# Academic Calendar 2007-2008

## FALL SEMESTER 2007

<table>
<thead>
<tr>
<th>Dates</th>
<th>Day Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16-21</td>
<td>Faculty Inservice</td>
</tr>
<tr>
<td>August 22</td>
<td>Classes begin</td>
</tr>
<tr>
<td>August 28</td>
<td>Last day to add classes w/o instructor approval</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day (College closed)</td>
</tr>
<tr>
<td>September 5</td>
<td>Last day to drop and receive refund</td>
</tr>
<tr>
<td>October 10-12</td>
<td>Faculty Research (No day or evening classes)</td>
</tr>
<tr>
<td>October 29</td>
<td>Last day to drop and receive “W” grade*</td>
</tr>
<tr>
<td>November 16</td>
<td>Applications for Spring Graduation due</td>
</tr>
<tr>
<td>November 19-21</td>
<td>Faculty Inservice (no day or evening classes)</td>
</tr>
<tr>
<td>November 22-23</td>
<td>Thanksgiving Break (College closed)</td>
</tr>
<tr>
<td>November 27</td>
<td>Spring registration begins</td>
</tr>
<tr>
<td>December 10</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 11</td>
<td>Exams begin</td>
</tr>
<tr>
<td>December 17</td>
<td>Exams end</td>
</tr>
<tr>
<td></td>
<td>Note: Monday Night Class Exam on Dec. 17</td>
</tr>
<tr>
<td>December 18</td>
<td>Grades due from faculty</td>
</tr>
<tr>
<td>December 19</td>
<td>Grades available for students</td>
</tr>
<tr>
<td>December 18-21</td>
<td>Faculty Inservice</td>
</tr>
</tbody>
</table>

## SPRING SEMESTER 2008

<table>
<thead>
<tr>
<th>Dates</th>
<th>Day Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2-3</td>
<td>Faculty Research</td>
</tr>
<tr>
<td>January 4-22</td>
<td>Faculty Inservice</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin L. King, Jr. Day (College closed)</td>
</tr>
<tr>
<td>January 23</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 29</td>
<td>Last day to add classes w/o instructor approval</td>
</tr>
<tr>
<td>February 5</td>
<td>Last day to drop and receive refund</td>
</tr>
<tr>
<td>March 17-21</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 2</td>
<td>Last day to drop and receive “W” grade*</td>
</tr>
<tr>
<td>April 14</td>
<td>Applications for Fall Graduation due</td>
</tr>
<tr>
<td>April 15</td>
<td>Summer registration begins</td>
</tr>
<tr>
<td>April 22</td>
<td>Fall registration begins</td>
</tr>
<tr>
<td>May 6</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 7</td>
<td>Exams begin</td>
</tr>
<tr>
<td>May 13</td>
<td>Exams end</td>
</tr>
<tr>
<td>May 14</td>
<td>Grades due from faculty</td>
</tr>
<tr>
<td>May 15</td>
<td>Graduation</td>
</tr>
<tr>
<td>May 16</td>
<td>Grades available for students</td>
</tr>
<tr>
<td>May 14-15</td>
<td>Faculty Inservice</td>
</tr>
</tbody>
</table>
### SUMMER SEMESTER 2008

<table>
<thead>
<tr>
<th>Ten-Week Session (T)</th>
<th>First Five-Week Session (D)</th>
<th>Second Five-Week Session (E)</th>
</tr>
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<tbody>
<tr>
<td>May 21</td>
<td>May 21</td>
<td>June 26</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Classes Begin</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>May 26</td>
<td>May 23</td>
<td>June 30</td>
</tr>
<tr>
<td>Monday</td>
<td>Friday</td>
<td>Monday</td>
</tr>
<tr>
<td>Last Day to Add Without Instructor Approval</td>
<td>Last Day to Add Without Instructor Approval</td>
<td>Last Day to Add Without Instructor Approval</td>
</tr>
<tr>
<td>May 28</td>
<td>May 26</td>
<td>July 2</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Monday</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Holiday (College Closed)</td>
<td>Last Day to Drop and Receive Refund</td>
<td>Last Day to Drop and Receive Refund</td>
</tr>
<tr>
<td>June 2</td>
<td>June 11</td>
<td>July 4</td>
</tr>
<tr>
<td>Monday</td>
<td>Wednesday</td>
<td>Friday</td>
</tr>
<tr>
<td>Last Day to Drop and Receive “W” Grade</td>
<td>Last Day to Drop and Receive “W” Grade</td>
<td>Holiday (College Closed)</td>
</tr>
<tr>
<td>July 3</td>
<td>June 25</td>
<td>July 17</td>
</tr>
<tr>
<td>Thursday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Last Day to Drop and Receive “W” Grade</td>
<td>Grades due from faculty</td>
<td>Last Day to Drop and Receive “W” Grade</td>
</tr>
<tr>
<td>July 4</td>
<td>June 26</td>
<td>July 31</td>
</tr>
<tr>
<td>Friday</td>
<td>Thursday</td>
<td>Thursday</td>
</tr>
<tr>
<td>Holiday (College Closed)</td>
<td>Grades due from faculty</td>
<td>Classes End</td>
</tr>
<tr>
<td>July 31</td>
<td>August 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Thursday</td>
<td>Friday</td>
<td>Friday</td>
</tr>
<tr>
<td>Classes End</td>
<td>Grades due from faculty</td>
<td>Grades due from faculty</td>
</tr>
<tr>
<td>August 1</td>
<td>August 4</td>
<td>August 4</td>
</tr>
<tr>
<td>Friday</td>
<td>Monday</td>
<td>Monday</td>
</tr>
<tr>
<td>Grades due from faculty</td>
<td>Grades available for students</td>
<td>Grades available for students</td>
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# Exam Schedule

## Fall 2007

<table>
<thead>
<tr>
<th>Exam Times</th>
<th>Tuesday December 11</th>
<th>Wednesday December 12</th>
<th>Thursday December 13</th>
<th>Friday December 14</th>
<th>Monday December 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 10:00</td>
<td>9:30 TR</td>
<td>8:00 MWF</td>
<td>8:00 TR</td>
<td>9:05 MWF</td>
<td></td>
</tr>
<tr>
<td>10:30 – 12:30</td>
<td>12:00 TR</td>
<td>10:10 MWF</td>
<td></td>
<td>11:15 MWF</td>
<td></td>
</tr>
<tr>
<td>1:00 - 3:00</td>
<td>1:30 TR</td>
<td>12:20 MWF</td>
<td>3:00 TR</td>
<td>1:25 MWF</td>
<td></td>
</tr>
<tr>
<td>3:30 - 5:30</td>
<td>4:30 TR</td>
<td>2:30 MWF</td>
<td></td>
<td>3:35 MWF</td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td></td>
<td>Monday</td>
</tr>
</tbody>
</table>

