplomas: Advanced Studies Diploma, Standard Diploma, Modified Standard Diploma, and General Achievement Diploma.

**Home-schooled student:** the classification established for any high school-age student who is not enrolled in a public or private high school and who is under the home school provisions of the Commonwealth of Virginia.

**International student applicants:** individuals who are not United States citizens who wish to enroll at the college under visa status.

**Modified Standard Diploma:** a diploma for students with a disability, as identified on their IEP, who are unlikely to complete the credit requirements for a standard diploma, complete 20 standard units of credit as outlined in the Virginia Department of Education regulations, and demonstrate numeracy and literacy competence (pass 8th grade math and English).

**Standard Diploma:** a diploma for students who complete 22 standard units of credit as outlined in the Virginia Department of Education regulations, earn six (6) verified credits, and beginning with students who enter ninth grade in 2013-14, earn a board-approved career and technical education credential, and successfully complete one virtual course.

### III. Policy:

Consistent with its mission to serve the community, J. Sargeant Reynolds Community College adopts the following policies for admission into the college.

- Individuals are eligible for general admission to the college if they are high school graduates or the equivalent, or if they are eighteen (18) years of age or older and demonstrate readiness to study at the college. Individuals may self-certify that they are high school graduates. If an individual is enrolled in high school or completing an equivalency diploma at the time they are applying, they must submit an official copy of their final high school transcript, which should list the diploma type and graduation data.

Enrollment for high school students (dual enrollment, concurrent enrollment, and home- schooled students) is restricted to students who have attained junior or senior status.

Concurrent and home-schooled students must provide sufficient documentation in order to demonstrate college readiness for the courses in which they are interested. Documentation shall include high school transcripts, placement test scores, or other standardized tests.

High school students who do not meet the junior or senior status may petition for enrollment. Dual enrollment students should submit JSRCC Form No. 11-0025, Dual Enrollment Course Request form, to the Office of Outreach and Recruitment. Concurrent students should submit JSRCC

# STUDENT POLICIES

Form No. 11-0026, Concurrent Enrollment form, to the Office of Admissions and Records, and home-schooled students should submit JSRCC Form No. 11-0030, Home Schooled Student Enrollment form, to the Office of Admissions and Records. All petitions must receive approval from the college president.

High school students must take all parts of the college's readiness test and meet the College's Readiness Standards for High School Students. Further, all high school students must request permission for enrollment for each semester in which they are interested. These students shall be classified as non-curricular students until they have met general admissions requirements. In all instances, high school students shall be restricted to enrollment in college level courses.

- B. Students working toward degrees at other institutions of higher learning may enroll at the college as non-curricular, transient students. Transient students must submit JSRCC Form No. 11-0006, Transient Student Approval form, upon completion of the application for admission.
- C. Applicants who are designated as international student applicants may apply for admission to the college. However, admission may be restricted to certain degree and certificate programs. All necessary documents as shown on the Required Document List for International Student Admissions, must be submitted in accordance with established deadlines in order to enroll at the college.
- D. The college reserves the right to deny admission to individuals who pose a threat to himself or herself, to the college environment, or for whom the college has reason to believe that it is not in the best interest of the college to enroll the individual. Denials shall be handled according to the Procedures for Denial or Revocation of Admissions Status.
- E. Provided that an applicant meets the general admission requirements, he or she may enroll in a curricular program. Students who do not meet the general admissions requirement may enroll in the college as a non-curricular student until he or she earns a high school diploma or equivalent or demonstrates the ability to benefit. (See Reynolds Policy No. 1-1, College Readiness for Non-High School Graduates).
- F. Applicants may need to meet specific requirements for enrollment in certain programs. It is the responsibility of the student to provide the additional information required in order to meet the admissions standards for the program.
- G. In the instance that enrollment is limited for a particular curriculum, priority shall be given to all qualified applicants who are residents of the service region supporting the college and to Virginia residents not having access to a given program at their local community college, provided such students apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.
- H. All decisions regarding general admission are made by the Office of Admissions and Records.
- I. Decisions regarding admission into programs with additional admission requirements are made by the program head or school dean. However, all documents for college admission should be submitted through the Office of Admissions and Records, which shall coordinate admission processes with the various academic units.

The college prohibits educational and employment discrimination on the basis of race, sex, color, national origin, religion, age, or political affiliation, or against otherwise qualified persons with disabilities. In the event that there is a concern regarding discrimination, the individual should contact the college's equal opportunity officer and/or Office of Student Affairs.

## IV. PROCEDURES:

- A. Individuals interested in admission to the college must complete the Virginia Community College Online Admissions application form or JSRCC Form No. 11-0000, Application for Admission.
- B. Upon submission of an application, the Office of Admissions and Records will review the application and determine the applicant's eligibility for general admission. In instances where additional documentation or meetings with applicants are required (e.g., home-schooled students, threats to environment, etc.), the appropriate office will contact each applicant for additional follow up.
- C. Applicants will receive notice from the Office of Admissions and Records regarding their eligibility for general admission to the college.
- D. In the instance where a student is an applicant to a program with special admission criteria, the academic unit should communicate to the Office of Admissions and Records their deadlines for admission and establish a timeline for the timely review of documents.
- E. Upon the collection and review of supplemental documentation (e.g., transcripts) and other criteria, the Office of Admissions and Records will communicate the results of its review to the academic unit. The academic unit will communicate its final decision to the applicant regarding his/her eligibility for enrollment into the specific program. The academic unit must communicate its decisions to the Office of Admissions and Records, using mutually-agreeable procedures.

## V. OTHER INFORMATION:

Reynolds Policy No. 1-1, College Readiness for Non-High School Graduates

JSRCC Form No. 11-0000, Application for Admission

JSRCC Form No. 11-0006, Transient Student Approval Form

JSRCC Form No. 11-0025, Dual Enrollment Course Request Form

JSRCC Form No. 11-0026, Concurrent Enrollment Form

JSRCC Form No. 11-0030, Home Schooled Student Enrollment Form  
College Readiness Standards for High School Students

College Readiness Standards for Non-High School Graduates Procedures for Denial or Revocation of Admissions Status

Required Document List for International Student Admissions

Virginia Community College Online Admissions, Application Form

Virginia Department of Education, Graduation Requirements

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

### I. PURPOSE:

J. Sargeant Reynolds Community College (Reynolds) is dedicated to an affirmative action policy, which provides that all matters relating to present and prospective students will be handled fairly and equitably. Unless otherwise specified, this policy provides a forum for students to lodge challenges to decisions by the college that are considered a violation of the student's right with regard to federal or state law, or policies covered by the State Council of Higher Education for Virginia (SCHEV), the Virginia Community College System (VCCS), or institutional policy outlined in the student handbook, college catalog, or other publication. In the event there is another policy which provides recourse for a student that is related to his/her claim, that student will be advised of that particular policy.

### II. DEFINITIONS:

**Academic appeal:** a formal process through which a student can challenge his/her course instructor and the college's administrative leadership

regarding the student's final grade in a course. A final course grade appeal must be based on at least one (1) 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 from other students in the course with respect to the instructor's application of the course syllabus.

**Non-academic appeal:** a formal process through which a student or student group can challenge 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 appeal 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, the Virginia Community College System, federal or state guidelines, student governance issues, student activities, and other concerns that a student might present for redress. A non-academic appeal may be based on one (1) 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 shall be exhausted to resolve student grievances in an amicable and fair manner.

