

2021-2022

Student Handbook

This Handbook and its companion publication, the Thomas Nelson Catalog, constitute neither a contract, nor an offer to contract. This Handbook is scheduled to be revised every year. In the interim, the College reserves the right, consistent with federal, state, and local legal authority, the requirements of accrediting bodies, and the best professional judgment of its faculty, staff, and administrators, to make changes in the Handbook and Catalog as circumstances warrant. Such changes may be made without notice, and it is the obligation of the student to remain abreast of such changes as released by the college.

Accreditation

Thomas Nelson Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Thomas Nelson Community College. All other questions about Thomas Nelson Community College should be addressed directly to the College.

Thomas Nelson Community College has been approved by Veterans' Affairs for VA Educational Assistance and by the U.S. Office of Education for various federal funding programs. The College is affiliated with the American Association of Community Colleges as an institutional member and meets the standards established by the military and by the American Association of Community Colleges for acceptance as a Servicemember's Opportunity College.

An Equal Opportunity/Affirmative Action Institution

Thomas Nelson Community College does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities. Inquiries related to the College's non-discrimination policies should be directed to Melanie McNall at mcnallm@tncc.edu or **(757) 825-2728**.

President's Message

Welcome to our new and returning Students!

I am delighted that you chose to make Thomas Nelson Community College part of your higher education journey. Whether you are a first-time student, returning to complete a credential, or are currently working but seeking advanced training, we are extremely pleased to serve you. Positively impacting thousands of lives and contributing to our region's economic growth and development for over 50 years, Thomas Nelson is a leading provider of quality academic programs and workforce training. We are proud of the College's role in helping individuals achieve their educational, personal, and professional goals. Therefore, we are excited for you to experience the many rewarding opportunities afforded here.

We take the College's mission to "change lives and transform communities" seriously. To that end, you will find enthusiastic faculty, staff, and administrators committed to making a meaningful difference in your life through exceptional collegiate education, career training, and a myriad of financial support options. Thomas Nelson Community College provides multiple pathways that can help you advance. By starting here, you can reach new and greater peaks!

In addition to our supportive learning environments, we offer numerous resources to assist you when challenges arise. We seek to eliminate barriers that could prevent you from accomplishing your goals, and we encourage you to take full advantage of those resources while you are here.

I encourage you to visit me virtually or in my office at campuses in Hampton or the Historic Triangle in Williamsburg. Share how your experience is going and how we can make it better. I, along with our faculty and staff, are dedicated to supporting you as you pursue your career and educational goals.

I wish you the best,

Dr. Towuanna Porter Brannon,
President

Thomas Nelson College Board

Dr. Vince Warren, Chair

Dr. Joyce Jarrett, Vice Chair

Dr. Towuanna Porter Brannon, President, Secretary to the Board

Ms. Erica Charity, Administrative Assistant

City of Hampton Members

Ms. Mary Bunting

Mr. Jonathan Romero

Dr. Vince Warren

Dr. Donna Woods

City of Newport News Members

Ms. Izabela Cieszynski

Mr. Michael F. Kuhns

Mr. John W. McMillan, Jr.

Mr. Curtis Bethany III

City of Poquoson

Mr. Allan Melton

City of Williamsburg

Dr. Joyce M. Jarrett

James City County

Mr. Scott VanVoorhees

York County

Mr. David E. Durham

Dr. Linda Reviea

Virginia Community College System Chancellor

Dr. Glenn DuBois

MISSION STATEMENT

We change lives and transform our community through diverse, inclusive, and equitable education and workforce training, excellent support and services, and innovative partnerships

VISION STATEMENT

To provide broad and equitable access to higher education and workforce training that empowers our community to thrive and grow

CORE VALUES

The College's strength lies in our value system. These core values embody the principles, ideals, and beliefs of our students, faculty, staff, administrators, and College Board. Our values form the foundation for our actions, and they reflect what is important to us and what we strive to be as members of the College community:

- **Students First** – We are passionate about our students' success and their futures, and we are committed to providing outstanding academic and workforce education opportunities in a supportive collegiate environment that will equip students to compete in the global workforce.
- **Educational Excellence** – We value high standards for learning and appreciate our dedicated faculty and staff who create learning environments that stimulate intellectual growth and academic achievement, encourage life-long learning, and help students realize their dreams.
- **Community Responsiveness** – We affirm our commitment to meeting the education and workforce training needs of our community and to building strong innovative partnerships that support the economic vitality of our region.
- **Integrity** – We expect everyone to take responsibility for their actions, to engage in ethical behavior, and to impart honesty, trust, and transparency in all interactions.
- **Diversity** – We are committed to exploring and understanding our similarities and differences and fostering inclusive working and learning environments that promote respect and appreciation for our diverse cultures, beliefs, lifestyles, and perspectives.
- **Mutual Respect and Shared Governance** – We value the contributions of everyone, encourage the sharing of ideas, and commit to equitable treatment in all that we do. We acknowledge a shared responsibility for institutional success and improvement and commit to shared decision making characterized by broad participation, openness, and teamwork.

Where to Go for Help

Online Resources:

www.tncc.edu/students

Quick Help Guide:

<https://tncc.edu/virtual-support>

ACADEMIC ADVISING

advisinghelp@tncc.edu 757-825-2827

ARTS, BUSINESS, HUMANITIES & SOCIAL SCIENCE ADVISING CENTER

Hampton Campus, Diggs Hall, Room 122 **825-3896**

Historic Triangle Campus, Room 117 **258-6532**

PUBLIC SAFETY, ALLIED HEALTH, & HUMAN SERVICES ADVISING CENTER

Hampton Campus, Hastings Hall, Room 323 **825-2993**

Historic Triangle Campus, Room 117 **253-4755**

SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS ADVISING CENTER

Hampton Campus, Hastings Hall, Room 323 **825-2950**

Historic Triangle Campus, Room 117 **258-6533**

ACADEMIC DIVISIONS

ALLIED HEALTH, PUBLIC SERVICE, & HUMAN SERVICES DIVISION OFFICE

Hampton Campus, Hampton III, Suite 747 **825-2808**

**ARTS, BUSINESS, HUMANITIES,
& SOCIAL SCIENCES DIVISION OFFICE**

Hampton Campus, Templin Hall, Room 857 **825-2799**

SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS DIVISION OFFICE

Hampton Campus, Hastings Hall, Room 321 **825-2898**

ACT WORKKEYS SOLUTIONS PROVIDER

(Career Readiness Certificate) **757-825-4070**

ADVANCED MANUFACTURING CENTER

757-825-4076

APPRENTICE RELATED INSTRUCTION

757-825-4075

ADD/DROP INFORMATION

Hampton Campus, Griffin Hall, Room 208 **825-3689**

Historic Triangle Campus, Room 117 **253-4882**

ADMISSIONS OFFICE

Hampton Campus, Griffin Hall, Room 208, **825-2800**

Historic Triangle Campus, Room 117 **253-4882**

ALUMNI ASSOCIATION

825-2719

ATHLETICS

Hampton Campus, Griffin Hall, Room 201 **825-3888**

BOOKSTORE

Hampton Campus, Griffin Hall, Room 215 **825-2864**

Historic Triangle Campus, Room 128 **258-6547**

www.follett.com

BUSINESS OFFICE ADMINISTRATION

CASHIER/FINANCIAL SERVICES

Hampton Campus, Diggs Hall, Room 109 **825-3560**

Historic Triangle Campus, Room 209 **258-6671**

CAMPUS POLICE

Hampton Campus, Diggs Hall, Room 153 **825-2732**

Historic Triangle Campus, Room 200 **757-825-2732/253-4758**

CAREER RESOURCE CENTER**865-4070****CASHIER/FINANCIAL SERVICES**Hampton Campus, Diggs Hall, Room 109 **825-3560****CHANGE OF PROGRAM (SEE ACADEMIC ADVISING)**

Hampton Campus advising locations listed above

Historic Triangle Campus, Room 117 **253-4755****COLLEGE MATH CENTER**Hampton Campus, Library, Wythe Hall **825-2884**Historic Triangle Campus, Room 101 **253-6515****COLLEGE SUCCESS SKILLS (SDV 100)**Hampton Campus, Griffin Hall, Room 201 **253-4881**Historic Triangle Campus, Room 117 **253-4755****COLLEGE WRITING CENTER**Hampton Campus, Library, Wythe Hall **825-2940**Historic Triangle Campus, Room 101 **258-6516****COMMERCIAL DRIVERS' LICENSE PROGRAM****825-3861**tncc.edu/programs/commercial-driver-license-cdl-training-workforce**DISABILITY SUPPORT SERVICES**Hampton Campus, Griffin Hall, 201D **825-2833**Historic Triangle Campus, Room 117 **253-4755****DISTANCE LEARNING**Hampton Campus, Griffin Hall, Room 208 **825- 2819**eCampus@tncc.edu**DOMICILE DETERMINATION**Hampton Campus, Griffin Hall, Room 208 **825-2800**Historic Triangle Campus, Room 117 **253-4882****EARLY CHILDHOOD DEVELOPMENT****825-3550****FINANCIAL AID & VETERAN SERVICES**

Hampton Campus, Griffin Hall, Room 209

1-855-877-3945

Historic Triangle Campus, Room 117

1-855-877-3945

FITNESS/WELLNESS CENTER

Hampton Campus, Hastings Hall Annex, Room 333

825-2924

Historic Triangle Campus, Room 2224

258-6587

FT. EUSTIS OUTREACH OFFICE

878-5344

HELP DESK AT THOMAS NELSON

Hampton Campus, Wythe Hall, Room 249 **825-2709**

Historic Triangle Campus, Room 102

helpdesk@tncc.edu

LIBRARY & LEARNING RESOURCE CENTER

Hampton Campus, Wythe Hall **825-2877**

Historic Triangle Campus, Room 100 **258-6500**

LOST & FOUND

Hampton Campus, Diggs Hall, Room 153 **825-2732**

Historic Triangle Campus, Room 112 **258-6521**

MIDDLE COLLEGE PROGRAM

825-4070

MILITARY PROGRAMS

Ft. Eustis/Naval Weapons Station/Yorktown **(757) 878-5344**

MOTORCYCLE TRAINING PROGRAM

825-2866

tncc.edu/programs/motorcycle-basic-rider-course

NEW STUDENT SUCCESS CENTER

Hampton Campus, Griffin Hall, Room 221S **825-2751**

OFFICE OF STUDENT SERVICES

Hampton Campus, Griffin Hall, Room 201, **825-2827**

Historic Triangle Campus, Room 117 **253-4755**

PARKING & VEHICLE REGISTRATION

Hampton Campus, Diggs Hall, Room 109 **825-2732**

Historic Triangle Campus, Room 115 **258-6521**

PEER TUTORING

Hampton Campus, Wythe Hall, Room 253 **825-2877**

Historic Triangle Campus, Room 106D **258-6515**

PHOTO ID

Hampton Campus, Diggs Hall, Room 155 **825-3592**

Historic Triangle Campus, Room 111 **258-6521**

REGIONAL SKILLS CERTIFICATION CENTER - PENINSULA WORKFORCE DEVELOPMENT CENTER

Room 1014 **865-4070**

REGISTRATION & RECORDS

Hampton Campus, Griffin Hall, Room 208 **825-3689**

Historic Triangle Campus, Room 117 **253-4755**

STUDENT LIFE AND LEADERSHIP

Hampton Campus, Griffin Hall, Room 224 **825-2863**

Historic Triangle Campus, Room 106 **258-6588**

TECHNOLOGY LEARNING CENTER

Hampton Campus, Wythe Hall, Library **825-2887**

BUILDING HOURS

College buildings are unlocked by 7:00 a.m. Monday-Friday except Holidays, Weekends and when school is closed. Buildings are locked at 10:00 p.m. on Monday-Thursday and 6:00 p.m. on Fridays (with some exceptions on Fridays). Those who need to get into any building at times other than when the buildings are open must contact Campus Police for information concerning access procedures. For access students, staff and faculty should contact Campus Police at

(757) 825-2732.

ADVISING:**PLAN NOW. SUCCEED NOW.**

Academic advising is a program designed to enable students to develop and attain their academic, personal, and career goals. The advising program focuses on the development of a continuous relationship between academic advisors, faculty mentors, support staff, and administrators to support each student's growth in these areas. Students should meet with an academic advisor to obtain information and assistance with academic planning. Academic advising assists students with a wide range of services as it relates to programs of study, curricula planning, transfer, college and career resources, and support services.

New students at Thomas Nelson are required to meet with an academic advisor to explore program options that meet their educational and career goals. New students are advised by professional academic advisors within their Academic Division. Continuing and/ or returning students should meet with their assigned faculty advisor or visit the advising center for their academic division. All students should meet with their advisor each semester to discuss progress to goal completion. To locate an academic advisor, please visit one of the following advising locations:

Allied Health, Public Service, and Human Services Advising Center

Hampton Campus, Hastings Hall Room 323, (757) 825-2883

Historic Triangle Campus

Room 117, (757) 253-4755

Arts, Business, Humanities, and Social Sciences Advising Center

Hampton Campus, Hastings Hall

Room 323, (757) 825-2883

Historic Triangle Campus

Room 117, (757) 253-4755

Science, Technology, Engineering, and Mathematics Advising Center

Hampton Campus, Hastings Hall, Room 323, (757) 825-2883

Historic Triangle Campus

Room 117, (757) 253-4755

Students who are undecided about their program of study, please visit with an Academic Advisor for assistance.

To take full advantage of your assigned Academic Advisor, you should:

- Schedule an appointment with your Academic Advisor using Navigate. Log in to myTNCC account and click on Navigate. Make an appointment with your Academic Advisor.
- During your appointment with your Academic Advisor, take responsibility for defining and developing your education plan and your career plan. Your Academic Advisor will answer any questions that you have about your program of study and your required courses.
- Your Academic Advisor will show you how easy it is to create your education plan using Navigate and to register for classes.

- Prior to the start of each semester, you should make an appointment to see your Academic Advisor. During these appointments, you should update your Academic Advisor on how your course work is going and if your plans have changed.

If you have questions throughout the semester, your Academic Advisor is here to help you.

CAREER PLANNING

The Career Center offers a variety of career resources and services to Thomas Nelson students to assist them with career planning and advising that will facilitate appropriate career choices. Individual counseling sessions that promote career development and the setting of achievable goals are provided to engage a student in discovering their interests, skills, abilities, and values. This is necessary for a student to become successful in their career field as well as life's decisions upon completion of their selected program. The Center maintains computer-based programs for students to use that provide a vast variety of career planning activities that include Self-Assessments and Labor Market Information. Staff also individually prepares students for upcoming interviews which often consist of mock interviews utilizing the expertise of the Career Center staff. Career Center services are available at the Hampton Campus, 600 Butler Farm Road, Suite 1014 **(757) 865-5878** and Historic Triangle, **(757) 258-6582**, Suite 106.

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CONCERNS ABOUT A CLASS OR ACADEMIC ISSUES

Thomas Nelson faculty are committed to student success and to delivering high quality service to students. Thomas Nelson values student comments, requests, and concerns, and students have the right to have them heard and considered as described below.

For concerns about an academic issue such as grading, assignments, teaching methods, or communication, the student should contact the instructor. An office visit, phone call, or email is recommended. Thomas Nelson instructors have the authority to set class policies, conduct classes, issue assignments, and grade student work in the manner they deem appropriate, and students must abide by legitimate direction from the instructor and requirements and expectations in the college catalog, student handbook, and course syllabus. Instructors are expected to consider students to resolve issues. Students should use email or other means to document their concerns and whatever resolutions were reached.

If the instructor violates a requirement stated in the college catalog, student handbook, or course syllabus, the student should notify the instructor and request that the issue be resolved. If the issue persists, the student should contact the academic division that supervises the instructor. Contact information for academic divisions can be found in the course syllabus in Canvas. Students may also submit a *Report an Incident or Concern* by going to the Thomas Nelson website, scrolling to the bottom, and clicking on *Report an Incident or Concern*. The student's concern will be forwarded directly to the Academic Dean for that division.

For especially serious issues such as a violation of law, sexual harassment, physical threat, or student safety, students should submit a report through the *Report an Incident or Concern* link at the bottom of every Thomas Nelson webpage. A Thomas Nelson administrator will initiate action on that report within one business day. For concerns that are not violations of the law, sexual harassment, physical threat, or student safety, students may initiate the Student Grievance Procedure, below. For instances of discrimination based on race, color, national origin, gender, gender identity, age, religion, marital status, political affiliation, sexual orientation, or other non-merit factors, or disability, students may initiate the Student Racism and Discrimination Procedure and Policy.