## Spring 2008

<table>
<thead>
<tr>
<th>Exam Times</th>
<th>Wednesday May 7</th>
<th>Thursday May 8</th>
<th>Friday May 9</th>
<th>Monday May 12</th>
<th>Tuesday May 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 10:00</td>
<td>8:00 MWF</td>
<td>9:30 TR</td>
<td>9:05 MWF</td>
<td>8:00 TR</td>
<td></td>
</tr>
<tr>
<td>10:30 - 12:30</td>
<td></td>
<td>12:00 TR</td>
<td>11:15 MWF</td>
<td>10:10 MWF</td>
<td></td>
</tr>
<tr>
<td>1:00 - 3:00</td>
<td>12:20 MWF</td>
<td>1:30 TR</td>
<td>1:25 MWF</td>
<td>3:00 TR</td>
<td></td>
</tr>
<tr>
<td>3:30 - 5:30</td>
<td>2:30 MWF</td>
<td>4:30 TR</td>
<td>3:35 MWF</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evening</td>
<td>Wednesday</td>
<td>Thursday</td>
<td></td>
<td>Monday</td>
<td>Tuesday</td>
</tr>
</tbody>
</table>
FOREWORD

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

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

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

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

It is the policy of New River Community College to promote equal opportunity in educational programs and activities, admission, and employment without regard to race, creed, sex, national origin, handicap, or any other non-merit factor. "Reasonable accommodations" are provided for applicants and employees with disabilities. Inquiries concerning the affirmative action policy should be addressed to New River Community College's Affirmative Action Officer, whose office is located in Godbey Hall and who can be reached at (540) 674-3617.
WELCOME

Congratulations! You are a member of one of the finest groups of professional educators anywhere. New River Community College is recognized throughout Virginia and beyond as a student-centered, innovative, and caring college. The exceptional teaching and comprehensive curriculum available at NRCC attract many students each year – not only from Virginia’s New River Valley, but from many of the surrounding areas as well.

For over thirty years, NRCC has served the counties of Floyd, Giles, Pulaski, and Montgomery, and the City of Radford through a wide variety of programs, including both occupational programs and those designed to prepare students for transfer to four-year colleges and universities.

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

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

You are encouraged to read the Handbook and become thoroughly familiar with its contents. As supplements to this Handbook, you should keep a copy of the college’s current catalog and Student Handbook for quick reference. Most student questions and concerns about administrative policy can be addressed with information from one of these publications.

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

Sincerely,

Jack M. Lewis
President
AFFIRMATIVE ACTION STATEMENT

New River Community College’s Affirmative Action Plan has been developed using guidelines furnished by the State Department of Personnel and Training’s Office of Equal Employment Services and Program Evaluations in accordance with Executive Order Number Two (94) and Title 29 Labor, Chapter XIV Equal Employment Opportunity Commission, Part 1608, Affirmative Action Appropriate Under Title VII of the Civil Rights Act of 1964, as amended, the 1983 Virginia Plan Amendments, and other applicable federal and state laws.

We are committed to achieving the goals established in this plan and promoting equal employment opportunity without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), veteran status, religion, disability, national origin, or other non-merit factor.

It is the policy of New River Community College that all people have access to educational programs and activities, facilities, employment, and to operate both affirmative action and equal opportunity programs including grievance procedures that are consistent with both federal and state requirements. Inquiries concerning this affirmative action policy or the fulfillment of such should be addressed to the Affirmative Action Officer, New River Community College, located in Office 06, Godbey Hall.

The New River Community College Affirmative Action (Faculty, Student and Classified) Plan is available for review in all administrative offices, the Library, and the Affirmative Action Office and is effective for the period of July 1, 2006, to June 30, 2010. The policy prohibiting sexual misconduct is included in this manual. The policies regarding the grievance procedure for the American with Disabilities Act and the Affirmative Action Hiring Practices is included in the Appendices of this manual.
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GENERAL INFORMATION

THE VIRGINIA COMMUNITY COLLEGE SYSTEM MISSION

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

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

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

THE COLLEGE

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

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

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

LOCALITIES AND FACILITIES

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

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

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

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

MISSION

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

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

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

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

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

VISION

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

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

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

- "That access to higher education must be provided to all who can benefit from it;

- "That high quality must be maintained in all programs and services through instructional excellence, competency of faculty and staff, on-going curriculum development and improvement, and effective processes for assessment of quality;

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

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

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

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

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

DIVERSITY STATEMENT

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

PROGRAMS

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

Occupational/Technical Education

The occupational and technical education programs are designed to meet the demand for technicians, semi-professional workers, and skilled craftsmen in the New River Valley who will be employed in industry, business, the professions, and government.

University Parallel/College Transfer Education

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

General Education

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

Continuing Education

Degree credit and nondegree credit courses are offered during the day and evening hours for adults in the region who wish to continue learning.

Special Training Programs

Special training is offered where specific employment chances are open for new or expanding industry. Special training programs are coordinated with Virginia's economic growth efforts and with the needs of employers.

Workforce Development

New River Community College offers workforce development programs and activities through the office of Workforce Development. Credit and non-credit programs/activities are customized to meet the customers’ training, retraining and professional and personal development needs. Workforce Development contains the following departments: computer training; workforce training; WorkKeys; Job Placement Services; Tech Prep and apprenticeship programs. For detailed information about Workforce Development, call (540) 674-3613.

Apprenticeship Training
The Apprenticeship Program is based on an agreement between industry, employees, and the Department of Labor and Industry. This voluntary program consists of currently employed individuals receiving on-the-job training (OJT) provided by the employer and related instruction. Apprenticeships range from 2,000 hours (one year) in length to 8,000 hours (four years) in length. For each 2,000 hours of OJT, 144 contact hours of classroom-related instruction (usually outside the normal work hours) are required.

When a registered apprentice has satisfied the OJT and related instructional requirements, he/she will be awarded a Certification of Completion from the Apprenticeship Council and, in some instances, a certificate or degree from NRCC. For more information, contact the Workforce Development office at x3613.

Developmental Courses

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

Special Regional and Community Services

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

Cooperative Education

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

ADJUNCT APPOINTMENT

Adjunct teaching faculty may be contracted on a temporary basis. Adjunct faculty who teach less than a full-time load in the day and/or evening and who are employed on a temporary basis shall be employed with the title of Lecturer. They shall be paid at the current rates which are established by the VCCS if their qualifications are equal to the criteria for the stipulated faculty ranks, subject to approval by the Vice President for Instruction and Student Services. Faculty who do not meet minimum qualifications for the rank of Instructor will be paid $532 per credit hour. Faculty who meet the qualification for Instructor rank or above will be paid a minimum of $566 per credit hour. Education, teaching, and occupational experience in the teaching field may be used to increase this rate.

