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 bookstore. Hours of operation are 8:30 a.m. to 4:00 p.m. Monday through Friday. The bookstore is also open from 8:30 a.m. to 6:30 p.m. the first two weeks of night classes during the Fall and Spring semesters and during the first week of summer classes for your convenience. Any changes will be posted. Books can be ordered from our web store at http://scvv.campuswebstore.com using financial aid and credit/debit card payments and mailed to you. Shipping charges will be added to the order. The web store will be open during the time that financial aid is available at the beginning of each semester. The dates will be posted on the web store’s main page. Books can also be rented from e-campus which can be accessed on the college bookstore website.

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. Access codes cannot be returned if they have been opened.
• Returns and exchanges will be authorized only during the first 2 weeks of the course for classes that start at the beginning of the semester and 10 days after late starting classes begins. 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.

Library–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, ebooks, 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
The Julian M. Howell Library on the Christanna Campus and The John H. Daniel Library on the Keysville Campus are open from 8 a.m. to 8 p.m. Monday through Thursday. On Fridays, and when classes are not in session (between the fall and spring semesters), the libraries are open 8:00 a.m. to 4:30 p.m. Both libraries are closed on weekends. For more information about our services, go the Library website at www.southside.edu/learning-resource-center.

Circulation Policies
All patrons must have a SVCC library card or student ID with 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.

All profits from the Bookstore is used to benefit students.
**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

One renewal is allowed.

SVCC faculty/staff have the following loan periods:

- **Circulating books:** 8 weeks
- **Bestseller books:** 4 weeks
- **Audios/Videos:** 10 days

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

**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, videotape, 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.

**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 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:

- Downloading of software including instant messenger services
- Distributing unsolicited advertising
- Damaging hardware or software including propagating viruses
- Violating another person’s privacy including slander 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.
- All cell phone must be on mute or vibrate; cell phone use is not encouraged in 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.
- The College does not permit smoking of any kind in any campus building (this includes e-cigarettes and vaporizers.)
- 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 $35 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.

Security/Police
Each main campus has a part-time security officer who can be identified by uniform. Should the security officer not be available, notify the buildings and grounds office on each campus. 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) 542-5141 (Keysville Police) or 911.

Facsimile Machine Use
The fax machine in each library is available for student or patron use. 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.

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. Shirt and shoes are required at all times. All students and staff 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 the SVCC website, 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:
WKLV (Blackstone) 1440 AM
WEVA (Emporia) 860 FM
WFLO (Farmville) 870 93.5 (WBBR)
WLES (Lawrenceville) 580 95.7
WRVA (Richmond) 1140
WHLF (South Boston) 1400 95.3 (WJLC)
WSHV (South Hill) 1370 101.9 (WKSX)

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. College 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
A. The intentional giving or receiving of help on any written assignments or examinations without the permission of the instructor.
B. 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.
C. Talking or signaling to another while taking a quiz or exam with the intent to gain or give unfair academic advantage.
D. Collaborating with another in preparing written assignments without the permission of the instructor.

SECTION 2. Plagiarism—Prohibitions
A. Copying another's paper and handing it in as one's own.
B. Intentionally footnoting an incorrect source.
C. Using passages or ideas of another as one’s own work without giving proper credit.
D. Cutting and pasting information from a web site onto your paper.

Plagiarism means “to take and use as ones 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 conscientiously, 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.

CLUB AND STUDENT ORGANIZATIONS
Southside Virginia Community College (SVCC) encourages the development of a student activities program designed to promote educational and cultural experiences and complies with all policies set forth by the State Board of the Virginia Community College System (VCCS). These policies may be found in Section 6 of the VCCS Policy Manual at www.vccs.edu.

Student activities are out-of-classroom activities that support the mission of the colleges and provide students avenues for personal growth and enrichment. Through participation in clubs and organizations, or other planned activities, students develop a wide range of abilities, including intellectual, communication, athletic, and leadership skills. Students develop self-confidence, interpersonal skills, and an appreciation for other cultures and lifestyles. Finally, students develop a sense of integrity, purpose, and social responsibility that empowers them to be productive within and beyond the college community.

