



Student Handbook

My Success Starts Here!

Introduction

The Student Handbook is intended as an informational guide for all students of Southside Virginia Community College. The Handbook contains some of the services and regulations relating to students and should be used in conjunction with other sections of this catalog to give an understanding of some of the important aspects of the college and services available to students.

Bookstore

Books, supplies and miscellaneous items may be purchased in the campus bookstores. Hours of operation are 8:30 a.m. to 4:00 p.m. Monday through Friday. The bookstore is also open from 5:30 to 7:00 p.m. the first two weeks of night classes for your convenience. Any changes will be posted. The textbook return policy is as follows:

Textbooks may be returned for a refund under the following conditions:

- All returns **MUST** be accompanied by the CASH REGISTER RECEIPT.
- If the book is free of writing and marks and in absolutely new condition, full price will be refunded.
- If the book was purchased new but has writing or marks, it will be refunded at one-half price. We are the sole judge in determination of whether returned books are in new or used condition.
- Books sold with plastic wrapping cannot be returned or exchanged if wrapping has been removed.
- Returns and exchanges will be **authorized only during the first 3 weeks of the course**. The cut-off date will be printed on your receipt.

Student book “buy back” is held the week of final exams during the Fall and Spring semesters. Dates and time will be posted prior to exam week. Additional buy-backs may be held at the beginning of Fall and Spring Semesters. All profit from the Bookstore is used to benefit students.

Learning Resource Services (LRS)

Mission Statement

To collect, preserve, and provide access to information resources which support the instructional, educational, outreach programs, and mission of Southside Virginia Community College, as well as enhancing the student’s skills in locating, evaluating and using all types of information including

print, audiovisual, online databases and the Internet. With these skills students will be successful in the programs of their choice: academic, technical, and vocational and workforce development, as well as becoming lifelong learners.

Description

The SVCC LRS supports college instruction and the learning community with a skilled and professional staff that:

- provides materials (books, videos, digital information, computers, etc.) which enhance and enrich coursework and help students gain core competencies;
- promotes effective use of information resources and instructional technology;
- cooperates and collaborates with groups inside and outside of SVCC to maximize access to instructional resources for students, staff and community patrons.

General Information

Both campus libraries of the LRS are open from 8 a.m. to 9 p.m. Monday through Thursday and from 8 a.m. to 4:30 p.m. on Friday during the fall, spring and summer semesters. Both libraries are closed on weekends. Between semesters, both libraries are open from 8 a.m. to 4:30 p.m. Monday through Friday. For more information about our services, go the LRS website at www.southside.edu/lrs.

Circulation Policies

All patrons must have an SVCC library card or student ID with library barcode attached. Library cards are free. All LRS materials must be checked out before removal from the library. Patrons must have their library card to check out or renew items. Patrons may have up to 25 items checked out at any time. Patrons are responsible for all items checked out on their card. Patrons with overdue items or fines cannot check out items until their account is cleared. In-library-use reserves, periodicals and newspapers cannot be checked out.

Borrowing Privileges

SVCC students, ODU students, Governor’s School students, and community patrons have the following loan periods:

Circulating books:	4 weeks
Audios/Videos:	1 week
Reference books	Overnight

One renewal is allowed.

SVCC faculty/staff have the following loan periods:

Circulating books:	8 weeks
Bestseller books:	4 weeks
Audios/Videos:	10 days
Reference books:	Overnight

SVCC faculty/staff may renew items with no limit. Exceptions to the above loan periods can be made for special circumstances.

High School Summer School students and Summer Youth participants have the following loan periods:

Circulating books:	7 days
Audios/Videos:	2 days

One renewal is allowed.

Fines

The libraries at Southside Virginia Community College no longer charge fines for overdue materials; however, after two overdue notices, you will be charged \$50 for each overdue book, DVD or videotape and \$30 for each overdue audiotape, CD, kit or map. If you lost part of a set of books or part of a set of audiovisual materials, you are responsible for the replacement cost of the entire set. InterLibrary Loan materials borrowed from other institutions are subject to the fine policies of that institution. SVCC students may have their academic records encumbered until items are returned or fines are paid in full. In addition, the Virginia Tax Loss Act requires the LRS to report replacement fees not paid to the state. Patrons put on the tax loss list will have the amount owed taken out of their state taxes or lottery winnings until all fines are paid.