REPEATED COURSE POLICY

A student will be limited to two enrollments in the same credit course. If a student requests to enroll in the same course more than twice, the request must be documented and approved by the Dean of Student Services. Please note that auditing or withdrawing from a course is considered an "attempt" for purposes of repeating a course.

Scholastic Dishonesty:

Officials of Thomas Nelson certify successful completion of work for degrees, diplomas, and certificates when satisfied that the absolute integrity of the student has been maintained in the completion of such work. It is imperative that students maintain a high degree of individual honor in their scholastic endeavors. Scholastic dishonesty will not be condoned under any circumstances.

If a student is suspected of scholastic dishonesty, the faculty member directly involved will investigate the matter. If the faculty member suspects the student of scholastic dishonesty, the faculty member will complete a *Report an Incident or Concern*, which is found at the bottom of each Thomas Nelson webpage. The form will be directed to the appropriate Academic Dean along with the action that the instructor has taken. The action may involve a grade reduction for the work in question, the assignment of a failing grade for the course, and/or a recommendation for possible dismissal from the College. If the faculty member recommends that the student

should be dismissed from the College, then the Academic Dean must contact the Vice President for Academic Affairs.

The Dean will immediately forward all written records to the Vice President for Academic Affairs or designee. When the Vice President for Academic Affairs or designee receives information that a student has allegedly violated a rule, regulation, policy, or procedure, then the administrator will initiate the Scholastic Dishonesty Disciplinary Proceeding Procedure. The Vice President for Academic Affairs will contact the Vice President for Workforce Development in the case of Workforce Development courses.

Generally, scholastic dishonesty is interpreted as cheating on an examination or quiz, which includes giving or receiving information; copying, using unauthorized materials in tests; collaborating during examinations; substituting for another person or allowing substitutions during examination; plagiarizing, submitting of work other than one's own; and colluding with another person or persons in submitting work for credit unless such collaboration is approved in advance by the instructor.

Webster's International Dictionary defines plagiarism 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 official an idea or product derived from an existing source; to commit literary theft.

A student's diction and phraseology should always be his or her own except where he or she clearly indicates otherwise. It is not dishonest to copy an author's words in quotation marks and give credit to the source by footnoting or by acknowledging the source in the text of a paper. If you paraphrase a writer's words, you must acknowledge your indebtedness to the writer.

Ideas and Thoughts: Give credit to the source of any opinion, idea, or conclusion not your own. For example, the statement "Emily Bronte, unlike her contemporaries, was not concerned with the social injustices of her time," is a conclusion derived from an extensive knowledge of nineteenth-century fiction. If you really have such knowledge, you can honestly draw such a conclusion, but if you have stolen the thought from a critic or other authority, you are plagiarizing. Another example, "Because Gray found new ways to be boring, people thought that he was a genius," is merely a plagiarism of Samuel Johnson's: "He [Gray] was dull in a new way, and that made people think him great."

Plagiarism at Thomas Nelson Community College may constitute a dismissible offense, and the use of syndicated research papers, essays, etc., constitutes a violation of this rule.

Grade Appeal Procedure

The evaluation of a student's work and assignment of a grade are the responsibility and the prerogative of the individual instructor. If you think, however, that the final grade you received in a course was assigned in a manner inconsistent with the course syllabus or was assigned using a method other than that used to compute other students' grades in that course, you may resolve the matter through an informal or a formal procedure.

Informal Final Course Grade Procedure: Students are encouraged to resolve grade discrepancies with the instructor and/or the appropriate academic dean on an informal basis. If the instructor agrees that an error was made, he or she will submit a Grade Change Form to the appropriate academic dean who will forward it to the Admissions, Records/Registration Office for action.

Formal Final Course Grade Appeal Procedure:

PURPOSE

This process considers whether the objective grading procedure stated in the course syllabus was followed. The formal grade appeal process is designed only to dispute the final course grade; it is not designed to dispute grades on individual assignments.

In those situations where the instructor is no longer an employee of the College, the appeal process moves immediately to Step 2, and the appointed arbitrator assumes the role of the absent instructor.

PROCEDURE

- 1.** Any student wishing to appeal a Final Course Grade must meet with the instructor no later than twenty (20) working days after the beginning of the next regular semester (spring semester for a fall grade and fall semester for a spring or summer grade).
- 2.** If no agreement is reached between the instructor and the student the student may notify the applicable Division Dean within ten (10) working days. The Division Dean will assign an arbitrator to review the appeal. The arbitrator may be the Assistant Division Dean or another designee but must be different from the instructor involved.
- 3.** The arbitrator, after reviewing the matter and meeting with the student, may resolve the matter in the instructor's favor and explain the basis for the decision to the student. If the student disagrees, the appeal process moves immediately to Step 4. In the situation where the arbitrator finds that the student's view has validity, the arbitrator will meet with the instructor to try to resolve the dispute. If the instructor is no longer an employee, the arbitrator will determine the acceptable grade, meet with the student, and, if the student agrees, change the grade, and submit the proper forms to the dean, at which time the appeal process is complete.
- 4.** If the student disagrees with the arbitrator's decision, or if the instructor and the arbitrator cannot agree on a decision, the arbitrator will inform the Division Dean who will in turn convene a review committee within ten (10) working days of the arbitrator's notification.
 - a.** The committee will consist of three faculty members. One faculty member will be chosen by the instructor, one by the student, and one by the Division Dean.
 - b.** Committee members may not include the arbitrator, class instructor, or Vice President for Academic Affairs.
- 5.** The committee's decision will be based on a simple majority vote and reported to the Division Dean.
- 6.** If the committee agrees with the instructor/arbitrator, the Division Dean will notify the student, explaining the committee's decision. If the committee agrees with the student, the Division Dean will meet with the instructor or arbitrator, explain the rationale or the committee's decision and request that the grade be changed. The Division Dean will notify the student of the final decision. Regardless of the committee's finding, only the instructor or arbitrator can change the grade.
- 7.** If the issue is not resolved at this point, the student or the instructor can appeal within ten (10) working days to the Vice President for Academic Affairs whose decision on the matter, issued within ten (10) working days, is final.
- 8.** Final distribution of all documentation will reside in the student's file in the Admissions, Records/Registration Office on the Hampton Campus.

ADMINISTRATIVE WITHDRAWAL

Thomas Nelson Community College reserves the right to administratively withdraw those students who are not actively pursuing course objectives as established by their instructor. Students may also be withdrawn for emergency or disciplinary reasons or if they are enrolled in courses not consistent with placement testing and course prerequisites. However, students have the obligation to initiate their own withdrawals from classes. To remain in compliance with Title IV funding regulations, Financial Aid personnel will review the last date of attendance data and may take necessary withdrawal action, on behalf of the student.

INVOLUNTARY WITHDRAWAL

Thomas Nelson Community College places a high priority on providing a safe and supportive learning environment that contributes to student success. When a student demonstrates conduct that violates the Student Code of Conduct or other college policies, that conduct will be addressed through the appropriate disciplinary process. The Involuntary Withdrawal Policy is not intended to be disciplinary in nature. Rather, it outlines the criteria and procedures for when and how a student may be involuntarily withdrawn from the College for demonstrating behavior that threatens the health or safety of any member of the college community or others, or that unreasonably disrupts the learning environment and orderly operation of the College. There may be situations in which both this policy and the Student Code of Conduct and/or other college policies apply.

A student may be withdrawn involuntarily from Thomas Nelson if the College determines that the student demonstrates behavior that is unreasonably disruptive to the normal education processes and the orderly operation of the College; or demonstrates behavior that endangers any member of the College community or others.

Any staff, faculty, or student may notify the Dean of Student Services of a situation that may appear to be disruptive to the learning environment that is not otherwise addressed within the Student Code of Conduct. The Dean of Student Services will proceed with fact finding to determine whether the situation meets the criteria for this policy. If so, the Dean of Student Services and the Vice President of Student Affairs will meet with the student and decide.

TRANSFER

The Joint Committee on Transfer recommended a statewide policy to facilitate transfer between state supported community colleges and senior colleges and universities. The State Policy on Transfer provides a mechanism for community college students to transfer to a four-year institution. Although community colleges typically recommend that students complete the associate degree prior to transfer, many students choose to transfer before graduating. A certificate of general education was adopted by the committee that provides a recommended program of study for students who begin at the community college without a clear sense of their future educational goals, assists students in planning a rigorous and well-rounded program of study prior to transfer, and provides them with certain guarantees about the acceptability of courses in this program of study. For more detailed information about transfer, please see your Academic Advisor.

LIBRARY

Libraries are located on the Hampton Campus in Wythe Hall and in Room 100 on the Historic Triangle Campus. The library offers a wealth of information resources in all formats for students and faculty. In addition to a book collection of more than 50,000 volumes, the library provides periodicals, compact discs and other instructional media, reference services, along with access to hundreds of online database resources. Reference librarians are available to assist with research requests during the library's operating hours. Research inquiries can also be submitted after hours through the state of Virginia's LRC Live link located on the Thomas Nelson Library's homepage. The library participates in the Virginia Tidewater Consortium program that allows students, faculty, and staff of member institutions to borrow materials and use the facilities of consortium libraries.

TUTORING

Tutor Zone

Hampton Campus, Wythe Hall
Historic Triangle Library, Room 101

The Tutor Zone includes three distinct areas of Academic support: Math, Peer Tutoring, and Writing.

One-on-one tutoring is available to all currently enrolled Thomas Nelson Students at no additional cost to the student.

Check the Tutor Zone webpages for additional information and hours of operation: tncc.edu/tutoring

Math Tutoring

Hampton: **(757) 825-2933** or **825-2884**

Historic Triangle: **(757) 258-6500**

The Math Zone provides a variety of instructional support to help students review and improve their mathematical skills.

- Provides professional assistance for all levels of math
- Supplies computers for on-line math assistance
- Offers walk-in service, no appointment needed

Peer Tutoring

Hampton: **(757) 825-2804**

Historic Triangle: **(757) 258-6500**

Peer Tutoring hires 20-25 student tutors each semester to collectively represent an average of 17-22 different subjects which encompass 75 specific Thomas Nelson classes. Peer tutors are successful students who can help other students succeed.

- Provides peer tutors for most-requested subjects
- Utilizes student tutors who have successfully completed the courses they tutor
- Offers tutoring by appointment only.

Writing Tutoring

Hampton: **(757) 825-2940**

Historic Triangle: **(757) 258-6500**

All Thomas Nelson students may use the Writing zone for assistance with writing skills. Individualized sessions are offered to include development, grammar, analysis, and research. There are also online resources, sample student essays, and tutorial books available for student use

- Provides professional assistance with all writing assignments
- Help with revision of rough drafts based on an instructor's written comments
- Supplies information for all styles of documentation (MLA, APA, and others)
- Offers walk-in service, no appointment needed

STUDENT BEHAVIOR POLICY AND EXPECTATIONS

Student Behavior Expectations

All students are entitled to a safe environment conducive to learning. Each individual student is considered a responsible adult and is expected as such to maintain standards of conduct that are appropriate to membership in the College community. Students at the College are expected to conduct themselves in an acceptable manner, both within the College and elsewhere. When student conduct tends to discredit or injure the College, the Chancellor (and through delegation, the College administration) is authorized by the State Board for Community Colleges to intervene and impose such penalties as deemed appropriate. Virginia's Community Colleges guarantee to each student the privilege of exercising his or her rights of citizenship under the constitution of the United States without fear of prejudice. Special care is taken to assure due process and to spell out defined routes of appeal when a student feels his or her rights have been violated. Thomas Nelson does this through its Student Code of Conduct and through its Student Grievance Procedure.

Disruptive Student Behavior

Disruptive student behavior is student behavior that disrupts or interferes with the educational mission of the College. Disruptive behavior interferes with a College member's ability to perform his or her duties in a classroom, office, any on-campus venue or open space, or off-campus school sponsored activity, event or course, or behavior that interferes with students' right to learn in an academic environment free of distraction. Thomas Nelson will not tolerate disruptive behaviors. Specific examples of disruptive behaviors include **but are not limited to**:

- Persistent personal conversations with other class members that interfere with the instructor's teaching or other students' participation in the class.
- Eating in class.
- Failing to respect the rights of other students to express their viewpoints.
- Talking when the instructor or others are speaking.
- Constant questions or interruptions which interfere with the instructor's presentation.
- Being overly inattentive (e.g., sleeping, texting, or reading the paper in class).
- Creating excessive noise with papers, book bags, etc.,
- Entering class late or leaving early.
- Use of cell phones in the classroom.
- Inordinate or inappropriate demands for time and attention.
- Poor personal hygiene (e.g., noticeably offensive body odor).

STUDENT CODE OF CONDUCT

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the orderliness of the Thomas Nelson community.

This code contains procedures for dealing with alleged student violators of college standards of conduct to which students must adhere and the penalties that may be imposed for the violation of those standards. It also contains descriptions of the standards of conduct to which students must adhere and the penalties, which may be imposed for the violation of those standards.

Violations

A student who commits one of the following violations on campus or any other instructional site or activity or event will be subject to disciplinary action:

- Use, possession, or distribution of narcotics or hallucinatory drugs or controlled substances of any nature. This includes marijuana.
- Unauthorized use or consumption of alcohol.
- Alteration or falsification of official College records.
- Failure to pay a debt owed the College or presentation of a check with intent to defraud.
- Possession on one's person of illegal or dangerous weapons (e.g., knives, guns, etc.).
- Gambling of any nature on College property or during College activities unless officially authorized by the College (i.e., state lottery).
- Any form of hazing (subjection of another to any embarrassment, ridicule, or physical, psychological or abusive act) or harassment).
- Failure to comply with the College regulations/guidelines on expressive activity. Applicants may contact the Vice President for Student Affairs.
- Fighting, obscene conduct, public profanity, or disruptive behavior.
- Damaging, defacing, stealing, or destroying College property or property of a member of the College community or campus visitor.
- Violation of College policies or regulations governing parking, registration of student organizations, or use of College facilities.
- Failure to comply with lawful directions of campus officials including instructors, acting in performance of their duties.
- Commitment of any act which constitutes a felony under Federal or State law.
- Bullying of a student, faculty, or staff member. To include cyberbullying.

DISCIPLINARY PROCEEDINGS

Classroom Disruptive Behavior:

For purposes of this policy, a “classroom” is the meeting of a class whether in person or online. Inappropriate classroom behavior impacts the learning process of students. The instructor is responsible for maintaining an environment conducive for student learning as an official College representative. If the instructor feels that the behavior of one or more students is disruptive to the class, the instructor is expected to intervene with an appropriate level of authority to restore a conducive learning environment. Responses might range from a simple request for the class to settle down to a summoning of police to escorting an individual(s) from the classroom. When the disruption is sufficient to impair reestablishing a conducive classroom atmosphere, the instructor may exercise the option to cancel the remainder of the class meeting. The student has the right to return the next class period unless the instructor refers the incident to the Academic Dean on the Hampton Campus or the Dean of Student Services on the Historic Triangle campus. Instructors are not authorized to ban students from the classroom.

When an instructor feels that it is necessary for a student to leave the classroom because of disruptive behavior, then the instructor should direct the student to do so. The instructor has the authority to request that the student leave for that day’s activity. If the student refuses to leave voluntarily, then the instructor can request the student receive by means of a police escort. If the disruption requires that police be summoned, then the instructor will complete the Thomas Nelson *Report and Incident or Concern*, which is found on the Thomas Nelson website at the bottom of each page. The incident report must be reported within 24 hours of the incident.

If the instructor feels the disruption requires further disciplinary action taken by the Academic Dean to discuss the inappropriate behavior, the faculty member will document the incident and require that the student meet with the Academic Dean prior to allowing the student to return to class to discuss the inappropriate behavior.

The incident report form will be directed to the Academic Dean, who will meet with the student within a reasonable period to discuss the complaint. The Academic Dean will have received a written complaint from the instructor detailing any special concerns. After discussing the incident with the student, the Academic Dean may exercise several courses of action as a result of the meeting. The Academic Dean may:

- 1.** Authorize the student to return to the class.
- 2.** Hold an informal session with the instructor and the student to negotiate an agreement between the two.
- 3.** Shift the student to another section of the course, after discussing the change with the receiving instructor.
- 4.** Report the student incident to the Dean of Student Services.

If action four is selected, the Dean will immediately forward all written records and proceedings to the Dean of Student Services. When the Dean of Student Services or Vice President for Student Affairs receives information that a student has allegedly violated a rule, regulation, policy, or procedure, then the administrator will initiate the Disciplinary Proceeding Procedure. The Dean of Student Services will contact the Vice President for Workforce Development in the case of Workforce Development courses.

