New River Community College

5251 College Drive, Dublin, Virginia 24084-3660

Adjunct Faculty Handbook

2026-2027

Serving the counties of Floyd, Giles, Montgomery, and Pulaski, and the city of Radford

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FOREWORD

This Adjunct Faculty Handbook has been developed 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.

This handbook is intended to aid the faculty by providing 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 efficiently and effectively. 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.

New River Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Mark C. Rowh
Vice President for Workforce Development and External Relations
217 Edwards Hall
540-674-3600, ext. 4241

Inquiries concerning Title IX (sexual harassment, sexual assault/domestic violence/dating violence, and stalking) may be directed to:

Ms. Tammy Smith
Dean of Student Services/Title IX Coordinator for Students
268 Rooker Hall
540-674-3600, ext. 4203

Ms. Stacie Whitlock
Human Resource Manager / Title IX Coordinator for Employees
13 Godbey Hall
540-674-3600, ext. 4310

Inquiries concerning ADA and Section 504 may be directed to:

Jack Watkins
Manager of Student Accessibility, Activities, and Resources
53 Godbey Hall
540-674-3600, ext. 4408
V/TTY 540-674-3619.
Videophone 540-585-4724

LETTER FROM THE PRESIDENT

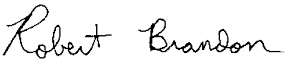
WELCOME

Thank you for serving as a part of our talented faculty at New River Community College. We are proud to serve the counties of Floyd, Giles, Pulaski, and Montgomery, and the city of Radford through a wide range of academic programs. In all of these efforts, we are committed to high quality teaching and to creating a culture of care for our students. As an adjunct faculty member, you play a vital role in our mission. Your passion for your subject matter and connection with the students are essential to the learning experiences we provide and to the success of the college as a whole.

The Adjunct Faculty Handbook is designed to support you by offering key information about NRCC's mission, policies, and instructional expectations. While it may not answer every question that will arise, it will serve as a helpful starting point as you navigate your role. I encourage you to read this document and become familiar with its contents. Likewise, the college catalog and student handbook are available online for review. Most questions about policies and procedures can be addressed with information from these publications.

Thank you again for all of the important work you do and for the care you bring to our students. Your work helps make NRCC a place where students can thrive!

Sincerely,



Robert Brandon
NRCC President

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.

Career/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 at 5251 College Drive in Dublin, Virginia, on a one-hundred-plus-acre site at the intersection of U. S. Routes 11 and 100. The campus provides modern well-equipped facilities for career/technical programs as well as for university-parallel programs.

In addition to the campus in Dublin, the college offers classes at its NRCC Christiansburg site. Located at 782 New River Road, Suite 400 in Christiansburg, the facility offers increased educational opportunities to residents of the counties of Floyd, Giles, Montgomery, Pulaski and the city of Radford. 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/PURPOSE

New River Community College (NRCC), a member of the Virginia Community College System, subscribes to the tenets set forth in the system's mission statement: "We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened."

NRCC is committed to the ideal that communities are strengthened when all members are offered opportunities to develop their skills and knowledge, regardless of race, ethnicity, religion, culture, social class, economic status, age, gender, sexual orientation, personal identity or physical or mental capability. NRCC strives to support individuals in understanding their roles as citizens while enhancing their sense of self-esteem, personal security and autonomy.

In meeting the educational needs of the New River Valley, the college collaborates with local industries, businesses, government institutions and non-profit organizations. NRCC also promotes regional economic development and engages in partnerships with higher education institutions, public schools and other entities.

In fulfilling its mission, NRCC offers a variety of certificate, diploma, associate degree and workforce development programs. The institution is committed to assisting students with decisions concerning their educational, career and personal goals and bringing together people of disparate experience while fostering community and cultural enrichment.

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."

CODE OF ETHICS

New River Community College embraces the Code of Ethics articulated by the Virginia Community College System, which is as follows:

Statement of Purpose

The Virginia Community College System is committed to providing comprehensive higher education and workforce training programs and services that are financially and geographically accessible and that meet individual, business and community needs of the commonwealth.

Mission

We give everyone the opportunity to learn and develop the right skills so lives and communities are strengthened.

Values

These values serve as a guide for the members of the VCCS community when ethical issues arise:

- We are committed to learning environments that foster academic integrity.
- We will be good stewards of our resources and make effective and efficient use of them, thereby ensuring accountability to the state and to the communities we serve.
- We will maintain the confidentiality and security of information entrusted to us and share information only when authorized or required by law to do so.
- We will not accept any gift, favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties. We will avoid even the appearance of a conflict of interest.
- We will offer good faith and fair dealings to all those we serve and to each other. Our communications will be civil and professional.
- We will offer employment opportunities in accordance with state, federal and system policies supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation or political affiliation.
- We encourage and expect all members of the community to act in good faith and bring to the attention of the appropriate official any violation or potential violation of these principles.

Non-DISCRIMINATION STATEMENT

This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors.

PROGRAMS

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

Career/Technical Education

The career 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. These programs also meet the demand for students who transfer to a four-year university.

College Transfer Education

The college transfer programs include lower division college courses in arts, 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.

Workforce Development

New River Community College offers workforce development programs and activities through the Office of Workforce Development and External Relations. NRCC is a member of the National Coalition of Advanced Technology Centers.

NRCC's new online registration system for non-credit offerings is now available. For more information visit Workforce Development and click on the "Classes and Programs" tab or call (540) 674-3613.

Credit and non-credit programs/activities are customized to meet the customers' training, retraining and professional and personal development needs. Workforce Development and External Relations includes the following functions:

- Non-Credit Training and Credentialing
- Transitional Programs (including Adult Education)
- Open enrollment courses for the public
- WorkKeys®
- Public Information

Workforce Development also offers online courses that are informative, convenient, and highly interactive. Likewise, the courses are project-oriented and include lessons, hands-on assignments, discussion areas, and more. To learn about online non-credit course offerings, visit Workforce Development Online Courses or call (540) 674-3613.

Developmental Courses

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 non-classroom 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/Coordinated Internship

The Cooperative Education/Coordinated Internship 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 cooperative education/coordinated internship 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 meet the qualification for Instructor rank or above will be paid a minimum of $754 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 (3-12 credit hours per semester). The maximum teaching load for fall and spring semesters cannot exceed 12 credits. The maximum teaching load for the summer semester is 8 credits.

Information Required at Beginning of Employment

The following forms are needed by the Human Resources Office at the time of employment. All forms, except the background investigation form, will be completed online using the onboarding system known as Avature.

- Federal Income Tax Forms
- State Income Tax Forms
- State Application
- I-9 and supporting documentation
- Official transcripts and release form - specific salary amount is based upon educational background and work experience.
- License (if applicable)
- Child Support Form
- Drug Policy Form
- Disability Form
- Adjunct faculty must present their Social Security cards and a photo I.D. for Payroll
- Direct Deposit Form
- A background investigation must be conducted on all employees. The employee's signature is required on the background investigation form. Employment is contingent upon a satisfactory background investigation report.
- Information Technology User Access is completed by the supervisor submitting a Team Dynamix ticket electronically to be routed for appropriate signatures and access.

Pay Schedule

Adjunct faculty are paid every two weeks during the contract period. A pay schedule, based on the employment date for the semester, will be posted on the Human Resources website.

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 student services advisors and 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, department heads, and division deans should be the major resources for advisory information.

As a general rule, students should be encouraged to contact a student services advisor through the Advising Center located in Rooker Hall on campus, or through the advising offices at the NRCC Christiansburg site.

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.
- 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.
- F. All faculty should be prepared to bring course content online if deemed necessary. Contact Department of Online Learning for assistance.

Absence of an Instructor from a Class

An 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 may make necessary arrangements for a faculty substitute or an alternative online assignment or activity. For an extended absence (beyond three days) because of imperative personal reasons, a temporary replacement will be arranged by the appropriate dean.

Course Plans

Certain 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 will 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. Written authorization by the dean should be sought, and when the trip interferes with other classes, notice of the trip will be distributed to faculty. 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 D 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.

Faculty are expected to administer exams according to this schedule, and students are expected to take their examinations at these 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. Faculty members for high-risk instructional programs should consult the program heads concerning special safety procedures. 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.

CHILDREN ON CAMPUS POLICY FOR 2026-2027 ACADEMIC YEAR

The college policy regarding children on campus is:

- Children who are not registered for classes are not permitted in classrooms and/or laboratories.
- Unsupervised children, whether children of students, faculty, staff or visitors, are not permitted on campus, or other college sites.
- All children under the age of 18 (with the exception of NRCC dual enrollment students) must be accompanied by a parent or guardian to check out library materials or use library computers.

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:

A	Excellent	4 grade points per credit
B	Good	3 grade points per credit
C	Average	2 grade points per credit
D	Poor	1 grade point per credit
F	Failure	0 grade points per credit

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

- I - Incomplete No grade point credit: used only for verifiable, unavoidable reasons for a student who is unable to complete a course within the normal course time. To be eligible for an “I” grade, the student must (1) have satisfactorily completed 80% of the course requirements, and (2) must request that the faculty member assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that includes the reason for assigning the grade, the work to be completed and its percentage in relation to the total course work, date by which work must be completed, and the default grade (A, B, C, D, F, P, or U) based upon course work already completed. Completion dates

may not be set beyond the subsequent semester (to include summer term) without written approval of the Vice President for Instruction and Student Services. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved the Vice President for Instruction and Student Services.

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

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. Students desiring to change status from audit to credit or credit to audit must do so within the add/drop period for the course session.

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, Social Security numbers or student ID 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 - 90

C = 70 - 80
D = 60 - 70
F = 59 or below

Grading - Developmental Studies

A grade of "S" may be assigned for satisfactory completion of each course in Developmental Studies.

Students not making satisfactory progress in developmental courses shall be graded "U" (Unsatisfactory), and advisors 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 highest 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 highest grade earned is counted in the computation of the curriculum GPA.

Steps to Enter Grades

1. From NRCC Home Page click on My Accounts. Log in using your username and password.

2. Click on VCCS SIS: Student Information System

3. Click on Schedules and Rosters Tile

4. Select Term
5. Click on the Grade Roster Icon for the class you want grades entered. The icon appears under “My Teaching Schedule” at the end of the row for each class you teach.
6. The “Not Reviewed” status will show at the top of the page under “Final Grade” roster type.

7. Enter grades and click Save when all grades have been entered (the SAVE button is in the bottom left corner). W grades already on the roster cannot be changed, and W grades cannot be entered by faculty.

IMPORTANT STEP

If you enter an F or U grade (or if an F or U grade is already on your roster) you must also enter a last date of attendance before you can SAVE your grades. If you forget you will receive a warning message. Since NRCC has an attendance policy you must use the last date of attendance which must be after the last day a student can withdraw and receive a W grade (mm/dd/yy).

8. At the top of the page, change the drop down Approval Status to Ready For Review and Save

9. After all grades are entered and accurate, use the drop-down Approval Status again and change to Approve and Save.

10. If you need to change a grade, select the "Not Reviewed" status, change grade, and Save. Then repeat Steps 8 and 9. Grade changes after the deadline must be submitted to the A&R Office.

11. If you have more than one class, go to the bottom of screen and Select Return to go back to your class listing.

12. Continue until all grades have been entered.

13. TO PRINT: Right click, Print

14. A process will be run by Admissions and Records Office that will post ALL grades.

Faculty Grade Change Policy

Policy established by the Virginia Community College System states that each college shall establish and maintain a detailed "Grades Plan" for reporting and recording grades and changing existing grades (VCCS Policy Manual 5.6.0.6). The follow procedure should be followed for all faculty requesting a grade change after the conclusion of the semester:

Changes to students' grades after the conclusion of a semester (with the exception of incomplete "I" grades) are only permitted when an instructor error resulted in the incorrect grade being posted. Instructor errors include miscalculation of a grade and/or posting of an incorrect grade. Grade change requests may be emailed to Sheila Hart, Interim Admissions and Records Manager. Additionally, grade change request forms are available in the Admissions and Records Office. Requests must include the following information:

- Student Name
- Student ID Number
- Course Number and Section
- Semester/Year

- Incorrect Grade
- Correct Grade
- Reason for the Error

Please note that grade change requests which occur more than one year after an incorrect grade was posted must be approved by the Academic Dean and the Vice President for Instruction and Student Services.

STUDENT ENGAGEMENT HOURS FOR ADJUNCT FACULTY

Each adjunct faculty member shall ensure that all student are informed of their contact details, including location, time, and modality, in the faculty member's syllabus and the LMS.

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. Evaluations are completed using the IOTA 360 Evaluations application through My Accounts.

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 using Follett Discover.

Textbook orders are placed with the bookstore using Follett Discover approximately six to eight 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.

No textbooks are to be purchased from the bookstore by a faculty member. If the adopted text is listed as required, all faculty will be expected to use that text.

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 an instructional program marked by excellence, 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.

Faculty members are entitled to freedom in the classroom in discussing their subjects but should be careful not to introduce teaching matters which have no relation to their fields. 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 System also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

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 visit Business Office Regulations & Policies and click on “Travel Regulations.” Some travel costs may be fully or partially paid.

The VCCS has implemented Emburse Enterprise (a Travel and Expense System). All travel reimbursements must be processed through Chrome River and may be accessed by logging in to My Accounts from the NRCC webpage.

All overnight travel must be pre-approved within Chrome River prior to travel. These pre-approvals are automatically routed to the appropriate dean for approval.

Training videos and training documents are provided to help you understand and navigate the new system. Please visit Business Office Regulations & Policies to access the training material.

KEYS

Keys required by adjunct faculty are issued and controlled by the appropriate dean. Faculty members may be issued keys to the office 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 an office when the college offices are closed and when classes are not in session are requested to ensure that the office door is 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. Mailboxes are also located in room C125B in the Adjunct Faculty Office at the NRCC Christiansburg site. 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 gray mailboxes located in each building. The college will provide postage for college-related correspondence only.

Electronic Mail

Electronic mail (email) is provided to those employees who have been assigned a user identification for the college's local area network. Email is used to communicate important information to the college community. Faculty should check their NRCC email on a regular basis. Please contact the office of NRCC Help Desk, ext. 4400, for more information.

ADVERTISING

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 Student Activities Coordinator.

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.

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. No purchases will be made without first contacting the division administrative assistant and acquiring approval of the division dean.

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.

INFORMATION CENTER

Information Center Operator

NRCC has one main switchboard located at the Business Office in Godbey Hall. The information center operator covers these incoming calls from 8:00 a.m. to 5:00 p.m. Monday through Friday. To reach the information center operator while on campus, you may dial “0” at any time. For a complete listing of campus phone numbers, please consult the Employee Directory on the college website.

Most campus telephones are not set up to dial long-distance numbers directly. By dialing “0” the information center operator will help you in connecting a long-distance call.

If you are unable to reach Security at the Security Office (extension 3646), the information center operator can page them.

Campus Telephones

Telephone service is provided for business use only. Students should not be allowed to use college phones except in extreme emergencies.

NRCC's toll-free number: 1-866-GO2-NRCC
(1-866-462-6722)

The information center operator is able to contact Security (extension 3646) through a paging system if you are unable to reach the Security Office. The NRCC Christiansburg site security extension is 3746.

Security cell phone for campus is (540)-577-8967 or (540)-577-8968.

Security cell phone for NRCC Christiansburg site is (540)-577-8969.

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 Administrative Services 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 Director of Information Technology and Facilities Services 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 Information Technology and 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 in directly to extension 4400.