Audio/Visual Equipment

The LRS is responsible for maintaining audio/visual equipment sufficient for classroom use at all times. In addition, listening stations are provided in the libraries for audio and video media. Faculty, staff and students are permitted to check out equipment for academic purposes. Students must obtain written approval from their instructor for digital camera or camcorder checkouts. Equipment may also be checked out to community patrons in certain situations.

Interlibrary Loan

Interlibrary Loan (ILL) is a service that enables a library to borrow and lend materials to other libraries. The LRS provides ILL services to patrons who have a valid library card and are in good standing with the library. ILL materials can be requested by completing the ILL request form

available at the circulation desk. The LRS' ILL policies are based on the American Library Association's National ILL Code for the United States.

Borrowing Policies

Materials requested through ILL must not be available at either campus library or through any of the LRS electronic databases. ILL requests for textbooks or for faculty reserve materials will not be honored. ILL materials usually arrive within a week to four weeks, depending on many uncontrollable circumstances. The loan period and fees for lost or damaged items are set by the lending library. The cost to obtain ILL materials is usually free. In some cases the lending institution may charge a fee. It is the responsibility of the patron to indicate the amount that they are willing to pay (if any) for the item on the ILL request form. When the requested material arrives, the patron will be notified and must pay any fees at that time. Borrowed ILL materials must be returned on time to the circulation desk. The LRS charges \$1.00 per day for overdue ILL materials.

Electronic Resources Policies

The LRS provides full access to the Internet without filtering its content for academic and research purposes. Children under sixteen are not permitted to access the Internet without parental supervision. The LRS does not monitor or control information accessible through the Internet and is not responsible for its content. Patrons are encouraged to critically evaluate information found on the Internet. At times when Internet usage is heavy, the LRS reserves the right to limit the time a patron may take for a single session. The LRS may also close the computer labs for bibliographic instruction, equipment failure, or other reasons without notice.

Patrons must comply with SVCC's Computer Ethics Guidelines as found in the College Catalog. In addition, the LRS prohibits:

- Recreational pursuits including chatting, playing games, and other interactive activities
- Downloading of software including instant messenger services
- Distributing unsolicited advertising
- Damaging hardware or software including propagating viruses
- Violating another person's privacy including slandering or harassing

- Violating copyright
- Any illegal activity

Patron Behavior

The LRS is open to all with the understanding that an atmosphere conducive to research and study is maintained. Therefore:

- Food and drinks are allowed in the study areas of the libraries but not near the computer workstations.
- Cell phone use is not allowed within the LRS. All cell phones must be turned off before entering the library.
- Activity or behavior that is considered distracting or disturbing to other patrons is not permitted. Threatening or dangerous behavior will immediately be reported to security.
- Smoking, chewing, dipping, and other uses of tobacco products are not permitted in the Library. The College does not permit smoking in any campus building.
- Damaging any Library material or resource in any way is not allowed.
- Violations of LRS policies may result in the suspension of library privileges and expulsion from the College.

Checks

The college accepts checks for registration, fees, books, and supplies in the exact amount of purchase. Personal checks will need to be cashed off campus. College policy does not allow either the bookstore or the business office to make change. There is a \$20 charge for returned checks.

Emergency Information

The College is not equipped to provide medical services on campus, but persons with minor injuries may find first aid supplies at Student Development and Maintenance offices on each campus. For emergencies on the Christanna Campus, call the Brunswick Rescue Squad at 911; on the John H. Daniel Campus call the Charlotte County Rescue Squad at 911.

Police

The telephone number for requesting police assistance on the Christanna Campus is (434) 949-7541 (Alberta Police) or 911 and on the Daniel Campus (434) 736-9551 (Keysville Police) or 911.

Facsimile Machine Use

The fax machine in each library is for library use only. In times when other fax machines in the building are not available or out of order, school personnel may use the fax machine. Patrons may use the fax machine by signing in on the fax log and paying \$1.00 per page for fax use.

Lost and Found

Personal articles found should be turned in at the receptionist's desk. The college does not assume responsibility for lost personal property.