Non-classroom Disruptive Behavior:

Inappropriate non-classroom behavior impacts College members' abilities to perform their duties of fulfilling the educational mission of the College. As an official College representative, the College member is responsible for maintaining an environment that fulfills the College mission. If the College member feels that the behavior of one or more students is disruptive to the office, activity, event, or campus life in general, the College member is expected to intervene or report immediately to the appropriate person with an appropriate level of authority. Responses might range from a simple request for the individual or group to settle down to a summoning of campus police.

If the disruption requires that campus police be summoned, then the College member will complete the Thomas Nelson *Report and Incident, or Concern* form found on the Thomas Nelson website at the bottom of each page to document the incident. The form will be given to the Dean of Student Services or designee. When the Dean of Student Services or designee receives information that a student has allegedly violated a rule, regulation, policy, or procedure, then the administrator will initiate the Disciplinary Proceeding Procedure. The Dean of Student Services will contact the Vice President for Workforce Development in the case of Workforce Development course sites.

Scholastic Dishonesty:

Officials of Thomas Nelson certify successful completion of work for degrees, diplomas, and certificates when satisfied that the absolute integrity of the student has been maintained in the completion of such work. It is imperative that students maintain a high degree of individual honor in their scholastic endeavors. Scholastic dishonesty will not be condoned under any circumstances.

If a student is suspected of scholastic dishonesty, the faculty member directly involved will investigate the matter. If the faculty member suspects the student of scholastic dishonesty, the faculty member will complete a *Report an Incident or Concern*, which is found at the bottom of each Thomas Nelson webpage. The form will be directed to the appropriate Academic Dean along with the action that the instructor has taken. The action may involve a grade reduction for the work in question, the assignment of a failing grade for the course, and/or a recommendation for possible dismissal from the College. If the faculty member recommends that the student should be dismissed from the College, then the Academic Dean must contact the Vice President for Academic Affairs.

The Dean will immediately forward all written records to the Vice President for Academic Affairs or designee. When the Vice President for Academic Affairs or designee receives information that a student has allegedly violated a rule, regulation, policy, or procedure, then the administrator will initiate the Scholastic Dishonesty Disciplinary Proceeding Procedure. The Vice President for Academic Affairs will contact the Vice President for Workforce Development in the case of Workforce Development courses.

Generally, scholastic dishonesty is interpreted as cheating on an examination or quiz, which includes giving or receiving information; copying, using unauthorized materials in tests; collaborating during examinations; substituting for another person or allowing substitutions during examination; plagiarizing, submitting of work other than one's own; and colluding with

another person or persons in submitting work for credit unless such collaboration is approved in advance by the instructor.

Webster's International Dictionary defines plagiarism 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 official an idea or product derived from an existing source; to commit literary theft.

A student's diction and phraseology should always be his or her own except where he or she clearly indicates otherwise. It is not dishonest to copy an author's words in quotation marks and give credit to the source by footnoting or by acknowledging the source in the text of a paper. If you paraphrase a writer's words, you must acknowledge your indebtedness to the writer.

Ideas and Thoughts: Give credit to the source of any opinion, idea, or conclusion not your own. For example, the statement "Emily Bronte, unlike her contemporaries, was not concerned with the social injustices of her time," is a conclusion derived from an extensive knowledge of nineteenth-century fiction. If you really have such knowledge, you can honestly draw such a conclusion, but if you have stolen the thought from a critic or other authority, you are plagiarizing. Another example, "Because Gray found new ways to be boring, people thought that he was a genius," is merely a plagiarism of Samuel Johnson's: "He [Gray] was dull in a new way, and that made people think him great."

Plagiarism at Thomas Nelson Community College may constitute a dismissible offense, and the use of syndicated research papers, essays, etc., constitutes a violation of this rule.

Disciplinary Proceeding Procedure for Violation(s) of the Student Code of Conduct

The College reserves the right to hold Student Code of Conduct meetings and hearings virtually or in person.

Section One: Investigation.

A. When the Dean of Student Services receives information that a student has allegedly violated a rule, regulation, policy, or procedure, she or her designee shall investigate the alleged violation. After completing the preliminary investigation, the Dean of Student Services or designee may:

- 1.** Dismiss the allegation as unfounded.
- 2.** Determine the severity and nature of the problem.
- 3.** Summon the student for a conference to evaluate the severity and the dispensation of the allegation and:
 - a.** Proceed administratively if it is determined that the alleged violation is of a nature that the facts are not in dispute and can be handled by the Dean of Student Services or designee;
 - b.** Proceed administratively if it is determined that the facts of the alleged violation are in dispute and must be further probed by the Dean of Student Services or designee; or

c. Prepare a formal complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegations.

B. The President of the College, Vice President for Student Affairs, Dean of Student Services, or designated representative may take immediate interim actions, suspend the right of a student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself or herself or others. The President or the Vice President for Student Affairs shall afford the affected student an informal opportunity to discuss, prior to a formal hearing, possible extenuating circumstances.

Section Two: Summoning Students.

1. A student may be summoned to appear in connection with an alleged violation by the Dean of Student Services by calling the student at the phone number listed in the student's record or by emailing the student by means of the student's Thomas Nelson email account.
2. The summons shall direct the student to appear at a specified time and place not less than three (3) class days after the time of the call or date of the letter. The summons shall briefly describe the alleged violation.
3. The Dean of Student Services or designee may, for good cause, postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.
4. The Dean of Student Services or designee may place a disciplinary hold on the student's record if the student fails to appear for the scheduled meeting. The Dean of Student Services will move forward under Sections Three and Four.

Section Three: Administrative Disposition of a Non-Disputed Violation.

1. When the accused does not dispute the facts, the Dean of Student Services or designee may administratively dispose of any violation.
2. In administratively disposing of a violation, the Dean of Student Services or designee may impose any disciplinary action authorized by Section Ten.
3. At a conference with a student in connection with an alleged violation, the Dean of Student Services or designee shall advise the student of the charges against the student and of the process available for the student to respond to the charges.
4. The Dean of Student Services or designee will prepare a written summary of each administrative disposition of a violation and forward a copy to the student, to the parents or guardian of an unmarried student who is under 18 years of age, and to other appropriate administrative personnel. (Discretion sometimes might call for modification of this listing, for example, emancipated minors.) The student shall sign a statement that he or she understands the nature of the charges and voluntarily waives his or her right to a hearing and the right to an appeal.

5. A student may refuse the administrative disposition of an alleged undisputed violation, and on refusal, is entitled to a hearing under Sections Five through Seven. If a student accepts administrative disposition, he or she understands the nature of the charges and that he or she is voluntarily waiving the right to a hearing and the right to appeal.

Section Four: Administrative Disposition of a Disputed Violation.

1. At a conference with a student in connection with an alleged violation, the Dean of Student Services or designee shall advise the student of the disciplinary procedures to be followed in disposing of the matter.
2. The Dean of Student Services or designee may administratively dispose of any violation if it is in the best interest of the College and the student concerned voluntarily consents in writing to administrative disposition.
3. In administratively disposing of a violation, the Dean of Student Services or designee may impose any disciplinary action authorized under Section Ten.
4. If a student accepts administrative disposition of the alleged violation, the student shall sign a statement that he or she understands the violation charges, the right to a hearing, the penalty imposed, and voluntarily waives the right to appeal.
5. A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due process under Sections Five through Seven.
6. The Dean of Student Services shall prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to the parents or guardian of an unmarried student who is under 18 years of age (except for emancipated minors), and to appropriate administrative personnel.

Section Five: Student Code of Conduct Appeals Committee Hearing.

1. When a student refuses administrative disposition of a violation, he or she is entitled to due process, including a hearing before a Student Code of Conduct Appeals Committee. The student must submit a written request for a hearing to the Dean of Student Services on or before the seventh business day following the administrative disposition under Sections Three and Four. For purposes of this code, Saturdays and Sundays are not defined as business days.
2. The Student Code of Conduct Appeals Committee shall be selected by the Dean of Students or designee within fifteen (15) days of the hearing request. The Committee shall consist of two faculty-ranked personnel, one classified staff person, and two students who have volunteered to serve on the committee. The list of interested people's names for the committee may be developed at the beginning of each academic year and may be in effect for the duration of that year. The student requesting a hearing may, if he or she feels one of the selected committee members will not fairly judge the merits of the alleged violation, request another person from the list in that same category.
3. The Student Code of Conduct Appeals Committee must hear the case within fifteen (15) days of their being selected.

4. The Student Code of Conduct Appeals Committee shall elect a Chairperson. The Chairperson of the Committee shall rule on the admissibility of evidence and objections to procedure; however, a majority of the Committee members may override the Chairperson's ruling. All members of the Committee are eligible to vote in the hearing.

5. The Dean of Student Services or designee shall represent the College before the Student Code of Conduct Appeals Committee and present evidence to support any allegations of violations of board rules, College regulations, and/or administrative rules.

Section Six: Notice.

1. The Chairperson of the Student Code of Conduct Appeals Committee shall set the date, time, and place for the hearing, and the Dean of Student Services Office will notify the student by email to the student's Thomas Nelson email account of the date, time, and place of the hearing. This notice shall be sent within five (5) business days of the receipt of the student's request for a hearing. (See Section Six, subparagraph 4, for the content of the notice.)

2. The Dean of Student Services or Committee Chair may, for good cause, postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.

3. The Student Code of Conduct Appeals Committee may hold the hearing in absentia if the student has received actual notice of the date, time, and place of the hearing and fails to appear at the hearing.

4. The notice under subparagraph (1) above shall:

a. Specify the charge or charges being made.

b. Be accompanied by a statement of the complaint which will include the identity of the person making the allegation.

c. Direct the student to appear before the Committee on the date and at the time and place specified.

d. Advise a minor student of the right to have his or her parents or legal guardian present at the hearing.

e. Advise a student of the right to have an advisor present to provide advice to the student; however, any advisor or legal counsel may not participate directly in the proceedings.

Section Seven: Procedure.

1. The College may be represented by staff members of the Office of the Vice President for Student Affairs or other persons designated by the President for the College. The Chairperson shall provide reasonable opportunities for witnesses to be heard. The student may request from the Dean of Student Services a copy of all documentation to be used against him or her no later than three (3) days prior to the hearing date.

2. The Committee shall proceed generally as follows during the hearing:

a. The Dean of Student Services or designee reads the complaint.

b. The Dean of Student Services or designee presents the College's case. Any person giving testimony may be questioned by the student.

- c.* The student presents his or her defense. Any person giving testimony may also be questioned by the Dean of Student Affairs or designee.
- d.* The Dean of Student Services or designee and the student may present rebuttal evidence and argument.
- e.* The Committee shall presume a student innocent of the alleged violation until the facts and information presented support a decision to the contrary. A student will be found in violation when the facts and information indicate that the student has more likely than not violated this Code of Conduct.
- f.* All evidence shall be offered to the Committee during the hearing and made part of the hearing record.
- g.* A student may not be compelled to testify against himself or herself.
- h.* Committee members may freely question witnesses at any time.
- i.* The Committee will vote the issue of whether or not there has been a violation of this Code of Conduct. If the Committee finds the student has violated this Code of Conduct, the Committee will recommend an appropriate penalty as stated in Section Ten.
- j.* The Committee will submit the decision and any disciplinary recommendations to the Dean of Student Services within five (5) days of the hearing. The Committee shall state in writing each finding of a violation and the penalty recommended. The decision of a simple majority of the members of the Committee shall be submitted as the final decision of the Committee. Those members of the Committee concurring with the findings and recommendation shall sign the statement and forward it to the Dean of Student Services or designee. A minority report may be submitted by those Committee members who do not agree.
- k.* The Dean of Student Services or designee shall inform the student of the Committee's decision and decide on a penalty, if appropriate, with the findings and recommendation within ten (10) days.
- l.* Legal rules of evidence do not apply to hearings before the Student Code of Conduct Appeals Committee. The Committee may admit any pertinent information and may exclude irrelevant, immaterial and unduly repetitious evidence.

Section Eight: Record.

- 1.** The hearing record shall include:
 - a.* A copy of the notice required under Section Six.
 - b.* All documentary and other evidence offered or admitted as evidence.
 - c.* Written motions, pleas, and any other materials considered by the Committee.
 - d.* The Committee's finding.
- 2.** The hearing record will be forwarded to the Dean of Student Services where it will be securely maintained.

Section Nine: Petition for Administrative Review.

A. A student is entitled to appeal to the Vice President for Student Affairs within ten (10) days of the Associate Vice President's dated notification letter. The Vice President will render a final decision to the complainant, grievant, Dean of Student Services, and the Chairman of the Student Code of Conduct Appeals Panel, within ten (10) business days of the recipient of the appeal. This decision will remain final. If a notice of appeal is given, the Dean of Student Services or designee shall send the record to the Vice President for Student Affairs on or before the third business day after notice is given.

B. The Vice President for Student Affairs shall automatically review every penalty of expulsion.

C. A petition for appeal shall contain the information required by Section Five. The student retains the rights described in Sections Five and Seven.

D. The student has the right to review the hearing record in the Office of the Dean of Student Services prior to the day of the appeal.

E. The Vice President for Student Affairs shall take such action as determined to be appropriate at any time during the process.

Section Ten: Authorized Disciplinary Penalties.

The Student Code of Conduct Appeals Committee may recommend and the Dean of Student Services, under Sections Three and Four, will determine and impose one or more of the following penalties for violation of this Code of Conduct.

Admonition

Warning probation

Disciplinary probation

Withholding of transcript or degree

Bar against re-admission

Restitution

Suspension of privileges

Suspension of eligibility for official co-curricular activities

Denial of degree

Suspension from the College

Expulsion from the College

The following operational definitions apply to the penalties provided in Section Ten.

a. Admonition: A written reprimand from the Vice President for Academic Affairs, the Vice President for Student Affairs or the Dean of Student Services to the student on whom it is imposed.

b. Warning Probation: Indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the

imposed period expires and when all conditions imposed during the probationary period are fulfilled.

c. Disciplinary Probation: Indicates that further violations may result in suspension.

d. Withholding of Transcript or Degree: Imposed upon a student who fails to pay a debt owed the College or who has a disciplinary case pending final disposition unless the student has filed for bankruptcy and proves undue hardship in paying tuition. The penalty terminates on payment of the debt or final disposition of the case.

e. Bar against Re-admission: Imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.

f. Restitution: Reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

g. Suspension of Privileges: A penalty which may impose limitations or restrictions to fit the particular case.

h. Suspension of Eligibility for Official Co-Curricular Activities: Prohibits, during the period of suspension, the student on whom it is imposed, from joining a registered student organization; from taking part in a registered student organization's activities or attending its meetings or functions; and from participating in an official co-curricular activity. Such suspension may be for any length of time up to one (1) calendar year.

i. Denial of Degree: May be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

j. Suspension from the College: Prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the College campus except in response to an official summons; and from registering either for credit or for noncredit courses or other scholastic work through the College.

k. Expulsion: Permanent severance from the College.

Revised Title IX Policy

First Approved by the State Board for Community Colleges September 17, 2015

Last Revised and Approved by the State Board for Community Colleges September 17, 2020

Appendix I to Section 6 Policy on Sexual Harassment

A. Notice of Nondiscrimination

As a recipient of federal funds, Thomas Nelson 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 is Dr. Betsy T. Harrison, whose office is located at the Historic Triangle Campus, Suite 117 or Griffin Hall room 201 on the Hampton Campus and may be contacted by phone at **(757) 253-4881** or by email at harrisonb@tncc.edu.

B. Policy

1. Thomas Nelson 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

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

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 [and/or any other official of the College who has authority to institute corrective measures on behalf of the College].

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. 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.

a. 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.

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

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. Preponderance of the Evidence.

A preponderance of the evidence is evidence that shows that the fact sought to be proved is more probable than not to be true. A preponderance of the evidence means evidence that is of greater weight or more convincing than the evidence that supports the contrary position.

20. Relevance.

Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. In determining whether a question is relevant, the Hearing Officer must focus on evidence pertinent to proving whether facts important to the allegations in the formal complaint are more or less likely to be true.

21. 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.

22. 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.

23. 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.

24. 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 other designee]; or an employee a student could reasonably believe has such authority or duty. [The College may name Responsible Employees by title, or name employees who are Campus Security Authorities (CSAs) as Responsible Employees.] 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. [Colleges may choose to identify by name employees who are not Responsible Employees.]

25. 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.

26. 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.

27. 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.

28. 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.