Adjunct Faculty Teaching Load

Adjunct faculty teaching loads should normally be one or two courses (3-10 credit hours per semester). The maximum teaching load per semester can exceed 10 credits with prior approval of the Vice President for Instruction and Student Services.

Information Required at Beginning of Employment

The following forms are needed by the Personnel Office at the time of employment and may be obtained from Personnel or division dean’s offices:

* Federal Income Tax Forms
* State Income Tax Forms
* State Application
* I-9 (must be filled out in Personnel Office) and supporting documentation
* Official transcripts - specific salary amount is based upon educational background and work experience. Contracts are not written until transcripts have been received.
* License (if applicable)
* Child Support Form
* Drug Policy Form
* Disability Form
* Adjunct faculty must present their social security cards

Pay Schedule

A pay schedule, based on the employment date for the semester, will be attached to the teaching contract.
Benefits

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

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

Resignation

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

ACADEMIC ADVISING OF STUDENTS

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

GENERAL CLASSROOM RESPONSIBILITY

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

Specific duties and responsibilities of adjunct faculty include the following:

A. Meeting all classes promptly as scheduled.
B. Submitting reports, grades, and/or other related information promptly and accurately.

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

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

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

Absence of an Instructor from a Class

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

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

Course Plans

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

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

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

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

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

**Examinations**

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

Students are expected to take their examinations at the regularly scheduled times. No exceptions will be made without prior permission of the Vice President for Instruction and Student Services and the instructor of the course.

**GENERAL CLASSROOM SAFETY POLICIES**

Faculty members should instruct the students in the proper and safe use of all equipment. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given about the use of equipment should also include relevant safety precautions. At the end of the laboratory session, it is the responsibility of the instructor to lock the door and turn out the lights.

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

**CHILDREN ON CAMPUS**

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

All children under the age of 13 entering the Library must be accompanied and supervised by an adult at all times. The college does not have appropriate materials to absorb the attention of children for long periods of time and lacks personnel to supervise children in the use of library and audio-visual materials.

**GRADING SYSTEM**

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

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

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

I - Incomplete No credit; used for verifiable unavoidable reasons for students who have completed a minimum of 80 percent of the work for the semester. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" (incomplete) has been awarded must be completed by the end of the subsequent semester, or another grade (A, B, C, D, F, W) must be awarded by the instructor based upon course work which has been completed. In the case of "I" grades earned at the end of spring semester, students will have through the end of the subsequent fall semester to complete the requirements.

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

R - Re-Enroll No grade point credit; to be used as an interim grade option in those courses which employ a mode of instruction characterized by explicit terminal objectives. These objectives must cover the various content areas in such a way that specific determination of student progress toward total course completion can be made. Examples of this mode are as follows:

A. Individualized, self-paced instruction
B. Modularized, group-paced instruction

The "R" grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described above.
The courses for which the "R" grade may be used will be identified by the dean after their approval by the Vice President for Instruction and Student Services.

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

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

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

X - Audit  
No credit. Permission of the dean or another appropriate academic administrator is required to audit a course. After the last day for students to withdraw from a class without penalty, the audit grade "X" is invalid for students who were originally enrolled in the course for credit.

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

To protect students' privacy, grades cannot be posted using names or Social Security numbers.

Grades for classes meeting on a schedule other than the regular semester are due two days after the last class meeting.
The recommended numerical range for each letter grade is as follows:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = Below 60

**Grading - Developmental Studies**

A grade of "S" may be assigned for satisfactory completion of each course in Developmental Studies (courses numbered 01-09).

Students making satisfactory progress but not completing all of the instructional objectives for developmental courses shall be graded with an "R" (Re-enroll) and re-enrolled to complete the instructional objectives.

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

**Grade Point Average**

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

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

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

**OFFICE HOURS FOR ADJUNCT FACULTY**

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

- A. Being available in the classroom the required number of office hours before and/or after the normal hours for the course if the classroom is available during this time.
B. Sharing a space in a "group" office where a desk or file drawer may be available to the part-time faculty member. (Office space for adjunct faculty is arranged by the division deans.)

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

D. Being available to meet with students by appointment.

E. Making any other appropriate arrangements for office hours.

**EVALUATION OF ADJUNCT FACULTY**

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

**TEXTBOOKS**

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

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

**PROFESSIONAL CONDUCT**

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

**ACADEMIC FREEDOM AND RESPONSIBILITY**

To ensure the college’s excellent instructional program, the Virginia Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.
The faculty member is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce teaching matters which have no relation to his/her field. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

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

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

PROFESSIONAL ASSOCIATIONS

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

TRAVEL

The Commonwealth has imposed stringent travel regulations and expense reimbursement guidelines. State employees who plan to travel on official state business should obtain a copy of the “State Travel Regulations” from the Business Office or the dean’s office prior to traveling. Some travel costs may be fully or partially paid.

Prior approval for travel must be obtained through submission of an Absence and Travel Request Form (Appendix B). An approved copy of this form should be in the possession of the traveler before travel occurs. Absence and Travel Request Forms are approved by the appropriate dean, and the Vice President for Instruction and Student Services. A travel voucher listing actual expenses (all of which may or may not be reimbursed according to the state regulations) should be submitted no more than five days after the completion of the trip; travel expense worksheets are available from the division offices. Normally, no reimbursement of mileage in connection with the use of private cars will be made if the college-owned car is available.

KEYS

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

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

**MAIL**

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

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

**Electronic Mail**

Electronic mail (e-mail) is available to those employees who have been assigned a user identification for the college's local area network. Please contact the office of Information Technology, ext. 3621, for more information.

**ADVERTISING AND BULLETIN BOARDS**

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

Daily bulletins for the faculty and students are posted to the Web and placed in various locations on campus. Student announcements should be read as requested.

**LENDING, BORROWING, OR MOVING EQUIPMENT**

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

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

Circulating audiovisual equipment is provided by the Library.

REQUISITION AND PURCHASE OF SUPPLIES AND EQUIPMENT

All requisitions must be approved by the division dean and must be within the
limitations of the departmental budget. Any exceptions to this procedure must have the
approval of the Vice President for Instruction and Student Services. All printing, regardless of
amount, must have state approval. It is imperative that needs be anticipated as far in advance
as possible. To ensure that New River Community College continues to comply with the many
purchasing policies under which it operates, prior written approval by the Business Office is
required for all purchases regardless of the amount. Employees who do not follow this
procedure will be liable for the payment of their purchases. Purchase Request Forms are
available from the appropriate division office and should be turned in to the division secretary
for processing.