State Vehicles

State vehicles are to be used by state employees only. The car reservations calendar may be viewed at www.nr.edu/cars/ to see available dates and vehicles. To reserve a vehicle, notify the Help Desk at extension 4400 or request by email at nr4help@nr.edu. The Security Office, located at the main entrance in Godbey Hall, manages the distribution of the keys. Keys may be dropped off to the Security Office when returning to campus. If returning to campus after normal business hours and the security guards are not available, keys may be dropped in the Library's Book Return receptacle in the Godbey traffic circle. All vehicles have a detailed procedure booklet explaining the process for refueling or emergencies.

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.

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 Information Office that 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 Information Office so that a news release might be prepared. All faculty members are encouraged to take advantage of the Public Information Office located in Edwards 252 or call 674-3600, ext. 4245.

TOBACCO USE

In the interest of good health, smoking and chewing tobacco use are discouraged on campus. Smoking (including electronic, e-cigarettes and vaping) and chewing tobacco are not permitted in any portion of any NRCC building. Smoking is also prohibited at the college's Learning Park. Smoking is allowed in designated smoking areas only. Smoking shelters are located in areas between Godbey and Martin Halls and between Martin and Rooker Halls. There is also a smoking area near the lower entrance of Edwards Hall, and at the NRCC Christiansburg site (formerly NRV Mall). The Code of Virginia states that smoking is not permitted within 25 feet of state buildings. Please extinguish all smoking materials before approaching college building entrances.

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 located online for details of the student substance abuse policy. To access the 2026-2027 handbook, go to Student Handbook.

POLICY ON SEXUAL HARASSMENT

Policy on Sexual Harassment

A. Notice of Nondiscrimination

1. As a recipient of federal funds, New River Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator for Students is Dr. Deborah Kennedy, whose office is located at Rooker Hall 268, and may be contacted by phone at 540-674-3690 or by email at dkennedy@nr.edu. The Title IX Coordinator for Employees is Ms. Melissa Anderson, whose office is located at Godbey Hall 22, and may be contacted by phone at 540-674-3600, ext. 3660 or by email at manderson@nr.edu.

B. Policy

1. New River Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.

2. This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide.

C. Purpose

1. The purpose of this Policy is to establish that the College prohibits sexual harassment and retaliation, and to set forth procedures by which allegations of sexual harassment shall be reported, filed, investigated, and resolved.

D. Applicability

1. This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors, involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

E. Definitions

1. Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a College's Title IX Coordinator, Deputy Title IX Coordinator, or college administrator. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.

2. Advisor. An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

3. Appeal Officer. The Appeal Officer is the designated employee who reviews the complete record of the formal complaint and written statements of the parties during an appeal of a written determination or dismissal of a formal complaint or any allegations therein. The Appeal Officer decides whether to grant the appeal and determines the result of the appeal.

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

5. Complainant. A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may file a formal complaint against faculty, staff, students, or third parties.

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

   Mental incapacity means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation by using drugs or alcohol. Intoxication is not synonymous with incapacitation.

   Physical helplessness means unconsciousness or any other condition existing at the time which otherwise renders the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

7. Cross-examination. Cross-examination is the opportunity for a party's advisor to ask questions of the other party and the other party's witnesses.

8. Cumulative Evidence. Cumulative evidence is additional evidence that has been introduced already on the same issue and is therefore unnecessary. The Hearing Officer has the discretion to exclude cumulative evidence.

9. Dating Violence. Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or

has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

10. Deliberate Indifference. Deliberate indifference refers to a response to sexual harassment that is clearly unreasonable in light of the known circumstances. The College's response may be deliberately indifferent if the response restricts the rights to the Freedom of Speech and Due Process under the First, Fifth, and Fourteenth Amendments of the U.S. Constitution.

11. Direct Examination. Direct examination is the questioning of a witness by a party who has called the witness to provide such testimony.

12. Domestic Violence. Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

13. Due Process. Due process is a right guaranteed by the Fifth and Fourteenth Amendments of the U.S. Constitution. Basic procedural due process guarantees that an individual receives notice of the matter pending that relates to the possible deprivation of a property or liberty interest and the opportunity to be heard. For example, students and employees facing suspension or expulsion/termination for disciplinary reasons must be given notice of the allegations against them prior to any hearing or determination of responsibility. Any disciplinary process must be fair and impartial. Additionally, the opportunity to respond must be meaningful.

14. Education Program or Activity. An education program or activity encompasses all of the College's operations and includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Examples of education programs or activities includes, but are not limited to, college-sponsored conferences, athletic events and sports teams, student organizations, and wi-fi network.

15. Exculpatory Evidence. Exculpatory evidence is evidence that shows, or tends to show, that a respondent is not responsible for some or all of the conduct alleged in the notice of allegations. The College must provide the respondent with all exculpatory evidence.

16. Facilitator. A Facilitator guides a discussion between parties during the informal resolution process and reaches a decision to the satisfaction of each party.

17. Final Decision. A final decision is the written document that describes any sanctions imposed and remedies provided to the respondent and complainant, respectively, at the conclusion of the formal resolution process.

18. Formal Complaint. A formal complaint is a document filed and signed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests the College to investigate the allegation of sexual harassment. The complainant must be participating in or attempting to participate in an education program or activity of the College when the formal complaint is filed. A complainant cannot file a formal complaint anonymously. The Title IX Coordinator may sign on a complainant's behalf in matters where it is in the best interest of the complainant or the College to do so. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

19. Freedom of Speech. The freedom of speech is a right guaranteed by the First Amendment of the U.S. Constitution to express one's thoughts and views without unlawful governmental restrictions. As governmental entities, Colleges must not infringe on this right. This Policy expressly prohibits censorship of constitutionally protected expression.

20. Hearing Officer. A Hearing Officer is the presiding official of a live hearing who must issue a written determination on responsibility. Colleges may choose to hold live hearings with a single Hearing Officer or by committee.

21. Inculpatory Evidence. Inculpatory evidence is evidence that shows, or tends to show, that a respondent is responsible for some or all of the conduct alleged in the notice of allegations.

22. Preponderance of the Evidence. A preponderance of the evidence is evidence that shows that the allegation against the respondent is more likely to be true than not. The preponderance of the evidence standard is the standard of evidence the College must use to determine responsibility.

23. Relevance. Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. A relevant question asks whether the facts material to the allegations under investigation are more or less likely to be true. A question not directly related to the allegations in the formal complaint generally will be irrelevant.

24. Remedies. Remedies are actions taken or accommodations provided to the complainant after a determination of responsibility for sexual harassment has been made against the respondent. Remedies are designed to restore or preserve equal access to the College's education program or activity. Remedies may be disciplinary or non-disciplinary.

25. Report of Sexual Harassment. A report of sexual harassment occurs when anyone reports an allegation of sexual harassment to the Title IX Coordinator, or one that reaches the Title IX Coordinator through a Responsible Employee. An individual need not be participating or attempting to participate in an education program or activity of the College to file a report. The respondent also does not need to be an employee, student, or otherwise affiliated with the College for a person to file a report against a respondent. A report of sexual harassment does not trigger an investigation or the formal or informal resolution process, but it does require the Title IX Coordinator to meet with the complainant and carry out the procedures described in Section S and/or T of this Policy, as applicable.

26. Respondent. A respondent is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.

27. Responsible Employee. A Responsible Employee is an employee who has the authority to take action to redress sexual harassment; who has been given the duty to report sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinator; or an employee a student could reasonably believe has such authority or duty. A Responsible Employee shall not be an employee who, in his or her position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

28. Review Committee. A Review Committee is the committee consisting of three or more persons, including the Title IX Coordinator or designee, a representative of campus police or campus security, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.

29. Sex Discrimination. Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.

30. Sexual Assault. Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual assault includes sexual violence.

31. Sexual Exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or an STD to another.

32. Sexual Harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

a) Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly;

b) Hostile Environment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the College, including a student's educational experience or an employee's work performance; and

c) Clery Act/VAWA Offenses: Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.

33. Sexual Violence. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

34. Stalking. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.

35. Statement. A statement is a person's intent to make factual assertions during the formal or informal resolution process, including evidence that contains a person's statement(s). Party or witness statements, police reports, Sexual Assault Nurse Examiner (SANE) reports, medical reports, and other records, such as emails and texts may be considered by the Hearing Officer even if they were not subject to cross-examination at a live hearing.

36. Supportive Measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus environment, or to deter sexual harassment.

37. Third Party. A third party is any person who is not a student or employee of the College.

38. Title IX. Title IX means Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance.

39. Title IX Coordinator. The Title IX Coordinator is the employee or employees designated and authorized to coordinate the College's efforts to comply with its responsibilities under Title IX.

40. Workday. A workday is any eight-hour day, Monday through Friday, that the College is open for regular business. Workdays include days when classes are not held, but when employees are expected to be at work.

41. Written Determination. A written determination is the written decision by a Hearing Officer that a respondent is responsible or not responsible for a violation of this Policy by a preponderance of the evidence after a live hearing. A written determination also is the result of an appeal decided by an Appeal Officer.

F. Retaliation

1. No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this Policy.

2. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy.

3. Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.

4. Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. Reporting Incidents of Sexual Harassment

1. Members of the campus community who believe they have been victims of crimes may report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911.

2. Whether or not a report is made to law enforcement, any person may report incidents of sexual harassment, domestic violence, dating violence, sexual assault, or stalking (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute a violation of this Policy), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by reporting such conduct to a Responsible Employee to ensure that the Title IX Coordinator receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the College.

New River Community College Title IX Campus Resources

Title IX Coordinator for Students:	Ms. Tammy Smith Rooker Hall Room 268 540-674-4203 tsmith@nr.edu
Deputy Title IX Coordinator for Students:	Mr. John Bowler Christiansburg site 115 540-674-3600, ext. 4418 jbowler@nr.edu
Title IX Coordinator for Employees:	Ms. Stacie Whitlock Godbey Hall Room 13 540-674-3600, ext. 4310 swhitlock@nr.edu

3. During non-business hours, members of the campus community should report alleged violations of this Policy to any college security officer. The Security Office is located in Godbey Hall Room 84, and officers may be reached by phone by dialing 540-674-3646 or emailing nrsecurity@nr.edu.

4. There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

H. Confidentiality and Anonymous Reports

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witness related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.

2. The College has a responsibility to respond to conduct that violates this Policy. For this reason, most College employees may not keep secret a report of sexual harassment. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

3. Responsible Employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, student activities staff, human resources staff, and advisors to student organizations. All employees must report suspected child abuse or neglect to a Title IX Coordinator or Deputy Title IX Coordinator as soon as practicable, but no later than 24 hours after forming such suspicion, pursuant to VCCS Policy Number 3.14.6, Reporting Sexual Child Abuse or Neglect.

4. If a complainant wishes to keep the report of sexual harassment completely confidential, it is recommended that he or she reports the alleged conduct to someone without a duty to report incidents of sexual harassment to the Title IX Coordinator. Full-time employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's response will be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect that person's privacy to the extent possible while still providing the supportive measures.

5. The College will accept anonymous reports, but a complainant may not remain anonymous if a complainant files a formal complaint. In the absence of a formal complaint, the College's response will be limited to providing supportive measures if appropriate and reasonably available.

6. The College may pursue the formal resolution process even if the complainant requests the College to take no action. The Title IX Coordinator will notify the complainant in writing within five (5) workdays of the decision to pursue the formal resolution process when he or she is unable to maintain confidentiality or respect the complainant's request for no further action. The Title IX Coordinator will give the complainant's wishes due consideration.

I. Immunity

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting a possible incident of sexual harassment. When conducting the investigation, the College's primary focus will be on addressing the alleged sexual harassment and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking or the use of illicit drugs; however, the College will grant immunity from disciplinary action based on the personal consumption of alcohol or drugs to individuals who report incidents that violate this Policy, provided that such report is made in good faith. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

J. Timely Warnings

1. The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to the extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safely in light of the potential danger.

K. Interim Measures

1. Immediate Suspension. Prior to the resolution of a formal complaint, the College may immediately suspend the respondent from an education program or activity when it determines that the respondent's continued presence poses an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment. Prior to such suspension, the College will conduct an individualized safety and risk analysis, focusing on the respondent and the specific facts and circumstances arising from the allegations of sexual harassment that justify the suspension. The College shall notify the respondent in writing of the specific facts and circumstances that make the immediate suspension necessary and reasonable and shall give the respondent the opportunity to challenge the decision immediately following the notice of suspension.

2. Administrative Leave. The College may place a respondent employee on administrative leave prior to the resolution of a formal complaint. Reasons to place an employee on administrative leave include but are not limited to, the continued presence of the employee may be harmful to the employee or other employees; may hamper an investigation into the employee's alleged conduct; or may disrupt the work environment.

3. Mutual No Contact Order. The College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means.

L. Supportive Measures

1. The College will offer supportive measures to complainants and respondents, whether or not a formal complaint has been filed, or

whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.

2. Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as independent study or teleworking; escort services, increased security and monitoring of certain areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

M. Procedures to Follow after an Incident

Anyone who has experienced a sex offense, domestic violence, dating violence, sexual assault, or stalking should take the following action:

1. Find a safe place away from harm.

2. Call 911 or if on campus, contact campus police/security. The Title IX Coordinator may assist you in notifying law enforcement authorities if you wish, and you may decline to notify law enforcement.

3. Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.

4. Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.

5. If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. “Rape drugs,” such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

6. For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.

7. You should take the following steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence,

dating violence, sexual assault, or stalking, or to obtain a protective order:
Do not wash your hands, bathe, or douche. Do not urinate, if possible. Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.

Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.

Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.

Tell someone all the details you remember or write them down as soon as possible.

Maintain text messages, pictures, online postings, video, and other documentary or electronic evidence that may corroborate a formal complaint.

8. The College will enforce protective orders issued by a court of law to the extent possible.

N. Support Services

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. For information about available resources, go to the online Student Handbook.

O. Education and Awareness Program

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual assault, domestic violence, dating violence, and stalking.

2. The program, at a minimum, shall include:
   a) A statement that the College prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;

b) The definition of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;
c) The definition of consent;
d) Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking against a person other than such individual;
e) Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
f) Information on possible sanctions and procedures to follow after an incident of sexual assault, domestic violence, dating violence or stalking;
g) The College's disciplinary procedures;
h) Information on how the College will protect confidentiality; and
i) Written notification about available resources and support services and available supportive measures if appropriate and reasonably available.

3. The College offers the prevention and awareness program to all new and existing students and employees.

P. Academic Freedom and Freedom of Speech

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from a student's educational experience or an employee's work performance. Verbal or written communications, without accompanying unwanted sexual physical contact, does not constitute sexual assault.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take actions to comply with this Policy that recognize and ensure the free speech rights of students and employees. This Policy does not apply to curricula, curricular materials, or abridge the use of any textbooks.

Q. False Statements

1. The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report or formal complaint

may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is insufficient evidence of a knowing false statement.

R. Consensual Relationships

1. Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility to the other also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly prohibited, are unwise and strongly discouraged. The relationship may be viewed in different ways by each of the parties, in retrospect. Additionally, circumstances may change and conduct that was previously welcome may become unwelcome.

S. Handling Reports of Sexual Violence

1. Reports to Law Enforcement. The Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence as defined by this Policy to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator

will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement.

2. Meeting(s) of the Review Committee. Within 72 hours of receiving a report of an alleged act of sexual violence as defined in this Policy against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's Review Committee to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the Review Committee.