29. 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;
- c. Clery Act/VAWA Offenses:** Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.

30. 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.

31. 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.

32. Statement.

A statement is a person's intent to make factual assertions, 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 may not be relied upon in making a final determination after the completion of a live hearing if they contain statements of a party or witness who has not submitted to cross-examination.

33. Supportive Measures.

Supportive measures means 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.

34. Third Party.

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

35. 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.

36. 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.

37. Workday.

A workday is any day that the College is open for business. Workdays include days when classes are not held, but when employees are expected to be at work.

38. 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 or **(757) 825-2732**.
- 2.** Whether or not a report is made to law enforcement, any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), 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.

THOMAS NELSON TITLE IX CAMPUS RESOURCES

Title IX Coordinator: **Dr. Betsy T. Harrison**

Historic Triangle Campus, Suite 117

Hampton Campus, Griffin Hall, Room 201

(757) 253-4881

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- 3.** During non-business hours, members of the campus community should report alleged violations of this Policy to [appropriate college representative and full contact information].
- 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 the [Title IX Coordinator/other designated official] 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 may be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect the privacy of the complainant to the extent possible while still providing the supportive measures.

5. 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.

6. The College will accept anonymous reports, but its response may be limited to providing supportive measures if appropriate and reasonably available. The Title IX Coordinator (or campus police) will conduct a preliminary investigation in an effort to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall close the report 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.

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

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 safety 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 particular 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 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. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

L. Supportive Measures

1. The College will offer supportive measures to individuals 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 an incident of sexual harassment as defined by this Policy should take the following action:

- 1.** Find a safe place away from harm.
- 2.** Call 911 or if on campus, contact campus police/security.
- 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. [Colleges may use the local hotline.]
- 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:
 - a.** Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - b.** Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.
 - c.** Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - d.** 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.
 - e.** Tell someone all the details you remember or write them down as soon as possible.

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

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: [provide a link to a webpage that includes campus and community resources, e.g., hospitals, domestic violence and sexual assault resource center, etc.] [Alternatively, colleges may want to provide a listing of all relevant campus and community resources in this section.]

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, procedures to follow after an incident of sexual assault, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
 - g.* Written notification about available resources and services and supportive measures available 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 & 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

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

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.** The Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence 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.** Under Virginia law, the College 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 College also is required to notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) when the alleged incident of sexual violence constitutes a felony.
- 3.** Upon 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 within 72 hours to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.
- 4.** 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 S2. 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 team 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 S2. 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. In addition to the procedures described in this Section, the College must follow the procedures described in Section T following a report of sexual violence.

T. Handling Reports of Sexual Harassment

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 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. The Title IX Coordinator shall promptly provide a written notification of rights and options to complainants and respondents upon receipt of a report of sexual harassment. The written notification must include, where applicable:

- 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 resolution under the College's policies, including the complainant's option to file a formal complaint;
- e.* The party's right 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 complainant.
- g.* Information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, victim support services with which the College has entered into a memorandum of understanding, or other support services;
- h.* The importance of seeking appropriate medical attention;
- i.* Discuss the College's obligation to disclose information about the report, including personally identifiable information, to campus/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;
- j.* The possible interim measures that may be imposed when necessary during the pendency of the investigative or resolution process;
- k.* The supportive measures available with or without filing a formal complaint when appropriate and reasonably available; and
- l.* An explanation to the complainant of the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable.

2. The Title IX Coordinator must consider the complainant's wishes with respect to supportive measures.

3. After providing the information described in Section T1, the Title IX Coordinator must close the report under this Policy if the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not occur on campus or involve an education program or activity of the College, or the complainant decides against filing a formal

complaint and the College honors the request. The Title IX Coordinator will notify the parties simultaneously in writing with the rationale for the decision to close the report.

4. 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.

5. The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).

U. Resolution of Formal Complaints

1. The College's Responsibility.

The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. 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. 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. Finally, 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 either by a formal or informal resolution process.

3. 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.

4. Time Frame for Resolution of Formal Complaint.

The resolution of any alleged violation of this Policy should be completed normally within seventy-five (75) workdays of the filing of 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.

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 or other location], and submit it to the Title IX Coordinator. The Title IX Coordinator may sign a formal complaint after due consideration of the complainant's wishes. In determining whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:

a. The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;

b. The complainant's or alleged victim's age;

c. Whether there have been other similar complaints of against the same respondent; and,

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

b. 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;

c. 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;

d. 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;

e. 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.

f. 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:

a. 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;

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

c. 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;

d. 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;

e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;

f. Discuss confidentiality standards and concerns with the complainant;

g. Discuss non-retaliation requirements;

h. 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;

i. 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;

j. Discuss the right to a prompt, fair, and impartial resolution of the formal complaint;

k. 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:

- a.** Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;
- b.** Explain avenues for formal resolution and informal resolution of the formal complaint;
- c.** 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;
- d.** 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;
- e.** Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - 1.** Discuss confidentiality standards and concerns with the respondent;
 - 2.** Discuss non-retaliation requirements;
 - 3.** 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;
 - 4.** Refer the respondent to campus and community resources, as appropriate;
 - 5.** Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint; and
 - 6.** 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.
 - 7.** Answer questions about the Policy and procedures.

5. Title IX Coordinator's Initial Determination.

- a.** The Title IX Coordinator shall investigate the allegations in all formal complaints. 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, or is outside the jurisdiction of the College, i.e., the conduct did not involve an education program or activity of the College, or did not occur against a person in the United States. 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.
- b.** The Title IX Coordinator may dismiss the formal complaint if (i) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations and the Title IX Coordinator determines that the College will honor the request; (ii) the respondent is no longer enrolled or employed at the College, or cannot be identified; or (iii) specific circumstances prevent the College from gathering sufficient evidence to determine whether the respondent is responsible for the conduct alleged in the formal complaint. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section V1.

c. If the Title IX Coordinator dismisses the formal complaint, he or she 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.

a. 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.

b. 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.

c. Weighing of 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.

d. 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.

d1. 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 [name of 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.

d2. The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College 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.

e. 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.

f. 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, if preferred by the College] 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: a) the name and contact information of the advisor, if new, or a statement 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 all evidence obtained during the investigation to the parties available at the live hearing.

5. Rules of the Live Hearing.

a. Evidence.

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

a1. Either party may call character or expert witnesses.

a2. Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:

a2.1. 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

a2.2. 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.

a2.3. 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.

a2.4. No party or witness statement shall be entered into evidence unless that party or witness submits to cross-examination.

b. Standard of Evidence.

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

c. 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.

d. 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.

e. Opening Statements and Closing Arguments.

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.

f. 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; (2) whether to allow opening statements and closing arguments and the time allotted for both; and, (3) whether any additional evidence or witness statement(s) shall be excluded because a party or witness will not be subjected to cross-examination.

g. 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.

g.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.

g.2. Repeated violations 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 reserves the right in his or her 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.

a. 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.

b. 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.

c. 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.

d. 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.

a. 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.

b. 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.

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

d. The Hearing Officer must not rely on any statement of a party or witness in reaching a determination regarding responsibility if such party or witness does not submit to cross-examination at the live hearing. However, the Hearing Officer cannot 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.

e. 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 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 submitting 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/police chief, or other college official]. Within ten (10) workdays, the [designated official] 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 complainant 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:
 - a.** Procedural irregularity that affected the outcome of the matter;
 - b.** 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;
 - c.** 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 decides to grant 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 as provided in Section X.

Z. Informal Resolution Process

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

- a. 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);
- b. The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,
- c. 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 College shall 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. 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.

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 begin the formal resolution process at Section V5 of this Policy.
10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report 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.

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 [the name of the 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 [name of the 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.

a. Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the [College's designated official] no sooner than three years after the date the College placed the notation on the academic transcript.

b. 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.

c. The [designated official] shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.

d. 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:

a. The definition of sexual harassment;

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

c. 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;

d. The definition of relevance;

e. Investigative report writing; and,

f. 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 Director, 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:
 - a.** The complete file for each sexual harassment investigation and formal resolution process, including (i) any determination regarding responsibility; (ii) any audio or audiovisual recording or transcript of the live hearing; (iii) any disciplinary sanctions imposed on the respondent; and, (iv) any remedies provided to the complainant;
 - b.** Records of any appeal and its result;
 - c.** Records of any informal resolution process and its result;
 - d.** 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.

EXPRESSIVE ACTIVITY POLICY

A. Purpose:

The purpose of this policy is to set out the policy and procedures that will govern all expressive activities on campus.

B. Policy on Expressive Activity:

This policy applies to all buildings, grounds, and other spaces owned or controlled by Thomas Nelson Community College. The term “expressive activity” includes:

- Meetings and other group activities of students and students’ organizations.
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations.
- Distributions of literature, such as leafleting and pamphleting; and
any other expression protected by the First Amendment to the U.S. Constitution.

C. Policy Statement:

- 1.** Thomas Nelson property is primarily dedicated to academic, student life, and administrative functions. As an institution of higher learning, Thomas Nelson also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Thomas Nelson places restrictions on expressive activities occurring indoors, but especially for students and student organizations, outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.
- 2.** Indoors or outdoors, Thomas Nelson shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.
- 3.** No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

D. Office Responsible:

The office of the Vice President for Student Affairs has overall responsibility for this policy.

E. Procedures for Reserving Campus Facilities:

- 1.** If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the Dean of Student Services or designee. The Dean of Student Services, Historic Triangle Campus, Room 117 or Hampton Campus, Griffin Hall room 201 or by phone: **(757) 253-4881**. Requests must be made with at least 24 hours' notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.
- 2.** If individuals or organizations who are not members of the Thomas Nelson community (i.e., not student, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or Thomas Nelson to conduct expressive activities or events on campus. These individuals or organizations should contact the Dean of Student Services if interested in being sponsored by Thomas Nelson. (Dean of Student Services, Historic Triangle Campus, Room 117 or on the Hampton Campus, Griffin Hall room 201 phone: **(757) 253-4881**.)
- 3.** Thomas Nelson will assess appropriate fees for equipment and facility use to users who are not members of the College community. Security fees may be assessed to defray the actual costs of providing security when the size of the audience may pose a risk to safety. At no time will Thomas Nelson assess a security fee based on the anticipated reaction to the expressive activity. Refer to APM 10.1 for a schedule of the equipment and facility use fees.
- 4.** Administrative offices, libraries, and (during instructional hours) classrooms are not available for expressive activity. Students may access a list of indoor spaces that may be reserved for expressive activity through the Office of Student Life and Leadership. Any indoor restrictions on expressive activity will be applied equally to all individuals and organizations and not depend on the content or viewpoint of the expression or the possible reaction to that expression.
- 5.** Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
 - a.** The requested venue is an indoor facility that Thomas Nelson has designated as not available for expressive activity under section F of this policy.
 - b.** The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section D (4) of this policy.
 - c.** The venue is already reserved for another event. If multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college-sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events.
 - d.** The activity will attract a crowd larger than the venue can safely contain.

e. The activity will substantially disrupt another event being held at a neighboring venue. The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

f. The activity will substantially disrupt college operations (including classes).

g. The activity is a clear and present threat to public safety, according to Thomas Nelson's Campus Law Enforcement.

h. The activity will occur during college examination periods; or

i. The activity is unlawful.

6. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility reserved. If the event causes any damage to those facilities, the person(s) or organization (and its officers, if applicable) shall assume responsibility.

7. When assessing a request to reserve campus facilities, Thomas Nelson and its administrators must not consider the content or viewpoint of the expression or the possible reaction to that expression. Thomas Nelson and its administrators may not impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. If other persons react negatively to a student's, student organizations, or college employee's expression, Thomas Nelson officials (including Thomas Nelson's Campus Law Enforcement) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

F. Spontaneous Expressive Activity:

1. Thomas Nelson does not permit spontaneous expressive activity in any indoor area.

2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities if they do not:

a. block access to campus buildings.

b. obstructs vehicular or pedestrian traffic.

c. substantially disrupts previously scheduled campus events (the expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption);

d. substantially disrupts college operations.

e. constitutes unlawful activity; or

f. creates a clear and present threat to public safety, according to the Thomas Nelson's Campus Law Enforcement.

3. No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. If other persons react negatively to these activities, Thomas Nelson officials (including Campus Police) shall take all necessary steps to ensure public safety while allowing the expressive activity to continue.

G. Areas Not Available for Expressive Activity.

The following indoor areas/facilities are not available for expressive activity:

- Administrative offices
- Classrooms, computer rooms, laboratories, and other places during instructional hours
- Libraries

Banners and Distribution of Commercial Materials:

1. Banners used in expressing speech should comply with the provisions of this policy and cannot be used to block, obstruct, or otherwise deny access to any pedestrian or to block or obstruct vehicular traffic.

2. Distribution of commercial advertising or the placement of commercial material is prohibited in the following areas:

- Administrative offices
- Classrooms, computer rooms, laboratories, and other places where instruction takes place
- Libraries

College affixed bulletin boards except as identified below:

- **Hampton Campus:** located in the Student Activities hallway in Griffin/Wythe Halls
- **Historic Triangle Campus:** located on the east wall of the Student Commons

3. Any member of the campus community or guest of the College may report incidents of disruption of constitutionally protected speech. Reports may be made using the *Report an Incident or Concern* button at the bottom of each Thomas Nelson webpage. Or, reports may be made to the Vice President for Student Affairs or the Dean of Student Services.

Vice President for Student Affairs

Griffin Hall Room 200A, (757) 825-3810

Dean of Students, Historic Triangle Campus

Room 117 or Hampton Campus, Griffin Hall room 201, (757) 253-4881

******In cases of emergency, call******

Campus Police at

(757) 825-2732

4. This policy will be maintained on the shared drive and is readily available to the campus community.

5. Should a complaint be served on the college alleging a violation of the First Amendment, the Vice President for Student Affairs would, in collaboration with the President, notify the Office of System Council as soon as possible, and not more than 20 days after being served with a complaint.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) grants students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit a written request to the Office of Enrollment Services, Room 208 Griffin Hall Hampton campus; identifying the record(s) they wish to inspect. The Enrollment Services staff will plan for access and notify the student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

To amend a record, they believe is inaccurate or misleading, students should write the college official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support-staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), a person serving on the college's board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the office that administers FERPA are:

***FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 Maryland Avenue SW
Washington DC 20202-8520***

HEALTH OR SAFETY EMERGENCY

In an emergency, Thomas Nelson Community College school officials will disclose without student consent education records, including personally identifiable information from those records, to protect the health and safety of students or other individuals. At such time, records and information will be released to appropriate parties such as law enforcement, public health officials and trained medical personnel. Additionally, Thomas Nelson officials may disclose information from education records to parents if a health or safety emergency involves their son or daughter. This exception to FERPA's general consent rule is limited to the period of the emergency and does not allow for a blanket release of personally identifiable information from a student's record. A Health or Safety Emergency is defined as a

- situation during which a student is in jeopardy of being harmed; or
- situation during which a student has been harmed; or
- situation during which a student is harming others.

NOTICE REGARDING DIRECTORY INFORMATION

FERPA designates certain information as "directory information," which may be released upon request without the student's express written consent. It is the policy of the College not to publish a student directory; however, name, major field of study, dates of attendance, degrees and awards received, and names of previous institutions attended can be released upon request, unless a student notifies the Admissions, Records/Registration Office by the end of the first week of classes that such directory information should remain confidential.

DISCIPLINARY RECORDS

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. Thomas Nelson will disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the College against the alleged perpetrator of that crime, regardless of whether the College concluded a violation was committed. Thomas Nelson will disclose to appropriate parties, not just the victim, only the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the department annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions. Thomas Nelson provides crime statistics annually, along with continuously updated campus security policies at www.tncc.edu. The college has

implemented a technologically supported emergency alert system, Omni alert, Emergency Alert Messaging System, to inform the campus community of emergencies that provide a threat to students and employees. All students are encouraged to sign up for the alert system, which offers text message alerts.

LAW ENFORCEMENT UNIT RECORDS

Investigative reports and other records created and maintained by the Thomas Nelson Police Department are not considered education records subject to FERPA, and therefore information contained within will be disclosed at the discretion of the Chief of Police or his/her designee. Law enforcement unit officials who are employed by the College are designated as “school officials” with a “legitimate educational interest” and as such, will be given access to personally identifiable information from students’ educational records without student consent.

DISCLOSURE TO PARENTS

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. Accordingly, Thomas Nelson may:

- disclose education records to parents if the student is a dependent for income tax purposes;
- disclose education records to parents if a health or safety emergency which involves their child, when deemed necessary and approved by the Vice President for Student Affairs; and,
- inform parents if the student, who is under age 21, has violated any law or its policy concerning the use or possession of alcohol or a controlled substance when confirmed by campus police and approved by the Vice President for Student Affairs.