Telephones

Pay telephones located on each campus are available for student use. Other telephones in the college are used only for official college business.

Dress

Dress is a matter of individual taste until the choice of clothing infringes upon others or causes a disruption in the learning environment of the college. Profanity or sexually suggestive words on clothing is an example of such infringement. All persons must wear shoes while in college buildings. All students are asked to dress in a non-offensive manner.

Commencement

Southside Virginia Community College shall have at least one formal commencement ceremony rotating between campuses each spring. Attendance at this formal commencement is encouraged.

Encumbrances

Students who have an outstanding financial commitment to the business office, bookstore, or library at the end of a semester will not be permitted to complete registration, and their records will be encumbered, which means that recommendations, transcripts, certificates, diplomas, or degrees will not be issued.

If any debts are referred for collection to an attorney or to a collection agency, the debtor will be liable for additional collection fees of the unpaid balance. Requesting goods or services will be deemed to be acceptance of these terms.

Emergency Alert System

Southside Virginia Community College uses Southside Alert to immediately contact students, faculty and staff during a major crisis or emergency.

Southside Alert delivers important emergency alerts, notifications and updates to you on your devices such as: email-accounts, cell phone, pager, smartphone/PDA (Blackberry, Treo etc).

When an incident or emergency occurs, authorized senders will instantly notify you using Southside Alert. Southside Alert is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

New users may register by sending a text messages to 411911 keyword: SSVCC or going to <http://alert.southside.edu> and clicking 'log in'.

Southside Alert is free service offered by Southside Virginia Community College. Your wireless carrier may charge you a fee to receive messages on your wireless device.

School Closings

In the event it is judged necessary to cancel classes or open the college or a campus late, that decision will be announced over television and radio stations serving the college region. The announcement will be called in to the following television and radio stations as soon as a decision is made:

Television Stations:

WWBT Channel 12	NBC	Richmond
WSET Channel 13	ABC	Lynchburg

Radio Stations:

	AM	FM
WKLV (Blackstone)	1440	93.5 (WBBC)
WEVA (Emporia)	860	
WFLO (Farmville)	870	95.7
WLES (Lawrenceville)	580	
WRVA (Richmond)	1140	
WHLF (South Boston)	1400	95.3 (WJLC)
WSHV (South Hill)	1370	101.9 (WKSK)

The recorded message on the main telephone lines (434) 949-1000 in Alberta and (434) 736-2000 in Keysville will also carry the pertinent information. When in doubt, please call this number. The college will be open unless an official closing is announced.

When classes are canceled, the Library and other college offices are also closed, unless it is announced otherwise. Staff do not report. When night or evening classes are canceled, "night" refers to those

classes that begin at 4 p.m. or later. When classes are delayed or opening late, the classes scheduled for that hour are the classes that will meet then, and not any earlier classes.

Campus Civility

The students, faculty and staff comprise our college community. It is the respect for one another, including our differences, that creates a positive campus environment where we can work and learn together.

Honor Code Standards

SECTION 1. Cheating—Prohibitions

- The intentional giving or receiving of help on any written assignments or examinations without the permission of the instructor.
- Looking at another's test paper or other material (notes, paper, text) with the intent to gain or give unfair academic advantage without the permission of the instructor.
- Talking or signaling to another while taking a quiz or exam with the intent to gain or give unfair academic advantage.
- Collaborating with another in preparing written assignments without the permission of the instructor.

SECTION 2. Plagiarism—Prohibitions

- Copying another's paper and handing it in as one's own.
- Intentionally footnoting an incorrect source.
- Using passages or ideas of another as one's own work without giving proper credit.
- Cutting and pasting information from a web site onto your paper.

Plagiarism means "to take and use as one's own the writings or ideas of another" (American Heritage Dictionary). Before submitting any paper for any course at the College, the student must acknowledge each source used consciously, whether published or unpublished. Even an idea presented in the student's own words, but consciously taken from a source, must be acknowledged. In addition, quotation marks (or indenting and single spacing) must set off phrases or longer passages copied verbatim. (The first sentence of this paragraph includes both quotation marks and acknowledgment of the source.) Each instructor will explain any special means required to avoid plagiarism in his or her own field.