SVCC shall recognize and encourage honorary, scholastic, service organizations, and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other non-merit factors. Private clubs, private associations, social fraternities, and social sororities shall not be recognized by the Virginia Community College System. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS:

a. The entire program of student activities shall be under college supervision.
b. There shall be a faculty or staff sponsor for each student organization.
c. All student activity funds shall be deposited with and expended through the college business office, subject
to State Board policies, procedures, and regulations pertaining to such funds.

d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.

e. All student activity programs and recognized organizations must comply with the VCCS's nondiscrimination policy, except as follows: Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

Admission to Student Activities Functions

Admission to student activities is limited to students, faculty, staff, and their guests. Student ID may be required.

Phi Theta Kappa

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 3.2, (4) have established academic excellence as judged by faculty, and (5) be of good moral character and possess recognized qualities of citizenship.

Phi Beta Lambda

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.

The SVCC Automotive Club

The SVCC Automotive Club was started on the John H. Daniel campus of SVCC. Members of this club share the passion of automotives. Membership is open to all SVCC students. In addition, they sponsor car care clinics and various activities throughout the year. Interested students should talk to their Student Activities Coordinator.

Campus Activities Team

The Campus Activities Team was started in the spring semester of 2008. Formally known as the Student Forum a name change was proposed to express the team-centered purpose of C.A.T. Members of the C.A.T. give suggestions of preference for student events and express their opinion about other campus issues. Membership is open to all SVCC students. This club meets monthly and often provides assistance during student activities.

Criminal Justice Club

Goals: Provide a means for students to strengthen their knowledge of the mission and mandates of law enforcement agencies at the local, state and federal levels; and of the United States Constitution; the Commonwealth of Virginia Constitution and the laws governing both. Open membership.

Crusade for Christ

Founded in 2007 at the J. H. Daniel Campus, this interdenominational, Christian organization seeks to provide a spiritual environment to students. Membership is open to all interested students.

The Heartbeats

This organization was originally founded in 2003 as The Nursing Club. It is open to students currently enrolled in the RN program. Members of this organization participate in campus awareness events, charitable fundraisers, and express opinions about current nursing practices/ issues. Students who are interested in getting involved with the Heartbeats should contact an RN nursing instructor.

Empowered Women's Club

Goals of the Empowered Women's Organization is to increase female retention and completion rates; grow the leadership capacity of female students; increase partnerships with campus community; and connect with the community. Open membership.

Environmental Club

The main goal of the Environmental Club is to encourage activities which lead to a more sustainable campus environment. Special attention is given to Arbor Day in the fall term and Earth Day in the spring term. The Club meets monthly during the academic year and is open to all students, faculty and staff on both campuses. A major focus of the organization is protecting our natural resources through activities that can make a difference on the campuses and college centers, such as recycling.
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. (C)

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. (D)

RN Nursing Club
The purpose of the Nursing Club is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interest and concerns, and to aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life. The Nursing Club also sponsors different programs including health fairs that are open to the local communities in a spirit of “giving back” to all who are supportive of the college. (C)

Southside Student Veterans
Veterans share a bond of service that is very strong and with a student veteran club that bond can be fostered in educational pursuits. Southside Student Veterans- Alberta will foster a veteran friendly environment at SVCC where veterans, spouses and dependents of veterans will feel welcomed and valued. This organization’s will bring student veterans together to bond and share a common purpose and that purpose is to excel at and complete their higher education program. (C) (D)

Student Government Association
The S.G.A. was founded in the Fall of 2010. SGA’s purpose included participating in a community service project every semester, hosting community awareness programs, and to serve as leaders on the SVCC campus. This organization also attends off-campus leadership conferences and workshops. S.G.A. membership is open to any SVCC student and new members are encouraged to contact their Student Activities Coordinator. (D)

SVEC Student Ambassadors Organization
This club was founded in 2013 at the Southside Virginia Education Center located in Emporia, VA. The SVEC Student Ambassadors Organization will empower our students to realize the value of giving back to the community through outreach and volunteer projects. The members of the organization will also represent SVCC in a positive light at various community events. Members will also foster positive team building and leadership development experiences. (C)