TRANSFER OF EDUCATION RECORDS

FERPA permits school officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. However, Thomas Nelson requires written consent from the student to release education records to another institution. The release of disciplinary records to another institution must be approved by the Vice President for Student Affairs.

The name and address of the federal office that administers FERPA are:

***FAMILY POLICY COMPLIANCE OFFICE
U.S. DEPARTMENT OF EDUCATION
400 Maryland Avenue SW
Washington DC 20202-8520***

STUDENTS RIGHTS AND RESPONSIBILITIES

Students' Rights

- A.** None of the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the Commonwealth of Virginia shall be denied any student.
- B.** Within the limitations imposed by the College's mission, purpose, finances, and curricula, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C.** Students have the right to freedom of expression, inquiry, and assembly, subject to reasonable rules and regulations regarding time, place, and manner.
- D.** Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through their instructors, the Vice President for Academic Affairs and Vice President for Student Affairs, established student government procedures, campus committees, and college offices. Appropriate time, place, and manner need to be considered in such inquiries and proposals.
- E.** The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides safeguards regarding the confidentiality of and access to student records, and this act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No student records that are confidential pursuant to FERPA shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except as required by law.
- F.** Students shall be entitled to such due process of law as may be required by law or the Student Code of Conduct

STUDENT GRIEVANCE PROCEDURE

I. Purpose

The purpose of this Student Grievance Procedure is to provide an equitable and orderly process to resolve grievances other than appeals of final grades by students at Thomas Nelson Community College. Grievance procedures for appealing final grades are described separately.

II. Definitions

- 1. Student:** A student is defined as one who has been duly and legally registered as either a part-time or full-time student at Thomas Nelson.
- 2. Grievance:** A complaint of improper treatment charged by a student against any person employed by the College with respect to the application of the provisions of rules, policies, or procedures. A grievance is a formal complaint. A complaint may exist and be resolved without initiating formal grievance procedures.
- 3. A school day:** Any school day in session, but not to include Saturdays or Sundays.

LEVEL 1

If the grievance cannot be resolved informally, the student may file a written grievance with the person grieved against through the Vice President for Academic Affairs, if the grievance involves faculty or other instructional personnel, the Vice President for Student Affairs for all other grievances. The student may submit a *Report an Incident or Concern*, which can be found on the Thomas Nelson website at the bottom of each page. The report will be directed to the appropriate administrator. Within ten (10) school days of receipt of the written grievance, the person grieved against shall respond with a written response to the student through the appropriate Vice President.

LEVEL 2

If the student is not satisfied with the disposition of the grievance at Level 1, he or she may file an appeal through the appropriate Vice President with the appropriate supervisor of the person grieved against. The supervisor serving as Hearing Officer will meet with the student, the person grieved against, and any other relevant persons to ascertain the validity of the grievance. The supervisor will give a written decision through the appropriate Vice President to the student and person grieved against within twenty (20) school days of the initial filing of the appeal at Level 2. In cases where the initial grievance against a person who would normally be the hearing officer at Level 2, the grievance process will bypass Level 2 and move immediately to Level 3.

LEVEL 3

If the student or person grieved against is not satisfied with the disposition at Level 2, he or she may file a written appeal through the appropriate Vice President within ten (10) days of receipt of the Level 2 reply. The Vice President will determine the appropriate dean to hear the grievance. The dean serving as Hearing Officer shall meet with the student, the person grieved against, and any other appropriate persons to ascertain the validity of the grievance and the appeal from Level 2. The dean will give a written decision through the appropriate Vice

President to the student and person grieved against within twenty (20) days of the initial filing of the appeal at Level 3. If the initial grievance is directed against the dean who would normally be the Hearing Officer at Level 3, the grievance process will bypass Level 3 and move immediately to Level 4. All written documents will be kept within a secure software system.

LEVEL 4

If the student or person grieved against is not satisfied with the disposition of the grievance at Level 3, he or she may file a written appeal through the appropriate Vice President to the President for the College within ten (10) days of receipt of the Level 3 reply and request that the appeal be heard by a grievance panel. That appeal will include a statement of grievance and a summary of the decisions made at previous levels and specify the relief requested.

III. Grievance Panel

The President shall within fifteen (15) days after the receipt of the appeal, appoint a grievance panel consisting of the following:

1. One dean nominated by the Vice President for Academic Affairs or the Vice President for Student Affairs, as applicable.
2. Two faculty members nominated by the Faculty Senate Executive Committee.
3. Students nominated by the President for the Student Government Association to serve only in an advisory capacity.
4. One member of the administration, faculty, staff, or student nominated by the grieving student. If a student is appointed, he or she will serve only in a non-voting, advisory capacity.
5. One classified person nominated by Human Resources.

The Vice President for Academic Affairs and the Vice President for Student Affairs will serve as ex-officio, non-voting members of the panel. The panel will select its own Chairperson, within ten (10) school days after the Grievance Panel has been designated by the President. The Chairperson of the Grievance Panel shall set a time and place of the hearing and notify the panel, the student, and the person grieved against. The hearing shall begin within fifteen (15) school days after the Grievance Panel has been appointed and the Chairperson selected. The Grievance Panel shall make its decision by simple majority vote and communicate its decision in writing to the President within five (5) school days after the hearing has been completed. The President, in turn, will notify the student and the person grieved.

IV. General Provisions

A. MATTERS PRELIMINARY TO HEARING

In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel. No later than ten (10) school days before the scheduled hearing, the grievant shall furnish the Panel Chairman in writing with the following:

1. The name of each witness the grievant wants to appear. It is the grievant's responsibility to contact the witnesses and arrange for their appearance.

2. A specific description of all documentary and other evidence possessed by the College which the grievant wishes produced. Any institutional or public records consistent with the College's policy on the release of student academic records and the release of college employee personnel records may be requested by the grievant if these records are pertinent to the grievance. Requests for records shall be made in writing by the Grievance Panel Chairperson to the appropriate College official who is responsible for the maintenance of the subject records. In no event will such records be released in violation of law or college policy.

1. The College employee involved will be given a copy of all material which is submitted or requested.

2. No later than ten (10) school days before the scheduled hearing, the College employee named in the grievance shall furnish the panel Chairperson in writing with the following:

a. The name of each witness the College employee wants to appear. It is the responsibility of the College employee to contact the witnesses and arrange for them to appear.

b. A description of all pertinent public documentary evidence the College employee wishes reproduced from college files for the perusal and consideration of the panel. In addition, in accordance with the Family Education Rights and Privacy Act (Buckley Amendment), before the record of any student may be released for panel use, written permission to release the record must be granted by that student. In no event will such records be released in violation of law or College policy.

c. The student involved will be furnished a copy of all the aforementioned documentary evidence furnished to the College employee.

B. PROCEDURE FOR CONDUCTING THE HEARING

1. The Grievance Panel as appointed by the President at Level 4 will have the responsibility of evaluating the grievance according to College policies and procedures and will present a decision to the President. The Grievance Panel does not have the prerogative to formulate or change College policies or procedures nor to commit public resources.

2. The hearing is informal and the Grievance Panel Chairman shall be provided reasonable opportunities for witnesses to be heard.

3. The Panel shall proceed generally as follows during the hearing:

a. The Chairperson reads the grievance and informs all parties of the hearing procedure.

b. The grievance or appeal is presented by the appropriate party.

c. The Panel questions the grievant, the person grieved against, and the witnesses.

d. Both the student and the person grieved against will be afforded the opportunity to make statements and to ask questions of the witnesses and of each other.

C. THE GRIEVANCE PANEL SHALL ARRIVE AT A DECISION BY SIMPLE MAJORITY VOTE

- 1.** The decision of the Grievance Panel (including the vote tally) is made in writing by the Chairperson to the President for appropriate dissemination and action.
- 2.** Within the limits indicated in IV.B.1, the Grievance Panel may include any recommendation it desires as part of its decision. Examples are shown below:
 - a.** Review the action upon which the grievance is based by the person who made the official decision.
 - b.** Review the procedures and/or policy used by the College employee making the decision which is in question.
 - c.** Review the College policies and/or procedures by appropriate officials.
 - d.** Make to appropriate officials recommendations which might assist in preventing future actions causing the grievance.
 - e.** Recommend disciplinary procedures be initiated against the person grieved against if the Grievance Panel decided that there have been violations of college policies or regulations.
 - f.** Find no basis for grievance.
- 3.** Copies of the President's decision, if that final appeal process is activated, will be forwarded by the President to the student, the person grieved against, the Vice President for Academic Affairs and the Vice President for Student Affairs, the Grievance Panel Chairperson, and other appropriate administrators.
- 4.** All written grievances shall include the name of the student filing the grievance, date of filing, and a brief but particularized statement of the nature of the grievance and the redress sought.
- 5.** Any previously unobtainable written information pertaining to the grievance may be presented by the grievant throughout the grievance process, but where an official of the College was the subject of the grievance initiated at Level 1, that person shall have the right to copies of all information presented by the grievant at subsequent levels.
- 6.** At Level 4, minutes will be recorded for the meeting of the Grievance Panel. A copy of the minutes of the Level 4 meeting will be made available to any appropriate persons, at their expense, as determined by the President. These minutes will be filed in the President's Office.
- 7.** The grievant shall be informed that his or her action against a college employee is a serious matter and the matter should be given a great deal of thought.
- 8.** Revision of the deadline for filing appeals and rendering responses may be made in writing by mutual agreement among the grievant, the person grieved against, and the responsible college officials.
- 9.** The filing of a grievance against a college employee or even a final decision in favor of the student is not in itself necessarily an unfavorable comment on an employee's performance of his or her duties. It should also be understood that the filing of a grievance against a college employee by a student will not result in any arbitrary, unreasonable, or capricious actions against that student.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

Thomas Nelson Community College complies with the requirements of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to its employees, students and those persons receiving services from the College who are entitled to such accommodations by law. Employees and persons receiving services from the College who have disabilities that require accommodations are responsible for informing the Office of Disability Support Services of their disabilities that require such accommodations. Reasonable accommodations may include but are not necessarily limited to the following:

- Making existing facilities used by students and employees accessible to, and usable by, individuals with disabilities.
- Acquiring or modifying equipment, desks, and devices.
- Adjusting or modifying examinations, training, or academic materials, and policies.
- Modifying academic or work schedules.
- Providing other reasonable assistance as required.

Individuals seeking information or voicing complaints should contact the Coordinator of Disability Support Services located in the Office of Disability Support Services or by calling **(757) 825-2833**. Any complaints must be written and must clearly identify the areas of concern.

DISABILITY SUPPORT SERVICES

Thomas Nelson Community College is committed to creating an accessible environment for students with disabilities, while allowing students the opportunity for growth, greater responsibility, and empowerment. Students who will require more extensive accommodations, such as Sign Language Interpreters or textbooks in alternate formats, should contact Disability Support Services at least four weeks prior to the start of classes. The student with a disability should contact the Office of Disability Support Services (voice **(757) 825-2833** or **(757) 253-4331** at least two weeks prior to the start of classes to ensure there is adequate time to discuss any necessary and appropriate accommodations.

The student is not required to disclose his or her disability with his/her instructor. It is recommended that the student registers with the Office of Disability Support Services for accommodations. If the student chooses not to register, a faculty member is not required to provide any accommodations until he or she receives an official letter from the Office of Disability Support Services. Prior to or during the meeting with the Disability Support Services Counselor, the student should provide recent documentation of the disability (within three years) and review all limitations (all of which are held in complete confidence). Disability Support Services and the student discuss the appropriate accommodations the student may receive at the college during the initial meeting.

The student is briefed on what his or her responsibilities are as well as the responsibilities of Disability Support Services staff and faculty. The purpose of this is to demonstrate to the student that the primary individual responsible for his or her needs is the student himself or herself. Disability Support Services continues to act as a resource and advocate, but it is the student who is expected to accept the leadership role for meeting his or her own needs.

Following are some of the services available for students with disabilities:

- Access to Assistive Technology
- Coordination with community agencies
- Liaison with faculty
- Note-takers

- Testing accommodations
- Textbooks in an alternate format
- Tutoring assistance
- Interpreters for deaf students
- Counseling/advising services

For further information, contact Disability Support Services on the Hampton Campus, Griffin Hall, Room 201D or Historic Triangle Campus, Suite 117, or **(757) 825-2833**.

AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE

Thomas Nelson 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 I and Title II of the Americans with Disabilities Act (ADA). Title I states, in part, that “an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.” 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.

The purpose of this procedure is to provide all Thomas Nelson Community College faculty, staff, students, and the general public with a method of addressing complaints of non-compliance with the Americans with Disabilities Act.

The Coordinator Disability Support Services has been designated as the College’s Disability Support Coordinator and may be reached on the Hampton Campus, Griffin Hall, Room 201, and on the Historic Triangle Campus in 117E, or by phone at **(757) 825-2833**.

1. The complainant may file an informal complaint by contacting the ADA Coordinator within 20 working days after the complainant becomes aware of the alleged violation.
2. An investigation conducted by the ADA Coordinator, as may be appropriate, shall follow a filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. Upon completion of the investigation, the ADA Coordinator shall advise the complainant of the determination of the investigation within 10 working days.
3. The ADA Coordinator shall maintain the files and records relating to the complaints filed.
4. If the complainant desires further action, he/she may file a formal grievance with the Equal Employment Officer/Academic Affairs Officer (EEO/AA) within 10 working days from receipt of the determination. The EEO/AA officer will conduct a prompt and thorough investigation. The EEO/AA officer will consult with other resources, as deemed appropriate, in deciding. A written determination to the validity of the grievance and a description of the resolution, if any, shall be issued by the EEO/ AA officer and forwarded to the complainant within 10 working days after receipt of the grievance. The grievance is considered concluded upon receipt of the determination by the EEO/AA officer.
5. If a complaint is against the ADA Coordinator, the ADA Grievance Procedure is followed, except that the complaint is filed with the college’s EEO/AA Officer. If the complainant desires to appeal, he/she may file a formal grievance with the President of the College or the President’s designee of the College within 10 working days after receipt of the determination.
6. If a complaint is against the EEO/AA officer, the ADA grievance procedure is followed, except that the complaint is filed with the ADA coordinator. If the complainant desires to appeal, he/she may file a formal grievance with the President of the College or the President’s designee within 10 working days after receipt of the determination.

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

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

Other remedies include the filing of an ADA complaint with the Federal Office of Civil Rights Department of Education (EEOC) or another responsible federal agency. A state employee may file a complaint with the state EEO or initiate a grievance under the state grievance procedure.

f. Restitution: Reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

g. Suspension of Privileges: A penalty which may impose limitations or restrictions to fit the particular case.

h. Suspension of Eligibility for Official Co-Curricular Activities: Prohibits, during the period of suspension, the student on whom it is imposed, from joining a registered student organization; from taking part in a registered student organization's activities or attending its meetings or functions; and from participating in an official co-curricular activity. Such suspension may be for any length of time up to one (1) calendar year.

i. Denial of Degree: May be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

j. Suspension from the College: Prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the College campus except in response to an official summons; and from registering either for credit or for noncredit courses or other scholastic work through the College.

k. Expulsion: Permanent severance from the College.

HANDICAPPED ACCESSIBLE ENTRANCES

There are numerous handicap accessible entrances on the Hampton Campus, and they are marked on the map below. On the Historic Triangle Campus, there is only one entrance to the building. It is handicap accessible. All exits are accessible; however, only the front door has an automatic door opener.

MIDDLE COLLEGE

(757) 865-5882

Middle College is an educational and career development training program offered to young adults ages 18-24 years who have not completed high school and have a desire to improve the quality of their lives. The Middle College program allows students to simultaneously pursue their GED, enroll at Thomas Nelson Community College, earn college credits, explore career pathways, and complete a workforce preparation course to earn a Career Readiness Certificate. This program is offered free of charge to those students who qualify and are ready to make a commitment to the program and their future.

Middle College is in the Peninsula Workforce Development Center at 600 Butler Farm Road, Hampton VA. For additional information, contact Franz Albertini, Director, Middle College Program at **(757) 865-5882** or middlecollege@tncc.edu.