LABORATORY AND SHOP USE BY FACULTY AND STAFF

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

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

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

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

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

E. No one should work unaccompanied in a lab.

TELEPHONES

Telephone service is provided for business use only. Students should not be allowed
to use college phones for long distance calls except in extreme emergencies; pay phones are
located throughout the buildings for student use. NRCC's toll-free telephone numbers are:

From Montgomery County 382-4595
From Blacksburg and Christiansburg 731-4595
Switchboard

NRCC has one main switchboard. The college receptionist covers these incoming calls from 8:00 a.m. to 5:00 p.m. Monday through Friday. There are also many incoming phone lines that directly dial a particular office. For a complete listing of campus phone numbers, please consult the NRCC Directory of Faculty and Staff.

Most campus telephones are not set up to dial long-distance numbers directly. If you are unable to complete a long-distance or "toll" call from your telephone, please dial "0" for the receptionist and give her or him the appropriate number to be dialed. The call will be connected for you.

The college receptionist is able to contact Security personnel through a paging system. If you are unable to reach Security at the Security Office (extension 3646), please dial the receptionist at 0.

BUDGET

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

FACILITIES AND ENVIRONMENTAL SERVICES

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

Custodial Services

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

Maintenance Services

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

State Vehicles
State vehicles are to be used only by state employees. Call extension 4400 to reserve a vehicle. Since there are few vehicles available, please call to make your reservation as soon as possible. If you are unfamiliar with the procedures for using state vehicles (such as refueling, repair, cleaning and emergencies), be sure to ask for instructions when you pick up the keys. In addition, all vehicles contain a detailed procedures book in the glove box.

**HOUSING**

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

**LOST AND FOUND**

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

**NEWS RELEASES**

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

A faculty member who makes a trip, writes a book, gives a lecture, wins an honor, holds a conference, or receives an award should report it to the Public Relations Officer so that a news release might be prepared. All faculty members are encouraged to take advantage of the Public Relations Office.

**SMOKING POLICY**

Smoking is not permitted in any portion of any NRCC building. This policy was implemented upon recommendation from the Faculty Assembly, Student Government Association, and the Support Staff Assembly.
NRCC EMPLOYEE SUBSTANCE ABUSE POLICY

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

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

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

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

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

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

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

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

8. Any NRCC employee experiencing a problem with drug or alcohol abuse or dependence is encouraged to seek counseling assistance. Supervisors or other appropriate college personnel will, upon request, assist employees seeking such assistance. Notwithstanding an employee's voluntary participation in a drug or alcohol rehabilitation program, the employee is expected to perform his/her duties according to developed job standards and expectations.
At the campus level, the Vice President for Finance and Technology is responsible for official interpretation of this policy. Consultation may be obtained from VCCS officials regarding interpretation of any statewide policies in effect.

NRCC STUDENT SUBSTANCE ABUSE POLICY

Please refer to New River Community College Student Handbook for details of the student substance abuse policy.

SEXUAL MISCONDUCT POLICIES AND PROCEDURES
Revised by President's Staff and Appointed Committee

New River Community College will not tolerate sexual misconduct in any form. Please contact the Human Resources Office for the policies and procedures regarding sexual misconduct.

GUN POLICY

Guns are not allowed on the campus of New River Community College or at any facilities operated by the college. This prohibition applies to concealed weapons as well as other weapons.

SECURITY ASSISTANCE

Security assistance may be requested by calling the Security Office at extension 3646 or 0 for the college switchboard operator.

ACCIDENTAL INJURY OR ILLNESS POLICY

First Aid on Campus

The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and are in need of bandages and antiseptic may find first aid supplies at the locations listed below:

- Godbey Hall
- Martin Hall
- Rooker Hall
- Edwards Hall
- Security Office
- Library (front desk)
- Counselor's Office (front desk)
- Dean’s Office

Emergency

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

1. Keep the injured/ill person quiet and calm. Do not move or allow to be moved unless, by allowing to remain stationary, the affected person is deemed to be in further danger.
2. Go to the nearest telephone and call 911; be prepared to give the following information:

   A. exact location of the victim.
   B. nature and apparent severity of the injury or illness.

3. Call the college switchboard (dial "0") and inform the operator of the situation and location – **THEN RETURN TO THE INJURED/Ill PERSON AND WAIT FOR PROFESSIONAL ASSISTANCE.**

   A. Never administer assistance beyond the level of your training.
   B. Never give medical advice unless you are trained to do so.

4. The switchboard operator will:

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

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

**WORKERS' COMPENSATION**

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

**EMERGENCY WEATHER INFORMATION**

During inclement weather, radio and television reports concerning dismissal of local schools does not apply to the college unless it is specifically mentioned by name. Unless the college is officially closed, instructors are expected to conduct their scheduled classes. The stations contacted by the college in the event of a delay or closing are:

- WDBJ Television, Roanoke
- WSLS Television, Roanoke
- WVTF, Roanoke
- WFNR/WBNK, Christiansburg
- WNNI/WVMI, Christiansburg
- WRAD/WRIQ, Radford

- WPSK, Pulaski
- WMEV, Marion
- WBRF, Galax
- WSLQ, Roanoke
- WXLK, Roanoke
- WYVE, Wytheville
Delayed Schedule

Every effort will be made to keep the college open during inclement winter weather. However, when conditions dictate, a delayed schedule may be put into effect. The delayed schedule will be used as frequently as necessary to allow for the improvement of road conditions. Each student is expected, in the final analysis, to decide whether it is possible or safe to come to the college. Every attempt will be made to work with students who are forced to be absent because of bad weather or other unavoidable reasons. The following delayed schedule will be in effect upon authorized release to local radio and television stations. Every effort will be made to release this information in time for inclusion in the 11 p.m. broadcasts and/or early morning newscasts. Evening classes will either stay with their regular schedule or be canceled and made up according to the college's make-up schedule.

The following structure will be followed in the event NRCC elects to go on a delayed schedule:

1. Area radio and television stations will be notified that New River Community College is on a delayed schedule.

2. On Mondays, Wednesdays, and Fridays, "delayed schedule" will mean classes start at 10:10 a.m. Classes originally scheduled before 10:10 a.m. will not meet. Classes scheduled for 10:10 a.m. or later will meet for their full normal duration. On Tuesdays and Thursdays, "delayed schedule" will mean classes begin at 9:30 a.m. Classes originally scheduled before 9:30 a.m. will not meet. Classes scheduled for 9:30 a.m. or later will meet for their normal duration.

3. Radio and TV stations will be asked to avoid terms such as "one hour late schedule" or "two hour late schedule" when referring to NRCC, since the situation is different for us than for public schools. Nevertheless, such terms may still be used by mistake. Do not be confused if you hear terms such as "two hour delay." The preferred terminology is "delayed schedule," and the practice will be followed as outlined above.

4. In any year when bad weather forces the frequent implementation of the delayed schedule, special measures will be taken to make up time lost in early morning classes.

To find out accurate information during inclement weather:

1. Listen to more than one radio or television station. The college strives to provide accurate up-to-date information to each station. However, mistaken information is sometimes broadcast. Verify the information you hear with the broadcast of another station.