- A. An academic appeal 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. Appeals must be in submitted in writing, but may be submitted in person, by mail, or electronically (or by email).
- B. A non-academic appeal must be initiated within thirty (30) calendar days after a decision is made. Appeals must be in submitted in writing, but may be submitted in person, by mail, or electronically (or by email).
- C. The college shall make every effort to respond to appeals within the timeline outlined in this policy. In order to ensure a timely resolution, the student has the responsibility to respond to requests for meetings within ten (10) business days of the request. In the event that the student does not respond to the request, the dean or President's Executive Cabinet member has the discretion to uphold the decision being challenged. If the student was unable to respond due to incapacitation or other reason, he/she may submit a letter outlining the circumstances. However, it is at the discretion of the President's Executive Cabinet member to determine if the meeting should occur. Decisions to allow for a meeting to occur after having upheld the decision must consider the circumstances that prevented the student from responding, the timing of the request by the student, and the feasibility to address the matter based on the various policies involved with the case.
- D. 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.
- E. Students are encouraged to contact the Office of Student Affairs for assistance in understanding this policy. In addition, the Office of Student

Affairs shall assist students in determining the appropriate person with whom a student must file an appeal, and provide that person's contact information.

- F. If a student has exhausted all of his/her options by way of this policy, the student may file a formal complaint with the State Council of Higher Education for Virginia (SCHEV) at <http://www.schev.edu/index/students-and-parents/resources/student-complaints>.

### 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 he or she is challenging and request to meet with the individual whose actions he or she is grieving. In the instance of an academic appeal, the student must submit a copy of the grievance letter to the academic dean 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 challenging.
2. The instructor or non-instructional party has ten (10) business days from the date the appeal 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 meeting 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 Level II.
3. At the Level I meeting, the student must clearly present his or her case regarding the aggrieved 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 decision with the faculty or staff member's school dean or appropriate administrative unit supervisor within ten (10) business days after receiving the written decision from the Level I meeting. The written statement provided for Level I describing the issues grieved must be part of the student's written request for the Level II hearing. Within ten (10) business days of receiving the written appeal, the school dean or administrative unit supervisor will schedule a conference with the parties in an effort to resolve the matter (the actual conference may occur after the ten [10] business days, but its date should be established within this time frame).

# STUDENT POLICIES

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 will prepare a report of the disposition of the matter and will provide copies to the student and the instructor or non-instructional party within ten (10) business days after the conference. 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 receiving 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 receiving this appeal, the President's Executive Cabinet member will set a date for a meeting with 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 Appeals Committee for the Level III hearing. The President's Executive Cabinet member will chair the hearing, but he/she 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 interest, another President's Executive Cabinet member will be selected to convene and facilitate the hearing.
4. The Student Appeals Committee (see definition in Section II) will be formed in order to objectively hear the facts of the appeal and to render a decision.
  - a. Any Student Appeals Committee member associated with the academic school or administrative unit where the challenge originated will not be eligible to hear the appeal. 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 will 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 (1) faculty member from each academic school, two (2) Student Affairs representatives, and two (2) student representatives. Members on this committee pool will be appointed for two-year terms. In addition, one (1) 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 will 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. The chair may ask disruptive persons to leave the room.
7. The Student Appeals Committee will 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 Appeals Committee is final.

## V. OTHER INFORMATION:

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

## AWARD OF DEGREES POSTHUMOUSLY (1-13)

### I. PURPOSE:

To provide the college guidance on the criteria and process for awarding degrees and certificates to students who pass away during their enrollment.

### II. DEFINITIONS:

**Certificate:** certificate programs or career studies certificates sanctioned by the college and the Virginia Community College System (VCCS).

**Degrees:** Associate of Arts, Associate of Science, Associate of Applied Arts, or Associate of Applied Science degrees sanctioned by the college and the VCCS.

### III. POLICY:

In an effort to recognize the work of students who pass away during the year in which they were enrolled at the college, the institution shall award degrees and certificates to students posthumously.

Students who have at least a 2.0 grade point average, who are at least within

85% of completing their program, and who are in their last semester of enrollment within their program, shall be considered for this award.

Students who are involved in unlawful activity at the time of death shall not be considered for this award.

The college shall determine the appropriate manner to present the diploma. However, no family member shall be allowed to participate in commencement as a proxy.

Diplomas shall bear the notation "awarded posthumously."

Cases that do not meet the above specified criteria may be considered when extraordinary circumstances prevail and must be approved by the president.

#### IV. PROCEDURES:

- A. Upon notice of a student death, a faculty or staff member may petition the Admissions and Records Office for a review of the student's record, to determine if the student qualifies for a posthumous award.
- B. If eligible, the Admissions and Records Office will forward the student's information to the appropriate academic dean.
- C. The academic dean will review the information and submit a request to the vice president of academic affairs, who will forward the request to the President's Executive Cabinet. All requests should be made by April 1 of the academic year 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 will not testify nor present any evidence.
- D. The President's Executive Cabinet will review and make a recommendation to the college president. Once a decision is made, the vice president of academic affairs will inform the academic dean of the decision.
- E. The President's Office will communicate the decision on approvals to the Graduation Committee for implementation, which will consist of communication to the family of the approval and procedures during commencement.
- F. The Graduation Committee will add the student's name along with a "posthumous" designation to the graduation lists and commencement program.
- G. The college registrar will prepare a diploma to be presented to the student's family.

#### V. OTHER INFORMATION: N/A

### 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:

J. Sargeant Reynolds Community College (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](mailto: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

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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:

J. Sargeant Reynolds Community College (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.

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

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:

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.

#### IV. PROCEDURES: N/A

#### V. OTHER INFORMATION:

*Code of Virginia*, Title 23, § 23-7.4, 23-9.2.3.7, and 23-9.6.2

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

#### V. OTHER INFORMATION:

National Council on Alcohol and Drug Dependence (NCADD), <https://www.ncadd.org/>

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

Federal Drug Offense Sanctions and Penalties,  
<http://www.ncjrs.gov/pdffiles/denybene.pdf>

*Code of Virginia*, Virginia Drug Control Act,  
<https://law.lis.virginia.gov/vacodepopularnames/drug-control-act/>

*Code of Virginia*, Virginia Alcohol Beverage Control Act,  
<https://vacode.org/2016/4.1/>

Virginia Community College System (VCCS) Policy 3.14.3,  
Illegal Substance Policy

#### Support Groups

Alcohol Anonymous (AA), <https://www.aarichmond.org/index.php>

Al-Anon Family Groups, <http://alanonrichmond.org/>

Narcotics Anonymous, <https://rvana.org/>

## 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

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

### I. PURPOSE:

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

### II. DEFINITIONS:

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

**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.

# STUDENT POLICIES

## 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-advise. However, students who self-advise 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.

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.

# STUDENT POLICIES

## 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:

1. 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. Some programs may require curricular changes during any break in enrollment. In cases like these, the program head/dean shall notify all active students of the impending changes to a program and provide guidance on how to address the new requirements.

2. 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.
3. The program head may select an appropriate catalog year for a student when the catalog in use by the student is more than seven (7) years old at the time the student is seeking graduation. Otherwise, either the current catalog or any catalog that is not more than seven (7) years old becomes the effective catalog.
4. Wherever possible, substitutions shall be utilized to maximize the usage of previously taken courses while maintaining the integrity of the degree.

All 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

## V. OTHER INFORMATION: N/A

## Advanced Standing (1-21)

### I. PURPOSE:

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

### II. DEFINITIONS:

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

**Credit by 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

## 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. 4-17, Title IX – 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).

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. 4-17, Title IX – 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.

# STUDENT POLICIES

## 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. 1-26, Student Privacy and Release of Student Information

Reynolds Policy No. 1-35, Student Conduct

Reynolds Policy No. 2-18, Classroom Interruptions

Reynolds Policy No. 4-17, Title IX – Sexual Misconduct

JSRCC Form No. 75-0005, Behavioral Intervention Referral

## STUDENT ACADEMIC HONORS AND RECOGNITION (1-23)

### I. PURPOSE:

To describe college policy with regard to honoring and recognizing a student's academic performance.