GREAT EXPECTATIONS

(757) 825-3452 or www.tncc.edu/greatexpectations

The Great Expectations coach reaches out to current and former foster youth (ages 17-24), helping them consider their career options and what community colleges have to offer. Together they explore the person's skills, values, and interests, and match them to higher education options. They help with college applications and guide young people through the financial aid process. Once a student has enrolled, the coach provides intensive, "high touch" support to ensure the students succeed. This active support includes regular check-ins, curriculum advising, mentoring, tutoring, direct financial assistance in the case of emergencies, incentives for success, and peer connections through group activities. Key components include:

- Individualized tutoring
- Help applying for college admission and financial aid
- Career exploration and coaching
- Help applying for and keeping a job
- Life skills training, including managing finances, healthy relationships
- Personalized counseling and academic advising
- Peer mentors
- Summer Prep Program

The Great Expectations Coach also focuses on ways to help at-risk youth overcome well-documented barriers to life success, including housing, transportation, and medical and child-care issues. Great Expectations helps Virginia's foster youth complete high school, gain access to a community college education, and transition successfully from the foster care system to living independently. Thomas Nelson offers foster youth a feasible path to a four-year degree, a wide range of general and technical two-year degrees, or other workforce credentials that provide skills with the goal of earning a family-sustaining income in the future. Contact the Great Expectations Coach at **(757) 825-3452**.

TRiO

This is a federally funded program designed to provide free academic support and encouragement to students who face economic, social, and cultural barriers to higher education. The program offers academic/career/personal counseling, assistance with scholarship access, tutoring, development of an individualized educational success plan, college success skills development and cultural/educational/enrichment activities to current Thomas Nelson student participants. Services are available to enrolled students who meet the federal eligibility requirements and program guidelines. Contact the TRiO Office at **(757) 825-3596** on the Hampton Campus or **(757) 258-6537** on the Historic Triangle Campus for more information.

VETERAN SERVICES

Students who have served in the military may be eligible educational benefits through the Veterans Administration. To apply for benefits, students must complete the on-line VONAPP application at www.gibill.gov.

Eight Tips for College Veterans

- ✓ Fill out the admissions application at www.tncc.edu/apply.
- ✓ Apply for financial aid at www.fafsa.gov.
- ✓ Get your veteran benefits: www.gibill.va.gov.
- ✓ Meet with an academic advisor or counselor.
- ✓ Register for classes.
- ✓ Meet the School Certifying Official in the Financial Aid Office on either campus.
- ✓ Get career training and develop skills.
- ✓ Connect with other veterans on campus.

STUDENT LIFE AND LEADERSHIP

The Office of Student Life and Leadership offers activities, workshops, and opportunities for students at the Hampton and Historic Triangle campuses. Students can participate in student government, clubs, and organizations, and earn scholarships for community service.

CAMPUS EVENTS

The Student Life and Leadership office provides events on campus which appeal to a large variety of student interests. Events may include, live bands, festivals, cultural performances, game shows and educational activities. For information on events and activities refer to campus bulletin boards, campus TV monitors and the Events Calendars at www.tncc.edu/events.

Campus events are intended to be accessible to all students. Students who require special accommodations due to a disability should notify the Student Life and Leadership office at least 72 hours in advance of the date for the event. Interpreter services are available for hearing impaired students through the Office for Disabled Student Services, Hampton Campus, Griffin Hall, Room 201, Historic Triangle Suite 117, or by calling **(757) 825-2833**.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA represents the interests of all students at Thomas Nelson and includes students from the Hampton and Historic Triangle campuses. SGA officers and representatives serve on college committees, oversee student clubs and organizations, represent student concerns, and work with Student Life and Leadership to provide services and activities for students. The SGA office is located Hampton Campus, Griffin Hall, Room 223 and on the Historic Triangle Campus, Room 106B.

PHI THETA KAPPA (PTK), PHI SIGMA CHAPTER

Phi Theta Kappa is the international honor society of the two-year college. Thomas Nelson Community College is the home of the Phi Sigma Chapter. Phi Theta Kappa's purpose is to recognize and promote academic excellence, as well as leadership, community service, and fellowship among its members and campus community. This follows the society's four hallmarks of scholarship, leadership, service, and fellowship. To become a member, you must have completed at least 12 credits of college level course work, have a minimum cumulative GPA of 3.5 in all completed coursework at Thomas Nelson, and have demonstrated qualities of good citizenship. Membership is by invitation only. Membership selection takes place each semester. Students will be notified via their student email address if they have been selected to join and invited to an orientation session. There is a one-time joining fee to become a member. Phi Sigma offers a scholarship to students who demonstrate financial need.

NATIONAL SOCIETY OF LEADERSHIP & SUCCESS (NSLS)

The National Society of Leadership and Success promotes the development of leadership skills and helps students discover and achieve their personal aspirations. This foundation of achievement supports members in creating positive change within themselves and in the greater community. Members must have completed 12 semester hours of Associate degree coursework with a 2.75 – 3.49 GPA and be in good academic standing. Membership is by invitation only.

CLUBS & ORGANIZATIONS

Students form clubs and join academic, leadership and service-oriented organizations based upon their academic and social interests. Thomas Nelson clubs/organizations receive funding, training, event planning support and access to campus resources through the SGA and Office of Student Life and Leadership. Campus clubs and organizations must charter each academic year. For a current list of active student groups, please visit the Student Life and Leadership webpage at www.tncc.edu/life.

PRESIDENTIAL AMBASSADORS

The Presidential Ambassador program consists of Thomas Nelson student volunteers who support setup and hosting of special events sponsored by the SGA and campus offices. These students aid on campus and in the community. To apply to become a Student Ambassador, visit the online application located on the webpage at www.tncc.edu/life/service. Located at the bottom of the webpage.

COMMUNITY SERVICE SCHOLARSHIPS

Students can earn \$100.00 in tuition assistance per semester by volunteering to work 10 hours at an approved community agency or 15 hours assisting offices on campus. All participants must register in advance and follow the guidelines listed on the Student Life and Leadership webpage www.tncc.edu/life/service.

CAMPUS BULLETIN BOARDS

Hampton Campus

The Office of Student Life and Leadership must approve all flyers prior to posting on designated boards. Advertisements for products or services will be posted on the Public Notices board located in Griffin Hall.

Historic Triangle Campus

The Office of Student Success must approve all fliers prior to posting on designated bulletin boards.

EMPLOYMENT OPPORTUNITIES

Opportunities for employment must be submitted to Career Services for approval.

Office Locations and Contact Information:

Hampton Campus

Griffin Hall, Room 224, **(757) 825-2863**

Hours of Operation:

Monday - Friday - 8:00 a.m. - 5:00 p.m.

Historic Triangle Campus

Room 106D, **(757) 258-6582**

Hours of Operation:

Monday -Thursday - 9:00 a.m. - 3:00 p.m.

OFFICE OF ATHLETICS & INTRAMURALS

In support of Thomas Nelson Community College's mission, the Office of Athletics recruits and develops a diverse population of student athletes that will compete at the National Junior College Athletic Association (NJCAA), club/recreational, and intramural levels of athletics. The office is committed to supporting student athletes to reach their full potential in their pursuit of achieving academic and athletic success. By providing engaging experiences through athletic participation, student athletes are afforded opportunities to develop skills for lifelong learning to become positive contributors in their respective communities.

Students have options to participate in various sports based on their athletic skills and level of commitment.

COMPETITIVE SPORTS

Baseball (Men/Official Member of the NJCAA)

Basketball (Men and Women)

Academic Eligibility Requirements:

Enroll in 12 credits hours for each semester

Possess a current grade point average (GPA) of 2.0 if you have enrolled in classes at Thomas Nelson Community College prior to participation

Maintain a 2.0 GPA for each semester of enrollment

Complete 24 credit hours within an academic year

Participation is limited to 2 years of competition

Participation Requirements:

- Games will be scheduled in and out of the state of Virginia and there are some games where student athletes will stay overnight
- There are additional fees to participate
- Employment must be managed around the practice and game schedule
- Attendance at community service projects, fundraising activities and personal development seminars are requirements to participate
- Meeting with the Coordinator of Athletics to discuss academic progress towards graduation is a requirement to participate

CLUB/RECREATIONAL SPORTS

Cheerleading

Academic Eligibility Requirements:

- Enroll in a minimum of 9 credits hours for each semester
- Possess a current GPA of 2.0 if you have enrolled in classes at Thomas Nelson Community College prior to participation
- Maintain a 2.0 GPA for each semester of enrollment
- Complete 18 credit hours within an academic year
- Participate in 3 years of competition

Participation Requirements:

Games will be scheduled in the state of Virginia

There are additional fees to participate

Attendance community service projects, fundraising activities and personal development seminars are requirements to participate

Meeting with the Coordinator of Athletics to discuss academic progress towards graduation is a requirement to participate

Office Location & Contact Information

Hampton Campus

Griffin Hall, Room

(757) 825-3888

athletics@tncc.edu

tncc.edu/life

STUDENT LIFE AND LEADERSHIP NON-DISCRIMINATION POLICY

VCCS Policy 6.4.5 Requirements for Student Activities:

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

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

- a.** The entire program of student activities shall be under college supervision.
- b.** There shall be a faculty or staff sponsor for each student organization.
- c.** All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.
- d.** Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
- e.** All student activity programs and recognized organizations must comply with the VCCS's nondiscrimination policy, except as follows:

Any recognized religious or political student organization shall be authorized to limit certain activities only to members who are committed to furthering the mission of such organization. Such activities include ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes.

COMMUNITY DRUG & ALCOHOL TREATMENT FACILITIES

Students experiencing problems with drugs or alcohol are advised to contact Richard Hurst in the Office of Student Services on the Hampton Campus, Griffin Hall, Room 201 or on the Historic Triangle Campus, Room 117. He can be reached at hurstr@tncc.edu or by phone at **(757)-825-2833**. The Thomas Nelson Resource Guide also provides a list of local agencies with this mission. It can be found at <https://libguides.tncc.edu/CommunityResources>.

CONTAGIOUS DISEASE PROCEDURE

Thomas Nelson 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, Thomas Nelson 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. Thomas Nelson 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

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 College’s Director (Dean of Public Safety, Allied Health and Human Services) and/or Coordinator (Police Chief) of Emergency Preparedness, Health and Safety will serve as the point(s) of contact between the local health department and the College.

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 their instructors and the Dean of Student Services.

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 Services 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 Academic Division Dean if they have any difficulties or concerns. The College will provide reasonable accommodations as requested and required by law. Students should check course syllabi for the most current updates.

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.

Thomas Nelson 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.

INSTITUTIONAL POLICY ON SMOKING

In accordance with the Virginia Indoor Clean Air Act (Chapter 8.1, Code of Virginia 15.1-291.1-15.1-291.11) and the Governor's Executive Order #41 (2006), the following policy shall regulate smoking at Thomas Nelson effective July 1, 2009. Definitions include:

- Cigarette: a small roll of paper that is filled with cut tobacco and smoked.
- E-cigarette: a battery-powered device such as an electronic cigarette, electronic vaping device, personal vaporizer (PV), or electronic nicotine delivery system (ENDS), which simulates cigarette or tobacco smoking.
- Cigar: a roll of tobacco leaves that is longer and thicker than a cigarette and that is smoked.
- Pipe smoking: the practice of tasting or inhaling the smoke produced by burning a substance, most commonly tobacco, in a pipe.

1. Non-Smoking Areas

Smoking shall not be permitted in areas which (1) are specifically prohibited by the Virginia Indoor Clean Air Act and the Governor's Executive Order #41, and (2) have been identified as areas where smoking is undesirable for reasons such as not having adequate ventilation to dissipate concentrated smoke. Smoking is prohibited in all campus buildings.

2. Smoking Areas

a. Smoking shall be permitted in areas, which (1) are not otherwise prohibited by the Virginia Indoor Clean Air Act, and (2) have been identified as having adequate ventilation (natural and/or mechanical) to dissipate concentrated smoke. The following areas have been designated as areas where smoking is permitted but persons should not have to walk through smoke to reach the no smoking area. Per State guidelines, smoking is permitted on state property grounds, plazas, sidewalks, malls, and similar open pedestrian-ways provided smokers are 25 feet or more in distance away from an entrance or exit of any facility, including parking garages (<http://www.dgs.state.va.us/>).

b. Smoking on the Hampton campus will comply with the state-approved guidelines. Additionally, smoking gazebos will be located at a distance of 25 feet from entry and exit ways near the following buildings:

Plant Services

Diggs Hall

Hastings Hall Annex

Moore Hall near seating area

Griffin Hall near seating area

Templin Hall/Hastings Hall (parking lot side)

Hampton III near student parking lot

c. Smoking on the Historic Triangle campus will comply with the state-approved guidelines. Smoking gazebo(s) will be placed at a distance of 25 feet from entry and exit ways; a Gazebo is located in the far side of the east parking lot for use by smokers on the Historic Triangle Campus.

d. Smokers shall use ash urns to dispose of their smoking material waste and shall not litter state-owned property with smoking material waste.

e. Smoking is banned inside all state-owned vehicles (including trucks, tractors, aircraft, watercraft, and any motorized vehicle owned by the state) and any rental vehicles obtained from the Department of General Services' rental car contract.

ENFORCEMENT

1. The Virginia Indoor Clean Air Act is lawful public policy included in the Code of Virginia with concomitant fines for violation. However, the primary College enforcement of this act will be implemented through the concerted efforts of College staff and students. If smokers persist in violating the College's smoking provisions contained in this policy, staff and/or student discipline will be enforced through normal administrative channels for College employees and campus visitors and through the Student Code of Conduct for students. If this action is insufficient to correct the policy infraction, then lawful compliant actions will be taken by the College.

2. Specifically, the enforcement that will be followed by Campus Police:

a. First Violation: The student or employee will receive a No Smoking Awareness warning.

b. Second Violation: The student or employee will be reported to the Vice President for Student Affairs or to the supervisor respectively, in a written report. Code of Conduct actions will result if the violator is a student and disciplinary action will be taken by the supervisor if the violator is an employee.

c. Third and Subsequent Violations: The violator will be reported as appropriate and will be subject to a Virginia Uniform Summons which may result in a fine of up to \$25.00 and/or court appearance.

STUDENT ILLICIT DRUG USE & ALCOHOL ABUSE POLICY

Thomas Nelson Community College has approved and adopted this Student Illicit Drug Use and Alcohol Abuse Policy in accordance with the Drug-Free Schools and Campuses Amendment relating to the Higher Education Act passed by Congress in 1989. This act requires all educational institutions to provide, in writing, to each student who is taking one or more classes for any kind of academic credit, the following:

a. The Standards of Conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students on its property or as part of any of its activities.

b. A description of the applicable legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

d. A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available.

e. A clear statement that the College will impose disciplinary sanctions on students found in violation of local, state, and federal laws and a description of those sanctions, up to and including expulsion and referral for prosecution for violations of the standards of conduct. A disciplinary sanction may also include the completion of an appropriate rehabilitation program.

Institutional Policy on Drug and Alcohol Abuse

Recent regulations issued by the federal government, combined with the growing number of drug and alcohol related incidents have made us aware of the need for policies which regulate the use or non-use of such substances. Thomas Nelson Community College, in its Student Code of Conduct, has identified as violations the unlawful use, possession, or distribution of narcotics, hallucinatory drugs, or controlled substances of any nature and the unauthorized use or consumption of alcohol on campus or any off-campus school-sponsored event, activity, or course. Additionally, the College has (1) complied with the Higher Education Amendment of 1986, which requires colleges and universities, to maintain federal financial aid eligibility for students, to certify that these institutions have drug abuse prevention programs, and (2) become partners with the Virginia Tidewater Consortium for Higher Education to establish a consortium-wide drug-use and alcohol-abuse prevention program. This policy statement and the procedures that follow are designed to describe the institution's position on the use and/or abuse of drugs and alcohol on campus in accordance with the Virginia Community College Systems Policy Manual.

The unlawful manufacture, distribution, dispensation, possession, and/or abuse of a controlled substance on the campus of Thomas Nelson Community College by any student is prohibited.

1. Any student alleged to be in violation of this policy will be subject to disciplinary action as described in the Student Code of Conduct.
2. The Coordinator of Student Life and Leadership will offer a drug and alcohol abuse prevention program for students.
3. Current guidelines for activities where alcoholic beverages are served are available in the Thomas Nelson Community College Administrative Procedures Manual, 3.8.

WEAPONS POLICY

Pursuant to State Board for Community Colleges Regulation 8VAC95-10-20 effective January 30, 2013.

"Possession or carrying of any weapons by any person, except a police officer, is prohibited on college property in academic buildings, administrative office building, student centers, childcare centers, dining facilities and places of the 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." Students who violate this policy will be subject to disciplinary action under the Student Code of Conduct up to and including, dismissal.