2. Listen to the announcements more than once. Occasionally severe weather warrants a decision to delay opening be changed to a decision to close.
3. Call NRCC (674-3600). You will reach the automated attendant. **Do not** dial an extension; simply hold the line to hear the recorded information. NOTE: Please use this as a last resort. During bad weather, many people call at the same time; please be patient if you exercise this option.

4. Check the NRCC homepage (www.nr.edu). Cancellations and/or delayed schedules are immediately posted to the Website once they are made.

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

**ACADEMIC SUPPORT SERVICES**

**ACADEMIC DIVISIONS**

The Vice President for Instruction and Student Services oversees NRCC's two academic divisions. The Vice President’s Office is located in the administrative wing of Godbey Hall. For detailed listings of faculty and staff for each division, please consult the *NRCC Directory of Faculty and Staff*.

**Division of Arts and Sciences**

The Division of Arts and Sciences is responsible for credit and non-credit programs in the following disciplines: American Sign Language, Business Administration (transfer), Child Care, Education, Engineering, General Studies, Human Services, Liberal Arts, Nursing, and Science. The Academic Assistance Center is also included in this division. For more information on the Division of Arts and Sciences, please contact Ms. Carol Hurst, Interim Division Dean, in Office 34 of Godbey Hall.

**Division of Business and Technologies**

The Division of Business and Technologies is responsible for credit and non-credit programs in the following disciplines: Accounting, Administrative Support Technology, Automotive Technology, Business Administration, Drafting, Electricity, Electronics, Fiber Optics, Information Technology, Instrumentation, Machine Technology, Marketing, Police Science, and Welding. For more information on the Division of Business and Technologies, please contact Mr. Dan Lookadoo, Division Dean, in Suite 255 of Edwards Hall.

**LIBRARY**

The college’s Library serves the educational and informational needs of the students, faculty, and staff of New River Community College, as well as the citizens, businesses and industries of the New River Valley. It provides the basic tools for learning including the latest in information and educational technology designed to help communicate information.
Students and researchers have access to a library collection of 33,000 books and periodicals and 16,000 films, videotapes and other media. The college possesses a networked on-line electronic catalog of all NRCC Library holdings as well as the holdings of the other 22 community college libraries in the state, through the VCCS on-line library catalog system. The Library’s membership in the VIVA (Virtual Library of Virginia) consortium gives NRCC students exposure to an extensive collection of on-line resources and allows access to catalogs of other libraries in Virginia and throughout the United States. The Internet is available on the 50 computers housed in the Library. A photocopier and equipment for viewing media can be found in the Library as well.

Additional Library services include: reference assistance, both class and individualized instruction, and interlibrary loans from libraries across the country.

DISTANCE EDUCATION AND OFF-CAMPUS SERVICES

Coordination and management of the college’s distance educational efforts is the responsibility of Distance Education and Off-Campus Services (DEOCS) and includes the college’s Distance Learning program and services at the New River Valley Mall site.

The Distance Learning (DE) program is designed for those students who need to pursue academic goals outside the traditional classroom setting. This flexible, convenient alternative to courses taught on campus provides the same quality and content of on-campus courses. Most faculty teaching DE courses also teach equivalent classroom based sections of the same course. Currently the college offers over 150 different courses through the DE program.

NRCC provides classroom based educational opportunities through the service area to meet the needs of the region’s residents. Off-campus site development and management are the responsibility of DEOCS. Faculty from the college’s two academic divisions provide quality instruction equivalent to on-campus instruction.

The college’s New River Valley Mall Site, located at 400 New River Road, Christiansburg, offers increased educational opportunities to Montgomery and Floyd County residents. An extensive range of programs and services is offered at this site, including:

- college transfer courses
- occupational and technical courses
- independent and distance learning courses and course support
- career development courses
- short courses
- registration and payment for all NRCC courses
- placement and testing services
- computer labs
- science lab
- learning resources and library support
STUDENT SERVICES PROGRAMS

• Counseling, such as academic, personal, and crisis, is available to day and evening students. The Counseling Center is located in Rooker Hall.

• Career planning can be done in the Counseling/Career Center in Rooker Hall. Interest inventories, Virginia VIEW and Discover computer programs, and career counseling are provided.

• Advising for new students and testing for class placement in English and Math are conducted in the Counseling Center in Rooker Hall.

• The Financial Aid Office processes grants, workstudy jobs, scholarships, and loans for full and part time students. The Financial Aid Office is located in Rooker Hall.

• Center for Deaf and Hard of Hearing provides services for deaf and hard of hearing students in the form of interpreting, tutoring, notetaking, counseling and advocacy, plus equipment provisions. The Center for Deaf and Hard of Hearing is located in Rooker Hall inside the Counseling Center.

• Center for Disability Services is designed for use by students who have been identified as learning disabled. Supports available include taped texts, academic strategies, testing accommodations, tape recorders, counseling, advising, advocacy, etc. The Center for Disability Services is located in Rooker Hall inside the Counseling Center.

• Student Activities are designed to enrich and enhance students' academic experiences. Cultural events, picnics, clubs, projects, dances, performances, and lectures are a few of the opportunities afforded the students. The Activities Counselor’s Office is located in Martin Hall in the corner of the student lounge.

BOOKSTORE

The campus bookstore is operated by a private firm independent of the college. The bookstore has textbooks, workbooks, lab manuals, and other materials required by classes. Other items, such as sweatshirts, decals, greeting cards, and gift items are also available.

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

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

Bookstore hours for fall and spring semesters are Monday through Friday, 8 a.m. to 2 p.m.; Tuesday and Wednesday, 5:30 p.m. - 7:30 p.m. The bookstore is located next to the student lounge in Martin Hall.
FOOD SERVICE ON CAMPUS

Food is prepared on campus in the student lounge by the Canteen Corporation. Hours of operation will be posted. The food service is closed during semester breaks.

PLANNING AND ADVANCEMENT OFFICE

The Planning and Advancement Office at New River Community College is responsible for the generation and coordination of college-related grants, for public information/public relations activities, for legislative liaison, and for the management of the NRCC Educational Foundation, Inc., and the NRCC Alumni Association.

Grant Services

The Planning and Advancement Office is responsible for the identification and preparation of grant proposals that benefit the college, primarily comprehensive federal and state grants that involve the coordination of information and activities from all organizational units. The office is available to assist faculty and staff in all aspects of proposal preparation from locating resources to editing and typing proposals. All grant proposals prepared under the auspices of NRCC must be coordinated with the Planning and Advancement Office prior to submission.

Public Information Services

The Planning and Advancement Office, through its public information/public relations function, is responsible for keeping the community informed about activities related to the college. Of particular importance are student and faculty/staff achievements, both inside and outside the classroom. For effective coordination, all contacts with the media concerning instruction and/or any college activity or person should be made through this office. Additionally, all publications designed for an external audience must be reviewed and approved by the Planning and Advancement Office before publication.