SECTION 3. Pledge

I have not violated nor am I aware of any violation of the Honor Code.

Student Organizations

Academic Excellence

Southside Virginia Community College recognizes and encourages excellence through special programs, academic scholarships, and honorary scholastic societies.

Admission to Student Activities Functions

Admission to student activities is limited to students, faculty, staff, and their guests.

Phi Theta Kappa

Phi Theta Kappa, the honorary scholastic society for American Community, Junior and Technical Colleges, was founded in 1918 at Stephens College in Columbia, Missouri, and was recognized officially in 1929 by the American Association of Junior Colleges as the honor society for two-year colleges.

The purpose of Phi Theta Kappa is to recognize and encourage scholarship, leadership and service among two-year college students. In pursuit of these ideals, Phi Theta Kappa becomes more than a club or a list. Members enjoy an intellectual and cultural fellowship that extends beyond the campus to regional and national networks. Through the achievement of these goals, Phi Theta Kappans continue to enrich their lives, their communities and their society.

Membership is extended by invitation. To be considered for membership a student must (1) be enrolled in a two-year college, (2) have accumulated 12 semester credit hours, (3) have achieved a cumulative grade-point average of not less than 3.5, (4) have established academic excellence as judged by faculty, and (5) be of good moral character and possess recognized qualities of citizenship.

In 1983 two Phi Theta Kappa chapters were chartered at Southside Virginia Community College: the Alpha Theta Chi Chapter on the Christanna Campus and Alpha Theta Upsilon Chapter on the John H. Daniel Campus.

Lambda Alpha Epsilon

Lambda Alpha Epsilon, American Criminal Justice Association, was first chartered at San Jose State College, San Jose, California, during the summer of 1937 and is committed to the pursuit of excellence in the field of criminal justice. Lambda Alpha Epsilon, Kappa Sigma Iota Chapter, was chartered

at Southside Virginia Community College, John H. Daniel Campus, on February 29, 1993.

The purpose of Lambda Alpha Epsilon is to promote higher standards of educational attainments among students of criminal justice and peace officers, to promote the institution of courses of police science by recognized colleges and universities, to promote research projects in the field of police science, to promote a better understanding by the public of the aims and ideals of peace officer organizations, to promote the selection of properly trained personnel for law enforcement positions, to promote standard modern methods in the field of law enforcement, and to promote greater fraternal relationships among graduates of technical and professional schools of police science.

Membership is extended to all students enrolled in a degree or certificate program in law enforcement, police science, corrections, or criminal justice, as well as faculty and staff employed in the instruction of these fields.

Phi Beta Lambda

Phi Beta Lambda is a business organization for American postsecondary schools, universities, and colleges. The first chapter was organized in Johnson City, Tennessee, on February 3, 1942. The first Virginia Phi Beta Lambda chapter was chartered at Saint Paul's College in 1945. Southside Virginia Community College's PBL chapter was chartered in 1978.

The primary goals of the organization are to develop competent, aggressive business leadership; encourage scholarship and promote school loyalty; assist students in the establishment of occupational goals; facilitate the transition from school to work; and develop character, prepare for useful citizenship, and foster patriotism.

Membership is extended to all business students. Joining the local chapter will provide membership in the state and national chapters.

Art Club

The Art Club strives to stimulate an interest in communication design, which includes art, design, drawing, photography, literature, poetry and computer graphics. Some activities include workshops, art shadows, studio nights, guest speakers, and field trips. Membership is open to all students.

Book Club

The Book Club endeavors to stimulate an interest in reading through book discussions and fellowship among students, faculty, and staff. Membership is open to all faculty, staff, students, and community members.

Crusade for Christ

This interdenominational, Christian organization seeks to provide a spiritual environment to students. Membership is open to all interested students.

Drafting Club

The Drafting Club on the Daniel Campus was organized in the fall of 1980 making it one of the college's oldest continually active clubs. Membership is open to any student who has an interest in the field of design.

Members of the drafting club are directly involved in a number of educational functions including peer tutoring, computer aided drafting demonstrations, open house presentations and new student recruitment. The club is also involved in many service projects for religious and civic groups, disaster relief efforts and holiday gift giving for the underprivileged.