CAMPUS POLICE

The Thomas Nelson Community College Campus Police Department is a certified professional organization staffed by highly trained personnel. The department operates 24 hours a day, 7 days a week, providing police and security-related services to the entire college community.

All sworn police personnel have successfully completed a certified basic police-training academy and are state certified. They are sworn in through the jurisdictional circuit court and are empowered to enforce all federal, state, and local laws on campus and adjacent properties. They have full authority to arrest and carry firearms. In addition to investigating criminal complaints, routine vehicle, bike and foot patrols and crime prevention, the Campus Police Department also provides other services, including locking and unlocking classrooms and buildings, administering the lost and found property program and the posting of signs.

The college community is encouraged to immediately report all emergencies, criminal and/or suspicious activities to the Thomas Nelson Campus Police Department, Office of Student Services, or Office of the Vice

President for Academic Affairs. Victims and witnesses are encouraged to report criminal and/or suspicious activities on a confidential, voluntary basis through the Office of Campus Police or the Office of Student Services. Individuals may also *Report an Incident or Concern* by using the button at the bottom of all Thomas Nelson webpages.

CAMPUS THREAT ASSESSMENT TEAM

Thomas Nelson Community College has implemented a Threat Assessment Team (TAT) and Violence Prevention Committee to address all reported behavioral or safety issues which occur on a Thomas Nelson campus, off-site location, or electronic site, including e-mail, blogs, and Canvas postings. The Threat Assessment Team and Violence Prevention Committee are committed to improving safety, security, and the well-being of the campus community.

If you feel there is an immediate threat, dial ext. 3511 or call Thomas Nelson Community College Campus Police at **(757) 825-2732**. After hours call **(757) 879-3649** (Hampton) or **(757) 508-3449** (Historic Triangle).

To make a referral online, go to the Thomas Nelson Community College website, tncc.edu, and you will find a *Report an Incident or Concern* box at the bottom of each of our webpages. Click on the link and complete the form. The form will be reviewed by College professionals for threats, Title IX violations, student code of conduct violations, and federal/state/local laws violations. The appropriate staff member will follow up.

CARE TEAM

The Thomas Nelson Care Team is composed of students, faculty, and staff who wish to create a culture of caring on our campuses. The Care Team has focused its efforts thus far on developing a Food Pantry on both campuses, as well as creating a Thomas Nelson Resource Guide. The Resource Guide is located on our website and is full of community resources that may help students on issues such as domestic violence, drug and alcohol addictions, food insecurity, and homelessness----just to name a few. The Care Team meets monthly on the Hampton Campus. Emails are sent to the College community to alert them to the meetings. All are welcome to attend and to share ideas on how the Care Team can create a culture of caring at Thomas Nelson. Contact Richard Hurst (Hampton Campus, Griffin Hall, Room 201, **(757)-825-2833**) for information on upcoming meetings and events.

The Care Team has developed a Care Line **(757) 825-3456**. If you have a concern or issue that is hindering your ability to perform at your best, then please call this number. We have helped students address a variety of concerns. The Care Line is staffed by college staff who specialize in addressing personal concerns that can impact academic success.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency where the building must be evacuated, the College's fire alarm system may be activated from any pull box. Each classroom, office space, and general space contains a framed Exit Strategy. Please consult this document before attempting to exit the building.

If an evacuation is necessary, then faculty, staff, and students, other than those assigned specific duties, will: Ensure that all lights, office machines, electrical devices, etc., are turned off.

Close and lock all safes, file cabinets, and other record repositories.

Evacuate all buildings, closing office/classroom doors as they leave their respective areas, taking all personal belongings with them. If a physically challenged student is in a class during an emergency, the instructor conducting the class will be responsible for ensuring that the individual is evacuated along with the rest of the students. Remember that the elevator is reserved for physically challenged persons. Do not use the elevator in case of fire.

Comply with directions issued by authorized college personnel. All personnel will be directed to the nearest area assembly point until further instructions are received.

Remain calm and move promptly from their area's assembly points.

Remain on campus and do not enter the building until a verbal all-clear signal has been given by Campus Police or Physical Plant.

ALERT SYSTEM

The Omni alert system is a self-service, web-based, mass notification network that empowers Thomas Nelson to send instant alerts to faculty, staff, and students. This emergency notification system is used by more than 150 community colleges and universities to increase campus safety. To take advantage of this free service, you must register with Omni alert to receive text emergency alerts and /or email alerts. Please check with your cell phone carrier for applicable rates before you register. To create an account to receive email alerts.

<https://tncc.omnilert.net/subscriber.php>

CHILDREN ON CAMPUS

Current College policy dictates that no child under the age of fifteen (15) may be left unsupervised at any time while on the Thomas Nelson campuses, unless approved by the Vice President for Student Affairs. Any person who leaves a child unattended may be subject to disciplinary action, or in the case of a non-student, criminal action.

GENDER NEUTRAL BATHROOMS

Gender Neutral bathrooms are available on both campuses for students, staff, and faculty to use. On the Hampton Campus, they are in Wythe Hall, Rooms 231 and 233. On the Historic Triangle Campus, gender neutral bathrooms are available in the Library, as well as the Dental Hygiene Clinic, Suite 212. The Dental Hygiene Clinic closes at 5 pm Monday-Thursday. The library closes at 7 pm, Monday – Thursday and at 4 pm on Friday. See Map on page 58. for locations of these bathrooms on the Hampton Campus.

INCLEMENT WEATHER

When the weather creates hazardous travel conditions, the College administration will notify the following television and radio stations regarding the cancellation of classes and operations of the College:

- WTKR-TV (Channel 3)
- WVVC-TV (Channel 13)
- WTAR (850 AM)
- WNOR (90.3 FM)
- WGH-FM (97.3 FM)
- WCMS (100.5 FM)
- WOWI (102.9 FM)
- WHRO (90.3 FM)
- WAVY-TV (Channel 10)
- WNIS (790 AM)
- WAFX (106.9 FM)
- WHRV (89.5 FM)
- WJCD (105.3 FM)
- WKOC (93.7 FM)
- WXGM (99.1 FM)

The College will also post information on the web at www.tncc.edu and send a text message via the Omni-lert system. Please do not call Campus Police because you may be hindering a person that has an emergency.

MEDICAL EMERGENCIES

If a medical emergency arises between 8 a.m. - 10 p.m. Monday - Friday, call the Office of Campus Police, **(757) 825-2732**. After 10 p.m. Monday – Friday, or on weekends and holidays, the Office of Campus Police can be reached --by dialing **757-897-3649**. Call boxes are located throughout the Hampton campus.

The hearing impaired should use the Virginia Relay System, **1-800-828-1120**. If the caller is unable to get help when calling either of these numbers, contact the Rescue Squad by dialing 911 or 9-911 from any College office or classroom telephone.

HANDICAPPED ACCESSIBLE ENTRANCES

There are numerous handicap accessible entrances on the Hampton Campus, and they are marked on the map below. On the Historic Triangle Campus, there is only one entrance to the building. It is handicap accessible. All exits are accessible; however, only the front door has an automatic door opener.

PARKING POLICY

Thomas Nelson has an enforced on-campus parking plan. Everyone is required to register their vehicles with Campus Police and display a current parking permit on each registered vehicle. Parking on campus throughout the year, including break periods for staff and students, is by permit only. Faculty, staff, and students are not visitors; therefore, they are not allowed to park in visitor's spaces at any time. Overnight parking is prohibited; exceptions may be granted for faculty, staff, and students by Campus Police. In the event you need to leave your vehicle on Campus (Historic Triangle, and Hampton location) overnight, you must submit an overnight parking permit form to Campus Police. The overnight parking permit form can be obtained from the Police Department located on either the Hampton or Historic Triangle Campus. If you do not complete an overnight parking permit form, your car is subject to be towed at the owner's expense. All vehicles must display current Department of Motor Vehicles registration plates.

AFTER-HOURS CONTACT PROCEDURE

Campus Police main number is **(757) 825-2732** for all three locations (Hampton, Southeast Center, and the Historic Triangle). When school is closed (holidays, spring break, or due to inclement weather), the contact number is **(757) 879-3649**. If dialing the **(757) 879-3649** number from any phone located throughout Thomas Nelson Campus you must dial a 9 first (**9-879-3649**). The hearing impaired should use the Virginia Relay System **1-800-828-1120**.

LOST & FOUND PROPERTY

The Office of Campus Police is the receiving department for all found or abandoned property. If a student finds an item, he or she may turn it in to Campus Police, Diggs Hall, Room 153 or on the Historic Triangle Campus, Room 112. The Campus Police will then make every effort to return the property to its rightful owner. Those who have lost property can report to Room 112, Historic Triangle Campus, Monday through Friday, during normal business hours to claim their property. Proof of ownership will be required (brand name, color, ID marks, etc.), as well as a photo ID. At the Historic Triangle Campus, after one month, property will be transported and stored at the Hampton Campus.

Unclaimed property will be handled in the following manner:

Property valued at \$100 or less will be held for three months.

Property valued more than \$100 will be held for five months.

FINANCIAL AID POLICY AND COURSE WITHDRAWAL

Financial aid is awarded with the assumption that the student will attend class for the entire period of enrollment. A recipient of federal financial aid who withdraws from all classes prior to completing more than 60% of the term will be required to repay a portion of his/her federal financial aid. In addition, a student who withdraws from a module or dynamic class within the term must still be attending another class or is considered to be a withdrawal, even if registered for future classes starting within the term. This is known as the Return of Title IV (R2T4) Policy. Federal guidelines specify how the College must determine the amount of Title IV program assistance a student has earned when a student withdraws from all courses during a particular enrollment period. The Title IV programs that are covered by this law are: Federal Pell Grants, Federal Direct Loans, Federal Supplemental Educational Opportunity Grants (FSEOG), and in some cases, certain State Grant Aid (i.e., Commonwealth, Supplemental), GEARUP grants, and SSS grants to students.

When a recipient of federal financial aid withdraws from some or all of his/her classes during an enrollment period, the amount of Title IV program assistance earned is determined by a specific formula that uses the first day of class through the last day of exams and the student's last day of attendance. If a student received less assistance than the amount earned, that student may be entitled to receive additional funds. If a student received more assistance than earned, the excess funds must be returned by both the College and/or the student as determined by the College's calculation. The amount of assistance earned is determined on a pro rata basis. For example, if a student completed 30% of the enrollment period, the student will have earned 30% of the assistance he/ she was originally scheduled to receive. Once a student completes more than 60% of the enrollment period, the student has earned all of the assistance that he/she was scheduled to receive for that period. If a student does not receive all of the funds that were earned, the student may be due a post-withdrawal disbursement. The College may automatically apply all or a portion of a student's post-withdrawal disbursement to outstanding charges for tuition and fees.

Any amount of unearned grant funds that a student must return is called an overpayment. Students must plan with Thomas Nelson Business Office to return the unearned grant funds. The requirements for Title IV program funds are separate from the College's refund policy.

SCHOLARSHIPS

The Thomas Nelson Community College Educational Foundation, Inc. offers a number of donor-sponsored scholarships to the College's students. These scholarships recognize outstanding performance and assist students in receiving a quality education. The availability of the scholarships is dependent upon the continued participation by the private donors/agencies, and the earnings of the endowed scholarship funds investments. Scholarships are designed to meet the needs of graduating high school seniors, entering freshmen, and returning students. They are available for either part-time or full-time students. All scholarship funds will be used to pay tuition, fees, and other education related expenses.

Thomas Nelson Community College Educational Foundation scholarship opportunities and the application can be found online at <https://tncc.edu/scholarships>. An original completed application, essay, and any required supplemental material as stated by the specific scholarship (such as letters of recommendation), must be received in the Financial Aid Office by April 1 for the fall semester and November 1 for the spring semester to be considered for scholarship opportunities. Applications received after the deadline will be reviewed case by case and are

contingent on the availability of scholarship funds. Students who receive financial aid grants or loans must report all public and private scholarship aid to the Financial Aid Office.

A minimum 2.0 GPA is required to receive and maintain a scholarship award, unless otherwise specified in the scholarship criteria ~~description~~. A student must be making Satisfactory Academic Progress (SAP) to be eligible for scholarship assistance. If you are in default on any student loans, you will not be eligible for any scholarships. The Foundation reserves the right to adjust scholarship award amounts, as well as to revise the number of scholarships offered, without notice.

Foundation scholarships are used first toward tuition and fees. Federal and state monies are used to pay remaining expenses.

For additional information, contact the Foundation at foundation@tncc.edu or by phone at (757) **825-2719**, or visit us at the Hampton campus, Hampton III Building, Suite 716

STUDENT COMPUTER ETHICS GUIDELINES

Thousands of users share Virginia Community College Net computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt Virginia's Community Colleges business or the work of others. Therefore, ethical behavior must be exercised when using Thomas Nelson Net resources. State Law (Articles 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. Thomas Nelson's internal procedures for enforcement of its policy are independent of possible prosecution under the law. Thomas Nelson Net resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities, and related supplies. The following guidelines shall govern the use of all VCCNet resources:

- 1.** You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations, or individuals.
- 2.** You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
- 3.** You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
- 4.** Other than material known to be in the public domain, you must not access, alter, copy, move, or remove information, proprietary software, or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization. The College or VCCNet data trustee, security officer, appropriate College official, or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright law, and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
- 5.** You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging, or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as freeware, onto official systems without prior approval.
- 6.** You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the information security officer or the Internal Audit Department.

RESPECT FOR COPYRIGHTS, INCLUDING SOFTWARE OR DIGITAL MEDIA

Thomas Nelson Community College does not condone or tolerate the unauthorized copying of copyrighted materials, including licensed computer software or digital media by faculty, staff, or students. The College shall adhere to and comply with all copyright laws and expects all members of the college community to do so as well.

Members of the college community who violate this policy may be subject to discipline as defined by the Scholastic Dishonesty section of the 2021-2022 Student Handbook, Section 3.12.0 of the VCCS Policy Manual, or Section 1.60 of the Department of Human Resource Management's Human Resource Policy on Standards of Conduct. Individuals engaged in the unauthorized copying, transfer, or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability.

If you have questions about this policy, please contact the Thomas Nelson Information Security Officer at **(757) 825-3546**, or the Director of Information Technology at **(757) 825-3513**.

Who is the author of college works?

Copyright ownership for Thomas Nelson Community College works are determined in accordance with the Section 12 of the VCCS Policy Manual entitled "Intellectual Property," The manual can be found at www.boarddocs.com/va/vccs/Board.nsf/Public.

What is copyright infringement?

The law of copyright indicates that copyright protection applies to original works of authorship fixed in a tangible form of expression, directly or indirectly perceptible, including, but not limited to, literary works, musical works (including any accompanying works), dramatic works (including any accompanying music), motion pictures and other audiovisual works and sound recordings. The owner of copyright has exclusive rights to reproduce, perform, display and/or prepare derivative works of the copyrighted work, and to distribute copies of the copyrighted work to the public by sale or other transfer or ownership, or by rental, lease or lending. Copyright infringement is the violation of any of a copyright owner's exclusive rights.

Examples of Copyright Infringement

Copying the contents of someone else's webpage or use of video clips or sound recording without permission would in many cases be infringement. Unauthorized duplication, distribution or use of someone else's intellectual property, including computer software is copyright infringement and is illegal and is subject to criminal and civil penalties. Unauthorized duplication and distribution of sound recordings is infringement. (e.g. MP3 format).

What is Fair Use?

The "fair use" of copyrighted works does not constitute infringement under copyright law. Fair use extends to the reproduction of copyrighted material for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. To determine whether use of a work is fair use:

1. The purpose and character of the use, including whether the material is used for nonprofit educational purposes rather than commercial gain.
2. The nature of the copyrighted work.
3. How much of the entire work is used; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Examples of Fair Use:

Quoting passages from, rather than a significant portion of, a book in a report for a class assignment.

Providing a link to someone else's webpage in a report for a class assignment.

What are the Penalties for Copyright Infringement?

Legal action available to the owner of the copyright includes obtaining an injunction preventing future infringement activity, as well as monetary compensation that may exceed \$150,000.

Who should you contact to report a claim of copyright infringement?

Contact the Thomas Nelson Information Security Officer at **(757) 825-3546** or the Director of Information Technology at **(757) 825-3513**.

EMAIL POLICY

Virginia's Community Colleges issue student email addresses to all active students. Email is the primary means for official communication within Thomas Nelson. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community and will be used for college business (academic and administrative) only. Students are expected to check their student email account on a frequent basis to remain informed of college communications. It is recommended that students check email accounts daily. Students are responsible for the consequences of not reading college email communications in a timely fashion. All use of email will be consistent with other Thomas Nelson policies.