NRCC Educational Foundation, Inc.

Designed for the promotion of excellence, the NRCC Educational Foundation, Inc., offers to the college resources for funding outside the parameters of state allocations. Faculty, staff, and students needing equipment, supplies, or financial support for programs are encouraged to route requests through their division dean for consideration. Where appropriate, funding requests will be communicated to the Educational Foundation Board through the Planning and Advancement Office.

Public Relations Services

Good public relations are essential to the success of any organization designed to serve the needs of the community. The Planning and Advancement Office strives to see that the college maintains a high level of visibility within the community through the generation of activities designed for that purpose. Should faculty or staff wish to help in promoting a program within the service area through social activities, service on a speakers bureau, or participation
in other public relations activities, the Planning and Advancement Office is available to provide coordination, idea development, or other assistance.

**NRCC Alumni Activities**

The Office of Planning and Advancement is responsible for developing activities to encourage participation by college alumni. Faculty and staff are encouraged to provide the Planning and Advancement Office with information about former students such as change of addresses and occupations.

**INFORMATION TECHNOLOGY SERVICES**

Information Technology Services provides the following services for faculty, staff, and administration:

A. User Needs Analysis - This entails consulting with college personnel in order to analyze their computing needs and to determine the alternate methods for satisfying those needs.

B. Installation and Training - This includes the installation of hardware and software for administrators, faculty, and staff. As a part of installation, the user will be provided with basic training on the hardware and software.

C. User Operational Assistance - This includes the analysis and determination of methods for satisfying operational problems encountered by computer users in the day-to-day use of available information systems, computer productivity aids, and computer hardware.

D. Computer Hardware Maintenance - This involves performing preventive maintenance and minor repairs on all computer equipment at the college. The majority of this involvement is the maintenance of the administrative and academic microcomputer systems.

E. Programming Support Services - These services are provided for all administrative and academic offices which are encountering problems in the design, development, or enhancement of computer programs.

F. Procurement Support - This includes hardware and software procurement, consulting services for all administrative offices, and hardware procurement consulting services for all academic offices.

G. Computer Buying Services - This includes the provision of information concerning the purchase of microcomputer hardware and software for personal use by faculty, staff, and students. Additionally, the service includes the researching of any special purchasing offers supplied by various vendors.

H. Help Desk - This service provides assistance to administrators, faculty, and staff who experience any kind of difficulty with the use of technology (electronic
classroom components, office computers, e-mail, voice mail, etc.) For assistance, please call Ext. 4400 or send an e-mail to NR4Help.

WORD PROCESSING CENTER

New River Community College employs a proficient team of support personnel to assist you with your copying and word processing needs. The team is comprised of the following staff: Betty Gordon, Supervisor, extension 3641; Odessa Shupe, Photocopy Technician, extension 4262; Shirley Mann, Administrative and Program Support Specialist III, extension 4219; and Letitia Fox, Office Services Specialist, extension 4404.

The Word Processing Center is located in Godbey Hall, Room 60, and is open year ‘round, Monday through Friday from 8:00 a.m. to 5:00 p.m., except on the days designated as college holidays or when classes are canceled due to inclement weather or other emergency. The Word Processing Center does not close for lunch.

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

During fall and spring semesters when classes are in session the walk-up copier is available for adjunct faculty Monday through Thursday from 5:00 to 7:00 p.m. except when classes are canceled and on holidays.

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

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

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

All course plans are stored electronically and should be brought to the Word Processing Center for initial processing and subsequent revising. The Vice President for Instruction and Student Services’ office uses the stored course plan files to fulfill requirements that a current copy of each course plan be on file.
All tests and test-related materials are kept in a locked cabinet after processing and copying. All tests and highly confidential materials should be given to one of the staff and not left in the "IN" basket. Students do not have access to the test cabinet. When picking up finished tests, please ask one of the staff. If you need to pick up a test after 5:00 p.m., please make prior arrangements with Odessa or Betty to have the test placed in a sealed manilla envelope and left for you either in your mailbox or in Word Processing.

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

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

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

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

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

A college use fax machine is provided for sending and receiving documents. Hint: To make your faxes more readable, select a typeface that won't "fall apart" when it's transmitted. The best typefaces to fax are: Palatino, Helvetica, Bookman, Schoolbook, and Courier. Stay away from Times Roman, Avant Garde and small type. Hint: Stick to black print on white paper. Colors that don't photocopy well--light blue and yellow--won't fax well. An unreadable fax means waste at both ends.

A plastic comb binding machine is used for documents that need to be bound. If you have a college document that needs binding, please talk with Betty or Odessa.

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

All requests for official information about students should initially be referred to the Coordinator of Admissions and Records. Student records are treated as confidential information as provided by the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, Sec. 438, Pub. L. 90-247 as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Employees of the college may have access to student records when acting in the student's educational interest and within the limitations of their need to know. These include faculty, academic advisors, and personnel in the offices of Admissions and Records, Counseling, Financial Aid, Veterans' Affairs, and Special Services. Directory information including name, address, telephone number, date of birth, major field of study, dates of attendance, degrees and awards received, and previous institutions attended may be released without the consent of the student. A student may request that this directory information be kept confidential by notifying the Admissions and Records Office each semester by the last day of add/drop. Emergency requests for information will be handled by the Director of Student Services in consultation with the Vice President for Instruction and Student Services or another appropriate college officials.

Students have the right to inspect, review, and challenge the information contained in their records. The college reserves the right to arrange mutually convenient appointments for student inspection of records and to impose reasonable charges for copies should they be requested.

The college has adopted a policy which summarizes in greater detail the rights of students and which describes a procedure for handling alleged violations of these rights. Upon written request and payment of one dollar for copying costs, a student may obtain a copy of that policy. Such requests should be filed with the Director of Student Services.

ACADEMIC LOAD

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

ACADEMIC STANDING OF STUDENTS

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

Students who fail to make a grade point average of 2.0 or higher for any one semester, or who fail any course, will receive an academic warning.

Academic Probation

Students who fail to maintain a cumulative grade point average of 1.5 are placed on academic probation until their average is 1.5 or better. The phrase "Placed on Academic Probation" is placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with a counselor.

Students pursuing a degree program are cautioned that, although an average between 1.5 and 1.99 may not result in formal academic probation, a minimum of 2.0 in their curriculum is a prerequisite to receiving an associate degree. Part-time students are placed on probation only after they have attempted nine semester credit hours.

Academic Suspension

Students on academic probation who fail to attain a grade point average of 1.5 for the next semester for which they are in attendance are subject to academic suspension. Academic suspension is normally in effect for two semesters unless a student appeals and is accepted for readmission to another curriculum of the college. The phrase "Academic Suspension" is placed on the student's permanent record. Suspended students will be notified of their status by the grade report and by letter.