### II. DEFINITIONS: N/A

### III. POLICY:

Both curricular and non-curricular students are eligible for academic honors at J. Sargeant Reynolds Community College (Reynolds). Listed below are the criteria established for each award. Only the highest applicable honor shall be awarded.

Students who earn grades of incomplete ("I") will not be eligible to earn academic honors. If a student qualifies to receive an academic honor once any "I" grades are changed, he/she shall be awarded the honor at that time.

#### A. President's Honor Roll

Awarded to a curricular or non-curricular student who has successfully;

1. earned a cumulative GPA of 3.8 or higher;
2. earned a semester GPA of 3.5 or higher;
3. carried at least six (6) non-developmental credit hours for the semester;

4. earned twenty (20) or more credit hours at Reynolds;
5. earned no grades of D, F, I, or U for the semester; or
6. earned no more than one (1) W for the semester.

#### B. Dean's List

Awarded to a curricular or non-curricular student who has successfully;

1. earned a semester GPA of 3.2 or higher;
2. carried at least six (6) non-developmental credit hours for the semester;
3. earned no grades of D, F, I, or U for the semester; or
4. earned no more than one (1) W for the semester.

## IV. PROCEDURES:

1. The Office of Student Affairs will generate mailing lists of all students who qualify for the President's Honor Roll and the Dean's List for each semester and summer session.
2. The vice president of student affairs, or designee, will provide a list to the Office of the President of those students who qualify for the President's Honor Roll at the beginning of each term.
3. The president, or designee, will prepare and mail a letter of congratulations and a certificate to students who qualify for the President's Honor Roll no later than thirty (30) days after the completion of the semester or summer session.
4. The vice president of student affairs, or designee, will prepare and mail a letter of congratulations and a certificate to students who qualify for the Dean's List no later than thirty (30) days after the completion of the semester or summer session. This letter is to be jointly signed by the vice presidents of academic affairs and student affairs.

## V. OTHER INFORMATION: N/A

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

### I. PURPOSE:

To describe 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, 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 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 a student's 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 needs 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 would make the student's identity easily traceable.

### III. POLICY:

In compliance with the Family Educational Rights to Privacy Act (FERPA) and applicable state law, J. Sargeant Reynolds Community College (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. This includes taking the appropriate steps to protect personally identifiable information.
- B. Faculty and staff are restricted to reviewing 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 shall take steps to ensure that student data is secure within the Student Information System.
- E. The college shall notify students of the provisions of this policy annually. Notification of the policy shall be placed on the college website and publications, such as the *College Catalog*, the *Registration Information Handbook*, and the *Student Handbook*.

#### Student rights

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

- A. A student has the right to inspect and review his/her educational record within forty-five (45) days of submitting a request for access to such record.
- B. A student has the right to request an amendment to his/her educational record in the event that the student thinks the record is inaccurate or misleading.
- C. A student may consent to disclose personally identifiable information contained in his/her educational record.
- D. A student has the right to file a complaint at the college or with the United States Department of Education, if he/she thinks that the college has failed to comply with this policy.

#### Disclosure of information in student records

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

- A. When a legitimate educational interest exists.
- B. When a parent or legal guardian of the student requests information related to a student file, provided the parent or legal guardian has demonstrated that the student is indeed a legal dependent. The most recent IRS tax return listing the student as a dependent shall suffice as documentation.
- C. In the instance that an emergency exists and information is necessary to protect the health or safety of the student or other persons. The college may disclose information to appropriate health or safety authorities.

- D. When a student is seeking or intending to enroll at another institution.
- E. In order to comply with a judicial order or subpoena provided the college makes a reasonable effort to inform the student in advance of compliance so that the student may take protective action, except when the college is legally required to not disclose the existence of a subpoena.
- F. To accrediting organizations/agencies or federal, state, or local authorities conducting studies for or on behalf of educational institutions.
- G. To persons or organizations in connection with financial aid (such as the Virginia Community College System and the State Council of Higher Education for Virginia).
- H. When a study or studies are being conducted on behalf of the college, provided such studies are conducted in a way that shall not permit the identification of a student.
- I. As warranted in instances where the results of a disciplinary proceeding are to be reported to an alleged victim of a violent crime or a non-forcible sexual offense, regardless of whether the alleged offender is found responsible for violating the student conduct policy.
- J. To military personnel in accordance with the Solomon Amendment.
- K. In response to an ex parte order in connection with the investigation or prosecution of terrorism.

In accordance with the *Code of Virginia*, and VCCS Policy 6.2.71, the college shall not disclose any directory information without the consent of the student.

All officials shall document when information is disclosed.

#### Control over the release of information

If desired, a student may request that directory information not be released in a particular case. Such a request must be submitted in writing to the Office of Admissions and Records or the Office of Student Affairs. The student may also indicate this desire by placing a "FERPA shade" or block on his/her student record within the Student Information System. Requests for such blocks may prevent student information from being printed in publications, such as the commencement program or other activities of the college. If a student has an obligation to the college, (e.g., financial hold, student conduct, etc.), his/her record (which may include academic transcripts, diplomas, etc.) shall 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 must submit in writing a request to review such record to the Office of Admissions and Records. The request must identify the record(s) he or she wishes to review. If the request is from a parent, the parent must provide a copy of the most recent year's federal tax return documenting that the student, whose record is being requested for review, is indeed his or her dependent.
2. The Office of Admissions and Records staff will respond to the inquiry within a reasonable amount of time, but within the forty-five (45) day requirement prescribed by FERPA, informing of the date, time, and place that the record(s) may be reviewed.
3. If the record is not housed within the Office of Admissions and Records, the staff will direct the student to the appropriate office in which the record is maintained.

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

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

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- 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.
- 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).
- 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.
- If the student is dissatisfied with the decision, he/she may appeal the decision to the executive officer to whom the unit reports.
- 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 Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions, 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:

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

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

#### E. Record retention

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

#### V. OTHER INFORMATION:

Family Educational Rights to Privacy Act (FERPA)

HB 1 Scholastic Records; prohibited access to directory information.

Directory Information Addendum

Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions

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

JSRCC Form No. 11-0020, Release of Information

## PARTICIPATION IN COLLEGE-SPONSORED OFF-CAMPUS ACTIVITIES (1-29)

### I. PURPOSE:

To describe college policy related to college-sponsored, off-campus co-curricular, instructional and non-instructional activities, and student transportation.

### II. DEFINITIONS:

**Co-curricular activity:** an off-campus activity sponsored by a faculty or staff member or academic department that is tied directly to course and/or program objectives. Co-curricular activities are not necessarily designed by a faculty member for a course that he/she is directly teaching, but they are activities that provide benefit to students within a particular program or programs.

**Instructional-related activity:** an off-campus activity sponsored by a faculty member or academic department that is tied directly to course and/or program objectives, and which is typically required as part of class coursework.

**Non-instructional-related activity:** a college-sponsored, off-campus activity that is not tied directly to course and/or program objectives, and which is usually sponsored by the Office of Student Life.

### III. POLICY:

College-sponsored, off-campus activities, including co-curricular, instructional, and non-instructional activities are encouraged and should be used to provide more enriching experiences to students. All activities must be pre-approved according to the procedures below.

Instructional-related activities must be included in course syllabi and should include dates, times, and destination of the activities. All instructional-related activities must be approved by the supervising dean. Instructional-related activities that are not listed in the course syllabus shall be deemed optional as opposed to required activities. Students shall not be held responsible or penalized academically for not participating in optional instructional-related activities. However, alternate options should be provided to students in order to allow them an equal opportunity to receive credit for any assignment.