Human Services Club

The Human Services Club on the Christanna Campus has been established for but not limited to Human Services majors. Annual dues allow students to take field trips, attend professional conventions, and to purchase gifts for the needy. Special concerns of the organization are centered on the elderly, pre-school and school age children, and mentally ill and mentally challenged customers. The organization has a president, vice-president, secretary, treasurer and sergeant at arms.

Math & Science Club

The Math & Science Club's purpose is to broaden students' knowledge of math and science; to provide exposure to further educational and career opportunities; and to provide stimulating mathematical challenges that are fun for club members and for the college community. Membership is open to all students.

Minority Awareness Programming

Minority Awareness Programming (M.A.P.) This club on the Daniel campus focuses on the issues within a minority race/population. Established in

2006, M.A.P. sponsors an annual African-American History month program. In addition, M.A.P. raises fund raises annually for charitable organizations across the globe. M.A.P. membership is open to all students at SVCC. Please visit your Student Activities Coordinator for more information about this organization.

Substance Abuse Club

In the summer of 2003, students at the Southern Higher Education Center in South Boston, Virginia, organized the Substance Abuse Awareness Club (SAAC). The SAAC is eager to promote a healthy fellowship among students and raise community awareness. Club members are working toward becoming a catalyst for major changes in the community at-large regarding the problems surrounding alcohol and substance abuse. Goals for the SAAC include establishing internships, encouraging participation in cultural activities, and strengthening the knowledge of Virginia state laws pertaining to the field of substance abuse counseling.

Writing Club

Established in 2004, the SVCC writing club was formed as an outlet for students interested in literature and its many forms of expression. The writing club sponsors a literary journal called "The Portal". Membership is open to all SVCC students. No experience is necessary about this organization.

Code for Student Rights, Responsibilities and Conduct Bill of Rights

1. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
 - A. Free inquiry, expression and assembly are guaranteed to all students.
 - B. Students are free to pursue their educational goals, and the institution shall provide appropriate opportunities for learning in the classroom and on the campus.
 - C. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges.

Definitions

2. When used in this Code—
 - A. The term "institution" means Southside Virginia Community College and, collec-

tively, those responsible for its control and operation.

- B. The term “student” includes all persons taking courses at this institution both full-time and part-time, credit or non-credit.
- C. The term “instructor” means any person hired by the institution to conduct classroom activities.
- D. The term “legal” compulsion means a judicial or legislative order which requires some action by the person to whom it is directed.
- E. The term “organization” means a number of persons who have complied with the formal requirements of institution recognition as provided in section 10, below.
- F. The term “group” means a number of persons who have not yet complied with the formal requirements for becoming an organization.
- G. The term “shall” is used in the imperative sense.
- H. The term “may” is used in the permissive sense.
- I. All other terms have their natural meaning unless the context indicates otherwise.
- J. Intellectual honesty—In order to maintain an atmosphere in which students can grow and learn, the College places a high priority on intellectual honesty. Therefore, the College does not tolerate either cheating or plagiarism.

Access to Higher Education

3. Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements.
 - A. The institution shall make clear the characteristics and expectations of students which it considers relevant to its programs.
 - B. Under no circumstances may an applicant be denied admission because of race, sex, religion, age, national origin or handicap.

Classroom Expression

4. Discussion and expression of all views relevant to the subject matter are permitted in the classroom subject only to the responsibility of the instructor to maintain order.
 - A. Students are responsible for learning the content of any course for which they are enrolled.
 - B. Requirements of participation in classroom

discussion and submission of written exercises are not inconsistent with this section.

5. Academic evaluation of student performances shall be neither prejudicial nor capricious.
6. Information about student views, beliefs and political associations acquired by professors in the course of their work as instructors, advisors and counselors is confidential and is not to be disclosed to others except under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section except that disclosure must be accompanied by notice to the student.

Campus Expression

7. Discussion and expression of all views are permitted within the institution subject only to reasonable restrictions to ensure that the mission of the institution is not disrupted and to maintain order.
8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities (see Section 13).