3. Disclosures to Law Enforcement. Under Virginia law, the Review Committee may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals.

   The Review Committee may try to reach a consensus, but it is the law enforcement representative of the Review Committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately.

   The Title IX Coordinator will notify the alleged victim in writing that the College will disclose such information to law enforcement.

4. Disclosures to the Commonwealth's Attorney. If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first Review Committee meeting, the law enforcement representative of the Review Committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) and disclose the information received by the Review Committee, including personally identifiable information, if such information was disclosed pursuant to Section S3.

   The law enforcement representative usually will make this disclosure; however, any member of the Review Committee may decide independently that such disclosure is required under state law and within 24 hours of the first Review Committee meeting shall disclose the information to the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence), including personally identifiable information, if such information was disclosed pursuant to Section S3.

   If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. Law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus police, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.

6. The College also must inform the complainant of the following:
   a) the available law enforcement options for investigation and prosecution;
   b) the importance of collection and preservation of evidence;
   c) the available options for a protective order;
   d) the available campus options for investigation and adjudication under the institution's policies;
   e) the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law;
   f) the applicable federal or state confidentiality provisions that govern information provided by a victim;
   g) the available on-campus resources and any unaffiliated community resources, including sexual assault crisis centers, domestic violence crisis centers, or other victim support services;
   h) the importance of seeking appropriate medical attention; and
   i) the College's obligation to disclose information about the report, including personally identifiable information, to campus or local law enforcement, or to the local Commonwealth's Attorney, or both, if the review team determines that such disclosure is necessary to protect the health or safety of the complainant or others.

7. In addition to the procedures described in this Section, the College shall follow the procedures described in Section T.

T. Handling Reports of Sexual Harassment, including Domestic Violence, Dating Violence, Sexual Assault, or Stalking

1. Upon receiving actual knowledge of sexual harassment in an education program or activity of the College against a person in the United States, the College must respond promptly in a manner that is not deliberately indifferent. The College will treat complainants and respondents equitably by offering supportive measures to the complainant and by completing either a formal or informal resolution process before imposing any disciplinary sanctions or other corrective actions that are not supportive measures against a respondent.

2. Upon receiving a report of sexual harassment (including domestic or dating violence, sexual assault, or stalking), the Title IX Coordinator shall take the following actions:

   a) promptly contact the complainant to discuss the availability of supportive measures and consider the complainant's wishes with respect to such supportive measures;

b) inform the complainant that supportive measures are available with or without the filing of a formal complaint;
c) explain to the complainant the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable; and,
d) give the complainant a written explanation of available rights and options as described in Sections H, L, M, N, U, and AA.

3. The Title IX Coordinator shall take the actions described above whether the offense occurred on or off campus.

4. Closing the Report. After following the procedures described in this Section, the Title IX Coordinator must close the report if:
   a) the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved;
   b) the conduct did not involve an education program or activity of the College; or
   c) the complainant does not file a formal complaint and the Title IX Coordinator does not sign a formal complaint.
      (1) The Title IX Coordinator shall forward the report to the appropriate College official that will determine whether the conduct alleged in the report violates a separate policy or code of conduct and provide written notice of the decision to close the report to the complainant.
      (2) The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).
      (3) The decision to close the report is final.

U. Resolution of Formal Complaints

1. <u>The College's Responsibility</u>. The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties, but the parties may present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

   a) When resolving a formal complaint, the College will evaluate all relevant evidence objectively, including both inculpatory and exculpatory evidence, and will make credibility determinations without reference to a person's status as a complainant, respondent, or witness.
   b) The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of,

information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

c) All employees involved in the resolution of formal complaints, including the appeal process, must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent.

d) All employees involved in the resolution of formal complaints receive relevant training.

e) The College will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the formal or informal resolution process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

f) At all times prior to a determination of responsibility, the respondent will be presumed not responsible for the alleged conduct. The imposition of interim measures does not constitute a presumption of responsibility.

2. Resolution Process Options. The College may resolve formal complaints by either a formal or informal resolution process.

3. Consolidation of Formal Complaints. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

4. Suspending an Investigation. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed its gathering of evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

5. Preliminary Investigation. If the respondent's identity is unknown, the Title IX Coordinator (or campus police) will conduct a preliminary investigation to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall dismiss the formal complaint because the College must have sufficient information to conduct a meaningful and fair investigation. If the identity of the respondent is revealed, the Title IX Coordinator shall proceed as otherwise provided in this Policy. The

Title IX Coordinator will notify the complainant in writing of the result of the preliminary investigation promptly after the preliminary investigation.

6. Time Frame for Resolution of Formal Complaint.
    a) The formal resolution of any formal complaint should be completed normally within seventy-five (75) workdays of filing the formal complaint, unless good cause exists to extend the timeframe. For resolving formal complaints, good cause includes but is not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or unavoidable scheduling conflicts. The 75-workday timeframe refers to the entire formal resolution process, which includes the initial determination, investigation, live hearing, determination of responsibility, and the imposition of sanctions and provision of remedies, if any. The 75-workday timeframe does not include appeals. If any step of the process must be suspended or delayed for any reason and more time is necessary, the Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated length of the delay.
    b) The informal resolution of any formal complaint should be completed within thirty (30) workdays of filing the formal complaint. Timeframes governing the formal resolution process temporarily cease, and only recommence upon reentry into the formal resolution process.

V. Formal Resolution Process

1. Formal Complaint Form. To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, [found in Appendix A], and submit it to the Title IX Coordinator. After due consideration of the complainant's wishes, the Title IX Coordinator may sign a formal complaint. In determining whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:
   The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;
   The complainant's or alleged victim's age;
   Whether there have been other similar complaints of against the same respondent; and,
   The applicability of any laws mandating disclosure.

2. Notice of Allegations to the Parties. After receiving a formal complaint and as soon as practicable, the Title IX Coordinator will contact the

parties to schedule an initial meeting. The correspondence must include the following information:

A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;

Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;

A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;

A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party; and

A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the resolution of a formal complaint, in accordance with Section Q of this Policy.

3. Complainant's Initial Meeting with the Title IX Coordinator. At this meeting, the Title IX Coordinator will:
   Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
   Explain avenues for formal resolution and informal resolution of the formal complaint;
   Explain that if the complainant chooses an informal resolution, that the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;

Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;

Explain the investigative process, including the right to discuss the allegations under investigation and to present fact and expert witnesses and other relevant evidence;

Discuss confidentiality standards and concerns with the complainant;

Discuss non-retaliation requirements;

Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;

Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes; Discuss the right to a prompt, fair, and impartial resolution of the formal complaint; and,

Answer questions about the Policy and procedures.

4. Respondent's Initial Meeting with the Title IX Coordinator. During this meeting with the respondent, the Title IX Coordinator will:

Review the allegations;
Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;

Explain avenues for formal resolution and informal resolution of the formal complaint;

Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;

Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;

Explain the investigative process, including the right to discuss the allegations under investigation and to present fact and expert witnesses and other relevant evidence;

Discuss confidentiality standards and concerns with the respondent;
Discuss non-retaliation requirements;

Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;

Refer the respondent to campus and community resources, as appropriate;

Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint;

If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of all meetings and the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence; and

Answer questions about the Policy and procedures.

5. Title IX Coordinator's Initial Determination.
Mandatory Dismissal of Formal Complaint. After completing the initial meetings, the Title IX Coordinator must dismiss the formal complaint if:
the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved;
the conduct did not involve an education program or activity of the College; the conduct did not occur against a person in the United States.

Optional Dismissal of Formal Complaint. The Title IX Coordinator may dismiss the formal complaint if:

a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section V1 in determining whether to sign the formal complaint;
the respondent is no longer enrolled or employed at the College; or
specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or any of its allegations.

After dismissing the formal complaint, the Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.

The Title IX Coordinator will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.

6. Appointment of the Investigator and Conduct of the Investigation.
   Appointment of Investigator. After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) workdays of such appointment, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.
   Contacting the Parties. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses, including character and expert witnesses, to be interviewed for the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

   Weighing of the Evidence. As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant, respondent, or witness; the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.

   Withdrawal of a Student During an Investigation. The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation, if possible, as set forth under this

Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.

(1) Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "Withdrew while under investigation for a violation of New River Community College's Title IX Policy." After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.

(2) The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent to provide due process. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

Inspection and Review of the Evidence. The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

Investigative Report. The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of

relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:

(1) The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
(2) The names and gender of all persons alleged to have committed the alleged violation;
(3) A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
(4) The dates of the report and formal complaint were filed;
(5) The dates the parties were interviewed;
(6) The names and gender of all known witnesses to the alleged incident(s);
(7) The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
(8) Any written statements of the complainant or the alleged victim if different from the complainant; and
(9) The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process, if applicable.

g) Submission of the Investigative Report. The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

W. Conduct of Live Hearing

1. The Title IX Coordinator will appoint a Hearing Officer and members of the Hearing Committee within ten (10) workdays after sending the investigative report to the parties and their advisors, if any. Within five (5) workdays after the appointment, the Hearing Officer will contact the parties to schedule a live hearing. The parties have five (5) workdays after being contacted by the Hearing Officer to notify the Title IX Coordinator in writing of any potential conflict of interest or bias of the Hearing Officer. The Title IX Coordinator will consider such information and will appoint a different Hearing Officer if the Title IX

Coordinator determines that a material conflict of interest or bias exists. When the date, time, and place of the live hearing is confirmed, the Hearing Officer will notify the parties in writing simultaneously of the date, time, and place of the live hearing.

2. No later than fifteen (15) workdays before the live hearing, each party must notify the Hearing Officer and the other party of the following:
   a) the name and contact information of the advisor, if new, or notification that a party does not have an advisor available for the hearing, if applicable;
   b) the names and contact information of witnesses that will be called at the live hearing and the purpose of their testimony at the live hearing;
   c) whether a party intends to be subjected to cross-examination;
   d) a description of documents or other evidence and the purpose of such evidence that will be used at the live hearing;
   e) the specific remedy requested; and,
   f) whether a party requests that the live hearing occurs with the parties located in separate rooms with technology that enables the Hearing Officer and the parties to see and hear the party or the witness answering questions simultaneously. Only one party is required to make the request for separate rooms.

3. The Hearing Officer will notify the Title IX Coordinator promptly that the College must appoint an advisor for a party when notified of the need for an advisor. The Title IX Coordinator will appoint the advisor promptly, but no later than ten (10) workdays prior to the live hearing. If a party appears at a live hearing without an advisor, the Hearing Officer shall delay the start of the live hearing until an advisor is available.

4. The Hearing Officer shall ensure that at all evidence obtained during the investigation is made available to the parties at the live hearing.

5. Rules of the Live Hearing.
   Evidence. The formal rules of evidence will not be applied except to determine whether the evidence or question presented is relevant or cumulative.

   (1) Either party may call character or expert witnesses.
   (2) Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:
   (a) such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or

(b) the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
(3) If the evidence or witness testimony is, on its face, not relevant or is cumulative, the Hearing Officer may exclude such evidence or witness statement(s), with the rationale for the decision in the pre-hearing determination. The parties may object in writing to such determination within five (5) workdays of the determination. The Hearing Officer shall rule on the objection within five (5) workdays of receipt of the objection.

Standard of Evidence. The live hearing will determine responsibility using the preponderance of the evidence standard.

Participation of Parties and Witnesses. Neither party may choose to waive the right to a live hearing, but parties and witnesses may choose whether to participate in the live hearing or submit to cross-examination.

Recording or Transcript. The Hearing Officer will arrange for the live hearing to be recorded. Each party will receive a copy of the recorded live hearing upon request. Parties may prepare a transcript of the recording at their own expense. Neither the parties nor their advisors may disseminate the record or transcript or use such record or transcript for any purpose unrelated to the Title IX formal resolution process or related civil proceeding.

Opening Statements and Closing Statements. At the sole discretion of the Hearing Officer, the parties may make opening and/or closing statements at the live hearing. The Hearing Officer will determine the time that is allotted for each.

Pre-Hearing Determinations. No later than ten (10) workdays prior to the live hearing, the Hearing Officer shall decide (1) whether to exclude any of the proposed evidence or witnesses, and the basis upon which such evidence or witness is excluded; and (2) whether to allow opening statements and closing arguments and the time allotted for both.

Rules of Conduct During the Live Hearing. All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the Hearing Officer shall ensure that appropriate protections are in place to maintain confidentiality.

(1) The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the Hearing Officer's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices.

(2) Repeated violations (generally, more than two) of appropriate decorum will result in a break in the live hearing, the length of which shall be determined by the Hearing Officer. The Hearing Officer has the sole discretion to appoint a different advisor to conduct cross-examination on behalf of a party after repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.

6. Role of the Advisor.
   The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to "represent" a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses so that parties never personally question or confront each other during a live hearing. A party shall not conduct cross-examination on his or her behalf.

   Each party may retain an attorney at his or her expense or designate a non-attorney advisor to accompany him or her at the live hearing. The advisor may provide advice and consultation to the parties or the parties' witnesses outside of the conduct of the live hearing to assist parties in handling the formal resolution process.

   A party's advisor must conduct cross-examination at the live hearing directly, orally, and in real time. Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Advisors may not raise objections or make statements or arguments during the live hearing.

   The College shall appoint an advisor for the live hearing at no cost to a party when the party does not have an advisor. The appointed advisor may be but is not required to be a licensed attorney or anyone with formal legal training. Advisors may be faculty, staff, students, or volunteers from the local community.

7. Role of the Hearing Officer.
   The role of the Hearing Officer is to preside over the live hearing in a fair and impartial manner. After the live hearing, the Hearing Officer must issue a written determination regarding responsibility using the

preponderance of the evidence standard of evidence. The Hearing Officer will be the final decision-maker on all matters of procedure during the live hearing.

Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer first must determine whether the question is relevant or cumulative and explain any decision to exclude a question that is not relevant or is cumulative.

The Hearing Officer may question the parties and witnesses, but they may refuse to respond.

The Hearing Officer must consider all relevant evidence, including statements of a party or witness, even if such statement was not subjected to cross-examination at the live hearing. In determining the amount of weight the Hearing Officer will give to such a statement, the Hearing Officer should consider the reliability of the statement. Factors to consider include, but are not limited to, whether a party or witness commented on or challenged the statement prior to the live hearing, whether the statement is a rumor or something of which the party or witness does not have first-hand knowledge, and whether the person who made the statement has a motive or a conflict of interest that can be demonstrated through other evidence. The level of reliability will determine the amount of weight the Hearing Officer will give to the statement when reaching a determination regarding responsibility. Additionally, the Hearing Officer must not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Within ten (10) workdays after the live hearing, or with good cause shown as soon as possible, the Hearing Officer will submit a written determination to the Title IX Coordinator. The Hearing Officer must make a finding of responsibility or non-responsibility for each allegation and describe the rationale for the finding based on an objective evaluation of the evidence presented at the live hearing. The written determination shall include the following:

(1) Identification of the allegations potentially constituting sexual harassment defined under this Policy;

(2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings held. The description of

the procedural steps also should include who performed the investigation and the process taken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines;
(3) Findings of fact supporting the determination;
(4) Conclusions regarding the application of this Policy to the facts;
(5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any range of disciplinary sanction(s) to be imposed on the respondent, and whether (not which) remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.
(6) When applicable, a statement that a notation will be placed on the academic transcript that the respondent was suspended or dismissed for a violation of the College's Title IX Policy.
(7) When applicable, a statement that the respondent may request the expungement of the notation on the academic transcript for good cause shown and after a period of three years.
(8) The College's procedures and permissible bases for the complainant and the respondent to appeal. If the complainant or respondent does not contest the finding or recommended sanction(s) and/or remedies and does not file an appeal within the required time frame, the written determination shall be final.