WEBSITE

Thomas Nelson (www.tncc.edu) maintains systems to aid the instructional, research, and administrative activities of the College, and to foster communication within that: Thomas Nelson community and with the greater electronic community around the world. The organization of these servers is designed to

1. Support the educational goals of the College.
2. Provide information about Thomas Nelson to both the Thomas Nelson community and the outside world with clarity and accuracy.
3. Organize Thomas Nelson and network resources for the use of Thomas Nelson students, faculty, staff, alumni, and others.
4. Enable members of the Thomas Nelson community to publish their own information in the manner they deem most appropriate within the general guidelines.

These guidelines are meant to ensure that communications representing the College are of high quality, present Thomas Nelson consistently and accurately, and meet the requirements expected of a public institution of higher education.

COLLEGE HELP DESK

The Help Desk provides first level technical support to all faculty, staff and students of Thomas Nelson Community College. Support includes MyTNCC, Canvas, Student Information System and Email.

Helpdesk Hours of Operation

Monday-Friday, 8:00 a.m.-7:00 p.m.

For immediate assistance please contact the Help Desk:

Hampton Campus

Wythe Hall, Room 249, (757) 825-2709

Historic Triangle Campus

Suite 102, (757) 253-4683

helpdesk@tncc.edu

INFORMATION TECHNOLOGY STUDENT/PATRON ACCEPTABLE USE AGREEMENT

As a user of the Virginia Community College System's local and shared computer systems, you understand and agree to abide by the following acceptable use agreement terms. These terms govern access to and use of the information technology applications, services, and resources of the VCCS and the information they generate.

The college grants access to students as a necessary privilege to perform authorized functions at the college where they are currently enrolled. Students will not knowingly permit use of their entrusted access control mechanism for any purposes other than those required to perform authorized functions related to their status as a student. These include logon identification, password, workstation identification, user identification, digital certificates, or 2-factor authentication mechanisms.

Students will not disclose information concerning any access control mechanism unless properly authorized to do so by the enrolling college. The student will not use any access mechanism that the VCCS has not expressly assigned to the student. The student will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an expressed or implied license to use copyrighted material or data or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-518 (<http://www.copyright.gov/title17/92chap5.html>) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

The student agrees to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.76-Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy.
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images.
- Installing or downloading computer software, programs, or executable files contrary to policy.
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy.
- Sending e-mail using another's identity, an assumed name, or anonymously.
- Attempting to intercept or read messages not intended for them.
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer.
- Knowingly propagating malicious programs.

--Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems.

--Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If you observe any incident(s) of non-compliance with the terms of this agreement, you are responsible for reporting it/them to the Information Security Officer and/or management of the college.

You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

The System Office and the college reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.

You are responsible to read and abide by this agreement, even you do not agree with it. If you have any questions about the VCCS Information Technology Acceptable Use Agreement, you will need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, the student hereby certifies that you understand the preceding terms and provisions and that you accept the responsibility of adhering to the same. You further acknowledge that should you violate this agreement you will be subject to disciplinary action.

NETWORK ACCESS

Individual accounts are given to all authorized Thomas Nelson students. These accounts identify users by a username or screen name. The accounts are used in conjunction with a password to authenticate students to various Thomas Nelson Tech services.

Users must obey all posted rules (e.g., Food and tobacco products are not permitted in any computing lab at any time for any reason).

All use must be authenticated by ID and password or other means.

All use must follow the Computer & Network and Security Policy.

WIRELESS NETWORK

Thomas Nelson Community College offers the convenience of a wireless network to its campus community. All access through the network may be monitored and logged. Any illegal use of the wireless network will be reported to the proper authorities.

WIRELESS SECURITY

Thomas Nelson-WiFi for students is an open unencrypted network. Be aware that others may be able to view the information you transmit over an unencrypted wireless system. Due to the unrestricted nature of this service, the wireless network should not be considered secure. We offer this service as a convenience to our students. Activities on the Internet that transmit sensitive or private information are not suited for this service. Please use caution and your own good judgment as you surf the Web on our open wireless system.

WIRELESS POLICY

VCCS Computer Resource Policy Agreement - Wireless Access. Please read carefully!

Computer resources (equipment, software, and band width) referred to as resources throughout this document, are to be used in support of the mission of the College.

No user shall attempt to alter or modify the setup of resources. Activities that detrimentally impact the effectiveness or usability of Thomas Nelson resources are prohibited.

No user shall use any resource in an activity which violates federal, state, or local laws.

Activities and use of Thomas Nelson resources may be monitored, tracked, and recorded. This may include your IP address, MAC address and any information sent or received.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia).

The following are considered misdemeanor crimes.

(18.2-152.4) Damage to computer hardware or software.

(18.2-152.5) Unauthorized examination.

(18.2-152.6) Unauthorized use.

The following are felony crimes.

(18.2-152.3) Computer fraud.

(18.2-152.14) Computer used as an instrument of forgery.

TECHNOLOGY LEARNING CENTER (TLC)

The TLC on the Hampton Campus is located inside the Library in Wythe Hall. The TLC at the Historic Triangle Campus is located inside the Library, Room 100. The TLC provides an environment where students, faculty and staff receive assistance in the use of technology. The TLC is committed to the success of the Thomas Nelson community and its use of technology on both campuses.

CODE OF ETHICS

Thomas Nelson is committed to supporting a collaborative environment noteworthy for its civility, integrity and mutual respect. The Code of Ethics establishes high standards of professionalism for employees and students.

Excellence — We establish high standards in and out of the classroom and strive for excellence in all we do.

Respect — We respect every individual and practice civility in our communication and conduct.

Integrity — We reflect the principles of honesty, fairness and integrity in our communication and action to create a just and equitable learning and working environment.

Diversity — We promote an inclusive working and learning environment with respect for and understanding of our individual differences, diverse cultures and beliefs.

Responsibility — We are accountable for our decisions and actions, and we exercise good stewardship of human and material resources.

Compliance — We uphold the regulations, codes and statutes of the Commonwealth of Virginia and the policies, procedures and protocols of Virginia's Community Colleges and Thomas Nelson Community College.

Cooperation — We are committed to working collaboratively to achieve our goals.

DRESS CODE

Thomas Nelson strongly recommends that students dress appropriately for a collegiate campus while attending Thomas Nelson. This includes:

- No visible undergarments (bras, bustier, panties, boxers, thongs, and briefs)
- No sunglasses in the classroom, unless you have a disability accommodation
- No sleepwear or house slippers on campus
- No disruptive attire, which may include obscene, profane, or indecent attire

COLLEGE-WIDE COMMUNICATION

Thomas Nelson is committed to establishing an environment of safety, transparency, and easy access of information through communication. This includes:

- Virginia's Community Colleges Gmail address is your official means of Thomas Nelson communication
- Helpdesk (Reset passwords & technical support)
- Omni alert is a mass notification network that sends instant alerts to email and cell phones. Check with your cell phone carrier for applicable rates before you register.
- Report harmful incidents using an anonymous online tool @ www.tncc.edu

WORKFORCE DEVELOPMENT

The mission of Thomas Nelson's Workforce Development is to enhance the delivery of quality, market-responsive education and new training services for individuals and organizations of the Virginia Peninsula.

WORKFORCE TRAINING AND CONTINUING EDUCATION

Hampton: Hampton III, 525 Butler Farm Road
(757) 825-2937 or **825-2935**

Historic Triangle: 4601 Opportunity Way, Williamsburg
(757) 825-2937

Workforce Training and Continuing Education (WTCE) works with community, government, education, business and industry partners, and the academic units of the College to develop and deliver workforce training courses and contract credit programs to individuals and organizations throughout the region.

WTCE offers more than 300 accelerated workforce training classes for individuals and groups seeking to enhance occupational skills or increase personal and professional development on a regularly scheduled basis or by client request. Visit www.tncc.edu/workforce for detailed information.

WORKFORCE BUSINESS DEVELOPMENT AND CORPORATE TRAINING

(757) 865-3125

Business Development and Corporate Training (BDCT) provides customized workforce development programs for business, industry, and government organizations. The staff works with partner companies to explore and probe changes and emerging needs of the workplace and to provide training solutions to develop quality workforce-oriented education. BDCT provides WorkKeys assessments, computer-based training to address worker skill "gaps" for performance improvement and has issuing authority for the Commonwealth of Virginia's Governor's Career Readiness Certificates.

WORKFORCE CENTER FOR BUILDING AND CONSTRUCTION TRADES (TNCBCT)

Workforce Development programs will include HVAC, residential electrician, and apartment maintenance technician for adults seeking to earn certification for in-demand employment. Our vision is to have a strategic partnership with Goodwill Industries of Central and Coastal Virginia, an organization that works to enhance the dignity and quality of life by helping people through education, skills training, and the power of work. Goodwill is a community organization that enrolls, supports, and is successful with a population that the College has not been able to reach-include the long-term unemployed, especially veterans, those with mental health issues, the underserved with multiple barriers, and the formerly incarcerated. TNCBCT is located at 1911 Saville Row, Hampton (previous Target Store location).

WORKFORCE CONTINUING EDUCATION UNITS

The Continuing Education Unit (CEU) is defined by the American Council of Education as “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

The CEU is awarded to individuals who participate in non-credit activities organized to provide systematic instruction, measurable in duration of time, that are subject to goal achievement or performance evaluation for the participant.

WORKFORCE CONTRACT CREDIT COURSES

WTCE offers numerous credit courses and programs customized to meet the needs of area business, industry, and government organizations. These programs can be conducted at the work site, at the Peninsula Workforce Development Center or on campus.

WORKFORCE DEVELOPMENT CENTER, HAMPTON

The Peninsula Workforce Development Center programs and training activities to aid them in creating a world class workforce. Services provided include company startup, pre-employment or market training for new employees, enhancing employee skills in high tech fields, world-class manufacturing and office systems technologies. The facility, which includes classrooms, flexible manufacturing space and computer labs, is available for use by area companies. The PWDC is located at 600 Butler Farm Road in Hampton. For additional information, call **(757) 865-3122** or www.tncc.edu/workforce.

WORKFORCE DEVELOPMENT CENTER, WILLIAMSBURG

(757) 345-2806

The Thomas Nelson Workforce Center provides just-in-time workforce education, training, and related services for the Greater Williamsburg business community, as well as current employees, entrepreneurs, transitional and dislocated workers needing to advance their workplace skills. The center serves as an engine for starting, growing, and attracting technology-related businesses essential to the success of Greater Williamsburg. The Center is located at 4135 Ironbound Road, Second Floor, Suite 102. For additional information, call **(757) 345-2806**.

WORKFORCE MANUFACTURING EXCELLENCE CENTER

The Manufacturing Excellence Center, including the Precision Welding Center and Precision Machining Center, offers customized trades training programs to Peninsula manufacturers. These programs include opportunities to demonstrate and evaluate new equipment, processes, and methodologies prior to implementation on the shop floor. The center has been instrumental in designing certificate credit and non-credit programs in manufacturing. Credit and non-credit programs are offered for organizations seeking company-wide training on a contract basis. For additional information, call **(757) 865-3122** or <http://manufacturingtraining.tncc.edu>.

WORKFORCE ONLINE LEARNING

More than 400 workforce courses are available through online learning. Training is delivered on an individual or multiple-student basis via web-based technologies.

The Online Learning Center serves small and medium- size businesses by offering cost-effective training to their employees in a flexible and timely manner. Web-based courses allow users to take the courses from home or work. For additional information, call **(757) 825-2937** or **2935** or visit www.tncc.edu/workforce.

WORKFORCE PARTNERSHIP PROGRAMS

Two licensing programs are offered in conjunction with sponsoring organizations:

Commercial Driver's License Course

(757) 825-3861

Individuals completing this course are prepared to take the state examination for commercial truck driving. Visit www.tncc.edu/workforce for more information.

Motorcycle Rider Course

(757) 825-2758

Individuals who successfully pass this course receive a 30-day provisional motorcycle classification to use until they convert to a DMV motorcycle endorsement. For more information, visit the Virginia Department of Motor Vehicles website at <https://tncc.edu/programs/commercial-driver-license-cdl-training-workforce-credential>.

Course schedules can also be found under Classes and Programs at www.tncc.edu/workforce.

WORKFORCE REGIONAL SKILLS CERTIFICATION CENTER

(757) 865-5864

The Regional Skills Certification Testing Center delivers state-of-the-art computerized testing services for individuals who wish to gain a competitive edge in the job market by getting certified in various professions and trades. Many employers value and recognize skill proficiencies that you exhibit by passing industry certification exams, and they often reward these with better job opportunities and promotions. Taking certifications during, and following the completion of, your education and training at Thomas Nelson is a natural progression toward beginning, or continuing, your career.

The Regional Skills Certification Testing Center can assist you in attaining nationally and internationally and recognized skill certifications to propel you into your desired career. Exams are administered in a professional, quiet, high-quality setting that is security-minded protecting the integrity of the exams administered and to provide you with the optimal test environment. Staff follow strict testing policies and procedures to remain consistent in the administration of a variety of exams. The Regional Skills Certification Center is in the Peninsula Workforce Development Center, 600 Butler Farm Road, Room 1014, Hampton, VA 23666.

For additional information, call **(757) 865-5864** or visit us online at www.tncc.edu/workforce.

WORKFORCE TRANSITIONS & CAREER SERVICES

(757) 865-5880

Current students and alumni of Thomas Nelson Community College have access to a full range of career development services. Individuals can explore various sources of career information essential to making effective career decisions. Services include career counseling, vocational assessment, career planning assistance, career development workshops, interview and employment preparation, resume /cover letter writing assistance and job search assistance. Labor market information is also available on local, state, and national employment data, as well as a variety of on-line: career planning resources. Additional information is available for individuals seeking help with occupational and educational choices, job hunting techniques, internships, and cooperative education programs.

Job vacancy information is provided through Thomas Nelson's on-line recruiting website – College Central Network. Students and alumni can view job openings and post their resumes for viewing by employers.

Students and alumni are also encouraged to utilize the employment assistance resources and services available in the One-Stop Career Resource Center located at 600 Butler Farm Road, Hampton, VA 23666. For more information, call **(757) 766-4900** or visit www.peninsulaworklink.com

Thomas Nelson's Career Services and Workforce Transitions does not operate as an employment agency in that it does not guarantee that it will secure a position or place an individual. Most importantly, Career Services and Workforce Transitions provides programs and services that assist individuals in determining and realizing career goals as part of their overall career development. Visit www.tncc.edu/workforce for more information.

COOPERATIVE EDUCATION

Cooperative Education provides program support activities and career services to students who are seeking practical work experience in their career field while completing course requirements for an associate degree or certificate at the College. With faculty co-op coordinators within the academic divisions of the College, cooperative education coordinates the enrollment of students in an approved co-op course and the supervision of co-op students who are placed with employers under a cooperative education training agreement with the College. As a form of experiential education, co-op students are expected to complete learning goals and objectives specified in the course syllabus provided by the respective faculty co-op coordinator. The coordinator will visit the student's worksite each semester to receive feedback from the employer and the student's on-site supervisor about the student's job performance as part of the information used to evaluate the learning outcomes.

Career Services and Workforce Transitions is in the Peninsula Workforce Development Center, Room 1014.

Individuals who are interested in learning more about the cooperative education program or other experiential education opportunities (e.g., internships, mentorships, job shadowing, service learning, or faculty industry externships) contact **(757) 865-5882** or visit **www.tncc.edu/workforce**.

ACADEMIC CAMPUSES AND OTHER LOCATIONS

HAMPTON CAMPUS

99 Thomas Nelson Drive

Hampton, VA 23666

(757) 825-2800

HISTORIC TRIANGLE

4601 Opportunity Way

Williamsburg, VA 23188

(757) 253-4300

PENINSULA WORKFORCE DEVELOPMENT CENTER

600 Butler Farm Road

Hampton, VA 23666

(757) 865-3122

SOUTHEAST HIGHER EDUCATION CENTER

(next to Heritage High School)

5720 Marshall Avenue

Newport News, VA 23605

(757) 283-7820 ext. 63532

THOMAS NELSON WORKFORCE CENTER-WILLIAMSBURG

4135 Ironbound Road, Second Floor

Williamsburg, VA 23188

(757) 345-2855

CENTER FOR BUILDING & CONSTRUCTION TRADES

1911 Saville Row

Hampton, VA 23666

757 865-3122

DR. MARY T. CHRISTIAN AUDITORIUM

Templin Hall

99 Thomas Nelson Drive

Hampton, VA 23666

(757) 825-2779