Campus Organizations

9. Organizations and groups may be established within the institution for any legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.
10. A. A group shall become an organization when formally recognized by the institution. All groups that meet the following requirements shall be recognized:
 - (1) Submission of a list of officers and copies of the constitution and by-laws to the Student Activities Coordinator and Student Forum. All changes and amendments shall be submitted within one week after they become effective.
 - (2) Where there is affiliation with an extramural organization, the organization's constitution and by-laws shall be filed with the Student Activities Coordinator. All amendments shall be submitted within a reasonable time after they become effective.
 - (3) All sources of outside funds shall be disclosed.
- B. Upon recognition of an organization, the institution shall make clear that said recognition implies neither approval nor disap-

- proval of the aims, objectives and policies of the organization.
- C. Groups of a continuing nature must institute proceedings for formal recognition if they are to receive the benefits of 13, 15, 16.
 - D. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.
11. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meets the stated obligations of the organization.
 12. Membership lists of the organization are submitted for reference when applying for funds through the Student Forum.
 13. Institutional facilities may, through the Provost's Office, be assigned to organizations, groups and individuals within the institutional community for regular business meetings, for social programs and for programs open to the public.
 14. A. The authority to request institutional funds for use by organizations shall be delegated to the organization's advisor working in conjunction with the Student Activities Coordinator:
 - (1) Any organization seeking access to institutional funds shall choose an employee of the college as advisor.
 - (2) Approval of requests for funds is conditioned upon submission of budgets to and approval by the provost or designee.
 - (3) Financial accountability is required for all allocated funds, including a quarterly statement of income and expenses, which is presented to the SVCC Local Board.
 - B. Organizations may be allowed to raise money on- or off-campus to help support their activities.
 - (1) Food and beverage sales on campus are limited to a total of six per semester during day classes. Each organization must request in advance approval by the provost or designee.
 - (2) Other fund raising activities are not limited but advance approval by the provost or designee is required.
 - (3) All fund raisers must be appropriate, legal and reasonable as deemed by the provost or designee.
 15. No individual, group or organization may use the institution's name without the express authorization of the institution except to identify the institutional affiliation. Institutional approval or disapproval of any policy may not be stated or implied by any individual, group or organization.
- Publications**
16. A student, group or organization may not distribute written materials on campus without prior approval of the institution. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
 17. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.
- Institutional Government**
18. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body.
 19. On questions of educational policy, students are entitled to a participatory function.
 - A. Faculty-student committees shall be created to consider questions of policy affecting student life.
 - B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions and allocation of student funds.
- Protest**
20. The right of peaceful demonstration for protest is granted within the institutional community. The institution retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

21. Orderly picketing and other forms of peaceful protest are permitted on institution premises.
 - A. Interference with ingress to and egress from institution facilities, interruption of classes or damage to property exceeds permissible limits.
 - B. Even though remedies are available through local enforcement bodies, the institution may choose to impose its own disciplinary sanctions.
22. Orderly picketing and orderly demonstrations are permitted in public areas outside institution buildings subject to the requirements of Section 20, 21 and 23.
23. Every student has the right to be interviewed on campus by legal organizations desiring to recruit at the institution.
 - A. Any student, group, or organization may protest against any such organization provided that protest does not interfere with any other student's right to have such an interview.
 - B. Forms for college registration of demonstrations are available in the office of the Provost.

Violation of Law and Institution Discipline

24. If a student is charged with, or convicted of, an off-campus violation of law, the matter is of disciplinary concern to the institution.
 - A. The institution may impose sanctions for grave misconduct demonstrating flagrant disregard for the rights of others.
 - B. Once a student is adjudged guilty in a court of law, the institution may impose sanctions if it considers the misconduct to be so grave as to demonstrate flagrant disregard for the rights of others.
25. Under 24A, the institution shall reinstate the student if he/she is acquitted or the charges are withdrawn.
26. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation.

Student Records

27. Upon graduation or withdrawal from the institution, official college records and files of former students shall continue to be subject to the provisions of the Code of Student Rights and Responsibilities. Students shall have the right of inspection and review of their official

college records in accordance with the Family Rights and Privacy Act of 1974 as amended.