Students shall sign JSRCC Form No. 75-0004, Assumption of the Risk form, that shall release J. Sargeant Reynolds Community College (Reynolds) and the sponsoring faculty/staff and office/department of all liability if the student is injured due to his/her involvement in the college-sponsored activity. Assumption of the Risk forms should be provided to, and completed by, students for any activity that presents some danger or health hazard to a student. This includes travel in vehicles, activities that utilize dangerous tools, etc.

College/Commonwealth of Virginia vehicles used to transport students must be driven by college employees. The college assumes no responsibility for students transporting individuals in non-college/Commonwealth of Virginia vehicles.

### IV. PROCEDURES:

#### A. Instructional-related activities

- The activity organizer submits JSRCC Form No. 75-0002, Student/Organization Field Trip Request & Worksheet; Request for State Vehicle Form – CP 2 (if applicable); and JSRCC Form No. 75-0003, Request to Reserve Campus Van (if applicable), to the vice president of student affairs (VPSA) or designee. Appropriate paperwork for required activities should be submitted at least thirty (30) calendar days prior to the activity. Paperwork for optional activities should be submitted at least five (5) business days prior to the activity.
- The VPSA, or designee, submits a worksheet, JSRCC Form No.

75-0002, Student/Organization Field Trip Request & Worksheet, to the supervising dean.

3. The supervising dean submits a worksheet to the vice president of academic affairs (VPAA) if the cost of the activity exceeds \$5,000. In the event that an activity exceeds \$5,000, the VPAA will review and consult with the appropriate body on a final determination regarding the activity.
4. In the case of required activities, instructors must include information about the activity or activities on the course syllabus, indicating field trip dates, times, destination, and cost.
5. The activity organizer provides students with JSRCC Form No. 75-0001, Field Trip Notification of Student Absence, to give to instructors (if applicable).
6. The activity organizer will complete JSRCC Form No. 75-0004, Assumption of the Risk certificate, specifying the name of the activity and the location and date(s) of the activity and forward it to the vice president of finance and administration for review, discussion with Risk Management, and inclusion of additional language as necessary. The approved certificate will be initialed in the bottom left corner, indicating review is complete and issuance approved, and returned to the activity organizer to duplicate and issue for student/participant signature.
7. At the completion of the activity, and within five (5) business days, the activity organizer completes and submits appropriate college forms, receipts, and documentation to the VPSA for processing.
8. The activity organizer keeps all records for at least one (1) year.

#### B. Co-curricular and non-instructional-related activities

1. The coordinator for student life or faculty or staff member submits JSRCC Form No. 75-0002, Student/Organization Field Trip Request & Worksheet; Request for State Vehicle Form – CP 2 (if applicable); and JSRCC Form No. 75-0003, Request to Reserve Campus Van (if applicable), to the VPSA or designee at least thirty (30) calendar days prior to the activity.
2. The VPSA, or designee, will review the request and notify the activity organizer of the status of the request within ten (10) business days.
3. If the activity is approved by the VPSA, or designee, the activity organizer will complete JSRCC Form No. 75-0004, Assumption of the Risk certificate, specifying the name of the activity, the location and date(s) of the activity and forward it to the vice president of finance and administration for review, discussion with Risk Management, and inclusion of additional language as necessary. The approved certificate will be initialed in the bottom left corner, indicating review is complete and issuance approved, and returned to the activity organizer to duplicate and issue for student/participant signature.
4. The activity organizer provides students with JSRCC Form No. 75-0001, Field Trip Notification of Student Absence, to give to instructors (if applicable).
5. At the completion of the activity, and within five (5) business days, the activity organizer completes and submits appropriate college forms, receipts, and documentation to the VPSA, or designee, for processing.
6. The Office of Student Life keeps all records for at least one (1) year.

#### C. Student conduct

Students participating in college-sponsored, off-campus activities are expected to display appropriate behavior. Any inappropriate behavior by a student should be addressed by the trip organizer using procedures outlined in Reynolds Policy No. 1-35, Student Conduct. If the activity is

instructional-related, the faculty member is also encouraged to address the behavior using procedures outlined in Reynolds Policy No. 2-18, Classroom Interruptions.

#### D. Emergency situations

If an emergency situation occurs during a college-sponsored, off-campus activity, the trip organizer must:

1. notify the appropriate emergency and law enforcement personnel;
2. notify the person listed on the student(s)' Assumption of the Risk certificate; and/or
3. notify the Department of Police at 523-5911.

The Department of Police and the VPSA will assess the situation and, if necessary, contact the director of communications and public affairs, who will determine if Reynolds Policy No. 4-34, Emergency Preparedness and Communication in a Crisis, needs to be initiated.

#### V. OTHER INFORMATION:

Reynolds Policy No. 1-35, Student Conduct

Reynolds Policy No. 2-18, Classroom Interruptions

Reynolds Policy No. 4-34, Emergency Preparedness and Communication in a Crisis

JSRCC Form No. 75-0001, Field Trip Notification of Student Absence

JSRCC Form No. 75-0002, Student/Organization Field Trip Request & Worksheet

JSRCC Form No. 75-0003, Request to Reserve Campus Van

JSRCC Form No. 75-0004, Assumption of the Risk

## SENIOR CITIZENS TUITION ASSISTANCE (1-33)

### I. PURPOSE:

To describe the policies and procedures related to the provision of tuition assistance for senior citizens pursuant to the Senior Citizens Higher Education Act of 1974 (Code of Virginia, Title 23, Chapter 4.5, Sections 23-38.56), as amended.

### II. DEFINITIONS:

**Senior citizen:** any person who, before the beginning of any semester in which the person wishes to register, has reached sixty (60) years of age and has been legally domiciled in Virginia for one (1) year.

### III. POLICY:

- A. Senior citizens who meet the admission requirements of the institution and any course pre-requisites may be permitted to enroll in courses and pay no tuition or fees, except for course materials and laboratory fees, provided they meet the following guidelines:
  1. To be eligible for free tuition and fees (auxiliary, technology, and student activity) for credit courses, part-time or full-time, a person must:
    - a. be sixty (60) years of age or older;
    - b. be a legal resident of Virginia;
    - c. have a taxable income not to exceed \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought; and
    - d. be admitted to the college as a student.
  2. To be eligible for free tuition for audit of credit courses and non-credit courses (not to exceed three [3] non-credit courses per semester), a person must:
    - a. be sixty (60) years of age or older;

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- b. be a legal resident of Virginia; and
- c. be admitted to the college as a student.

For information regarding the audit process at the college, students should refer to the college catalog.

- B. Requests from senior citizens to register for tuition-free classes shall be considered beginning the first day of class for each course for which they wish to register. Individual exceptions may be made when the senior citizen has completed seventy-five percent (75%) of the requirements for a degree or certificate program.
- C. All classes, credit and non-credit, must achieve a minimum enrollment of tuition-paying students who shall be accommodated before senior citizens participating in this program are enrolled.
- D. Refunds shall not be granted for individuals who register prior to the specified time frame. Once registered according to the terms of this policy, senior citizens shall not be administratively withdrawn in order to accommodate paying students.
- E. Due to their self-supporting nature, courses designed specifically for senior citizens are exempt from this policy.
- F. Senior citizens are also required to enroll in any required course co-requisites.

## IV. PROCEDURES:

Individuals seeking to enroll for credit, audit, or non-credit courses using senior citizen's benefits will be required to adhere to the following procedures. Individuals should have already completed all necessary application and enrollment procedures.