Students who have been informed that they are on academic suspension may submit an appeal to the chair of the Academic Standards Committee for reconsideration of their case. A suspended student may be readmitted after termination of the suspension period but should contact the Director of Student Services prior to registering. Students are placed on suspension only after they have attempted twenty-four (24) semester credit hours.

The student who wishes to appeal the suspension must report to the Director of Student Services by the deadline specified in the notification letter to complete the appropriate form. The appeal request will then be given to the Academic Standards Committee for consideration.

Academic Dismissal

Students who do not maintain at least a 2.0 grade point average for the semester of reinstatement to the college, when in academic suspension, will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.0 grade point average for the semester following their reinstatement must maintain at least a 1.5 grade point average in each subsequent semester of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of 1.5. Failure to attain a 1.5 grade point average in each subsequent semester until the cumulative grade point average reaches 1.5 will result in academic dismissal.
Academic dismissal normally is permanent unless, with good cause, the student appeals and is accepted under special consideration for readmission by the Academic Standards Committee of the college. The phrase "Academic Dismissal" is placed on the student's permanent record. Dismissed students will be notified of their status on the grade report and by letter. Part-time students will be dismissed only after they have attempted thirty-six (36) semester credit hours.

The student who wishes to appeal the dismissal must report to the Director of Student Services by the deadline specified in the notification letter to complete the appropriate form. The appeal request will then be given to the Academic Standards Committee for consideration.

**ADD/DROP POLICY**

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

**STUDENT REFUNDS**

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

Full refunds are made for cancelled classes.

To get a refund, a student must complete an official drop form and submit it to the Admissions and Records Office during the add/drop period.

**ADVANCED STANDING AND WAIVER OF CREDITS**

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

Students may substitute equivalent or more sophisticated courses in the same field in any approved curriculum with the approval of the instructional division and the Vice President for Instruction and Student Services provided they can, by previous educational accomplishment or college administered examination, demonstrate the capability for success in the courses requested.
In addition, if students can demonstrate that previous educational study, training, work experience, or college administered examination results may entitle them to advancement in the courses required for a particular curriculum, upon request and with the approval of the instructional division and the Vice President for Instruction and Student Services, they may receive advanced placement and credit in the course or curriculum for which advancement was requested.

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

AUDITING

Students who wish to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Auditing a course requires registering in the regular manner and paying the regular tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course.

Because they carry no credit, audited courses do not count as part of a student's course load. Students desiring to change status in a course from audit to credit must do so within the add/drop period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade "X" is invalid for students enrolled for credit.

CLASS ATTENDANCE

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

PREVENTION OF CHEATING

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

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

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

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

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

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

Late withdrawal appeals will be revised and a decision made by the Director of Student Services.

INSTRUCTOR INITIATED WITHDRAWAL POLICY

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class.

Students who have not attended class or picked up/accessed distance learning materials by the last day to drop class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

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

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

When an instructor determines that absences constitute unsatisfactory attendance, an Instructor Withdrawal Form should be completed and submitted to the Admissions and Records Office within five days of when the student met the withdrawal criteria. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty percent (60%) period of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" or “U” except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student's academic file.
The student will be notified of the withdrawal by the Admissions and Records Office. An appeal for reinstatement into the class may be approved only by the instructor.

GRADE APPEALS RELATED TO ATTENDANCE

A student may be awarded, retroactively, a grade of "W", if and only if, the student would have been eligible under college policy (page 23 of the 2007-08 college catalog) to receive a "W" on the last date that he/she attended class. The following procedure will be followed to ensure academic integrity and for meeting State Board policy requirements.

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

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

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

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

5. Appeals asserting mitigating circumstances must be further reviewed by and a determination made by a committee of faculty appointed by the Vice President for Instruction and Student Services

CHANGE OF REGISTRATION

In all cases, students should follow the correct methods for making any changes in their program after registration. Failure to do so could endanger their college records.

SERVICES FOR STUDENTS WITH DISABILITIES

New River Community College has received national recognition for its services for students with disabilities. It is strongly recommended that all employers be aware that the obligation to accommodate these students extends beyond a moral responsibility and a promise of equal access. The college's goal is more than the architectural barriers or the offering of auxiliary services. Classroom accommodations must be instituted in order to insure full educational opportunities for all students. There are legal imperatives which are found in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.
As an educator, you will be serving students with disabilities. To assist you in this process you may contact Jeananne Dixon, ADA Coordinator, extension 4358; Lucy Howlett, Center for the Deaf and Hard of Hearing, extension 4235; or the LEAP Center, also at extension 4358.

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

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

**VETERANS' STANDARDS OF PROGRESS POLICY**

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

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

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

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

- Certification will not occur for students receiving veterans benefits who have a cumulative GPA of 1.5 or below after completing 12 or more semester credits. Students will be certified following the semester in which the student’s cumulative GPA is brought back up to at least 1.5.

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

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

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

TRANSFER OF PHYSICAL EDUCATION—VETERANS

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

STUDENT CONDUCT

Please refer to New River Community College Student Handbook for policies regarding student conduct, rights and responsibilities, discipline and grievance procedure.
# APPENDICES

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APPENDIX A

NEW RIVER COMMUNITY COLLEGE
Dublin, Virginia

COURSE PLAN

Course Number and Title: _______________________________________________________

Prepared By: ________________________________ ___________________________ (Instructor) (Date)

Approved By: _______________________________ ___________________________ (Division Dean) (Date)

I. Course Description  (From Catalog)

II. Introduction  (A brief outline of the general purposes and objectives of the course.)

III. Specific Objectives  (List only the major, actual objectives that make up the subject matter and mental processes or skills to be developed. The statements should be in terms of desired observable student behavior so that student progress can be evaluated. Each statement should refer to only one objective. The specific objectives should be stated in terms of (a) concepts or understandings, (b) values or attitudes and appreciations, and/or (c) skills or abilities.)

IV. Instructional Procedures  (Describe those procedures to be used in providing experiences for the students. Some types which might be considered are: lecture, demonstration, problems, projects, reports, visual instruction, creative expression, informal discussion, role-playing, conference, panel symposium, seminar, laboratory, workshop recitation, drill and practice, clinical experience, tests, review, etc.)

V. Instructional Materials

Student Materials

1. Textbook:  Title:
   Author:
   Publisher:
   Date:
   Cost:

2. Other materials the student must have (i.e., parallel reading materials, lab manuals, equipment). List and show approximate cost to the student.
VI. **Course Content** (Outline)

(Indicate the approximate number of class hours to be allotted to each major heading.)

VII. **Evaluation** (Describe grading procedures including the relative weight of exams, quizzes, reports, homework, class participation, etc. Describe your attendance policy as it may affect the student's grade. Describe any other applicable procedures including standards set for certain grades, application of the normal curve, etc.)