Proscribed Conduct

28. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:
 - A. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institution documents or instruments of identification with intent to defraud.
 - B. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other institution activities.
 - C. Physical or verbal abuse of any person on institution premises or at institution-sponsored or supervised functions.
 - D. Theft from or damage to institution premises or damages to property of a member of the institutional community on institution premises.
 - E. Failure to comply with directions of institution officials acting in performance of their duties.
 - F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Student Rights and Responsibilities, and other regulations which may be enacted.
 - G. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.
29. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.
30. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings.
31. An appeal from a decision by the college administration initial hearing may be made through the Student Grievance Procedures.

Sanctions

32. The following sanctions may be imposed upon students:
- A. Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.
 - B. Academic Penalty: The assignment of grades is the responsibility of the instructor. Thus, if the instructor determines that a student's work has been intellectually dishonest, the instructor may require the work be repeated for a lower grade, award an F for the assignment, lower the grade for the course, or award an F for the course.
 - C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions, in the event of the finding of a violation of any institutional regulation within a stated period of time.
 - D. Disciplinary probation: Exclusion from participation in privileges or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.
 - E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
 - F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
 - G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
33. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Student Complaint and Grievance Policy

It is the goal of Southside Virginia Community College to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting an educational institution. Therefore, this policy is presented in two parts. Part I deals with resolving disagreements and complaints. Part II deals with filing

a grievance, which can only be done after a student has completed the process for resolving disagreements and complaints. If your complaint or grievance concerns sexual harassment, you should follow the sexual harassment procedures outlined in the Sexual Harassment Section of this handbook.

Section I. Procedures for Resolving Complaints

A. Step One

If you wish to file a complaint about the actions of a person, with a policy, or with a procedure of the College, you must discuss your concern with the person with whom you have a complaint. If your complaint involves harassment by another individual, you should file your complaint directly with the Director of Counseling at your campus of record. Since disagreements should be raised and settled promptly, a complaint should be filed with the person with whom you have a complaint within 20 calendar days either of the event giving rise to the complaint or within 20 calendar days of the time when you reasonably should have gained knowledge of its occurrence. For the time limit for making a complaint about a grade, see below.

Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:

1. The assignment of a course grade to a student on some basis other than performance in a course, or
2. The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in that same course, or
3. The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member's previously published standards.

The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. If the faculty member who issued the grade is no longer at the College, the appeal must be made to the Dean of Instruction. If the faculty member with whom you have the complaint has not responded to your multiple attempts to contact him/her over a period of time, the appeal may be made to the dean of the faculty member.

B. Step Two

If, after discussing your complaint with the person with whom you have a complaint, you are not satisfied with the disposition of the complaint, you may appeal to the person's supervisor. You must do this within ten calendar days after talking with the person with whom you have a complaint. The following individuals will hear your complaint:

1. Academic matters – Dean of Instruction or Vice President for Workforce Development and Continuing Education for credit courses, Dean of Continuing Education for non-credit courses. Grading would not be grievable unless arbitrary and capricious treatment is shown.
2. Admissions matters (e.g., recruitment, registration, transfer of credits, academic suspension/dismissal, etc.) will be heard by the Dean of Enrollment Management.
3. Student employment (e.g., financial aid recipients) will be heard by the Director of Financial Aid.

4. Complaints in areas other than 1, 2, and 3 above will be heard by the Provost.

It is the responsibility of the appropriate administrator to hear your complaint within ten calendar days of your appeal. The administrator must notify you, in writing, of the disposition of your appeal within ten calendar days of hearing your appeal.

Section II. Procedures for Filing A Grievance

In rare instances, a situation may arise in which you are not satisfied with the response that you have received to your complaint. In such an instance, after you have completed the complaint procedure, you have the right to file a grievance. The following are the procedures for filing a grievance.

- A. Obtain a copy of the Student Grievance Form from the office of the Director of Counseling. Complete this form, clearly describing the nature of the grievance. Submit this form to the Director of Counseling.
- B. Grievable Action, a complaint of unfair treatment, may be determined to be grievable if you



are able to demonstrate reasonable evidence that a College policy or procedure was applied to you unfairly, in a different manner than application to others, and that you have experienced some damages or injury as a result. Determination of grievability will be made, in order, by the Director of Counseling or, if you are not satisfied, by the Provost.