Beginning the first day of scheduled classes, and not beyond the add/drop period of the applicable courses (unless the student has completed seventy-five percent [75%] of a degree or certificate program), the student should:

- A. Complete JSRCC Form No. 11-0021, Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility, and JSRCC Form No. 11-0001, On-Campus Registration.
- B. Submit completed JSRCC Form Nos. 11-0021 and 11-0001, along with a copy of state tax returns from the previous year to Enrollment Services. This information may be faxed to (804) 523-6405.
- C. If the student requests to enroll in credit classes, an Enrollment Services staff member will ensure that the student meets the stated income, domicile, and age requirements.
- D. If the student requests to audit a credit course or enroll in a non-credit course, an Enrollment Services staff member will ensure that the student meets the stated domicile and age requirements.
- E. The Enrollment Services staff member will collect JSRCC Form No. 11-0001, On-Campus Registration, and forward the completed form to the Office of Admissions and Records. In addition, the staff member will direct the student to deliver JSRCC Form No. 11-0021, Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility, to a campus Business Office immediately upon enrollment.
- F. Upon receipt of JSRCC Form No. 11-0001, On-Campus Registration, the Office of Admissions and Records will enroll the student in the approved courses, indicating audits where applicable.
- G. Upon receipt of JSRCC Form No. 11-0021, Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility, the Business Office will place a positive service indicator on the student's account.

The student is required to follow this process each semester that courses are being requested using senior citizens tuition benefits.

## V. OTHER INFORMATION:

*Code of Virginia*, Title 23, Chapter 4.5, Section 23-38.56, Attendance at state institutions; conditions

State Council of Higher Education for Virginia (SCHEV) - Guidelines/Regulations

JSRCC Form No. 11-0001, On-Campus Registration

JSRCC Form No. 11-0021, Student Tuition Assistance Agreement: Senior Citizens Guidelines for Eligibility

## 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. 4-17, Title IX - 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. 2-7, 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. 4-17, Title IX – 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

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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

- e. 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 will 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 argue 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 accused
  - g. questions by committee (if necessary)
  - h. calling of witnesses by accused
  - i. cross-examination of witnesses by accuser
  - j. questions by committee (if necessary)
  - k. closing statement by accused
  - l. closing statement by accuser
  - m. private deliberation by committee
2. Only tangible evidence of which all parties have had an opportunity to review in advance will be permitted to be introduced at the hearing.
3. Both sides have the right to question witnesses. If a called witness does not appear, the hearing committee may consider their written or taped statements; the statement 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.)

# STUDENT POLICIES

## 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 initiate 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. 1-22, Behavioral Intervention

Reynolds Policy No. 2-7, 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. 4-17, Title IX – Sexual Misconduct

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.

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- 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 cancelled 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 re-instatement 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 (1-38)

### 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.

- 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.
- 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 college operational interest, and allow ample alternative channels for communication of the information.
- 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

- 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.
- 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.
- 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.
  - 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

# STUDENT POLICIES

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, student organizations, college employees, or external groups 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.

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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 (including distance learning and hybrid 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 behavior that interrupts the learning environment which includes, but is not limited to, sleeping in class, excessive talking during class, excessive tardiness or nonattendance, unauthorized use of cell phones or other electronic devices during class, and verbal, written, or physical threats or attacks.

**Medical emergency:** any medical problem that could cause death or permanent injury if not treated quickly.

#### 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. Students with concerns about the classroom learning environment should contact the faculty member directly.

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.

Interruptions for emergencies involving police, fire, or EMS, or which are facility-related are exempt from this policy. Minor injuries requiring minor or no medical attention are exempt from this policy and can be handled by established protocols within the school.

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## IV. PROCEDURES:

### A. Handling disruptive students

1. Faculty members have the discretion to determine what is appropriate classroom behavior for their class(es). Faculty members should 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 should immediately contact the Department of Police at (804) 523-5911, if a student is exhibiting unusual, suspicious, or threatening behavior during classroom instruction. The faculty member must complete the JSRCC Form No. 75-0005, Behavioral Intervention Referral form, within 24 hours of the incident.
3. If there is no perception of immediate threat, the following progressive discipline is suggested:
  - a. A verbal warning with a follow-up email statement may be issued to the student who displays the disruptive behavior and potential consequences of repeated infraction. For distance learning courses, a written warning should be emailed to the student as soon as the disruptive behavior is observed.
  - b. Further disruptive behavior may result in:
    1. completion of JSRCC Form No.75-0005
    2. removal from class session in which the disruptive behavior occurs
    3. a reduction in grade as outlined in the course syllabus
4. Continuous, disruptive behavior that does not respond to faculty member intervention must be immediately reported to the Office of Student Affairs by submission of JSRCC Form No. 75-0005, Behavioral Intervention Referral form, to have the student addressed through Reynolds Policy No. 1-35, Student Conduct. Faculty members should inform the dean or designee of the respective unit with a copy of the form. Progressive discipline documentation is important if the student is later referred to the Office of Student Affairs to be addressed through Reynolds Policy No. 1-35, Student Conduct.

### B. Emergency situations

1. Emergency situations that impact or have the potential to impact the college community or students, faculty, and staff will be addressed using Reynolds Policy No. 4-34, Emergency Preparedness and Communication in Crisis, and the Crisis and Emergency Management Plan (CEMP).
2. The Department of Police must be contacted at (804) 523-5219 for any request for professional medical services for medical emergencies that occur during classroom instructional periods.
3. The Facilities Department will inform the appropriate college community of all work- related activities requiring the disruption of classroom instructional activities.

### C. Visitation of law enforcement officers

1. The Department of Police will be the point of contact for all visiting law enforcement agency representatives in the performance of duties.
2. Faculty and staff should notify campus police at (804) 523-5219, if another law enforcement agency requests to enter a class in session to serve a legal paper to students or employees. However, faculty and staff will not interfere with the law enforcement agency and will permit the agency to enter the class to conduct official business.

## V. OTHER INFORMATION:

Reynolds Policy No. 1-4, Student Complaints

Reynolds Policy No. 1-35, Student Conduct

Reynolds Policy No. 4-34, Emergency Preparedness and Communication in a Crisis

JSRCC Form No. 75-0005, Behavioral Intervention Referral

## 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.

#### V. OTHER INFORMATION:N/A

## TITLE IX - 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 ruse, or through one's mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

- **Mental incapacity** means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.
- **Physical helplessness** means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

**Dating violence:** 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 [http://www.reynolds.edu/campus\\_life/police/campus\\_security.aspx](http://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

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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 knowingly 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 is strictly prohibited by this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this policy.
- 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.

J. Sargeant Reynolds Community College Title IX Campus Resources:

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

Deputy Title IX Coordinator | Associate Vice President of HR  
Workforce Development & Conference Center  
(804) 523-5877  
TIX@reynolds.edu

After normal business hours, members of the campus community should report alleged violations of this policy to the campus Department of Police at (804) 523-5911 or (804) 523-5219.

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.

#### 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 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

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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 measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.
2. Notwithstanding the above, the college may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. 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. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

6. For professional and confidential counseling support, call the Virginia Family Violence and Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
7. Take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
  - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
  - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - Tell someone all the details you remember or write them down as soon as possible.
  - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

#### **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 is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The 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:**

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

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

# STUDENT POLICIES

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 the 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). The Title IX Coordinator may disclose to the complainant information as described above.
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

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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: *Suspended/Dismissed 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 meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.
  - 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  
Students may appeal the decisions made and/or sanctions given in the formal procedure to the Executive Vice President (EVP). The basis for the appeal will be limited to these grounds:

- 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](mailto: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.reynolds.edu/campus\\_life/police/sexual\\_harassment.aspx](http://www.reynolds.edu/campus_life/police/sexual_harassment.aspx)

<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

The Office of Student Affairs is responsible for the official interpretation of this policy and procedure. Questions regarding the application of this policy and procedure should be directed to the Vice President of Student Affairs/Title IX Coordinator.