VIII. **Attendance Policy**

IX. **Cheating Policy**

X. **College Withdrawal Policy**

**STUDENT INITIATED WITHDRAWAL POLICY**

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

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

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

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

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

Late withdrawal appeals will be reviewed and a decision made by the Director of Student Services.

**INSTRUCTOR INITIATED WITHDRAWAL POLICY**

A student who adds a class or registers after the first day of class is counted absent from all class meetings missed. Each instructor is responsible for keeping a record of student attendance in each class.
Students who have not attended class by the last day to drop the class and receive a refund must be deleted by the instructor during the following week. No refund will be applicable.

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

When an instructor determines that absences constitute unsatisfactory attendance, a Faculty Withdrawal Form should be completed and submitted to the Admissions and Records Office within five days of when the student met the withdrawal criteria. The last date of attendance must be documented. A grade of "W" will be recorded during the first sixty percent (60%) of a course. Students withdrawn after the sixty percent (60%) period will receive a grade of "F" except under documented mitigating circumstances when a letter of appeal has been submitted by the student. A copy of this documentation must be placed in the student's academic file.

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

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

NEW RIVER COMMUNITY COLLEGE

ABSENCE AND TRAVEL REQUEST

Date_________________

Date of Travel or Absence: From _________ To_________

Purpose of Travel or Absence: ___________________________________________________________

_________________________________________________________________________________

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

_________________________________________________________________________________

Transportation Via: □ Common Carrier  □ Private Car  □ Other

Estimated Expenditures: Transportation ____________________________
Subsistence ____________________________
Lodging ____________________________
Other ____________________________

Total Estimated Expenditures ____________________________

______________________________
Traveler’s Signature

__________________________________________  □ Approved*  □ Rejected  Date: _____________
Division Dean

__________________________________________  □ Approved  □ Rejected  Date: _____________
Vice President for Instruction & Student Services

* Approval implies the availability of departmental funds

Revised 7/30/98
APPENDIX C
NEW RIVER COMMUNITY COLLEGE

ADJUNCT FACULTY COURSE EVALUATION FORM

INSTRUCTOR ________________  COURSE ____________  SECTION _____  DATE ________

LOCATION OF CLASS ________________

Dear Student:

New River Community College is constantly seeking to improve the content and quality of instruction. You can assist us in this effort by giving your reaction to the following statements. Your responses will be kept in strictest confidence and only summary information will be shared with the instructor after the close of the semester. Thank you for your assistance.

DIRECTIONS: Please use the scale below to answer each of the items. Place the appropriate rating number in the space provided.

<table>
<thead>
<tr>
<th>5- Yes, all of the time</th>
<th>4- Most of the time</th>
<th>3- Some of the time</th>
<th>2- Seldom</th>
<th>1- Never</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I. COURSE CONTENT
   _____  1. The course plan was handed to the students at the beginning of the semester.
   _____  2. The objectives of the course were clearly stated in the course plan.
   _____  3. The evaluation system used to determine grades was explained to the students.
   _____  4. The attendance policy was explained to the students.
   _____  5. This course has met my individual objectives for enrolling.
   _____  6. Materials used in the course were well prepared and appropriate for the subject.
   _____  7. Rate the overall course content. (5- excellent - 1- poor)

II. INSTRUCTION
   _____  8. The instructor demonstrates knowledge of his subject.
   _____  9. The instructor communicates effectively.
   _____ 10. The instructor uses class time effectively.
   _____ 11. The instructor meets class promptly.
   _____ 12. The instructor holds class for the entire class period.
   _____ 13. The instructor is enthusiastic about this course.
   _____ 14. The instructor is concerned with the student as a person.
   _____ 15. The instructor allows the opportunity for questions and answers.
   _____ 16. The instructor is prepared for the class meeting.

III. WRITE ANSWERS IN SPACE PROVIDED
   _____  1. What did you like BEST about this course?
   _____  2. What did you dislike MOST about this course?
   _____  3. What suggestions can you make for the improvement of this course?
   _____  4. How many times did the instructor cancel class?
   _____  5. What other courses are you interested in taking?
APPENDIX D

INSTRUCTOR WITHDRAWAL FORM

POLICY PROCEDURES

1. Students who have not attended class by the last day to drop for a refund must be dropped by the instructor during the following week (no refund applicable).

2. When a student’s absences equal twice the number of weekly class meetings (or he/she has not submitted DE work by deadline) the student may be dropped by the instructor for unsatisfactory attendance in the class by the instructor.

3. An Instructor Withdrawal Form should be completed and submitted to the Admissions and Records Office within five (5) days of when student met withdrawal criteria.

4. Students dropped during the withdrawal or “W” period (first 60% of course) will receive grade of W.

5. Students dropped after the “W” period (first 60% of course) will receive grade of F. Students with documented mitigating circumstances may write a letter of appeal to Peggy Taylor.

6. The instructor may reinstate students by submitting a reinstatement form to Admissions and Records Office.

The following student should be withdrawn for unsatisfactory attendance or lack of DE work completed:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Instructor’s Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Social Security Number</th>
<th>Last Date of Attendance/Work* Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Last Date of Attendance does NOT determine whether a student receives a grade of “W” or “F.” The withdrawal date by the instructor determines the grade.

Forms must be submitted immediately to Admissions and Records Office or Peggy Taylor’s mailbox.
APPENDIX E

STUDENT REINSTATEMENT FORM

The following student should be readmitted to the class below:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Instructor’s Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student</th>
<th>Social Security Number</th>
<th>Date of Readmittance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Forms should be returned immediately to Admissions and Records Office or Peggy Taylor’s mailbox.
EXECUTIVE MEMORANDUM

SUBJECT: AMERICANS WITH DISABILITIES GRIEVANCE PROCEDURE

EFFECTIVE DATE: JULY 1, 2005

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

Complaints should be addressed to: Jeananne Dixon, ADA Coordinator, LEAP Center, (540) 674-3600, extension 4358, who has been designated to coordinate ADA compliance efforts.

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

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

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

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

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

6. The complainant may request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made within 10 workdays to the college's EEO/AA Officer. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the EEO/AA Officer and forwarded to the complainant within 10 workdays after the request for reconsideration.

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

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

9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that New River Community College complies with the ADA and implementation of the regulations.

This executive memorandum shall remain in effect until June 30, 2006, unless superseded or rescinded by further executive memorandum.

______________________________
Jack M. Lewis
President, New River Community College

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1Other remedies include the filing of an ADA complaint with the federal EEOC or other responsible federal agency. State employees may also file a complaint with the state EEO or initiate a grievance under the state grievance procedure.
FIELD TRIP RELEASE FORM

It is my desire to participate in the New River Community College Field Trip to

________________________________________________________________________

scheduled for ________________________________, 20 ___.

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

I am eighteen years of age or older.

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

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

________________________________________________________________________

Date