- C. If it is determined that you have a grievable complaint, your grievance will be heard by a Grievance Panel. The Provost will, within ten calendar days of the determination of grievability, appoint a Grievance Panel with the following membership:

For Campuses:

1. One member of the Provost's staff, who will serve as chair of the panel.
2. One faculty member, to be selected from a pool of faculty designated at the beginning of each academic year by the Campus Council. In the case of grievances regarding grades, the faculty member on the Grievance Panel must be a member of the teaching faculty.
3. One student to be selected from a pool of students designated at the beginning of each academic year by the Campus Council.

Within ten calendar days after the Grievance Panel has been designated by the Provost, the chair of the Grievance Panel shall set a time and place for the hearing and notify you in writing. The hearing shall be held within fourteen calendar days after the Grievance Panel has been designated. The Grievance Panel shall make its decision by simple majority vote and will make a recommendation to the Provost within ten calendar days after the hearing is completed. The Provost will notify you, in writing, of the decision of the Grievance Panel within ten calendar days of the receipt of the Panel's recommendation. The decision of the Grievance Panel may be appealed, in writing, by you to the Provost within ten calendar days of the postmark of the Panel's decision that is sent to you by the Provost. Either party in the grievance procedure has the right to appeal.

- D. If you appeal the decision of the Grievance Panel to the Provost, a decision will be made within ten calendar days of the postmark of the appeal. The decision of the Provost is final.

Section III. General Provisions

- A. In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel.
- B. If the person with whom you have a grievance chooses not to attend the hearing, the person's written statements shall be reviewed in her/his absence.
- C. All parties shall have the opportunity to present to the panel any written and/or oral information relevant to the grievance. The panel may also request information from other sources. Signed written statements may, when necessary, be submitted by individuals and witnesses who are unable to attend.
- D. The Grievance Panel will have the responsibility of interpreting the grievance in light of College policies and procedures. The panel will determine whether or not there is sufficient evidence to support the grievance. The Grievance Panel cannot formulate or change College policies or procedures nor commit state resources.
- E. The Grievance Panel shall make its decision by simple majority vote. All members must be present. The chair of the panel is a voting member. All decisions of the panel must be supported by the weight of the evidence, taking into account the credibility of the witnesses. The panel's decision will be communicated in the form of a recommendation to the Provost.
- F. Copies of the Grievance Panel's decision, if approved by the Provost, will be forwarded to the complainant and the other administrative offices that have been involved in the grievance.
- G. Any new information pertaining to the grievance may be presented by you through the grievance process, but where an official of the College was the subject of the grievance, the person shall have the right to receive copies of all information that you present.
- H. The Provost shall have the authority to accept and implement or modify the decision of the panel. If a grievance alleges arbitrary and capricious grading and the panel finds in favor of the grievant, the Provost may exercise her/his authority to alter the grade.
- I. An audio recording of the meeting with the Grievance Panel will be made by the College. You shall be entitled to a copy of the tape of the meeting at your expense.
- J. All hearings are closed to the public.

- K. Calendar day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.
- L. During the procedure, if there are additional grievances directly related to the original grievance, they will be noted but usually will not be acted upon until the original disagreement has been resolved.
- M. Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Provost reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the person being grieved against does not respond within the deadline, the Provost will ensure that a response is issued. If the grievant does not respond within the deadline, the grievance is ended. In the case of injury, illness or other mitigating circumstance on either part, a deadline revision will be considered appropriate.

ADA Complaint Procedure

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

Complaints should be addressed to Peter G. Hunt, Affirmative Action Officer, Southside Virginia Community College, whose office is located on the Christanna Campus at 109 Campus Drive, Alberta, Virginia 23821, (434) 949-1000 or on the John H. Daniel Campus at 200 Daniel Road, Keysville, Virginia 23947, (434) 736-2000, who has been designated to coordinate ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within five calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of complaint. The

investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued and forwarded to the complainant no later than ten calendar days after its filing.
5. The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within ten calendar days.
6. The ADA coordinator shall maintain the files and records relating to the complaints filed.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.^[1]

^[1] Other remedies include the filing of an ADA complaint with the federal EEOC, or other responsible federal agency, or state employees may also file a complaint with the state EEO office or initiate a grievance under the state grievance procedure.