##### References

2001 Guidance (Title IX)

April 4, 2011 Office of Civil Rights Dear Colleague Letter on Sexual misconduct

Sexual Assault Victim's Bill of Rights

Virginia Sexual and Domestic Violence Action Alliance, 1-800-838-8238. Use link below: <http://www.vsdvalliance.org>

Department of Human Resource Management (DHRM) Policy 1.60, Standards of Conduct Department of Human Resource Management (DHRM) Policy 2.30, Workplace Harassment

Department of Human Resource Management's Office of Equal Employment and Dispute Resolution (EEDR), Grievance Procedure.

Virginia Community College System (VCCS) Policy 3.12, Faculty Sanctions

Virginia Community College System (VCCS) Policy 3.13, Grievance Procedure

Virginia Community College System (VCCS) Policy 3.14.1, Sex Discrimination and Sexual Misconduct

Virginia Community College System (VCCS) Policy 6.2.5.0 – 6.2.5.3, Disciplinary Transcript Notations, etc.

Virginia Community College System (VCCS) Policy 6.5.5, Sex Discrimination and Sexual Misconduct Policy

Reynolds Policy No. 1-12, Student Appeal of Academic and/or Administrative Decisions

JSRCC Form No. 75-0005. Behavior Intervention Referral

## 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](mailto: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

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- 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 / Financial Aid Office)**
  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;
    - the median earnings most recently provided by the US Department of Education for the program;
    - student warning language (for programs required to provide it);
    - job placement rate for program completers (where required);
    - whether the program meets licensure requirements; and
    - any other relevant information that provides context about the program

Gainful employment will be provided in all promotional materials, on the homepage of the program’s website, and will have a link to the gainful employment page on any other web page providing general information about the program(s).

All new students will receive information on gainful employment information prior to enrollment. **(Office of Institutional Effectiveness)**
  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 its 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.

**(Office of Student Affairs / Office of Human Resources)**

#### F. Athletics

The college does not have athletics and thus does not need to provide this information.

#### G. Textbook information

Reynolds will maintain a listing of textbooks that can be found online.

**(Office of the Vice President of Finance & Administration)**

#### H. Loan counseling

The Office of Financial Aid will conduct an exit interview in accordance with Title IV regulations for all student loan borrowers.

A copy of the procedures will be maintained in the Financial Aid Office Policy and Procedures manual.

**(Financial Aid Office)**

#### IV. PROCEDURES: N/A

#### V. OTHER INFORMATION:

Department of Education/Federal Student Aid,  
Consumer Information Guidelines

### 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 J. Sargeant Reynolds Community College (JSRCC), 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 J. Sargeant Reynolds Community College.

#### 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 J. Sargeant Reynolds Community College 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 J. Sargeant Reynolds Community College.

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The parking enforcement policy of J. Sargeant Reynolds Community College 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 JSRCC students in the *Student Handbook*, issued by the Office of Student Affairs.

## A. General information

JSRCC makes every effort to provide safe and convenient parking for all who attend the college. Since JSRCC 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. JSRCC 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.

The college is not responsible for damage to vehicles while parked on college property.

## B. Compact vehicles

Parking privileges at JSRCC 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 college owned or leased property.

## C. Parking decals/hanging tags

### 1. Display regulations

All vehicles parked on campus must display a valid college 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 college 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 rearview 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 provision 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 JSRCC 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 523-5383 for further assistance.

### 4. Parking decal/hanging tag fees

Category	Type	Registration Fee
<b>Student</b> (Full-Time & Part-Time)	Decal	No Charge
	Replacement	Decal \$10.00
<b>College Staff</b> (Full-Time & Part-Time)	Hanging Tag	No Charge
	Replacement	Hanging Tag \$10.00

## 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 Department of Police 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 Department of Police 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 JSRCC 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, Goochland Campus, and Ginter Park Center 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 campus Department of Police 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 Department of Police. Any unauthorized vehicle parked overnight is subjected 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. Ginter Park Center

Parking is available for students and employees at 1300 Westwood Avenue.

#### 2. 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.

#### 3. Goochland Campus

Parking is available for students and employees in any of the valid parking spaces and lots on campus grounds.

#### 4. 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/Parking%20Services/parking\\_services.htm](http://inside.reynolds.edu/inside_fpd/Parking%20Services/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 Department of Police, located on the first floor of Downtown Campus. If no one is available in the office, individuals should contact Police Dispatch at 523-5219

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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 Department of Police 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

Description	Initial Fee	Fee After 15 Days (Incl. Late Fee)	
Parking in handicapped space	\$50	\$50	\$65

Parking in reserved space	\$20	\$35
Parking in restricted space	\$20	\$35
Parking in fire lane	\$20	\$35
Parking in a loading zone	\$20	\$35
Parking within 15 feet of a fire hydrant	\$20	\$35
Parking on sidewalk, crosswalk, driveway or grass	\$20	\$35
Parking an unregistered/ unauthorized vehicle	\$20	\$35
Parking against the flow of traffic	\$20	\$35
Improper/double parking	\$20	\$35
Blocking normal flow of traffic	\$20	\$35
Blocking another vehicle	\$20	\$35

## 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://intranet.reynolds.edu/administrative-units/financial-operations/divisions/business/default.aspx>. 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 J. Sargeant Reynolds Community College 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 Department of Police.

Therefore, the chief of police and/or designee is the only individual assigned authority to administratively void, or rescind, an issued JSRCC 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

JSRCC 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 Department of Police is authorized to issue Richmond City Parking Citations within the jurisdictional boundaries of the JSRCC 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 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 JSRCC 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 the college 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:** N/A

**V. OTHER INFORMATION:**

Questions regarding the application of the policy and the procedures should be directed to the vice president of finance and administration.

JSRCC Policy No. 4-36, Employee Access to College Facilities

SRCC Form No. 70-010, Parking Decal Application

JSRCC Form No. 70-0045, Right of Appeal Application

JSRCC Form No. 70-0047, Customer Shortage Appeal Form

JSRCC Form No. 70-0048, Lost/Stolen Decal Form

**Statement on Substance Abuse**

The college maintains an environment that aims to protect the health, safety and welfare of its students, faculty and staff by enforcing a drug and alcohol-free environment. In compliance with this commitment and the Drug-Free Schools and Communities Act of 1989, the college recognizes any unlawful use, possession, manufacture, sale, or distribution of any illegal or controlled substance, including alcoholic beverages, as a violation of Policy 1-35 (Student Conduct). Disciplinary action, as outlined in Policy 1-35, will be taken against any student who is found in violation of substance abuse on campus, off campus at college leased or owned facilities, or attending activities that are sponsored, initiated, authorized, or supervised by J. Sargeant Reynolds Community College.

**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 Advising Services at 804-523-6464.

Inquiries related to Reynolds non-discrimination policies should be directed to:

Dean of Students  
 College Title IX Coordinator and ADA/Section 504 Compliance Officer  
 Reynolds Community College  
 P.O. Box 85622  
 Richmond, VA 23285-5622  
 Telephone: (804) 523-5296  
 Fax: (804) 523-5714  
 Email: [TIX@reynolds.edu](mailto:TIX@reynolds.edu)

Physical Location: Parham Road Campus, Georgiadis Hall, Room 350

**Nondiscrimination Policy**

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,

# STUDENT POLICIES

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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:

Dean of Students  
College Title IX Coordinator and ADA/Section 504 Compliance Officer  
Reynolds Community College  
P.O. Box 85622  
Richmond, VA 23285-5622  
Telephone: (804) 523-5296  
Fax: (804) 523-5714  
Email: TIX@reynolds.edu

Physical Location: Parham Road Campus, Georgiadis Hall, Room 350

### Or

Department of Education  
Office of Civil Rights  
400 Maryland Avenue, S.W.  
Washington, DC 20202-1100  
[www.ed.gov](http://www.ed.gov)

Employees or prospective employees 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:

College Equal Employment Opportunity Officer  
Reynolds Community College  
P.O. Box 85622  
Richmond, VA 23285-5622  
Telephone: (804) 523-5877  
Fax: (804) 523-5108  
Email: EEO@Reynolds.edu

Physical Location: Parham Road Campus, Workforce Development and Conference Center, Suite 121 ♦

# STUDENT CALENDAR

2019-2020

You must  
be the change  
you wish to see  
in the world.