X. Actions Following the Written Determination

1. The role of the Title IX Coordinator following the receipt of the written determination from the Hearing Officer is to facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.

2. The Title IX Coordinator must provide the written determination to the parties simultaneously, with a copy to Human Resources, Conduct Officer, and/or other College officials, as appropriate. The appropriate college official, after consultation with the Title IX Coordinator, will determine the sanction(s) imposed and remedies provided, if any.

3. The parties shall receive the final decision on the imposition of sanction(s), if any, and the provision of remedies, if any, simultaneously within ten (10) workdays of receipt of the written determination by the appropriate college official(s). The College must disclose to the complainant the sanction(s) imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the College's education program or activity.

4. The Title IX Coordinator shall confer as necessary with employees, community resources, or other support services that will provide such remedies.

5. Any sanctions to be imposed or remedies to be provided should begin after five (5) workdays of issuing the final decision unless a party files an appeal.

6. If the respondent is a third party, the Title IX Coordinator will forward the written determination to Vice President for Finance and Technology. Within ten (10) workdays, the Vice President for Finance and Technology shall determine and impose appropriate sanction(s), as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s) in the final decision, if any. The Title IX Coordinator may disclose to the complainant information as described above.

Y. Appeals

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The parties also may appeal the College's dismissal of a formal complaint or any of its allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.

2. The Appeal Officer will grant an appeal only on the following bases:
   Procedural irregularity that affected the outcome of the matter;
   New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and,

   The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

3. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.

4. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.

5. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.

6. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten (10) workdays of receipt of the appeal request and record from the Title IX Coordinator.

7. If the Appeal Officer grants the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.

8. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.

9. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.

10. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies, if any.

Z. Informal Resolution Process

1. The informal resolution process is available under the following conditions:

   The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee-employee);

The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,
The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.

2. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution ("Facilitator"). The Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the Facilitator will not conduct a full investigation as part of the informal resolution process.

3. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party's behalf.

4. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.

5. Any resolution of a formal complaint through the informal resolution process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent.

6. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through the informal resolution process. The

Facilitator will forward the written informal resolution report to the Title IX Coordinator, when applicable.

7. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.

8. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.

9. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall resume the formal resolution process.

10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report (if applicable) shall be part of the record.

AA. Sanctions & Corrective Actions

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and expulsion from the College.

3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.

4. Third parties, e.g., contractors, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.

5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.

6. Informal resolution process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee's supervisor, suspension, termination, or expulsion, or other methods designed to restore or preserve equal access to the College's education programs or activities.

BB. Academic Transcript Notations and Expungement

1. If a student is found responsible for an act of sexual violence as defined by this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of New River Community College's Title IX Policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.

2. If a student withdraws from the College while under investigation involving an act of sexual violence as defined by this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of New River Community College's Title IX Policy." Students are strongly encouraged not to withdraw from the College.

3. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence as defined by this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.

4. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of any timely appeal.

5. The College shall expunge the notation from the academic transcript of any student for good cause shown and after a period of three (3) years.

   Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the Vice President for Instruction and Student Services no sooner than three years after the date the College placed the notation on the academic transcript.
   The request for expungement must contain sufficient information to support a finding of good cause. For expungement purposes, good cause includes:

   (1) the act of sexual violence did not involve serious bodily injury, the use of force, or threat, and the former respondent demonstrates remorse and/or rehabilitation;
   (2) the former respondent committed the Policy violation while under the age of 18 and the former respondent demonstrates remorse and/or rehabilitation; and,
   (3) any other reason that, in interest of justice, the notation should be expunged.
   The Vice President for Instruction and Student Services shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.
   If the request for expungement is denied, the former respondent may submit another request for expungement no sooner than three (3) years after the denial of the request. This decision is final.

CC. Training and Training Materials

1. Title IX Coordinator(s), investigators, Hearing Officers, Appeal Officers, and Facilitators for the informal resolution process must receive annual training, as appropriate, on the following topics:

   The definition of sexual harassment;

   The scope of the College's education programs or activities;

   How to conduct an investigation and grievance process, including live hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

   The definition of relevance;

Investigative report writing; and,

Technology that may be used at live hearings.

2. College-appointed advisors receive training on the definitions of sexual harassment, consent, preponderance of the evidence, and relevance.

3. Training materials must not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

4. All training materials must be available on the College's website.

DD. Record Keeping

1. The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Manager, shall maintain in a confidential manner, for at least seven (7) years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:
   The complete file for each sexual harassment investigation and formal resolution process, including (1) any determination regarding responsibility; (2) any audio or audiovisual recording or transcript of the live hearing; (3) any disciplinary sanctions imposed on the respondent; and, (4) any remedies provided to the complainant;
   Records of any appeal and its result;
   Records of any informal resolution process and its result;
   All materials used to train Title IX Coordinators, investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.

2. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.

3. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on

the complainant's request or desire for the College to take no action or to provide supportive measures.

4. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

EE. Use of Template/Reports to System Counsel

All community colleges of the Virginia Community College System shall use this template. All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

Formal Complaint Form

Today's date: _____ Responsible Employee_____

Information Regarding the Complainant:
Name of the Complainant:

_____

Complainant's Phone Number and Email Address:

_____

The Complainant is (please check one): □ faculty □ student □ staff □ not affiliated with the College
For faculty, staff, & students, indicate whether □ current or □ former

Information Regarding the Alleged Victim (if different from the Complainant):
Name of the Alleged Victim:

_____

The alleged victim is (please check one): □ faculty □ student □ staff □ not affiliated with the College
For faculty, staff, & students, indicate whether □ current or □ former

Information Regarding the Respondent:
Name of the Respondent:

_____

Respondent's phone number (if known):

_____

The Respondent is (please check one): □ faculty □ student □ staff □ not affiliated with the College
For faculty, staff, & students, indicate whether □ current or □ former

Information Regarding the Alleged Sexual Harassment:
Time and date of the alleged Sexual Harassment:

_____

Location of the alleged Sexual Harassment: □ on campus: □ off campus:

_____
_____
_____
_____

Other parties who may have information regarding the allegation(s), with contact information, if known:

_____
_____
_____

Please provide a brief description of the alleged Sexual Harassment:
Please include the following information in your description when known: the gender of the parties, the relationship between the parties, whether the Respondent used force in the course of the alleged Sexual Harassment, and the frequency (if applicable) of the alleged Sexual Harassment.

_____

_____

_____

_____

Please feel free to use the reverse side of this form or separate pages to continue your description, if necessary.
By signing this formal complaint form, I am requesting the College to investigate the above allegation(s).

_____
Printed Name Signature

CODE OF CONDUCT

While inside the NRCC Christiansburg site, students are expected to adhere to the college's code of conduct. Elsewhere in the Uptown Christiansburg mall, please note guidelines of behavior set forth by the management of New River Valley Christiansburg site.

POLICY ON WEAPONS

Purpose: The purpose of this policy is to promote a safe learning and working environment for all college locations by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, and at campus events. It is consistent with the Regulation of Weapons (Page 37) adopted by the State Board for Community Colleges, Policy 3.14.6, Workplace Violence Prevention and Threat Assessment Policy Guidelines of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.

Application: This policy applies to all faculty, staff, students, contractors, and visitors entering campus buildings or attending college-sponsored events.

Authority: The State Board for Community Colleges is authorized by Virginia Code §§ 23-215 and 23-217(g) to promulgate regulations for carrying out its responsibilities. State Board for Community Colleges Regulation 8VAC95-10-10 et seq. (Page 37) sets out prohibitions for weapons possession on all college campuses within the VCCS. College boards may approve policies consistent with guidelines set by the State Board for Community Colleges.

Definitions:

1. "Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

2. "College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

3. "Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a

throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

Policy:

1. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined in Section F of this policy.

Exceptions:

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.

2. Faculty, staff, and students who possess a concealed handgun permit may secure a handgun in their vehicle appropriately. Faculty, staff, and students who do not possess a concealed handgun permit may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles according to state and local law. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.

3. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.

4. The college president may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

Procedures:

If Campus Security observes or receives a report of a violation of this policy, Security will direct the individual to leave the campus building or event immediately. The individual may secure the weapon inside his or her vehicle and return. In the event the

individual fails to comply Campus Security will take appropriate action, including contacting local police.

1. In cases involving an immediate threat of violence, members of the campus community are encouraged to call 911. Campus Security will take appropriate action, to include contacting local police.

2. Persons observed on the open grounds of campus (streets, sidewalks, and other open areas on college property) may be asked by Campus Security to identify his or her relationship with the college to confirm whether a violation of this policy has occurred, (i.e., determine whether the individual is a student, employee, or visitor). If the individual is a visitor who intends to enter a campus building or event where weapons are prohibited, Campus Security shall advise that, pursuant to regulation (Page 38), it is unlawful to enter such places while possessing or carrying a weapon. The individual shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event.

Violation of Policy:

1. Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including, dismissal.
2. Employees who violate this policy will be subject to disciplinary action up to and including termination, using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.

3. Pursuant to the Regulation of Weapons (Page 38), visitors and contractors in violation of the prohibitions on the possession of weapons are subject to arrest and may be barred from the campus.

Policy approval: March 4, 2013 by the NRCC Board

WEAPONS REGULATIONS
CHAPTER 10
REGULATION OF WEAPONS

8VAC95-10-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"College property" means any property owned, leased, or controlled by a member college of the Virginia Community College System and the administrative office of the Virginia Community College System.

"Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers.

"Weapon" does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.

8VAC95-10-20. Possession of weapons prohibited.

A. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any sporting, entertainment, or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.

B. Any individual in violation of this prohibition will be asked to remove the weapon immediately. Failure to comply may result in a student conduct referral, an employee disciplinary action, or arrest.

8VAC95-10-30. Exceptions to prohibition.

A. The prohibition in 8VAC95-10-20 shall not apply to current sworn and certified local, state, and federal law enforcement officers with proper identification, nor shall it apply to possession of a weapon when stored securely inside the vehicle of properly permitted students and employees.

B. The chief of the college police department or head of security department, or his designee, may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.
8VAC95-10-40. Person lawfully in charge.
Campus police officers or security, and other police officers acting pursuant to a mutual aid agreement or by concurrent jurisdiction, are lawfully in charge for the purposes of forbidding entry upon or remaining upon college property while possessing or carrying weapons in violation of this chapter.

SECURITY ASSISTANCE

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

Security cell phone for Dublin Campus is 540-577-0330 or 540-577-8968.

Security cell phone for NRCC Christiansburg site is 540-577-8969.

ACCIDENTAL INJURY OR ILLNESS POLICY

Each campus building and the NRCC Christiansburg site are equipped with First Aid Kits and Automated External Defibrillators (AEDS). Chad Fox, Recovery Program Specialist, can provide NARCAN training. He is located in Godbey 44 at extension 4316. The college is not equipped to provide medical services on campus. Nevertheless, individuals who have minor injuries and in need of bandages and antiseptic may find first aid supplies at the following locations. AEDS are available for use as needed and designed to prevent unintentional administration. All Security officers and selected personnel located near the AED storage have been trained to use the devices.

Location of First Aid Kits and Automated External Defibrillators (AEDS):

Location	First Aid Kits	Automated External Defibrillators (AEDS)
Godbey Hall	Security Office (G84)	Front hallway near Security Desk (G84)
		Hallway in front of the Business Office (G23)
Martin Hall	Library Front Desk (upstairs)	Library Front Desk (upstairs)
	Automotive (M124)	Student Lounge
	Machine Shop (M133)	
Rooker Hall	Advising Front Desk (R271)	Advising Front Desk (upstairs) (R271)
	Facilities Services	Hallway in front of elevator (upstairs)
	Instrumentation Lab (R128)	Hallway near Welding Lab (downstairs)
	Welding Lab (R123)	
Edwards Hall	Business & Technologies (partial kit) (E255)	Front Lobby near WFD (upstairs)
	Workforce Development (partial (E215)	Hallway near Fitness Center (downstairs)
C'Burg Site	Front Desk	Near Elevator (upstairs)
		Near Elevator (downstairs)

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.

Contagious Disease Policy

1. Scope

The policy applies to all members of the College community, including students and employees, as well as all visitors to the College's campuses and facilities, including contractors, vendors, and guests.

2. Policy Statement

New River Community College is committed to maintaining, to the extent reasonably possible, a safe environment for all students and employees (the "College community"). The purpose of this policy is to help prevent the spread of contagious diseases through measures that focus on safety, prevention, and education. As needed, New River Community College will make available to its College community information about the transmission of diseases and precautions that infected persons should take to prevent the spread of disease. New River Community College will rely on information and guidance issued by the Centers for Disease Control and Prevention ("CDC"), the Virginia Department of Health ("VDH") and local public health officials.
This policy is not intended to cover common illnesses, such as colds and viruses, or upper respiratory infections.

3. Definitions

Contagious disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the Campus community. These diseases include but are not limited to: tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis

and meningitis, as well as SARS and certain strains of influenza. Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.

Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.

Pandemic: a disease epidemic that has spread across multiple continents or worldwide.

4. Procedures

Persons who know or have reason to believe they are infected with a contagious disease that, according to public health officials, creates a risk of death or significant injury or impairment, must stay home and notify appropriate College personnel, e.g., instructor(s) or immediate supervisor. They also should contact their healthcare provider and advise the local health department. They must follow the directions of the local health department to prevent the spread of infection and to protect their own health. The Manager of Human Resources (employees) and the Dean of Student Services (students) will serve as the point(s) of contact between the local health department and the College.

4.1. Students

Students who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others, i.e., creates a risk of death or significant injury or impairment, must stay home and notify the Dean of Student Services and/or their instructor(s).

Faculty or staff who suspect a student is exhibiting symptoms of a contagious disease shall report what they have observed to the Dean of Student Services but may not take any other direct measures with respect to the student. The Dean of Student Services may send students home if they exhibit or report experiencing symptoms of the contagious disease. Failure to follow the Dean of Student Service’s instructions will be considered a violation of the student code of conduct and may result in disciplinary action.

Before returning to the College, students who reported having, or have been diagnosed as having a contagious disease must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis, or as otherwise recommended by a healthcare provider, the VDH, CDC, or other public health officials. The College may

require students to provide written documentation from a healthcare provider or local health department that the student may return to campus safely, unless state officials advise agencies to not make such requests, in which case students may return after the appropriate period as established by public health officials.
Students have a responsibility to stay in contact with faculty/instructors regarding their absence and missed class assignments and should contact the Dean of Student Services if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law.

4.2. Employees

Employees who know or have reason to believe they are infected with a contagious disease that poses a direct threat to the health or safety of others must notify their immediate supervisor and the Manager of Human Resources that they have symptoms associated with the disease. Employees should stay home or leave the workplace if symptoms occur while already present at work. Supervisors have the authority to send employees home if they exhibit symptoms of a contagious disease while at the workplace. Employees will be charged sick or annual leave if sent home.

Before returning to the College, employees who have been diagnosed as having a contagious disease as listed above must be free of all symptoms of the disease for at least seven (7) days since the date of the first report or diagnosis or as otherwise recommended by a healthcare provider, the CDC, or other public health officials. Employees must provide written documentation from a healthcare provider that the employee may return to work safely, unless state officials advise agencies to not make such requests, in which case employees may return following the appropriate period as established by public health officials.