Teen C.N.A. Club
The Teen C.N.A. club was founded in 2008. Membership is open to all dual enrollment students taking certified nurse aide classes. Members of this club participate in one fundraiser a year to benefit a charitable organization and take a field trip to the Board of Nursing. (D)

Transfer Club
To provide a means for students to broaden their knowledge of transfer procedures by attending various events, encouraging participation in activities, on and off campus, and extending their knowledge of transfer procedures. Open membership. (C, D)

Women of Wisdom
Women of Wisdom (W.O.W.) is a mentoring program geared toward minority females, but females of all races are encouraged to actively participate. The program’s vision is to reflect on the changing needs of minority females and nurture their educational, cultural, and social experiences. The program provides opportunities for personal growth through mentoring, fellowship, and social/educational experiences. (D)

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, collectively, 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.

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 Campus Council. 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 disapproval 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. Recognized religious or political student organizations may limit activities that relate to the core functions of the organization to only those students who support the organization's mission. Core functions may include, but are not limited to:
1. ordering the organization's internal affairs;
2. selecting the organization's leaders;
3. defining the organization's doctrines; and,
4. resolving the organization's disputes that are in furtherance of the organization's religious or political mission.

12. Membership lists of the organization are submitted for reference when applying for funds through the Student Activities.

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.

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.

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.

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 and/or verbal abuse or the threat of such abuse of any person on College premises or at College premises or at College activities. This includes hazing, sexual harassment and sexual assault.

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 Instruction.

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 Director of Workforce Development and Continuing Education for credit courses, director of Workforce Development and 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.

**SEX OFFENDER ADMISSION POLICY**

**Admission Policy**

Section 23-2.2.1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that an applicant to Southside Virginia Community College is determined to be on the Sex Offender Registry, the following procedures apply:

A. The applicant will be sent a letter to his/her mailing address that states, “Due to your status as a sex offender listed on the National Crime Information Center Convicted Sexual Offender Registry you must meet with the SVCC Threat Assessment Team to review your continued admission status.”

B. The applicant must respond to the request within seven (7) working days to meet with the Team. If the applicant does not respond within the seven (7) days request, then he/she will be denied continuing admission status and administratively withdrawn from courses if necessary.

C. The applicant will be asked to provide the following information when meeting with the Team.
• Disclosure of the nature of the offence for which he/she has been convicted:
• Justification for consideration of admission or continuing admission:
• Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be available for review on the college campus in accordance with federal and state laws if his or her admission is continued.

D. The Threat Assessment Team will review the totality of circumstances on a case-by-case basis. The information sought will be the same that will allow an offender to be removed from the registry. Those include nature and number of offense(s), date of last offense, length of time from the last offense, treatment and/or counseling sought, and restitution completed. The Team will make a decision to continue admission by a simple majority vote within twelve (12) working days of receiving the required information and submit their recommendation to the appropriate Provost.

E. The Provost of the appropriate campus will inform the applicant by letter of the decision.

F. The student may appeal the decision by letter directly to the Provost within seven (7) working days of the date of the panel decision letter.

G. The Provost will review all documents provided by the Team and may meet with the applicant to make a decision within seven (7) working days from the date of the appeal letter. The decision of the Provost shall be final.

Violence Policy
Southside Virginia Community College strives to offer students a quality education in a safe and caring environment. The college also strives to create a safe and secure place of work for its staff. Therefore, the college will not tolerate violence of any nature.

Prohibited conduct includes: Any physical assault or threatening behavior occurring in the workplace by employees, students, or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, intentionally damaging property, an intimidating presence which makes a reasonable person apprehensive of imminent harm, and harassment of any nature such as stalking, shouting so as to cause a disruption, swearing or committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Section 18.2-60 of the Code of Virginia states that any person who makes a verbal threat to any employee of any public institution shall be guilty of a Class 1 misdemeanor punishable by up to a year in jail. The threat may consist of written, electronically transmitted, or verbal comments to kill or do bodily injury. If the threat is written or electronically transmitted, a person can be found guilty of a Class 6 felony punishable by one to five years in prison.

Any student or employee who acts in such a manner that threatens or jeopardizes another’s safety or acts in a manner that is considered intimidating or disruptive will be found in violation of this policy and will be subject to disciplinary action.