MAHATMA GANDHI

# AUGUST | 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  Deadline for Fall Domicile Appeals	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16  First Day to Charge Books to Financial Aid for Fall	17
18	19	20	21	22  Adjunct Faculty Convocation	23	24  Super Saturday Registration 8:30 a.m. to Noon
25	26  <i>Regular, 1st 7-Week, 1st 5-Week Sessions</i> <b>Classes Begin</b>	27  <i>1st 5-Week Sessions</i> Last Day to Register, Add Class and/or Pay	28  <i>1st 7-Week Session</i> Last Day to Register, Add Class and/or Pay	29  <i>1st 5-Week Sessions</i> Last Day to Drop with Refund	30  <i>Regular Session</i> Last Day to Register, Add Class and/or Pay  <i>1st 7-Week Session</i> Last Day to Drop with Refund	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Labor Day  College Closed	3  <i>Last day to return textbooks for refund</i>  Welcome Back Event (Downtown)	4  Welcome Back Event (Parham)	5  Welcome Back Event (Goochland)	6	7  Busch Gardens Trip
8	9	10  <i>Regular Session Last Day to Drop with Refund</i>	11	12	13  Rafting on the James	14
15  Recommended Financial Aid application submission date for Spring 2020	16  <i>1st 5-Week Session Last Day to Withdraw with a Grade of "W"</i>	17  <i>12-Week Session Classes Begin</i>  Constitution Events (Downtown/Parham)  Nonprofit Fair (Downtown)	18	19  Nonprofit Fair (Parham Road)	20  <i>12-Week Session Last Day to Add/Drop, Register &amp; Pay</i>  Faculty/Staff Kickball Game (Parham)	21
22	23	24  College-wide Convocation Day <b>No Classes and No Services</b>	25  <i>1st 7-Week Session Last Day to Withdraw with a Grade of "W"</i>  Involvement Fair (Downtown)	26  Involvement Fair (Parham)	27  Flag Football Games (Parham)	28  Bike Trip to High Bridge
29	30  <i>12-Week Session Last Day to Drop with Refund</i>  Deadline for Fall 2019 Graduation Applications					

# OCTOBER | 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		<b>1</b>  Deadline for Spring 2020 Applications for F-1 Visa Students  <i>1st 5-Week, Classes End</i>	<b>2</b>  <i>2nd 5-Week Session, Classes Begin</i>	<b>3</b>  <i>2nd 5-Week Session Last Day to Register/Add Class and Pay</i>	<b>4</b>  <b>Flag Football Games (Parham)</b>	<b>5</b>
<b>6</b>	<b>7</b>  <i>2nd 5-Week Session Last Day to Drop with Refund</i>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>  <b>Friday Movie Night (Parham)</b>  <b>Flag Football Games (Parham)</b>	<b>12</b>
<b>13</b>	<b>14</b>  Recommended loan application submission for Spring 2020	<b>15</b>  Last day to submit loan application for Fall 2019  <i>1st 7-Week Classes End</i>  <b>LazerQuest Night</b>	<b>16</b>  <b>Paint 'n Sip</b>	<b>17</b>	<b>18</b>  <b>Flag Football Games (Parham)</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>  <i>2nd 5-Week Session Last Day to Withdraw with a Grade of "W"</i>	<b>23</b>  <i>2nd 7-Week, Session Classes Begin</i>	<b>24</b>	<b>25</b>  <i>2nd 7-Week Session Last Day to Register, Add Class and/or Pay</i>  <b>Flag Football Games (Parham)</b>	<b>26</b>  <b>Community Service Day</b>
<b>27</b>	<b>28</b>	<b>29</b>  <i>Regular, 2nd 7-Week Sessions Last Day to Withdraw with a Grade of "W"</i>  Last day to charge books to Financial Aid for Fall 2019	<b>30</b>  <b>Fright Night (Downtown)</b>	<b>31</b>		
						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  <b>Flag Football Games (Parham)</b>	2
3 <b>Daylight Saving Time Ends</b>	4  <b>Open Registration for Spring 2019 Begins</b>	5  <i>2nd 5-Week Session</i> <b>Classes End</b>  <b>Health Fair (Downtown)</b>	6  <i>12-Week Session</i> Last Day to Withdraw with a Grade of "W"  <i>3rd 5-Week Session</i> <b>Classes Begin</b>  <b>Health Fair (Parham)</b>	7  <i>3rd 5-Week Session</i> Last Day to Register/Add Class and Pay	8	9  <b>PTK Inductions</b>
10	11  <i>3rd 5-Week Session</i> Last Day to Drop with Refund  <b>LazerQuest Night</b>	12	13  <b>World Kindness Day</b>	14	15  Deadline for receipt of Financial Aid information for Spring 2020	16
17	18	19	20  <i>2nd 7-Week Session</i> Last Day to Withdraw with a Grade of "W"	21	22	23
24	25	26  <i>3rd 5-Week Session</i> Last Day to Withdraw with a Grade of "W"	27  Faculty Research Day <b>No Classes</b> <b>College Closes at Noon</b>	28 <b>Thanksgiving</b>  Fall Break <b>College Closed</b>	29  Fall Break <b>College Closed</b>	30  Fall Break <b>College Closed</b>

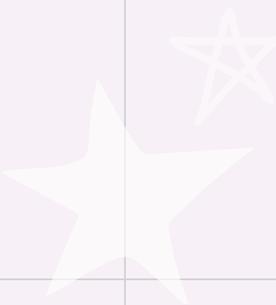
# DECEMBER | 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1  First Day to apply Online for Reynolds 2020-21 Scholarships	2  Deadline for Spring 2020 Domicile Appeals	3  <b>Stress Relief (Downtown)</b>	4  <b>Stress Relief (Parham)</b>	5  <b>Bowling Event</b>	6  <i>Regular Session Classes End</i>	7
8	9  <i>First Spring 2020 Tuition Payment Due</i>  <i>Regular Session Exam Period</i>	10  <i>Regular Session Exam Period</i>	11  <i>Regular Session Exam Period</i>	12  <i>Regular Session Exam Period</i>	13  <i>Regular Session Exam Period</i>	14  <i>12-Week, 2nd 7-Week, 3rd 5-Week Session Classes End</i>  <i>Regular Session Exam Period</i>
15	16	17  <i>Grades Due</i>	18	19	20	21
22	23	24  Winter Break <b>College Closed</b>	25  Winter Break <b>College Closed</b>	26  Winter Break <b>College Closed</b>	27  Winter Break <b>College Closed</b>	28  Winter Break <b>College Closed</b>
29  Winter Break <b>College Closed</b>	30  Winter Break <b>College Closed</b>	31  Winter Break <b>College Closed</b>				
						