Employees must comply with all policies and procedures related to sick leave and supervisor notification regarding their ability to return to work. The College will provide reasonable accommodations as requested and required by law.

Failure to follow a supervisor's directive is considered insubordination and is subject to formal disciplinary action under the Department of Human Resource Management's ("DHRM") Standards of Conduct or faculty human resource policy.

When the State Health Commissioner and the Governor of the Commonwealth of Virginia declare a Communicable Disease of Public Health Threat as defined in Section 32.1-48.06 of the Code of Virginia, employees, pursuant to DHRM Public Health Emergency Leave Policy (Policy No. 4.52), are permitted or required to attend to the medical needs of themselves and immediate family members and will be afforded up to the maximum hours of paid leave per leave year as established by DHRM for this purpose.

4.3. College

Should any disease reach a pandemic stage, the College will rely on information and guidance from local and state health officials to provide appropriate information to the College community. College officials may temporarily close the College or its campuses, if such closure serves the best interest of the College community.

New River Community College will inform the College community of plans to provide continuity of operations that will minimize disruption to campus operations. Such continuity measures may include requiring and/or permitting employees to transition to temporary telework through a telework agreement; modifying or shifting responsibilities and duties based on College needs and access to the campus; or modifying or altering normal working hours and schedules. Other measures may include implementing new safety and sanitary measures at the workplace based on current and applicable recommendations by the VDH, CDC or any other state or federal agency, and in compliance with any Executive Orders issued that would require such measures. Students and employees will be notified of specific measures and may be asked to acknowledge receipt and understanding of those measures as well as agreement to abide by them.

The College will consult with local and state health officials to provide any specific instructions for individuals returning to the College following infection of a contagious disease.

4.4. Visitors, Guests, Contractors, and other Third Parties

The College reserves the right to limit access to its facilities to any third parties (visitors, guests, contractors, etc.), in the event of an epidemic, pandemic or any outbreak of a contagious disease that alters normal business operations. The College may institute additional safety measures based on the recommendations of public health officials that would be applicable to third parties visiting or working on campus.

4.5. Confidentiality

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required or allowable under state and/or federal law. Furthermore, all medical information relating to contagious diseases of students and employees will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible college officials on a need-to-know basis.

4.6. Non-Discrimination/ Harassment

Discrimination or harassment of employees having or regarded as having a contagious disease is prohibited.

4.6. Sanctions

Students who fail to comply this policy and applicable state and federal laws are subject to sanctions in accordance with the Student Code of Conduct.

Employees who fail to comply with all applicable New River Community College, VCCS, and DHRM policies and procedures, and applicable state and federal laws are subject to formal disciplinary action.

5. Authority

DHRM Policy 4.52, Public Health Emergency Leave
VCCS Policy 6.0.8.1, Contagious Diseases

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.

NRCC ALERT SYSTEM

Any student, faculty member or staff member may register for the NRCC Alert System to receive messages via cell phones or other applicable communication devices. In the event of an emergency or other announcement, notices will be sent to all persons who have registered with the system. Anyone who has registered for the system may have

his or her name deleted from the system on request. To register, visit the college's website and click on the "NRCC Alerts" button near the bottom of the page.

NRCC EMERGENCY LOCKDOWN PROCEDURE

In the event of a crisis or potentially threatening situation, it may be necessary for the college to implement emergency lockdown of a building or the entire campus. This procedure could be implemented in any situation that would require that building occupants lock themselves in rather than being evacuated and exposed to possible danger. Time may be critical in such a situation and the lockdown must be initiated as quickly as possible.

It is important to note that many emergency situations call for some alternate action – evacuation, for instance. The procedure outlined herein applies when campus authorities have determined that a lockdown is necessary. Furthermore, the same procedure may be applied when evacuation is not possible or poses a greater risk to life and health than remaining in place. All college employees and students should become familiar with the college's emergency response procedures as described at www.nr.edu/nrready.

When an announcement is made to initiate the emergency lockdown, faculty/staff are advised to take the following steps:

- Direct students and visitors to proceed to the closest room that can be secured.
- Lock all doors into the area.
- Move to the furthermost point in the room away from windows and doors.
- Close blinds/drapes for concealment.
- Turn off lights and remain silent so as not to attract attention.
- Remain under lockdown until notified that the crisis has been resolved.

It is important to note that Security staff and Facilities Services staff are responsible for locking all exterior doors of the appropriate building(s). Therefore, individuals who refuse to enter a lockable office or classroom or who attempt to leave a secured room will not be able to exit the building.

The emergency notification system (TV monitors, NRCC Alert text messages, and/or public address system) will be used to initiate and lift a lockdown.

INCLEMENT WEATHER INFORMATION

During times of inclement weather (snow, freezing rain, etc.), it is important that students know where to find accurate information about closing and delays.

Generally, the college will make a decision to close or delay classes by 5:00 a.m. At that time, NRCC Alert will be used to send text messages about the decision to subscribed users. Furthermore, a number of local media stations will be contacted with closing/delay information.

The media stations listed below are notified when the college is forced to close or to operate on a delayed schedule because of inclement weather. Please note: separate announcements are made for day and evening classes. (Any class that begins after 5:00 p.m. is considered an evening class.) If no announcement is made, the college will be open as usual.

All employees and students are highly discouraged from coming to campus when the college has opted to close. In the event of a delayed opening, students can reasonably expect to find building open one hour prior to the start of class for the day (generally 10:00 a.m.).

Students are encouraged to check more than one source of information. In addition to the text messages and media stations, the college's website is updated with an announcement is a red banner at the top of the screen. An email message is sent to all employees and students. As a last resort, students may call the main college number (540) 674-3600 and hear a recorded message about any weather-related decisions.

Media Stations:

WDBJ Channel 7 Roanoke
WSLS Channel 10 Roanoke
WBRF 98.1 FM Galax
WBRW 105.3 FM Christiansburg
WFIR 960 AM Roanoke
WFNR 710 AM/100.7 FM Christiansburg
WMEV 93.9 FM Marion
WNRV 990 AM Pearisburg
WPSK 107.1 FM Pulaski
WRAD 1460 AM Radford
WSLC 94.9 FM Roanoke
WSLQ 99.1 FM Roanoke
WVBE 101.3 FM Roanoke
WWBU 101.7 FM Christiansburg
WXBX 95.3 FM Wytheville
WXLK 92.3 FM Roanoke
WYVE 1280 AM Wytheville

Delayed Schedule

In the event that NRCC elects to operate on a delayed schedule, the following guidelines apply.

Generally, a delayed opening will mean that the college opens at 10:00 a.m. Other start times will be specified in the announcements.

Classes scheduled to begin before 10:00 a.m. under the normal operating schedule will not meet, except for classes that would ordinarily extend past 10:00 a.m. For example, a class that meets from 9:30 a.m. to 10:50 a.m. would meet from 10:00 a.m. until 10:50 a.m. The same logic applies to other opening times as well.

Don't be confused by terms like "two hours late." Radio and television stations have been discouraged from using such terms in connection with NRCC; however, occasional mistakes are made. Any form of delayed schedule means a 10:00 a.m. opening (except on rare occasions with another time is specified). There is no need to try to calculate what is meant by "one hour delay" or "two hour delay."

Remember, the college does not announce that it will be open and operating on a normal schedule. Announcements will be made only if the college will be closed or operating on a delayed schedule.

Obtaining Information

The following are some suggestions for obtaining accurate information during inclement weather:

1. Listen to more than one radio or television station. We strive 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 that a decision to delay opening be changed to a decision to close.
3. Check your email. Immediately following placement of calls to radio and television stations, an email message will be sent to faculty and staff.
4. Call NRCC at (540) 674-3600. You will reach the automated attendant. Don't dial an extension; simply hold the line to hear the recorded information. NOTE: Please use this as a last resort, since during bad weather, many people call at the same time. Please be patient if you exercise this option.
5. Check the college's website. In the event of a closing or delay, an effort will be made to post this information on the NRCC's website. Students and NRCC personnel are encouraged to utilize this option, but please be aware that technical difficulties sometimes prevent this information being posted in a timely manner.
6. The "NRCC Alert" system will also provide notifications regarding cancellations or delays. But, please do not rely solely on this system; also be sure to utilize the resources described above. To sign up for "NRCC Alert," go to the college's website (nr.edu), and enter your contact information.

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.

Make-Up Of Course Work

In any year where inclement weather causes the frequent implementation of a delayed schedule or closing, it may be necessary to take special measures to make up lost instructional time. In that event, students are expected to make up the academic work that would have been completed had the normal schedule been followed. Individual faculty members shall hold primary responsibility for assigning make-up work, or otherwise protecting the academic integrity of time spent in class and course material being covered.

In unusual circumstances, the Vice President for Instruction and Student Services may direct the faculty to hold a specified number of make-up sessions, or the academic calendar may be otherwise modified.

Safety

When the college remains open but inclement weather causes difficulty in traveling, reasonable judgment is the prevailing criterion for individual decision-making. When local road conditions are questionable, NRCC students and personnel may find it necessary to refrain from attempting to reach campus or off-campus locations.

If classes are missed due to personal decisions of this nature, faculty are encouraged to allow students to make up any academic work which they may have missed. It is the individual student's responsibility to take the initiative to make up any classwork that has been missed.

Storm Shelters

The most common forms of inclement weather in the New River Valley are snow, sleet, and freezing rain during the winter months. However, other forms of severe weather (tornado, earthquake, tropical storm/hurricane) have occurred.

NRCC has identified approximately 40 rooms on campus that can serve as a shelter location in the event of any high-wind event, like a tornado or hurricane. These rooms are marked with blue "storm shelter" signs and are found through the campus and the NRCC Christiansburg site. If, at any time, students and employees are encouraged to SEEK SHELTER, the storm shelter rooms are the appropriate ones to use.

For more information regarding general safety issues at NRCC, visit the NRReady site.

ACADEMIC SUPPORT SERVICES

ACADEMIC DIVISIONS

The Vice President for Instruction and Student Services oversees NRCC's three 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 Employee Directory on the main page of the college website.

Division of Arts and Sciences

The Division of Arts and Sciences is responsible for credit programs in the following areas: Business Administration, Computer Science, Early Childhood, Education, Engineering, General Studies, Human Services, Liberal Arts, and Science. For more information on the Division of Arts and Sciences, please contact Dr. Sarah Tolbert-Hurysz, Division Dean, in Office 34 of Godbey Hall (ext. 3611).

Division of Business and Technologies

The Division of Business and Technologies is responsible for credit and non-credit programs in the following areas: Accounting, Automotive Analysis & Repair, Business Management, Computer Science, Criminal Justice, Electrical Engineering Technology, Electronics Technology, Engineering Design Technology, Information Technology, Instrumentation and Control Automation Technology, Machine Technology, Refrigeration and Air Conditioning, and Welding Technology. For more information on the Division of Business and Technologies, please contact Ms. Lori Lavery, Division Dean, in Suite 255 of Edwards Hall (ext. 4319).

Division of Health Professions

The Division of Health Professions is responsible for credit programs in the following areas: Administrative Support Technology, Emergency Medical Technology, Medical Administrative Support, Nursing, and Paralegal Administrative Support. For more information on the Division of Health Professions, please contact Dr. Kelley Pennell, Division Dean, in Office 71 of Godbey Hall (ext. 4254).

LIBRARY

The New River Community College Library serves the educational and informational needs of the students, faculty, and staff of the college, as well as the citizens, businesses, and industries of the New River Valley. It provides the tools necessary for education and research, including the latest in information and educational technology. In addition, the NRCC Library carries a wide range of popular and informative titles for pleasure reading and personal enrichment.

Students and researchers have access to an extensive collection of library books and periodicals, databases, e-books, and streaming video titles. In addition to library-owned materials, the library's membership in the VIVA (Virtual Library of Virginia) consortium provides a collection of research databases containing the latest scholarly journals,

magazines, newspaper articles, research reports, dissertations, specialized resources, and more. Faculty, staff, and students may access these resources 24/7 from off-campus.

The library's computers provide access to instructor-selected software and high-speed internet. Black & white and color copies are offered for a minimal charge; printing and scanning are free of charge. Required textbooks for each semester are also available for use in the library. Group and individual study rooms are provided, as well as solo study pods and quiet spaces for working throughout the library.

Additional library services include: Interlibrary Loan (ILL), individual reference assistance, scholarly research instruction for classes, online research guides, and 24/7 online chat assistance.

ONLINE LEARNING

The online learning program is part of the college's determination to increase educational access and student success. This program is for students who need to pursue academic goals outside the traditional classroom setting. Currently, the program offers over 200 online courses.

- Testing – Testing centers are provided on campus (Dublin) and at the NRCC Christiansburg site, should a faculty member require their student to come in-person to take a test.

- On-site testing is determined by the professor.

- Make-Up Testing – The Testing Centers will administer individual make-up tests only for Face-to-Face classes. Due to space constraints, testing for an entire section is not possible. A transmittal form (Make-up Test for Face-to-Face Class) must accompany ample print copies of the test along with a list of students who will be testing. Tests need to be sent to Dublin or Christiansburg testing centers.

- Self Service Scantron Grading – A Scantron grading machine is located on campus in Dublin Testing center for online classes. The ITC department has another scantron machine for use. The NRCC Christiansburg site has a self-service scantron for teachers. Contact the NRCC Christiansburg site staff for information.

OFF-CAMPUS SERVICES (NRCC Christiansburg SITE)

New River Community College's Christiansburg site, located in Uptown Christiansburg (formerly NRV Mall), offers increased educational opportunities to residents of the counties of Floyd, Giles, Montgomery, Pulaski and the city of Radford. An extensive range of programs is offered at this site, including, but not limited to:

- College Transfer
- General Education
- Engineering Design Technology
- Engineering
- Information Technology
- Career and Technical Education Areas

Services offered at this site include:

- Academic Advising
- Academic Success Center (tutoring)
- Admissions and Records
- Career Services
- Computer Labs
- Student Accessibility Services
- Financial Aid Assistance
- GED Testing
- International Student Advising
- Learning Resource Support
- GED and English Language Acquisition Courses
- Online Learning Courses/Course Support
- Placement Testing
- Registration and Payment for all NRCC Courses
- Science Labs
- Workforce Development Classes

STUDENT SERVICES PROGRAMS

NRCC provides a number of services which are designed to promote student success. These services are available on the campus in Dublin and at the college's NRCC Christiansburg site and include the following:

1. The Advising Center in Rooker Hall (Dublin) and the advising offices at the NRCC Christiansburg site provide the following services to students:

    - Academic advising and graduation planning
    - Career planning and advising which includes assistance with resume writing, interview skills, and Career Coach

- Placement testing for English and math
- Counseling referrals for students dealing with personal or crisis situations

2. The Admissions and Records Office in Rooker Hall (Dublin) provides the following services to students:
    - Admissions application processing, including nursing admissions and International student admissions
    - Curriculum changes
    - Grade processing and verification
    - Withdrawal processing and verification
    - Graduation application processing and verification
    - Transcript evaluations and requests

3. Student Accessibility Services is located within the Advising Center (Dublin campus) and Student Services Office C-115 (NRCC Christiansburg site) and provides the following services to students:
    - Academic advising and graduation and career planning for students with disabilities
    - Testing accommodations, note-taking, assistive technology, and other resources to support students with disabilities
    - Interpreting services and a video phone for students who are deaf or hard of hearing

4. The Student Activities Office is located within the Student Lounge in Martin Hall (Dublin) and provides the following services to students:
    - Recreational activities including club sports
    - Cultural and popular activities including clubs, organizations, and service-learning projects
    - Student leadership opportunities

5. The Financial Aid Office assists students with completing the Free Application for Financial Aid (FAFSA) and processes grants, work-study positions, scholarships, and loans for part-time and full-time students. The Financial Aid Office is located in Rooker Hall (Dublin) and office C-103 (NRCC Christiansburg site).

6. The Student Resources Office is located in Godbey Hall Office 53 (Dublin) and C153 (NRCC Christiansburg Site). This office provides students a source of support for services that extend beyond the academic needs of a college student. The goal is to assist students in recognizing the barriers that exist and help locate services that will provide support to them. Services and resources provided to students include:
    - Loaner laptops

    - Emergency gas cards, bus passes, and grocery gift cards

- Connections to childcare services
- Identification of affordable housing options
- Connections to health care providers, health insurance, mental health services, recovery services, social services agencies, etc.
- Free tax preparation services
- Promotion of and assistance with Single Stop and Snap 50-50

EAB Navigate 360

Faculty play a significant role in the intentional engagement model by sharing information through the EAB Navigate360 software system, accessible through NRCC My Accounts. There, instructors can see a roster of students in each class (along with photos and a range of information on each student), take attendance, and create a referral for the Student Services team or tutoring center to follow up with a student about any identified needs. All NRCC instructors and staff have access to student information through this system and are strongly encouraged to regularly use the system to support student success. Once each academic term, instructors are required to complete Progress Surveys in Navigate360 in which they have the opportunity to efficiently evaluate each student in each course.

Connection Centers

NRCC maintains two Connection Centers, located in Godbey 170 and room 202A at the NRCC Christiansburg site. The centers provide a casual atmosphere for group and individual study and access to computers, printers and coffee.

Academic Success Center (Tutoring)

The Academic Success Center (ASC) provides free tutoring to all NRCC students in every subject area, subject to tutor availability. ACS makes every effort to match students to tutors and has a large staff of professional tutors across the spectrum of classes. One-on-one and group tutoring sessions are available at both the Dublin (Godbey 131) and Christiansburg sites (Room 202). Students who cannot attend in-person tutoring can receive online instruction through Zoom and other technologies. ASC tutors have uploaded many videos addressing common problems in math, chemistry, physics, biology, and accounting, as well as in other subjects. Students may access this online library through Canvas.

ASC places embedded tutors in developmental and high-risk courses as an additional strategy for increasing student success. These tutors attend classes with students and work with instructors to reinforce the learning objectives in the tutoring session. You may request an embedded tutor for a class or leave a suggestion for a video demonstration by calling ASC at 540-674-3664.

For more information on tutoring services, to schedule a tutoring session, or to meet the ASC staff, please visit www.nr.edu/aa.

FINANCIAL AID

New River Community College offers a variety of financial aid opportunities for students needing financial assistance who have not acquired a bachelor's degree. Applicants who have completed a bachelor's degree can participate in the Direct Student Loan Program and the Federal Work/Study Program. The philosophy of the Financial Aid Office is that no qualified student shall be denied the privilege of attending college because of the lack of finances if funds are available.

The criteria used for selecting recipients involve the evaluation of both computed need and academic standing. To determine if a student qualifies for aid, the Free Application for Federal Student Aid or FAFSA available online is used to determine financial need. Need is defined as the difference between the cost of attendance (tuition and fees, books, room and board, and transportation expenses) and total family contribution (student's contribution and/or parent's contribution.)

Students wishing to be considered for financial aid must complete the FAFSA at www.fafsa.gov.

Federal financial aid regulations require that federal funds are not to be paid to students who do not attend class. Instructors are asked to utilize the Instructor Initiated Withdrawal System to report students who do not begin attendance or stop attending class. With the reports from this system, the Financial Aid Office can adjust student awards as necessary in order to stay in compliance with federal financial aid regulations. More information about this policy is available in the No-Show Policy and Instructor Initiated Withdrawal Policy sections of this handbook.

Staff from the Financial Aid Office may occasionally have questions about the last date of attendance for students. You will be sent an email from a Financial Aid Office staff member if questions should arise. In some cases, the instructor may give the student an incomplete grade for the semester. If the class is not completed within the allotted time frame, the grade will change to an F grade. Please be aware that if this happens, financial aid staff may send you an email requesting the last date of student attendance. It is very important to reply in a timely manner as the Financial Aid Office will use this information to make necessary adjustments to the student's financial aid.

Students are allowed to charge books to their financial aid in the bookstore. This charge period is only open for a short period of time to allow for financial aid processing. Generally, the last day a student can use financial aid for book charges is the last day to drop and receive a refund. This may not always apply to dynamic dated classes, including the Second 5-week summer session. The Financial Aid Office provides these important dates to students every semester by email. These dates are also posted by the bookstore.

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, snacks, and gift items are also available with a 10% faculty/staff discount.

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 may purchase used books from students depending upon the condition and anticipated future demand for the books.

These hours are subject to change. Special extended hours will be posted outside of the bookstore or refer to the Bookstore webpage for updates.

Monday	8 a.m. – 4 p.m.
Tuesday & Wednesday	8 a.m. – 6 p.m.
Thursday	8 a.m. – 4 p.m.
Friday	8 a.m. – noon
Saturday & Sunday	Closed

VENDING SERVICE ON CAMPUS

Vending machines are available in the Student Lounge in Martin Hall. The NRCC Bookstore has snacks, coffee and microwavable items. Vending is available at the NRCC Christiansburg site by the elevator.

EXTERNAL RELATIONS

Falling under the umbrella of External Relations are functions including strategic planning, the generation and coordination of college-related grants, public information/public relations activities (including editing of publications and web content), legislative liaison, and other external affairs. Organizationally, these areas fall within the purview of the Vice President for Workforce Development and External Relations.

Grant Services

The Vice President for Workforce Development and External Relations is responsible for the identification and preparation of grant proposals that benefit the college, including comprehensive federal and state grants that involve the coordination of information and activities from all organizational units. Assistance is available to faculty and staff in all aspects of proposal preparation from locating resources to editing and submitting proposals. All grant proposals prepared under the auspices of NRCC must be coordinated with the Vice President for Workforce Development and External Relations.

The college's public information/public relations staff keep the community informed about activities related to the institution. 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 the Office of Public Information. Additionally, all publications designed for an external audience must be reviewed and approved by the Public Information Specialist or Vice President for Workforce Development and External Relations before publication, including material to be posted on the college's website.

NRCC EDUCATIONAL FOUNDATION

Established in 1980, the NRCC Educational Foundation is a nonprofit corporation. It secures voluntary support and manages, invests, and expends such funds solely for the benefit of New River Community College. Members of the Foundation Board of Directors represent the counties of Floyd, Giles, Montgomery and Pulaski, and the city of Radford. These community leaders volunteer their expertise and service on behalf of the college and community.

The Foundation assists New River Community College in a variety of ways, including the endowment and distribution of scholarship funds, the purchase of equipment and furnishings, and the financial support of academic and community enrichment programs.

The Endowed Scholarship Program is the largest program managed by the Educational Foundation. This program provides scholarships for more than 500 NRCC students each academic year. Through this outstanding program, deserving students receive awards of up to $2,150 annually to support their studies. Many donors take advantage of this program to honor or memorialize family members or others. In addition to a set of general criteria for all scholarships, donors may specify additional selection criteria, such as designating a preferred major or degree program or a geographical location where the applicant must reside.

Another significant resource to NRCC students through the Educational Foundation is the Anne Huff Book Fund. While tuition and fees are substantially lower at NRCC and other Virginia community colleges than at public universities and private colleges, the cost of textbooks is equivalent to that at more expensive institutions and is largely controlled by national trends in the textbook publishing industry. Textbook scholarships provide tremendous relief to students who are in need. Textbook scholarships are available to students upon application and/or referral by faculty.

For more information about the NRCC Educational Foundation, contact the Foundation at foundation@nr.edu or 540-674-3618 or visit the Foundation website.

ACCE Program

The ACCE (Access to Community College Education) Program is an economic development public/private partnership that makes college available debt-free to high school and home-school graduates by funding NRCC tuition for two years (60 credits).

With the support of ACCE, students will graduate from NRCC prepared to join the workforce or transfer to a four-year university without college debt.

ACCE supports as many students as possible based on student need and funds available for the program.

Requirements for Incoming Students

The requirements below must be completed by the date specified on NRCC's ACCE website.

- Have at least a 2.5 GPA to qualify and must maintain a 2.5 GPA while in the program.
- Complete the ACCE application
- Complete the FAFSA (Free Application for Federal Student Aid) and complete all FAFSA generated documents.
- Qualify for Virginia instate tuition and reside in Floyd County, Giles County, Montgomery County, Pulaski County, or Radford City at least one year prior to ACCE application date.
- Complete at least 80 hours of community service annually. (Giles County 100 hours)
- Maintain full-time enrollment of 12 credits.
- Pay tuition and fees for credits over 15 (Funds will support up to 15 credits during fall and spring semesters).
- Purchase their own textbooks, e-books, and other digital course materials
- Enroll in a degree or certificate program that meets federal financial aid requirements.
- Take a College Success Skills course during their first NRCC semester.
- Not take online courses during the first semester, except College Success Skills.
- Reimburse the program for any ACCE-sponsored course in which the student is unsuccessful
- Register for fall classes
- Meet all ACCE deadlines.

Requirements for Returning ACCE Students

The requirements below must be completed by the dates specified on NRCC's ACCE website.

- Maintain 2.5 GPA
- Complete the FAFSA and all FAFSA generated documents ("To-Do List")
- Complete the ACCE renewal form

- Reimburse the program for any ACCE-sponsored course in which the student is unsuccessful.
- Reach out to the Community Service Coordinator to set up community service project in April.
- Failure to meet deadlines could result in the loss of ACCE funding.

PATHWAYS TO PROFESSIONS PROGRAM

Pathways to Professions is an NRCC Educational Foundation initiative designed to support students as they transition from college into the workforce. The program helps remove one of the most significant financial barriers students face at the end of their academic journey: the cost of licensure, certification, and credentialing exams required for employment in many high demand fields.

Purpose of the Program

- Promote Career Readiness: Ensures students can complete the final steps needed to qualify for employment by covering mandatory exam fees.
- Support Workforce Development: Strengthens the local and regional workforce by helping employers access fully credentialed, job ready graduates.
- Reduce Financial Barriers: Many licensure and industry certification exams can cost hundreds of dollars – an unexpected and sometimes unaffordable expense for students.
- Enhance Student Success: Complements NRCC's mission of providing accessible, affordable education by extending support beyond the classroom.

Eligible Students

Students who:

- Are enrolled in an approved NRCC program of study that requires or benefits from licensure or credentialing.
- Are nearing program completion or preparing to enter the workforce.

Types of Exams Covered

- Healthcare credentials and licensure exams (e.g., NCLEX, Virginia Board of Nursing)
- Skilled trades and technical certifications (e.g., HVAC, welding, machining)
- IT industry credentials (e.g., CompTIA, Microsoft)
- Business and professional licensure exams
  Coverage aligns with NRCC program pathways and workforce needs.

INFORMATION TECHNOLOGY SERVICES

For assistance with any Information Technology or Facilities Services needs, please initiate questions and/or requests to the NRCC Help Desk. This may provide immediate resolution and/or will guarantee your need is both recorded in our Help Desk system and routed to the correct department and/or personnel.

To contact the Help Desk, please call Ext. 4400 or send an email to NR4Help@nr.edu.

NRCC Information Technology provides the following services, organized by department, for NRCC faculty, staff, administration, as well as some support services for students:

1. Application Development Services
    a. Programming Support Services - design, develop, and enhance locally developed custom NRCC applications.
    b. Ad Hoc Reporting – provide customized reporting from custom NRCC as well as VCCS enterprise application data sources.
    c. System Integration – provide solutions for integrating stand-alone information systems for more stream-lined NRCC business processes.

2. Media Services
    a. Electronic Classroom and Conference Room Support Services – install, upgrade, maintain, trouble-shoot and provide training for all of NRCC's electronic classroom and conference room technology.
    b. Production Services – produce and/or duplicate audio/visual media for NRCC instructional and public information use, including the NRCCTV live video stream available through our website.

3. Network Services
    a. Wired Network Support Services – maintain college wired network infrastructure.
    b. Wireless Network Support Services – maintain wireless network infrastructure to support faculty, staff and student Wi-Fi connectivity.
    c. Voice Network – maintain voice network, telephone system and emergency notification systems.
    d. Information Storage – maintain local NRCC storage systems and provide backup and recovery services.
    e. Security Cameras – maintain security cameras and supporting infrastructure for display, recording and review.

4. Technology Services
    a. User Needs Analysis - consult with college personnel to analyze their computing needs and determine best method(s) for satisfying those needs.
    b. Installation and Training - install and provide training on hardware and software for administrators, faculty, and staff.

c. Operational Assistance - analyze and determine best 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 - preventive maintenance and minor repairs on all computer equipment at the college including administrative and academic microcomputer systems.
e. Procurement Support – procure hardware and software, consulting services for all administrative offices, and hardware procurement consulting services for all academic offices.
f. Computer Buying Services - provision of purchasing information for microcomputer hardware and software for personal use by faculty, staff, and students as well as research on special purchasing offers supplied by various vendors.
g. Help Desk – first line of assistance to administrators, faculty, staff and students who experience any kind of difficulty with the use of technology (electronic classroom components, office computers, email, voicemail, etc.). The Help Desk coordinates Information Technology and Facilities Services requests in our help desk information system.

5. Web & Graphics Services
    a. Web Services – design, develop and maintain entire college website for faculty, staff and administrators to insure an appealing design, appropriate content, robust functionality, usability and search features.
    b. Graphics Design Services – custom print and web-based graphic design for NRCC faculty and staff such as directional signage; displays, posters and flyers; lamination; logos; mounting; novelty/promotional design; and high-quality scanning.

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 Word Processing Center is located in Godbey Hall, Room 60. During fall and spring semesters the center is open 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 emergencies. During summer term the center is open Monday through Friday from 8:00 a.m. to 3:00 pm. and resumes regular hours on August 1.

During fall and spring semesters when classes are in session, the walk-up copier is available Monday through Thursday from 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. –
5:00 p.m., except when classes are canceled and on holidays. There are no evening hours during summer semester.

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.

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 WPC staff 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.

The WPC houses a color copier for any color copy needs. There is a charge of .12/copy for color copies, and that fee is paid for through a departmental budget transfer.

Copying jobs that are of high volume (those that yield more than 50 total copies) should be left for the WPC staff 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.

If it is more convenient for you to email your copy jobs, there is a fillable work order form on the Word Processing Center website (http://www.nr.edu/wpc) that can be filled out and attached to the email along with your document(s). We encourage you to use this form. This will save time for WPC staff who have to fill out a work order request when a document is submitted without one and will also ensure that all of your requirements are met. Please fill out completely, including date needed, if the copies should be sent to the NRCC Christiansburg site, etc.

Course plans, syllabi, tests and exams, handouts, teaching modules, manuals, instructional aids, forms, tables, 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 should be submitted by the department head or full-time faculty in that discipline. Adjunct faculty should only have to create their own syllabus or addendum which would include information specific to their particular class. This includes office hours, contact information, grading scale, etc. 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 kept 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 the staff to have the test placed in a sealed manila 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 staff knows 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 at 10 cents per copy payable at the Business Office. Students may make personal copies on the coin-operated copier in the Library 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, 2-fold, or accordion folds. Multiple cutting boards are 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 coil bind machine is used for documents that need to be bound. If you have a college document that needs binding, please talk with staff.