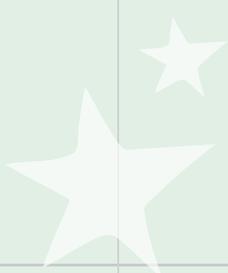
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b> New Year's Day  Winter Break <b>College Closed</b>	<b>2</b>	<b>3</b>  First Day to Charge Books to Financial Aid for Spring	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>  Adjunct Faculty Convocation	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>  <i>Regular,                      1st 15-Week                      1st 7-Week,                      1st 5-Week Session                      Classes Begin</i>	<b>14</b>  <i>1st 5-Week Session                      Last Day to                      Register/Add Class                      and Pay</i>	<b>15</b>  <i>1st 7-Week Session                      Last Day to                      Register/Add Class                      and Pay</i>	<b>16</b>  <i>1st 5-Week Session                      Last Day to Drop                      with Refund</i>	<b>17</b>  <i>Regular Session                      Last Day to                      Register/Add Class                      and Pay</i>  <i>1st 7-Week Session                      Last Day to Drop                      with Refund</i>	<b>18</b>
<b>19</b>	<b>20</b> Rev. Dr. Martin Luther King, Jr. Day  <b>College Closed</b>	<b>21</b>  Last Day to Return Textbooks for a Refund	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>  <i>Regular Session                      Last Day to Drop                      with Refund</i>	<b>29</b>	<b>30</b>	<b>31</b>  Deadline for Spring 2020 Graduation Applications	
						

# FEBRUARY | 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 <i>1st 5-Week Session</i> Last Day to Withdraw with a Grade of "W"	4 <i>12-week Session</i> <b>Classes Begin</b>	5	6	7 <i>12-Week Session</i> Last Day to Register/Add Class and Pay	8
9	10	11 <i>1st 7-Week Session</i> Last Day to Withdraw with a Grade of "W"	12	13	14 <i>12-Week Session</i> Last Day to Drop with Refund	15
16	17 Recommended Financial Aid Application Submission for Summer 2020 <i>1st 5-Week Session</i> <b>Classes End</b>	18 <i>2nd 5-week Session</i> <b>Classes Begin</b>	19 <i>2nd 5-Week Session</i> Last Day to Register/Add Class and Pay	20	21 <i>2nd 5-Week Session</i> Last Day to Drop with Refund	22
23	24	25	26	27	28	29

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<b>1</b>  Last day to Submit Online Applications for 2020-21 Reynolds Scholarships	<b>2</b>  <i>1st 7-Week, Classes End</i>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b> Daylight Saving Time Begins	<b>9</b>  <i>2nd 5-Week Session Last Day to Withdraw with a Grade of "W"</i>	<b>10</b>  <i>2nd 7-Week, Classes Begin</i>	<b>11</b>	<b>12</b>  <i>2nd 7-Week Session Last Day to Register/Add Class and Pay</i>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>  Spring Break <b>No Classes</b>	<b>17</b>  Professional Development Day <b>No Services</b>	<b>18</b>  Spring Break <b>No Classes</b>	<b>19</b>  Spring Break <b>No Classes</b>	<b>20</b>  Spring Break <b>No Classes</b>	<b>21</b>  Spring Break <b>No Classes</b>
<b>22</b>  Spring Break <b>No Classes</b>	<b>23</b> <i>2nd 7-Week Session Last Day to Drop with Refund</i> <i>Regular Sessions Last Day to Withdraw with a Grade of "W"</i> Last day to charge books to Financial Aid for Spring 2020	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>  <i>2nd 5-Week Session Classes End</i>	<b>31</b>  <i>12-Week Session Last Day to Withdraw with a Grade of "W"</i> <i>3rd 5-Week Session Classes Begin</i>				
						

# APRIL | 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<b>1</b> <i>3rd 5-Week Session</i> Last Day to Register/Add Class and Pay Last day to submit Spring 2020 Loan Application Deadline for Summer 2020 Domicile Appeals	<b>2</b>	<b>3</b>  <i>3rd 5-Week Session</i> Last Day to Drop with Refund	<b>4</b>
<b>5</b>	<b>6</b>  Open Registration for Summer 2020 Begins	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>  <i>2nd 7-Week Session</i> Last Day to Withdraw with a Grade of "W"	<b>15</b>  Recommended Financial Aid application submission for Fall 2020 Deadline for Receipt of Financial Aid Information for Summer 2020	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>  <i>3rd 5-Week Session</i> Last Day to Withdraw with a Grade of "W"	<b>21</b>	<b>22</b> Earth Day	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>  First Summer 2020 Tuition Payment Due  Regular Session Classes End	<b>28</b>  Regular Session Exam Period	<b>29</b>  Regular Session Exam Period	<b>30</b>  Regular Session Exam Period		
						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1  <i>Regular Session Exam Period</i>	2  <i>Regular Session Exam Period</i>
3	4  <i>12-Week, 2nd 7-Week, 3rd 5-Week Sessions Classes End</i>  <i>Regular Session Exam Period</i>	5  Grades Due	6	7	8  First day to charge books to Financial Aid for Summer 2020	9
10	11	12	13  Faculty Professional Development Day	14  Employee Recognition and Awards Program	15	16  <b>Graduation</b> VCU Siegel Center
17	18  <i>10-Week, 1st 5-Week Sessions Classes Begin</i>	19  <i>1st 5-Week Session Last Day to Register/Add Class and Pay</i>	20	21  <i>1st 5-Week Session Last Day to Drop with Refund</i>  <i>10-Week Session Last Day to Register/Add Class and Pay</i>	22	23
24	25 <b>Memorial Day</b>  <b>College Closed</b>	26  Last day to return textbooks for refund	27	28  <i>10-Week Session Last Day to Drop with Refund</i>	29	30
31						

# JUNE | 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1  Deadline for Fall Applications for F-1 Visa Students	2	3	4	5	6
7	8  <i>1st 5-Week Session</i> Last Day to Withdraw with a Grade of "W"  <i>7-Week Sessions</i> <b>Classes Begin</b>	9	10  <i>7-Week Session</i> Last Day to Register/Add Class and Pay	11	12  <i>7-Week Session</i> Last Day to Drop with Refund  Last day to charge books to Financial Aid for Summer 2020	13
14	15  Deadline for Receipt of Financial Aid Information for Fall 2020	16	17	18	19	20
21	22  <i>1st 5-Week Session</i> <b>Classes End</b>	23	24	25  <i>2nd 5-Week, Sessions</i> <b>Classes Begin</b>	26  <i>2nd 5-Week Session</i> Last Day to Register/Add Class and Pay	27
28	29  <i>10-Week Session</i> Last Day to Withdraw with a Grade of "W"	30  <i>2nd 5-Week Session</i> Last Day to Drop with Refund  Deadline for Summer 2020 Graduation Applications				
						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			<p><b>1</b> Last day to Submit Loan Application submission for Summer 2020</p> <p>Recommended Loan Application submission for Fall 2020</p>	<b>2</b>	<p><b>3</b> <b>Independence Day Observed</b></p> <p>College Closed</p>	<b>4</b>
<b>5</b>	<b>6</b>	<p><i>1st 7-Week Session</i> Last Day to Withdraw with a Grade of "W"</p>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<p><i>2nd 5-Week Session</i> Last Day to Withdraw with a Grade of "W"</p>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<p><i>Regular, 7-Week Sessions</i> <b>Classes End</b></p>	<p><i>Regular, 7-Week, Sessions</i> make-up for Independence Day</p>	<p><i>Regular, 7-Week, 2nd 5-Week Sessions</i> <b>Classes End</b></p>	<p><i>2nd 5-Week Sessions</i> make-up for Independence Day</p>	<b>31</b> Grades Due	
						

# LOOKING AHEAD | 2020 - 2021

## AUGUST | 2020

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

## SEPTEMBER | 2020

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

## OCTOBER | 2020

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

## NOVEMBER | 2020

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

## DECEMBER | 2020

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

## JANUARY | 2021

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

## FEBRUARY | 2021

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

## MARCH | 2021

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

## APRIL | 2021

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

## MAY | 2021

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

## JUNE | 2021

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

## JULY | 2021

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

## NOTES

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