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 (FERPA) as amended, and in accordance with provision of Virginia's Freedom of Information Act (FOIA). Details about the latter may be accessed Virginia's Freedom of Information Act (FOIA). Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release. Officials 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 officials include faculty, academic advisors, and personnel in the offices of Admissions and Records, Advising Center, Financial Aid, Veterans Affairs, Vice President for Instruction and Student Services, and Threat Assessment Team.

Directory information including name, major field of study, dates of attendance, course credit load, participation in officially recognized activities and sports, weight and height of members of athletic teams, grade level, degrees, honors and awards received, photo and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this information be kept confidential by notifying the Admissions and Records Office each semester by the last day of the Add/Drop period. Emergency requests for information will be handled by the Dean of Student Services in consultation with the Vice President for Instruction and Student Services or another appropriate college official.

Parents of a financially dependent student, as defined by the Internal Revenue Service (IRS), may obtain a copy of their dependent's educational records after submitting proof of the student's dependency via the most recent federal tax form. Requested information will not be released prior to the submission of this documentation. Documentation must be submitted to the Coordinator of Admissions and Records.

In accordance with Virginia law, NRCC will not disclose the address, telephone number or email address of a student as directory information or pursuant to a Freedom of Information Act (FOIA) request without the prior written consent of the student. Students may opt-in to the disclosure of such information by providing prior written consent.

The student has the right to inspect and review the information contained in his or her record. The student must submit a written request to the Admissions and Records Office and identify the records to be inspected. The Admissions and Records Office will then arrange a mutually convenient appointment for student inspection of records within 45 days of submission of the written request.

The student may also ask the college to amend a record believed to be inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student about the decision and advise the student of the right to a hearing regarding the request for amendment.

The student has the right to file a complaint concerning alleged failures by NRCC to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C., 20202-4605.

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 division dean. 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 attain a minimum grade point average (GPA) of 2.00 for any semester will be placed on academic warning. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of the college’s academic support services.

Academic Probation

Students who fail to maintain a cumulative grade point average (GPA) of 1.50 will be on academic probation until their cumulative GPA is 1.75 or better. The statement “Academic Probation” will be placed on their permanent records. Students will be placed on probation after they have attempted 12 semester credits. Students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Dean of Student Services or another appropriate college administrator. Students may be required to take less than a normal academic load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

Academic Suspension

Students on academic probation who fail to attain a semester grade point average (GPA) of 1.50 or better will be placed on academic suspension after they have attempted 24 semester credits. Academic suspension will be for one semester, and the statement “Academic Suspension” will be placed on their permanent records. Students who are placed on academic suspension and wish to appeal should follow the college’s

appeal process. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college.

Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance, and the statement “Subject to Dismissal” will be placed on their permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to take less than a normal course load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

Academic Dismissal

Students who fail to attain at least a 2.00 grade point average (GPA) for the semester of reinstatement following academic suspension will be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 will result in academic dismissal. The statement “Academic Dismissal” will be placed on their permanent records and is normally permanent. In exceptional circumstances, students may appeal and be reinstated following the appeal process established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to take less than a normal course load the following semester and are required to consult with their advisor/counselor. Students are also encouraged to take advantage of the college’s academic support services.

VCCS SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards also apply to state and institutional aid. Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The college Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and after grades are posted for every term, starting with their first term of enrollment.

Some career studies certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

I. STUDENT FINANCIAL AID STATUS

A. Financial Aid Good Standing (GS) – Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.

B. Financial Aid Warning Status (WS) – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.

C. Financial Aid Probation Status (PS) – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the college Financial Aid Office. (See "IV. Appeals" for additional information.)

D. Financial Aid Suspension Status (SS) – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS).

Students in Suspension Status (SS) are not eligible to receive financial aid.

E. Academic Suspension (AS) – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages in SIS. Any student suspended from the college for academic or behavioral reasons is automatically ineligible for financial aid.

II. EVALUATING PROGRESS

Quantitative Standards or Pace of Completion

Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the college (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the college. Credits with satisfactory grades at the college are those for which a grade of A, B, C, D, S, or P is earned. Note: Federal-student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the next semester's disbursement of any loan proceeds.

B. Maximum Hours (150% Rule): In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the college plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

B.1. Transfer Students: Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility. The college has the option on an individual student basis to put a transfer student in Financial Aid Warning Status immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.

B.2. Second Degree Students: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.

C. ESL and Developmental Studies: Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as

long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- Withdrawals (W grades) that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- Incomplete Grades: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

Qualitative Standards

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded. In order to graduate, a minimum cumulative grade point average of 2.0 is required.

Total Number of Credits Attempted	GPA Requirement
1-15	1.5
16-30	1.75
31+	2.0

III. REGAINING ELIGIBILITY FOR FINANCIAL AID

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal is granted (see "IV. Appeals" for additional information), a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met.

Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should consult their campus financial aid advisors for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

IV. APPEALS

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged if:

Extenuating circumstances exist (i.e., student's serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or

The student has successfully completed one degree and is attempting another, or

The student on suspension for other than Maximum Hours (150%), who has not yet met SAP requirements, has during suspension enrolled in and successfully completed at least 12 semester credits at the college with a minimum GPA of 2.0.

Students appealing a suspension must:

- Complete the college's SAP Appeal Form in entirety,
- Attach documentation in support of the appeal, including an advisor statement showing remaining credits to graduation for 150% appeals, and
- Submit all items to the college Financial Aid Office.

Only one appeal submission (complete with documentation) per student will be evaluated by the Financial Aid Office. The decision and a copy of the student's appeal form will be placed into the student's file as documentation of the appeal. If the appeal is not approved, the student may carry his/her appeal to the Academic Standards, Scholarship, and Financial Aid Committee. This request must be made in writing to the Financial Aid Office. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Appeals will be approved or denied. Students who have appeals approved will be in probationary status for the coming term. During probationary status, the student must meet the conditions of the appeal as

communicated to him or her by the Financial Aid Office, or the student will return to suspension. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

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 or drop the class online in the Student Information System (SIS) 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 or credit to audit must do so within the add/drop period for the session. After this day, the audit grade "X" is invalid for students enrolled for credit. Students who desire to earn credit for a previously audited class must re-enroll in the class and pay normal tuition to earn a grade other than “X” (audit). Advanced standing credit may not be awarded for a previously audited class.

CLASS ATTENDANCE

Regular class attendance is required. When absence from a class becomes necessary, it is the student's responsibility to inform the instructor before 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 administrative 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 specific statement on cheating.

ACADEMIC HONESTY

Students are expected to maintain complete honesty and integrity in their academic experiences. Academic dishonesty is when students intentionally misbehave to gain an unfair advantage in their academic work. Any student found guilty of dishonesty in academic work will be subject to disciplinary action.
The college may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to, the following:

- Copying from another student's test paper or other academic work.
- Using materials not authorized by the person giving the test.
- Collaborating, without permission, with another student or another unauthorized person during an examination or in preparing academic work.
- Using an un-administered test or test materials.

- Substituting for another student, or permitting another student to substitute for oneself, when taking a test or preparing other academic work both online and in person.
- Bribing or soliciting another person to obtain an un-administered test or information about an un-administered test.
- Appropriating another's work without acknowledging the incorporation of another's work in one's own written work (plagiarism is fully defined below).
- Submitting identical or similar papers in more than one course without obtaining permission from the instructors of all the courses involved.
- Using artificial intelligence (AI) and large language models to subvert the learning process and dishonestly presenting AI work as one's own. Because instructors have varied policies around the use of artificial intelligence tools, students are responsible for understanding and adhering to the guidelines for AI use in each of their respective courses. Improper use of artificial intelligence tools constitutes a breach of academic integrity like any other infractions described above.

PLAGIARISM is defined by Webster's Third International Dictionary as follows: Plagiarism: to steal and pass off as one's own the ideas or words of another; to use without crediting the source; to present as new and original an idea or product derived from an existing source; to commit literary theft.

New River Community College believes the following amplified definition of plagiarism to be useful. It includes what it means both to plagiarize language and to plagiarize ideas and thoughts.

Language: Plagiarizing the words of another consists of copying single words without acknowledging one's indebtedness to the author. Students' word choice should always be their own except where they clearly indicate otherwise. Using a direct quotation of an author's words in quotation marks and cited correctly as per the citation style's instructions is not plagiarism. When paraphrasing an author/creator's words as part of one's writing, the writer must also cite as recommended per the class's citation style. Ideas and Thoughts: Give credit to the source of any opinion, idea, or conclusion that is not your own.

Plagiarism at New River Community College will constitute a punishable offense, and the use of syndicated research papers, essays, and work copied from any electronic or other source violates this rule.

All college course plans/course syllabi will state the penalty for academic dishonesty in that course.

If a faculty suspects academic dishonesty, the faculty member will communicate/meet with the student whose work is in question. During this meeting, the instructor will discuss with the student the potential allegation and allow the student the opportunity to respond. If the instructor feels further action is warranted, they may exact the penalty as explained in the course plan/course syllabus. These penalties may include requiring the student to redo the assignment, assigning a grade of zero on the assignment, or removing the student from the course with an F grade.

Procedure

1. Once a faculty has determined a violation has occurred, the instructor will complete the Academic Integrity Violation Report and ensure the student also has a copy. The form will be on file in the division dean's office and the student activities office.

2. The faculty member will inform the student that a copy of the Academic Integrity Violation Report will be placed in the student's conduct file and may be reported to other institutions of higher education if requested. At the end of one academic year, the student may request that the Student Conduct Officer remove the report if no further incidences of academic dishonesty have occurred. Once the report is removed, it will not be reported as a disciplinary action if requested by another college or university.

3. Students who have been notified that they have been penalized for committing academic dishonesty may appeal the faculty member's decision, following the NRCC Student Greivance Procedure.

4. If the student's appeal is granted, the Academic Integrity Violation Report will be removed from the student's conduct file.

5. The receipt of a second report of academic dishonesty constitutes a violation of the Student Code of Conduct and can result in a major sanction. In these cases, the Student Conduct Officer will convene the disciplinary procedures, as outlined in the Student Code of Conduct (link to the new code's disciplinary procedures).

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” 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.

Students should contact the Interim Manager of Admissions and Records regarding the process on late withdrawals for mitigating circumstances.

NO-SHOW POLICY

A student must either attend face-to-face courses or demonstrate participation in online classes by the last date to drop for a refund. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student’s financial aid award.

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 (face-to-face classes) or performance/participation (online classes) in each class throughout the semester.

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.

Since attendance is not a valid measurement for online courses, a student may be withdrawn due to non-performance. A student should refer to his/her online course plan for the instructor’s policy.

In accordance with the No-Show Policy, a student who has not attended class or requested/accessed online learning materials by the last day to drop the class and receive a refund must be withdrawn by the instructor during the following week. No refund will be applicable.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (online class), the last date of attendance/participation will be documented. Withdrawal must be completed within five days of a student’s meeting the withdrawal criteria. A grade of “W” will be recorded during the first sixty percent (60%) period of a course. A student 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 of reinstatement into the class may be approved only by the instructor.

Late Withdrawal Procedure

Policy established by the Virginia Community College System states that after the withdrawal period has passed, a grade of "F" shall be assigned except for mitigating circumstances (VCC Policy Manual 5.6.2). These mitigating circumstances must be documented and will be placed in the student's academic file. A grade of "W" also implies that the student was making satisfactory progress in the course at the time of the withdrawal. The following procedure has been established for late withdrawal appeals:

The student must submit the request in writing to the Interim Manager of Admissions and Records (designee appointed by NRCC President) explaining the mitigating circumstances. Documentation should be included. Effective fall 2021, all late withdrawal requests must be received within one calendar year of the semester for which the withdrawal is requested.

- The instructor(s) will be contacted requesting the last date of attendance, grade at last date of attendance, and additional pertinent information.
- The request will be reviewed by the Dean of Student Services, Financial Aid Manager (as needed), and Coordinator of Admissions and Records.
- The student and instructor(s) will be notified in writing about the decision and documentation placed in the student's academic file.

Contact Information:

Sheila Hart, Interim Admissions and Records Manager
New River Community College
5251 College Drive
Dublin, VA 24084
540-674-3600, ext. 4204
shart@nr.edu
Fax: 540-674-3644

PROCEDURE FOR ADDRESSING STUDENT COMPLAINTS

Purpose/Audience

This procedure is directed to students, faculty, and staff of New River Community College.

Definitions

Student: A student is any person who is officially registered at New River Community College during the specific academic term in which a complaint occurs.
Complaint: A complaint is a written expression of dissatisfaction or constructive criticism from a student submitted to an employee of New River Community College. As defined by the college, a complaint is a less formal action than a grievance, which is covered by a separate procedure.
Students who follow the procedure described here also have the option of filing a grievance if they feel responses to a submitted complaint are inadequate.

Guidelines for Students

Any student as defined above may submit a complaint by describing the issue at hand and directing it as follows:

1. The complaint may be directed to any employee of New River Community College.
2. The complaint must be in writing.
3. The complaint may be on paper or in electronic form.

Guidelines for Employees

1. In each instance where a student files a written complaint, a response will be provided to the student within five (5) business days.

2. The receiver of the complaint will determine whether he/she is the appropriate respondent or if the complaint should be addressed by another staff member. In the latter case, the receiver will provide the appropriate staff member with the complaint details and note such action on the NRCC Complaint Resolution Form (Appendix F).

3. The respondent will determine the appropriate format for a response (e.g., email, letter, in-person meeting, etc.).

4. Copies of all correspondence related to the complaint (both to and from the student) will be maintained on file with the respondent and in the Office of the Vice President for Instruction and Student Services. Documentation will include completion of the Complaint Resolution Form.

5. In the event that a student expresses belief that he/she did not receive satisfactory resolution to the complaint, the respondent will inform the student of the option of filing a grievance under the provisions of the institution’s formal Student Grievance Procedure which is aligned with the Virginia Community College System student grievance policy and procedure.

6. The VP Staff will review all complaints and associated documentation at a regularly scheduled meeting each semester and where appropriate, will use the information to establish guidelines for future practices.

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 employees 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 Jack Watkins, Student Accessibility, Activities and Resources Manager, located in Godbey 53, extension 4408.

Please refer to Appendix C 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.

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

Services for veterans are coordinated through NRCC's Veterans' Office, in room 224, Rooker Hall. Please refer students to that office (ext. 3693) for any questions related to assistance available to veterans.

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 completing physical training (Joint Service Transcript or DD214, for example).

STUDENT CONDUCT

Please refer to New River Community College Student Handbook located online for details of the student conduct, rights and responsibilities, discipline and grievance procedure.

To access the 2026-2027, go to the Student Handbook.

THIRD PARTY SOFTWARE

NRCC assumes no liability for a virus, loss of data, or damage to software, computer or storage device when a student downloads for classes.

APPENDICES

Appendix A	Course Plan
Appendix B	Action Guide for Faculty and Staff
Appendix C	Executive Memorandum Subject: Americans with Disabilities Grievance Procedure
Appendix D	Field Trip Release Form
Appendix E	NRCC Mission Statement Review Schedule
Appendix F	NRCC Complaint Resolution Form

APPENDIX A NEW RIVER COMMUNITY COLLEGE

DUBLIN, VIRGINIA

COURSE PLAN

Course Number and Title: _____

Prepared by: (No Instructor Name)_____
(designated department, e.g. - English Faculty) (Date)

Approved by: _____
(Dean) (Date)

I. Course Description

(MUST be the same description as in the current NRCC catalog.)

II. Introduction

III. Student Learning Outcomes

Upon successful completion of this course, the student will be able to:

IV. General Education Student Learning Outcomes Included in Course

V. Instructional Methods

General education at NRCC provides the educational foundation necessary to promote intellectual and personal development. Upon completing the associate degree, graduates will demonstrate competency in student learning outcomes in 1) civic engagement, 2) critical thinking, 3) professional readiness, 4) quantitative literacy, 5) scientific literacy, and 6) written communication.

This course includes the following general education student learning outcomes:

VI. Instructional Materials

VII. Course Content

(Use a bulleted list of major topics.)

VIII. Evaluation

IX. Attendance

Regular attendance at classes 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. 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.

X. Cheating Policy

XI. 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" 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 reviewed and a decision made by the Interim Admissions and Records Manager.

No-Show Policy

A student must either attend face-to-face courses or demonstrate participation in online courses by the last date to drop for a refund. Course attendance requires the student's active participation in an instructional activity related to the course,

such as attending a class lecture or lab, or by participating in an online class with an assignment submission, completion of a test or exam, or other substantial course activity. A student who does not meet this deadline will be reported to the Admissions and Records Office and will be withdrawn as a no-show student. No refund will be applicable, and the student will not be allowed to attend/ participate in the class or submit assignments. Failure to attend or participate in a course will adversely impact a student's financial aid award.

Instructor Initiated Withdrawal

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 (face-to-face classes) or performance/participation (online classes) in each class throughout the semester.

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.

Since attendance is not a valid measurement for online, a student may be withdrawn due to non-performance. A student should refer to his/her online course plan for the instructor's policy.

When an instructor withdraws a student for unsatisfactory attendance (face-to-face class) or non-performance (online), the last date of attendance/participation will be documented. A grade of "W" will be recorded during the first sixty percent (60%) period of a course. A student 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 of reinstatement into the class may be approved only by the instructor and dean.

XII. Disability and Diversity Statements

If you are a student with a documented disability who will require accommodation in this course, please register with the Student Accessibility Services Office located in the Advising Center for assistance in developing a plan to address your academic needs.

This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors.

Evacuation Procedure: Please note the evacuation route posted at the classroom doorway. Two routes are marked in case one route might be blocked.

APPENDIX B ACTION GUIDE FOR FACULTY & STAFF

Frequently Asked Questions About Dealing with Student Behaviors

Q. What is the mission of the Threat Assessment Team?

New River Community College's Threat Assessment Team will help develop policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals or groups whose behavior poses a threat to the safety of the campus community.

Q. What are some signs that a student may be in distress?

Students in distress may not be disruptive to others, but may exhibit behaviors which indicate something is wrong, show signs of emotional distress and indicate that assistance is needed. They may also be reluctant or unable to acknowledge a need for personal help. Behaviors may include:

1. Serious grade problems or a change from consistently passing grades to unaccountable poor performance
.
2. Excessive absences, especially if the student has previously demonstrated consistent attendance.
3. Unusual or significantly changed patterns of interaction, i.e., avoidance of participation, excessive anxiety when called upon, domination of discussions, etc.
4. Other characteristics that suggest the student is having trouble managing stress successfully, e.g., a depressed, lethargic mood; very rapid speech; swollen, red eyes; marked change in personal dress and hygiene; falling asleep during class.
5. Repeated requests for special consideration, such as deadline extensions, especially if the student appears uncomfortable or highly emotional while disclosing the circumstances prompting the request.
6. New or repeated behavior which pushes the limits of decorum and which interferes with effective management of the immediate environment.
7. Unusual or exaggerated emotional responses which are obviously inappropriate to the situation.

Q. How do I make a referral?

While many students go to counseling or to the Office of Student Services on their own, your exposure to students increases the likelihood you will identify signs and/or behaviors of distress in a student. What can you do?

- Recommend campus services to the student or complete a Referral Form for Student Services Intervention and forward the form to a member of the Behavioral Intervention Team.
- Determine the student's willingness to go to a helping resource. Reassure the student that it is an act of strength to ask for help.
- Dispute the myth that only "weak" or "crazy" people go for counseling or use others' help.
- Remind the student that counseling resources are affordable (often free or reduced for students) and are confidential.
- Offer to help make the initial contact with the helping resource.

Q. What are warning signs of disruptive student behavior that requires immediate attention?

Severely troubled or disruptive students exhibit behaviors that signify an obvious crisis and necessitate emergency care. These problems are the easiest to identify. Examples include:

1. Highly disruptive behavior (e.g. hostility, aggression, violence, etc.).
2. Inability to communicate clearly (garbled, slurred speech; unconnected, disjointed, or rambling thoughts).
3. Loss of contact with reality (seeing or hearing things which others cannot see or hear, beliefs, or actions greatly at odds with reality or probability).
4. Stalking behaviors.
5. Inappropriate communications (including threatening letters, e-mail, messages, harassment).
6. Overtly suicidal thoughts (including referring to suicide as a current option in a written assignment).
7. Threats to harm others.
8. Appearance of being under the influence of drugs or alcohol.
9. Possession of a weapon.

Q. What are the warning signs of alcohol and substance abuse that might lead you to refer a student?

Physical warning signs of drug abuse

- Bloodshot eyes or pupils that are larger or smaller than usual
- Changes in appetite or sleep patterns. Sudden weight loss or weight gain
- Deterioration of physical appearance and personal grooming habits
- Unusual smells on breath, body or clothing
- Tremors, slurred speech, or impaired coordination
- Has burned fingers, burns on lips, or needle track marks on arms
- Exhibits impaired coordination or unsteady gait (e.g. staggering, off balance)
- Speaks more rapidly or slowly than normal

Behavioral signs of drug abuse

- Drop in attendance and performance at work or school
- Unexplained need for money or financial problems. May borrow or steal to get it
- Engaging in secretive or suspicious behaviors
- Sudden changes in friends, favorite hangouts, and hobbies
- Frequently getting into trouble (fights, accidents, illegal activities)
- Has difficulty concentrating, focusing, or attending to a task
- Frequently appears distracted or disoriented
- Makes inappropriate or unreasonable choice
- Experiences short-term memory loss
- Often needs directions repeated
- Has difficulty recalling known details

Psychological warning signs of drug abuse:

- Unexplained change in personality or attitude
- Sudden mood swings, irritability, or angry outbursts
- Periods of unusual hyperactivity, agitation, or giddiness
- Lack of motivation; appears lethargic or 'spaced out'
- Appears fearful, anxious, or paranoid, with no reason
- Experiences wide mood swings (highs and lows)
- Experiences general change in mood toward a more depressed and negative or critical outlook
- Appears fearful or anxious; experiences panic attacks
- Appears impatient, agitated, or irritable
- Experiences ongoing depression
- Has paranoid thoughts

FACULTY AND STAFF ACTION GUIDE

CONCERN FOR STUDENT

Incidents observed that provoke concern but require no emergency response

⬇

Behavioral Intervention Team

EMOTIONAL BEHAVIOR

If you see, or are dealing with, a student who "needs to talk to someone" about a personal concern or is experiencing a psychological crisis.

⬇

Behavioral Intervention Team

AGGRESSION

If you see, or are dealing with, aggressive or threatening behavior.

⬇

NRCC Security Department,
Behavioral Intervention Team
and/or
Threat Assessment Team

ILLNESS OR INJURY

If you see or are dealing with a person who is injured, or ill, or whose behavior seems erratic.

⬇

NRCC Security Department
and/or
Behavioral Intervention Team

DANGER TO SELF

A student expresses (verbally or in writing) a willingness or desire to harm or kill himself/herself with no specific plan
*
In this situation, the danger is not imminent and only involves the person.

*Example: A student may write about or discuss a sense of desperation or hopelessness with death as a solution.

⬇

Behavioral Intervention Team
and/or
NRCC Security

OR

DANGER TO SELF

A student demonstrates (in progress) an attempt to harm or kill himself/herself or has a specific plan to harm himself/herself.
*Here the danger is imminent or in progress.
*Example: A student advises that he/she has taken pills, has a weapon, has cut self or that when he/she leaves, he/she is going to implement his/her suicide plan.

⬇

NRCC Security Department,
Behavioral Intervention Team
and/or
911

DANGER TO OTHERS

A student expresses (verbally or in writing) a willingness or desire to harm or kill others or a student demonstrates (in progress) or is attempting to harm or kill others.

⬇

NRCC Security Department
and/or
Threat Assessment Team

SUBSTANCE ABUSE

A student appears to be under the influence of alcohol or drugs in class, or is seen in possession of same.

⬇

NRCC Security Department
and/or
Behavioral Intervention Team

SEXUAL ASSAULT

A student reports he/she is a victim of ongoing or very recent physical or sexual abuse at the hands of a relative, guardian, caretaker, spouse, boyfriend, girlfriend, or unknown.

⬇

Title IX Coordinator, Tammy Smith, Ext. 4203, Rm. 268, Rooker Hall

Deputy Title IX Coordinator, John Bowler Ext. 4418, Rm 115, Christiansburg Site
and/or
911

DISABILITY

If you see or are dealing with a person with a disability who is in difficulty, ask if you may contact:

⬇

Student Disability Services, Jack Watkinst, Ext. 4408, Rm. 53, Godbey Hall

General Guidelines

1. Remain calm and know whom to call. See referral numbers below.
2. Remember that it is ***NOT*** your responsibility to provide professional help needed for a severely troubled/disruptive student. You need only make the necessary call and request assistance.
3. When students express a direct threat to themselves or others, or acts in a bizarre, highly irrational or disruptive way, immediately call Security ext. 3646 or 540-674-3646.

IMPORTANT NUMBERS

Campus Security:
Dial Ext. 3646 or 540-674-3646.
Advising Center: Ext. 3609
Student Disability Services:
Ext. 3619

Title IX Coordinators

Tammy Smith Ext. 4203
Title IX Coordinator for Students
John Bowler Ext. 4418
Deputy Title IX Coordinator for Students
Stacie Whitlock Ext. 4310
Title IX Coordinator for Employees

Disruptive Student Behavior

The Student Handbook outlines the standards and expectations of students' conduct and behavior. Examples of disruptive behavior are as follows:

Conduct Disruptive to the College Community
Conduct that is disruptive to the college's educational objectives, to its operations, or to its officials, staff, and faculty in the performance of their work, or to any other aspect of its mission Such conduct includes, but is not limited to:

1. Disruption of a class, college activity, or any other normal activity held on college property at a college location.
2. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to benefit from the instructional program.
3. Actions causing physical injury or endangering one's own health or safety.

Causing Physical or Other Harm to Any Person

1. Conduct causing physical injury or endangering another's health or safety, which includes, but is not limited to, acts of physical violence, assault, and relationship or domestic violence.
2. Actions causing physical injury or endangering one's own health or safety.

Sexual Assault and Sexual Misconduct

1. Sexual Assault. Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or, in circumstances in which the person is unable, due to age, disability, or chemical or other impairment, to give consent.
2. Sexual Misconduct. Any intentional intimate touching of another without the consent of the other person or, in circumstances in which the person is unable, due to age, disability, or chemical or other impairment, to give consent.

Harassment

1. Harassment or Threats—Verbal or written abuse, threats, harassment, coercion or any other conduct that places another individual in reasonable fear for his or her safety through words or actions directed at that person, or substantially interferes with the working, educational, or living environment of the individual, including stalking and racial harassment.
2. Sexual Harassment—Unwelcome sexual advances, requests for favors, and/or other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a college activity or;
   b. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or decisions affecting such individual's employment or status in a college activity, or;
   c. Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive employment or academic environment.

Q. How should I respond when a student is disrupting my class?
Faculty members have broad authority to manage their classrooms and establish reasonable guidelines for class discussions that ensure everyone has an opportunity to participate in an orderly manner. If you believe a student's behavior is inappropriate, consider a general word of caution rather than singling a student out or embarrassing the student. If the behavior in question is irritating, but not disruptive, try speaking with the student after class. Most students are unaware of distracting habits or mannerisms and have no intent to be offensive or disruptive. There may be rare circumstances where it is necessary to speak to a student during class about this behavior. Correct the student in a manner indicating that further discussion can occur after class. Examples of disruptive behavior include interrupting or monopolizing classroom discussion, interrupting instruction, and using inappropriate language.

If a student's behavior reaches the point that it interferes with your ability to conduct the class or the ability of other students to benefit from the class, the student should be asked to leave the room for the remainder of the class period. The student should be provided with a reason for this action and an opportunity to discuss the matter with you as soon as is practical. In such situations, consultation and referral to NRCC Security, the Behavioral Intervention Team, or the Threat Assessment Team may be appropriate. Faculty members should exercise sound judgment regarding the immediacy of the need and act accordingly.

BEHAVIORAL INTERVENTION TEAM

Tammy Smith	Ext. 4203
Gwen Houston	Ext. 3647
Jack Watkins	Ext. 4408
Rod Reedy	Ext. 4358

Threat Assessment Team Reviewer

Mark Rowh, VP for Workforce Development and External Relations
Deborah Kennedy, Executive Director, NRCC Educational Foundation
(Backup Reviewer when Mark Rowh is not available)

THREAT ASSESSMENT TEAM

Chair: Peter Anderson
Co-Chair Melissa Anderson

Tom Ciappina	Ext. 3660
Ronnie Nichols	Ext. 3639
Joey Williams	Ext. 3646
Stacie Whitlock	Ext. 4310
Anthony Wilson	
Charles Ratcliffe	

APPENDIX C Grievance Procedure

SUBJECT: AMERICANS WITH DISABILITIES GRIEVANCE PROCEDURE

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: Jack Watkins, ADA Coordinator, Student Accessibility Services, (540) 674-3600, extension 4408, Room 53; Godbey Hall, 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, Dr. Mark Rowh, and the request for reconsideration should be filed with the President, Dr. Robert Brandon.

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[1].

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.

APPENDIX D Field Trip Release Form

[1]Other 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.

NEW RIVER
Community College

DUBLIN, VIRGINIA

FIELD TRIP RELEASE FORM

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

_____

scheduled for _____, ____ .

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)

_____
Date

APPENDIX E NRCC Mission Statement Review Schedule

Date	Activity
2015	Review Completed
2020	Original target date for review by faculty, staff and college constituencies (January) Community input survey (February-March) Review by College Board (June) Deferred to 2021 due to pandemic; completed in 2021
2023-2025	Review by President's Staff
2026	Review by faculty, staff and college constituencies (January) Review by College Board (March)
2026-2030	Review by President's Staff
2031	Review by faculty, staff and college constituencies (January) Community input survey (February-March) Review by College Board (June)
2032-2035	Review by President's Staff
2036	Review by faculty, staff and college constituencies (January) Review by College Board (March)
2037-2040	Review by President's Staff
2041	Review by faculty, staff and college constituencies (January) Review by College Board (March)
As needed	Additional review within 12 months of any revision of the Virginia Community College System mission statement

The Mission Statement will be reviewed by the College Board every five years.

APPENDIX F NRCC Complaint Resolution Form

NRCC COMPLAINT RESOLUTION FORM
DATE:
INDIVIDUAL WITH COMPLAINT/ISSUE:
COMPLAINT/ISSUES:
ACTION TAKEN/RESOLUTION:
COLLEGE RESPONDER:
SUPPORTING DOCUMENTATION: