

**Central Virginia  
Community College**

# **STUDENT HANDBOOK**

**2022-23**



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# Student Handbook

The purpose of this portion of the Catalog is to present information about important aspects of the College and services available to students.

## Campus Services

### Activities

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences and includes the following: student government, publications, music activities, departmental clubs, and special interest groups as approved by the College.

The Coordinator of Student Life will coordinate such student activities with club leaders and their advisors. All student clubs and activities are governed by the elected Student Government and the Office of Student Life. A list of approved CVCC clubs and organizations and additional information about these organizations can be obtained from the Office of Student Life.

#### *General Guidelines for All Clubs and Organizations*

The following procedures must be followed in organizing student clubs:

1. Annually register the club/organization with the Office of Student Life. Providing a full membership lists including a list of officers (President, Treasurer, Secretary), have an updated copy of their constitution and by-laws filed and maintained with the Office of Student Life.
2. Organizations must maintain a minimum of 5 recognized student members.
3. Membership in campus organizations shall be limited to currently enrolled students (day, evening or online) at the College. Membership shall not be restricted by race, religion, gender, national origin, sexual orientation, age or disability.
4. There must be a full-time faculty or staff advisor for each student organization.
5. All recognized student organizations have the ability to petition the Student Government Association for funding. All other funds earned from fundraising, donations etc. will be deposited with and expended through the College's Accounting Office.
6. College facilities may be assigned to student organizations for regular business meetings, for social programs, and for programs open to the public.
7. Student organizations must affirm in advance a willingness to adhere to campus law. Such a requirement does not impose an unreasonable condition of the student's rights. Freedom to speak out, assemble, or petition for changes in school rules is in no sense infringed. It merely constitutes an agreement to conform to standards respecting conduct.

#### *Policies and Procedures for Recognition of Student Organizations*

The following policies and procedures regarding the development of student clubs/organizations is established to provide an orderly and timely process of official recognition to those groups organized to provide a particular service in keeping with the College's mission and goals.

##### **A. Starting a New Club/Organization**

A club/organization may be established by observing the following guidelines:

1. Any group of students wishing to form a new club/organization should complete a "New Club/Organization" packet and submit to the Office of Student Life.
2. The application packet and a constitution shall be completed and approved or denied by the Coordinator of Student Life, the Student Government Association, and the Vice President for Academics, Student Affairs, and Workforce Development. If the application is denied, the club/organization will be afforded the opportunity for an appeal.
3. Notice of approval or disapproval of the application will be made by the Coordinator of Student Life within one month of receipt of the club application.
4. Once an organization has been officially approved and recognized, funds may be requested from the Student Government Association. Such funds shall be used only for purposes of campus-wide interest and benefit.

## B. Inactive Status and Loss of Recognition

**Inactive Status:** Prior to being declared inactive, an organization's president and advisor will be so advised and given an opportunity to present relevant information on behalf of the organization. Such a hearing would be with the Coordinator of Student Life. Inactive student organizations risk the loss of student government funding and the use of campus facility space. An organization may be declared inactive by the Coordinator of Student Life if any one of the following conditions exist:

1. Failure to maintain the required number of members in the organization.
2. Failure to maintain a faculty advisor.
3. Failure to provide a list of officers or constitution changes to the Office of Student Life.
4. Failure to provide or engage in campus service activities when assigned by the Student Government Association or other student coordinating group.
5. Failure to comply with College policies or the Student Code of Conduct.

**Loss or Recognition:** Reasons for loss of recognition include but are not limited to:

1. Evidence of failure to comply with the College/campus, local or state policies and regulations.
2. Evidence of failure to abide by its own constitution and by-laws.
3. Inactivity for a period of two years.
4. Failure to apply for re-recognition with the Office of Student Life each academic year.

*Procedures following loss of recognition:*

1. Students interested in establishing a similar organization at some later time would follow the guidelines for "Starting a new club/organization."
2. Funds accrued in the student club account (99 account) of an organization for which recognitions is revoked shall revert to the Student Activities Fund.

### **Approval of Dances and Special Functions**

Approval is obtained through the Coordinator of Student Life and the Chief of Campus Police.

## **Bookstore**

The CVCC Bookstore is located within the Amherst building in the 2500 wing, near the Fitness Center. The main, external entrance is in Lot 7. Textbooks and materials may be purchased from the bookstore and online at: <http://cvccshop.com>.

### **Bookstore Hours:**

Normal hours: Monday - Friday 8:00 - 5:00

Hours are extended during the first week of classes and during the week of finals. See the website or the front of the bookstore door for details.

### **Books Out of Stock**

When a book is out of stock, see a bookseller who will give you a prepay form. On this form, you will put your name and email address. Once the book arrives, we will notify you that your copy is in stock. Make sure you bring your pink slip and receipt with you when you come to pick up the book(s).

### **Checks**

Make checks payable to "CVCC Bookstore" for the exact amount of the purchase. A valid ID is required, Virginia Driver's License or CVCC Student ID.

### **Authorizations**

Only Bookstore Management can approve replacements, refunds or exchanges.

### **Charges**

Students who have scholarships and/or financial aid may charge books and supplies during the dates posted for each semester according to their agencies policies. Any student who overcharges will be responsible for payment.

### **Suggestions**

Students should purchase textbooks and supplementary items needed at the beginning of each semester.

Books are stocked only for the individual semester needs and are returned to the publisher during mid-terms. Examine books fully for publishing errors or other defects and report them to the bookstore. Keep books free from water damage, excessive highlighting and missing pages in order to sell them back.

**Buyback:** Buyback is year round (with the exception of RUSH week) but In order to sell our books back, you must have a valid CVCC ID.

#### **Return Policy:**

#### **TEXTBOOKS:**

- A full refund will be given in your original form of payment if textbooks are returned during the first week of classes with original receipt
- With a proof of schedule change and original receipt, a full refund will be given in your original form of payment during up to the last date for add/drop. After this date the normal 48 hour return policy applies.
- Other non-returnable items include: shrink-wrapped textbooks, access codes, eBooks, opened software, computers, tablets - see store for details.
- *No refunds or exchanges without original receipt.*

### **Bulletin Boards**

Information of interest to all CVCC students is posted on bulletin boards located throughout the College. Items to be posted on bulletin boards are to be cleared for approval by the Coordinator of Student Life.

Bulletin boards serve the student body best if the material posted is current and the boards are neat and readable. "Lost and Found" and "Items for Sale or Rent" may be reported on bulletin boards in certain areas, when approved. The College assumes no responsibility for the validity of other than official College notices.

### **Campus Facilities**

Space at CVCC is at a premium. Requests for rooms to be used for student meetings should be reserved by contacting the Facilities Management Department at (434) 832-7736.

At least two weeks notice should be given for meetings prior to the event. Failure to reserve a room with the proper office could result in conflicts. In such cases, only those activities which have been correctly reserved will be allowed to use the facilities. In posting signs or notices of such meetings, only established bulletin boards may be used. Use of facilities at the off-site centers should be made directly with the center.

Fund-raising in or on College facilities must be approved by Dean of Enrollment Management.

### **Campus Police**

CVCC has its own police officers, who are sworn officers with full police powers, including that of arrest. Their primary function is to afford protection of your rights, safety, and security while on campus. The Campus Police Office is located in Room 2605, adjacent to the Student Center in Amherst Hall. Feel free to call 832-7700 for service when needed

### **Campus Speakers**

Requests for speakers who will have the privilege of appearing on campus before students, faculty, and staff of Central Virginia Community College should be made in writing by the President of a recognized student club or activity of the College. The request must be submitted to the Vice President for Academics, Student Affairs, and Workforce Development at least two weeks prior to the proposed speaking date and before the invitation is extended to the proposed speaker so that suitable reception and protocol procedures can be assured.

There must be a moderator for each speaker. The moderator will determine in advance from the speaker if questions are to be entertained from the audience after or during the speech. If a speaker desires to answer questions from the audience, the moderator will recognize the person desiring to ask a question and thereby ensure control for the speaker.

The advisor and officers of the club or activity assume responsibility in selection of speakers to assure that topics and discussions do not adversely affect the reputation or well-being of CVCC and its student body.

## Emergency Situations

### General

The College has Code Blue devices and blue light emergency phones placed in strategic positions around campus. They provide direct access to the campus police via radio phone. Once campus security is notified they will follow established procedures as determined appropriate for the situation. **Code Blue devices and blue light emergency phones are for emergencies or urgent situations only and should not be used for routine calls for service.**

If you are unable to access security through the Code Blue devices, please dial 9-911 using a campus phone or 911 from your phone. Please give complete details of the situation, including your name, location and the nature of the emergency, do not hang up until the dispatcher hangs up. Once you have completed contact with 911, please dial 7700 or 434-832-7700 and notify campus police.

### Fire

Please use the Code Blue devices or blue light emergency phones in case of fire, or dial 911 and immediately evacuate the building. Building Coordinator will evacuate buildings in accordance with established procedures. Instructions for evacuation are posted throughout the College. Fire extinguishers are strategically placed about the buildings for small fires.

### Police

The Campus Police can be reached at (434) 832-7700 by using a phone, or by using the Code Blue device or blue light emergency phones placed throughout campus. In case of emergency you may also dial 911. Campus Police are available to assist you as needed.

## Food Services

The Student Center offers facilities for hot and cold food and drinks. When classes are in session the hot food section is open each day from 8:30 a.m. until 8:30 p.m., Monday through Thursday and 8:30 a.m. until 2:00 p.m. on Fridays. Vending machines are available at all other times. It is the responsibility of each student to keep the Center clean. Hours subject to change during special events or other occasions.

## Health Services

First aid kits are located in the Vice President for Academics, Student Affairs, and Workforce Development office, the Office of the Campus Police and in various Engineering and Technology labs. First aid kits have been placed in these locations for your use in case of minor cuts or scratches. If the student feels faint or ill and more extensive medical attention is needed, call (434) 832-7700 or 911 and Campus Police or EMS will be notified in order to secure immediate medical treatment.

The college has Automatic Electronic Defibrillator (AED) for use if required. Please contact the Campus Police at (434) 832-7700 or 911 by using the Code Blue devices to summon help for all emergencies. If someone is complaining of chest pain or is unresponsive, please request that the officer bring the AED to the appropriate location or when applicable, use one of the public use AEDS.

The Lynchburg Fire /EMS is within minutes response time to the campus and is available in cases of emergencies by dialing 911.

## Inclement Weather

Recognizing that the instructional mission of the College requires as much continuity as possible and that students at Central Virginia Community College are adults, it is the policy of the College that classes will be continued in all but extreme cases of inclement weather.

When weather conditions are severe, but classes have not been suspended, each student is expected to evaluate the situation in light of their own circumstances and exercise prudence. Instructors are requested to be liberal in the application of attendance requirements in the event of severe weather and recognize that road conditions can vary greatly within the College's service area.

When classes are canceled for the entire day or a portion of the morning, public service announcements over local radio, television stations and the College website will indicate when classes will resume. When classes resume under these conditions, the regular class schedule for that day will be followed.

When evening classes must be canceled, they will meet at their next regularly scheduled time. Make-up classes, if necessary, will be announced by the instructor or the Vice President for Academics, Student Affairs, and Workforce Development after resumption of classes. Announcements of cancellations or delays will be made as early as possible. If the main campus is closed, the off-site centers are also closed.

Announcements of class cancellations and other campus emergencies will be made through the College's Emergency Notification texting system (**e2 Campus**) to all individuals signed up to receive text messaging. **The campus main phone line (434) 832-7600** and off-site center lines will have a recorded message and the CVCC website ([www.centralvirginia.edu](http://www.centralvirginia.edu)) will post the closing notification. For more specific information regarding inclement weather, please see the college website. Television and radio announcements will be broadcast by the following media:

Television	City	
WSET	Lynchburg	ABC
WDBJ	Roanoke	CBS
WSLS	Roanoke	NBC
Station	City	Channel
WKDE	Lynchburg	105.5
WSLQ	Roanoke	99.0
WXLK	Roanoke	92.3
WSLC	Roanoke	94.9
WLNI	Lynchburg	105.1
WROV	Roanoke	96.3
WJJS/WJJX	Lynchburg	103.1/101.7
WYYD	Lynchburg	108

[www.centralvirginia.edu/Weather.asp](http://www.centralvirginia.edu/Weather.asp)

### Lost and Found

All personal articles found at the College are forwarded to the Campus Police Office, Room 2605, Amherst Hall. These items will be maintained for up to 45 day and may be claimed upon demonstration of ownership. At the off-site centers, lost and found articles are kept at the Administrative Assistant's desk.

### Parking and Traffic

#### Vehicle Registration

Students who desire to use a vehicle on the campus do not need a parking decal but must park in designated student parking Lots 1, 2 or 3 only.

Central Virginia Community College will not be responsible for loss or damage to motor vehicles or any of the vehicle contents while they are on College property.

#### Special Parking Authorization:

There are two types of special parking authorizations.

- 1) For individuals with disabilities: Persons with Handicapped Permits issued by the Division of Motor Vehicles are permitted to use parking spaces marked with the handicapped symbol.
- 2) Temporary Disability: Special parking permits for students who have temporary medical problems which necessitate parking close to the classroom buildings. Students requesting a special temporary parking permit must provide official documentation from a physician to the Campus Police Office located in Amherst Hall, Room 2605.

### **Designated Parking Areas (Lynchburg campus)**

#### **Penalties for Violation of Parking Regulations**

Vehicles operated within the boundaries of Central Virginia Community College must be in compliance with all state, local, and College regulations. Disregard for these regulations will result in a citation being issued. All signs and curb markings must be observed and parking must be in authorized lots.

#### **Fines**

There is a \$15 fine for all violations with the exception of Handicapped Parking violations which is a \$100.00 fine. Repeated offenses will result in disciplinary action which may include removal of campus parking privileges or other measures deemed appropriate.

#### **Removal of Vehicles**

Where circumstances warrant, the College may have a vehicle removed at the owner's expense. Vehicles obstructing traffic or blocking other vehicles are circumstances that warrant removal. Any unauthorized vehicle parked in the "special" or designated "handicapped" and faculty/staff areas may be towed away at the owner's expense.

#### **Enforcement of Parking Regulations**

Parking regulations will be enforced by an agent of the College. A hold will be placed on the student's record to whom the citation was issued. All fines for violations must be paid within one week in the accounting office (unless the case is on appeal). Persons receiving four or more citations within an academic year may be considered to be chronic offenders and will be subject to disciplinary action which may lead to loss of parking privileges or suspension from the College.

#### **Parking Citation Appeal Procedure**

Under normal circumstances assuming fair and consistent enforcement of the parking regulations, no appeal will be necessary. However, for those instances in which the individual feels that there have been errors in the process, there are two avenues of administrative review and appeal.

1. The Campus Police Chief - The Police Chief is the individual designated to review grievances or appeals. An appeal can be submitted by email or via the online- "Ticket Appeal Form", as this is the preferred method. The Police Chief will provide the student a written notice explaining his decision. If the issue is not resolved via this avenue and the student wishes to appeal or challenge the Police Chief's decision, he/she may utilize the appeals committee process.
2. Appeals Committee - The Vice President for Financial and Administrative Services, Vice President for Academics, Student Affairs, and Workforce Development, one staff representative, and one student (selected by the Dean of Enrollment Management) will be the composition of the ad-hoc Appeals Committee and a hearing will be scheduled within 10 business days (minus official campus closing and/or holidays) of the date the written notice of appeal is provided to the Chief of Police. The Vice President for Academics, Student Affairs, and Workforce Development and /or their designee shall chair the committee.

The Appeals Committee shall hear appeals of parking citations when such matters have not been resolved through discussions with the Campus Police Chief, and to summon those individuals who have become chronic offenders. The Appeals Committee shall communicate its findings in writing to the individual and the Campus Police Chief. The Appeals Committee's action is final and concludes the process of administrative review.

In the case of an appeal of a parking citation, the Appeals Committee shall have the authority to:

- (a) Determine that the citation was erroneously issued and cancel the citation.
- (b) Determine that there were strong mitigating circumstances surrounding the infraction and cancel the citation.
- (c) Determine that the citation was properly issued and that the mitigating circumstances, if any, were not sufficient to warrant cancellation of the citation.

In the case of an individual summoned to appear because of chronic offenses, the Committee shall determine, if possible, whether legitimate misunderstandings exist as to the individual's responsibility to comply with traffic and parking regulations and if the nature of the regulations is clear. The Committee shall establish the fine (not to exceed \$25) for the fourth and each subsequent offense. Additionally, the Committee may admonish the individual privately, may direct that the campus parking privileges be removed from the individual, or may refer the case for disciplinary



action by the Vice President for Academics, Student Affairs, and Workforce Development, if the offender is a student. A chronic offender is one who has four or more citations within one academic year.

## Phone Calls

The phones in the College are limited and should be used only by the staff for official College business. Incoming emergency telephone calls will be received by the Office of Admissions and Records. In such an emergency, the student will be located as quickly as possible and given the message.

## Small Children

The College does not have facilities for unsupervised children of persons attending classes at CVCC. There are no child-care facilities in the Student Center or elsewhere on campus at this time. Since the College does not permit the presence of unattended children at the College, parents should be aware of this restriction and make appropriate plans and allowances. Children not being allowed in computer, science, and engineering classrooms and laboratories is especially pertinent because of the expensive and potentially life-threatening equipment located in these areas. This policy will be announced by the faculty in these classrooms and laboratories, and a statement addressing this matter shall be included in all course syllabi. Violations of the above policy should be reported to campus police or the appropriate dean.

## Campus Policies

### AIDS (Acquired Immunodeficiency Syndrome) Policy

The College policy on AIDS is: AIDS (Acquired Immunodeficiency Syndrome), ARC (AIDS-Related Complex), or a positive HIV antibody test normally does not pose a health risk to other students or employees in an academic setting. Therefore, students or employees who have AIDS, ARC, or a positive HIV antibody test should be allowed regular classroom attendance and use of all institutional facilities.

### Campus Demonstrations

Each campus organization participating in a demonstration must file three copies of a registration form in the Office of the President of the College for all demonstrations 96 hours in advance of the demonstration.

The following regulations apply:

1. Only organizations recognized by the College may sponsor demonstrations on College property.
2. Picketing is not permitted inside buildings.
3. Outside picketing shall not interfere with entrance traffic or the normal flow of pedestrian/vehicular traffic.
4. Precise boundaries and number of those picketing will be set by agreement among College administration, organizations involved, and those in charge of any building specifically involved.
5. Lack of substantial compliance with these rules and regulations or failure to register will result in a reconsideration by the College of non-complying organizations.

All assemblies or demonstrations on the campus must have prior registration with the Office of the President of the College. To prevent misunderstanding, the State Board has issued the following clarification:

1. When an assembly on campus of students and/or College employees not authorized by the College has been requested to disband by the President or other designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
2. In the event that an assembly appears to be a demonstration related to a grievance, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to. College officials will not negotiate with such groups under conditions of duress such as unauthorized occupation of College property.
3. Any unauthorized occupation of College buildings and/or property constitutes cause for dismissal of students or College employees who may be involved. Furthermore, legal action will be brought against any student or College employee involved in acts on community college property that are prohibited by law.
4. Any person currently not a student or College employee is not allowed to participate in demonstrations on campus.

## Campus Security and Crime Awareness

The College complies with the Campus Security Awareness Act of 1990. The College's online statistics concerning crime over a three-year period are accessible by viewing the Clery Act PDF on the college website. The College employs campus police and encourages the reporting of any criminal actions and other emergencies to Campus Police or to the Title IX Coordinator for sexual based offenses. Access to campus facilities for students is during normal business or classroom hours. Access is restricted at other times in accordance with the College's access and security policy.

While on campus, students and visitors are cautioned as follows:

1. Doors to the outside should not be propped open.
2. Rooms that are unavailable on weekends should be locked.
3. Persons traveling from campus buildings to parking lots after dark are encouraged to travel in pairs, groups, or request a security escort by calling 832-7700.
4. Stay within the lighted walkway areas at night.
5. Avoid working or studying alone on campus at night or on weekends.
6. Keep car doors and windows locked.
7. Do not leave purses, book bags, or other valuables open or unattended.
8. Call Campus Police to report any suspicious activity.

In compliance with the Clery Act, our safety policies and the latest crime statistics are on-line in PDF form. Go to the Campus Police web page. Hard copies are also available at the Campus Police Office in Amherst Hall, Room 2605.

## CVCC Student Identification Policy

A CVCC identification badge or other photo identification must be produced upon request by any college official, police officer, or by a faculty or staff member in the classroom or other college setting. CVCC campus police shall be provided the means to confirm that the identification presented is valid.

## Threat Assessment Team

CVCC Threat Assessment Team is coordinated by the Department of Public Safety and Campus Police and is comprised of police, counselors, staff and administrators who are trained to address referrals for assessment and/or intervention with individuals whose behavior may pose a threat to the safety of an individual, group and/or the campus community.

Students are encouraged and expected to refer to the Threat Assessment Team (TAT) all cases that involve a threat or potential threat of violence by a student, faculty, staff, vendor, community member or anyone that would impact the campus community. If there is any doubt whether a case should be referred to the CVCCTAT, the case shall be referred and the Team will determine what action, if any is appropriate.

A threat may be a single act or a course of acts and/or conveyed as an expressed or implied intent to do harm or commit an act of violence and can be verbal/spoken, drawn/written, or in the form of a gesture/symbolic in nature.

Contact the CVCCTAT by phone at 434.832.7700, by text at 434.841.2939, by email at [campussafety@centralvirginia.edu](mailto:campussafety@centralvirginia.edu) or by using any of the campus code blue devices. You may also report information anonymously or confidentially using our online Incident Report form located on the college website.

## Security Cameras

CVCC uses a camera surveillance systems to include video monitors and recording devices that are used for safety and security purposes at CVCC owned, rented, and leased properties. Video surveillance is one of the most effective means of helping to keep CVCC facilities and properties operating in a safe and secure manner. CVCC video surveillance cameras are maintained by the CVCC Department of Public Safety and Police and are primarily used for safety and security reasons but may also be used to gather evidence during investigations. CVCC recognizes the need to balance an individual's right to privacy with the need to ensure the safety and security of CVCC's employees, students, visitors and property. Therefore, the camera surveillance system is designed, maintained, and utilized in a manner prescribed by law and that complies with reasonable expectation of privacy.

## Mobile Phones

Mobile phone use, including texting, is not permitted in any CVCC classroom, laboratory, library or at any function or activity where they could be a distraction to others. Mobile phones can be set to vibrate, but students are not permitted to leave class to respond to calls or text until class is over or on break. Mobile phones are allowed on campus, and may be used outside of the classroom. Violation of this policy will be considered a violation of the Student Conduct Policy and will be governed by the Student Disciplinary Procedures.

## Discrimination

This procedure shall be utilized by students to handle complaints of alleged unlawful discrimination on the basis of race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors which cannot lawfully be the basis for decisions regarding a student's status.

**Notice of Nondiscrimination:** "Central Virginia Community College (CVCC) is committed to a policy of nondiscrimination in employment and educational opportunity. This policy specifically prohibits discrimination on the basis of race, sex (including pregnancy), color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, family medical history or genetic information, or against otherwise qualified persons with disabilities in educational and employment opportunities, programs and activities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. Harassment of an individual or group on the basis of any of these factors has no place in a learning or work environment and is prohibited."

**Grievance:** A grievance is a difference of dispute between a student and employee of the College with respect to the application of the provisions of the rules, policies, procedures, and regulations of the College of the Community College System as they affect the activities or status of such student.

**Student:** Student herein is used to mean any person who is officially enrolled at Central Virginia Community College during the specified academic semester in which the grievance occurs or an appeal is made.

### Procedure

**Step I:** Recognizing that grievances should be raised and settled promptly, a grievance must be raised within ten calendar days following either the event giving rise to the grievance or within ten calendar days from the time when the student reasonably should have gained knowledge of its occurrence. The student shall discuss the grievance with the College employee involved. Every reasonable effort should be made by both parties to resolve the matter at this level. If the student is not satisfied with the disposition of the grievance at Step 1, the student should consult with a counselor for direction in following the proper grievance procedure. The role of the counselor shall be to explain the grievance procedure to the student and the importance of the time element.

**Step II:** If the student is not satisfied with the disposition of the grievance at Step 1, the student may within five calendar days of the final decision at Step 1, file a written appeal with the dean, coordinator, director, or manager having direct supervision of the employee. Within five calendar days of receipt of the written grievance, the dean (or other administrator) will schedule a conference with the student and the employee in an effort to resolve the grievance. Within seven calendar days after the conference, the administrator involved shall prepare a report of the disposition of the matter with copies to the student, the employee, and the appropriate vice president.

If the administrator supervising the employee does not report directly to a vice president or the President, and if the student is not satisfied with the resolution of the grievance by the immediate supervisor, the appeal shall proceed to the next level of supervision, step by step as outlined above until reaching the administrator reporting directly to the vice president or the President. The appeal process shall proceed from Step I to Step III, as provided below.

**Step III:** If the student is not satisfied with the disposition of the grievance at Step II, the student may file a written appeal to the appropriate vice president within five calendar days of receipt by the student of the final decision rendered at Step II. Within five calendar days after receipt of the written report, the vice president shall select an ad hoc committee of four disinterested persons. The vice president shall designate a chair. The committee shall consist of two students and two College employees. If the grievance is against a classified staff member, the two employees shall consist of one classified staff member and one administrator. If the grievance is against a faculty member or an administrator, the two College employees shall be one faculty member and one administrator.

Within five calendar days after the ad hoc committee has been designated by the appropriate vice president, the chair of the ad hoc committee shall set a time and place for the hearing and notify the student, the employee being grieved against and the supervisors of this employee. The hearing shall begin within ten calendar days after the ad hoc committee has been designated. Within five calendar days after the hearing is completed, the ad hoc committee shall make its decision by simple majority vote and communicate its findings in writing to the student, the supervisors, and the appropriate vice president. Within ten calendar days of the receipt of the findings of the committee, the vice president shall accept or reject the findings of the committee. Should the vice president reject the findings of the committee, the vice president shall do so only on the basis of the requirements of law and shall set forth the rationale for this action in writing. The vice president shall provide a copy of the written decision to the student, the employee being grieved against, the supervisors of this employee, and the chair of the ad hoc committee.

**Step IV:** If the student is not satisfied with the findings of the ad hoc committee and the review by a vice president, within ten days after notification of the decision, the student may request a review by the President. The President can meet with the student and review the facts of the grievance. The decision of the President is final and binding on all parties.

#### **Time Limitations**

- A. **Extension of Time:** It is important to good relationships that grievances be initiated and processed as rapidly as possible. Every effort shall be made by all parties to expedite the process. The time limitations specified for either party may be extended by written mutual agreement.
- B. **Effect of Failure to Appeal Within Time Limit:** If there is no written mutual agreement to extend the time limits set herein, and if a decision at one level is not appealed to the next level of the procedure within the time limit specified, it shall be determined on the basis of the last decision rendered.
- C. **Effect of Failure to Respond Within Time Limit:** Failure at any level of the grievance procedure to initiate communications of the decision to the student within the specified time limits shall permit the lodging of an appeal at the next level of the procedure within the time which would have been allotted had the decision been communicated by the final day.

#### **General Provisions**

- A. **Identification:** All written grievances and appeals shall include the name and position of the aggrieved party and a brief statement of the nature of the grievance and the redress sought by the aggrieved party.
- B. **Avoiding Interruptions:** In pursuing the provisions of this procedure, every effort shall be made to avoid interruptions of classroom activities.
- C. **Informal Discussion:** Nothing contained herein shall be construed as limiting the right of the student to have the grievance informally adjusted.
- D. **Rights of Grievant:** The grievant shall have the right to counsel (at his or her own expense), the right to present and cross-examine witnesses, the right to present evidence, the right to examine all documents and demonstrative evidence introduced during the proceedings, and the right to a copy of the transcript of the proceedings (own expense).
- E. **Placement of Records:** If the procedures go beyond the informal stage of Step 1, and the decision is in favor of the aggrieved student, a copy of the findings of the case shall be placed in the official personnel file of all employees complained against by the aggrieved student.
- F. **Academic Freedom:** This grievance procedure shall not be used to restrain students or faculty members in their exercise of constitutional rights or academic freedom as set forth in the State of Academic Freedom and Responsibility adopted by the State Board for Community Colleges on January 29, 1969.
- G. **Hearing Panel:** There shall be a Hearing Panel of faculty, of administrators, and of students which shall provide slates of prospective committee members for the ad hoc committee provided for in Section III. The faculty Hearing Panel may be the same panel as provided for a similar purpose in the faculty grievance procedure. The student panel shall consist of not fewer than fifteen students appointed by the President of the Student Government Association. The classified panel shall consist of not fewer than eight classified employees of the College, elected for this purpose at a classified staff meeting. The administrative panel shall consist of all administrators.

H. **Notification of Findings:** A copy of findings will be given directly to the student when possible. When the student is not available, notification will be by certified mail, return receipt requested.

## Substance Abuse Policy

Substance abuse is a serious impediment to the efforts of the College to provide the best possible educational opportunity for students. Furthermore, alcohol and drug abuse interferes with clear thinking and performance and imperils personal health and public safety. Accordingly, the College is committed to a three-part policy on substance abuse: education and prevention, enforcement, and referral for counseling.

**Education and Prevention:** Information on alcohol and drugs for the purpose of helping students develop a realistic understanding of the consequences of substance abuse and to make responsible decisions for their own welfare and the welfare of others is available from the Counseling Department and the Student Life office. In addition, various seminars, speakers, and other events are periodically sponsored by the College to promote awareness of substance abuse. Credit courses that develop students' understanding of this issue are offered through the Professional & Career Studies and the Arts and Sciences divisions.

**Enforcement:** In accordance with policies adopted by the State Board for Community Colleges, students may not possess, use, or distribute any illegal substances while on campus, attending a college sponsored, off-campus event, or while serving as a representative of the college at off-campus meetings. This prohibition includes alcoholic beverages, except where permitted. Students who violate this policy will have college charges processed against them in the normal manner of due process provided by college disciplinary procedures. Violations of this policy that involve a criminal offense will result in an arrest, notification to the appropriate local, state, or federal law enforcement authorities for appropriate action.

**Referral for Counseling:** The Counseling Center in Amherst Hall provides information and referrals to community agencies, organizations, and healthcare facilities for treatment of substance abuse. To the extent permissible by law, confidentiality is protected so that students who seek help for substance-abuse problems can receive counseling and referral for treatment without fear of reprisal. Questions regarding referrals should be directed to the Counseling Center in Amherst Hall. More information is available at Central Virginia Community College's advising website.

## Weapons Policy

- A. **Purpose:** The purpose of this policy is to promote a safe learning and working environment for all college locations by minimizing the risk of violence by use of a weapon. This policy provides rules and procedures for the possession of weapons on campus grounds, in campus buildings, and at campus events. It is consistent with the Regulation of Weapons (Appendix A) adopted by the State Board for Community colleges, Policy 3.14.6, Workplace Violence Prevention and Threat Assessment Policy Guidelines of the Virginia Community College System, and the laws and regulations of the Commonwealth of Virginia.
- B. **Application:** This policy applies to all faculty, staff, students, contractors, and visitors entering campus buildings or attending college-sponsored events.
- C. **Authority:** The State Board for Community Colleges is authorized by Virginia Code §§ 23-215 and 23-217(g) to promulgate regulations for carrying out its responsibilities. State Board for Community Colleges Regulation 8VAC95-10-10 et seq. (Appendix A) sets out prohibitions for weapons possession on all college campuses within VCCS. College boards may approve policies consistent with guidelines set by the State Board for Community Colleges.
- D. **Definitions:**
1. "Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.
  2. "College property" means any property owned, leased, or controlled by a member college of the Virginia Community College system and the administrative office of the Virginia Community College System.
  3. "Weapon" means (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action or an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife,

machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, electrical charged devices, commonly known as Tasers.

Students and employees may possess and use appropriate tools, such as saws, knives or other such implements, necessary for the performance of their job duties. Contractors and others on campus whose duties require possession and use of construction equipment, including but not limited to pneumatic nail guns, may possess and use such equipment only in performance of their job duties through a valid contractual or legal relationship with the College.

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

**E. Policy:**

1. Possession or carrying of any weapon by any person, except a police officer, is prohibited on college property in academic buildings, administrative office buildings, student centers, child care centers, dining facilities and places of like kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational event. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.
2. Faculty, staff, and students may not possess or carry any weapon anywhere on college property except as outlined in Section F of this policy.

**F. Exceptions:**

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
2. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a weapon in their vehicle must possess a valid concealed weapons permit. The compartment or container may be a trunk, glove compartment or other secured storage area in the vehicle. At no time shall a weapon to include handguns, rifles and shotguns be loaded or visible in plain view while inside a vehicle. Furthermore, at no time shall faculty, staff and students possess the weapon (except while in their vehicle) while on college property.
3. Visitors and contractors may secure weapons to include handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passerby. If visitors and contractors store weapons to include handguns, rifles and shotguns in a parked vehicle, the weapon must be secured in a compartment or container inside the vehicle. Furthermore, at no time shall contractors possess the weapon (except while in their vehicle) while on college property.
4. The Central Virginia Community College Chief of Police or designee may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and enclosed in a suitable storage case and with other specific safeguards, if appropriate); or (ii) for any college-approved training, course, or class. Because of the seriousness of the request to bring a weapon the following will be required for authorization. Ten (10) days prior to the date requested, a written notice must be received by the Chief of Police.

The written request must have been already approved by the requestor’s Dean/Program Head or as appropriate Department Head/Vice President or will result in an automatic denial. Each request will be considered in totality of other on-going events and circumstances for the specific request. As such, each request must contain the date and times, reason, location, audience, handler of weapon and type of weapon. Any deviation, to include any change in date, time, reason, location, and audience, handler of weapon, or type of weapon will require a new submission and approval through the aforementioned procedure. The requestor shall notify the campus police office at 434-832-7700 when they arrive on campus with the weapon that has been approved for the educational purpose. An officer will meet the requestor and confirm the weapon is meeting the safeguards before escorting the requestor to the appropriate class/course location.

**G. Procedures:**

1. College police and/or security observe or receive a report of a violation of this policy, the college police and/or security will direct the individual to leave the campus building or event immediately. (This includes requiring faculty, staff, and students possessing a firearm in open areas to comply.) The individual, including faculty, staff, and students, may secure the weapon inside his or her vehicle and return. In the event the individual fails to comply, college police will take appropriate action, to include potential arrest or internal disciplinary referral.
2. In cases involving an immediate threat of violence, members of the campus community are encouraged to immediately call the college police at 7700 from any college phone or 434-832-7700 from any cellular phone. College police may make an arrest or take other action as appropriate.
3. Persons observed on the open ground of campus (streets, sidewalks, and other open areas on college property) may be asked by the college police and/or security to identify his or her relationship with the college to confirm whether a violation of this policy has occurred, (i.e., determine whether the individual is a student, employee, or visitor). If the individual is a visitor who intends to enter a campus building or event where weapons are prohibited, college police and/or security shall advise that, pursuant to regulation it is unlawful to enter such places while possessing or carrying a weapon. The individual shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event. Faculty, staff and students shall be advised of same prohibitions and shall be advised to secure the weapon inside his or her vehicle prior to entering the building or event or anytime while on College Property.

**H. Violation of Policy:**

1. Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including dismissal.
2. Employees who violate this policy will be subject to disciplinary action up to and including termination, using existing policies and procedures including Section 3 of the VCCS Policy Manual or DHRM Policy 1.60, Standards of Conduct.
3. Pursuant to the State Board for Community Colleges Regulation of Weapons, visitors and contractors in violation of the prohibitions on the possession of weapons are subject to arrest and may be barred from the campus.

**CVCC Information Technology Acceptable Use Policy**

Central Virginia Community College (CVCC) is one of 23 community colleges within the Commonwealth of Virginia that comprise the Virginia Community College System (VCCS). To meet its Information Technology (IT) requirements, CVCC uses a combination of IT resources. Some of these resources are owned and managed by CVCC, independent of the VCCS, and others are owned and managed by the VCCS. The CVCC IT resources are used by thousands of users and the VCCS IT resources are used by hundreds of thousands of users. Irregardless of the resource owner, the unethical use of these resources by as little as one user can have a devastating impact on the entire system. Therefore all users of CVCC and VCCS IT resources are required to comply with the terms of this policy.

This policy and the enforcement thereof, are independent of other legal statutes that govern the use of IT resources (see the non-inclusive list of legal statutes provided below).

State Law (Article 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.

*The following terms shall govern the use of all*

*CVCC/VCCS IT resources; this includes VCCS-owned IT resources used by CVCC:*

1. All users of VCCS IT resources must adhere to Virginia Department of Human Resource Management Policy 1.75 - Use of Internet and Electronic Communication Systems..
2. 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.

3. The System Office and colleges 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.
4. The System Office and Colleges shall use an authorized COV warning banner to communicate that IT systems and their use may be monitored and/or confiscated by authorized personnel; and there is no expectation of privacy when using a Commonwealth IT system.
5. Require acknowledgment that monitoring of IT systems and data may include, but is not limited to, network traffic; application and data access; keystrokes (only when required for security investigations and approved in writing by the Agency Head); and user commands; email and Internet usage; and message and data content.
6. Local Administrator rights, or the equivalent on non-Microsoft Windows-based IT systems shall be limited to only authorized staff as appropriate to prevent users from:
  - a. Installing or using proprietary encryption hardware/software on VCCS systems;
  - b. Tampering with security controls configured on their workstations;
  - c. Installing personal software on a VCCS system;
  - d. Adding hardware to, removing hardware from, or modifying hardware on a VCCS system and;
7. 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.
8. The transmission of unencrypted sensitive data over the internet shall be prohibited unless properly encrypted and approved by the agency head. When connected to internal networks from COV guest networks or non-COV networks, data transmission shall only use full tunneling and not use split tunneling.
9. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. 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 any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. The VCCS shall document the user's acceptance of the System Office or college Acceptable Use Policy before or as soon as practicable after, gaining access to VCCS IT systems.
10. 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.
11. The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.
12. You must not 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.
13. 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 free-ware, onto official systems without prior approval.
14. 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 Office or the Internal Audit department.
15. You must not use the Commonwealth's Internet access or electronic communication in cases where it:
  - a) interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
  - b) adversely affects the efficient operation of the computer system;
  - c) results in any personal gain or profit to the user; or



d) violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)

16. When using mobile computing and communicating facilities, e.g. notebooks, palmtops, laptops, smart cards, and mobile phones, special care should be taken to ensure that business information is not compromised. The mobile computing policy should take into account the risks of working with mobile computing equipment in unprotected environments.

Note: Any user of VCCS IT resources employing the Commonwealth's Internet or electronic communication systems for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency or the Commonwealth.

### **Enforcement Procedure**

1. Faculty, staff, students, and patrons at the college or System Office should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
  - a) Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - b) Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
  - c) Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Vice President of Instruction. The VP, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
  - a) Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
  - b) Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
  - c) Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
4. The College President or designee will report any violations of state and federal law to the appropriate authorities.
5. All formal disciplinary actions taken under this policy are subject to the Commonwealth's personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.

### **Information Technology Student/Patron Acceptable Use Agreement**

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

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me. I 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 express 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/title\\_17/92chap5.html](http://www.copyright.gov/title_17/92chap5.html)) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree 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.

The System Office and colleges 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.

I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge

### **Wireless Internet Access**

The Wireless Internet Access provided by Central Virginia Community College (CVCC) is for use by students, staff, faculty and guests of the college free of charge. It is the responsibility of each user to protect his or her computer against any potential abuse such as viruses, malware and breach of privacy. CVCC assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services.

To assist in the protection of their computers, students are encouraged to download and install the free anti-virus software that is available from within Canvas

The Virginia Community College System shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community and all reported violations shall

be investigated. Sexual misconduct may be punishable through civil and criminal proceedings, as well as through college disciplinary processes.

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual misconduct shatters the bond of trust within a college community.

This policy shall apply to all employees and students of the Virginia Community College System

## **Title IX Policies and Procedures**

### **Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking**

As a recipient of federal funds, Central VA 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 educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute 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 Nadine Greene-Hicks, whose office is located in Amherst Hall, room # 2122 and may be contacted by phone at 434- 832-7806 or by email at [Greene-HicksN@centralvirginia.edu](mailto:Greene-HicksN@centralvirginia.edu).

### **Policy**

Central VA Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, 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).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should 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 potential remedies that the College may provide.

### **Purpose**

The purpose of this Policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

### **Applicability**

This Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

During normal business hours, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator or Campus Police, Amherst Hall, Student Center, 434-832-7700, [WillkersonW@centralvirginia.edu](mailto:WillkersonW@centralvirginia.edu) or a Campus Security Authority (CSA).

Additional information may be found on the Title IX Website

### **Students with Documented Disabilities**

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Central Virginia Community College guarantees that no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of college. Each qualified person shall receive appropriate, reasonable accommodations upon request to insure full and equal access to educational opportunities, programs, and activities. You may schedule an appointment with CVCC's Coordinator of Accessibility Coordinator by contacting the Meredith McLaughlin, Student Accessibility/504 Coordinator at 434-832-7299.

## Sexual Offender Registry Policy

Each public and private two- and four-year institutions of higher education physically located in the Commonwealth of Virginia must comply with Section 23.1-407 Code of Virginia related to the Sex Offender and Crimes Against Minors Registry, requiring institutions of higher education to transmit certain data to the Virginia State Police. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry.

In the event that the State Police determine that an applicant to Central Virginia Community College is listed on the Sex Offender Registry, the State Police will notify Central Virginia Community College via the College Police. The College will be notified as to the prospective student's name and the charge for which the prospective student was convicted.

Registered sex offenders applying for admission to Central Virginia Community College shall email the Dean of Enrollment Management at [tat@centralvirginia.edu](mailto:tat@centralvirginia.edu) before initiating the admission process. The request will be taken to the Threat Assessment Team to determine if the prospective student will be allowed to enroll in classes. Prospective students may be denied admission if there is reason to believe that they present a danger to themselves, other students, faculty members and/or staff. The Dean of Enrollment Management will notify the prospective student of the outcome within fourteen (14) calendar days of the decision. The prospective student may appeal the initial decision if denied admission to the college.

Students who are registered sex offenders admitted to the college will have their name posted on the college's web site as a convicted sex offender. This link is available for review by staff, students and members of the general public who use the website.

If the applicant registers for classes before contacting the Dean of Enrollment Management and/or notification from the State Police has occurred, the student will be immediately informed that he/she is being dropped from classes and will receive a refund.

- A prospective student or student may invoke his/her right to an appeal process.

### *Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender*

When a convicted sex offender is denied admission or is administratively dropped from classes, he/she may invoke the following appeal process:

- The prospective or withdrawn student will receive a letter from the Vice President for Academics, Student Affairs, and Workforce Development stating his/her denial of admission or administrative drop from classes.
- The prospective or withdrawn student may write a letter of appeal to the Vice President for Academics, Student Affairs, and Workforce Development within seven (7) calendar days in which he/she provides the following information:
  1. Disclosure of the nature of the offense for which he/she has been convicted;
  2. Justification for consideration of admission/readmission;
  3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

The Threat Assessment Team (TAT) will review the information submitted and make a decision within fourteen (14) calendar days of receiving the letter of appeal. The Vice President for Academics, Student Affairs, and Workforce Development will inform the prospective student or student by letter of the decision of the TAT. The decision of the TAT will be final.

## Smoking and Tobacco Policy

Since the Virginia Indoor Clean Air Act (SB 150), passed by the Virginia General Assembly on April 18, 1990, requires all buildings owned or leased by the Commonwealth to have areas designated as non-smoking areas, the classroom buildings have been so designated. Smoking is permitted in designated areas only. This includes the use of any tobacco products and nicotine vapor product, commonly known as electronic cigarettes.

## Student Bill of Rights

The following enumeration of rights shall not be construed to deny or disparage other rights retained by students:

1. Free inquiry, expression and assembly are guaranteed to all students.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
3. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges, and a fair hearing which shall include confrontation of witnesses against the accused and the assistance of a person of the accused's choosing.
4. A student accused of violating institutional regulations is entitled, upon request, to a hearing before an administrative board.

## Student Complaints

It is the goal of Central Virginia Community College to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a professional manner.

Student complaints fall into one of two categories (1) informal expressions of dissatisfaction, (2) written complaints which include any concern, issue, or suggestion not covered by the grievance policies as outlined in the Catalog and Student Handbook or by state and federal law.

Verbal complaints are considered to be informal complaints and will be resolved using the Procedures for Informal Complaints. Written complaints (hard copy and email) are considered to be formal complaints and will be handled in accordance with the Procedures for Formal Complaints.

### *Procedures for Informal Complaints*

A verbal complaint will be handled through a conversation between the student and the individual involved. If this initial conversation does not resolve the issue, then the informal complaint should be directed to the appropriate supervisor.

If the situation remains unsolved, then the student may file a written complaint with the Vice President for Academics, Student Affairs, and Workforce Development.

### *Procedures for Formal Complaints*

A student may file a written complaint by completing the Written Student Complaint Form which may be obtained from the CVCC website.

The completed form should be submitted to the Vice President for Academics, Student Affairs, and Workforce Development, who will then disseminate the complaint to the appropriate college administrator.

Since disagreements should be raised and settled promptly, a complaint should be filed with the Vice President for Academic Affairs and Students Services within 10 calendar days either of the event giving rise to the complaint or 10 calendar days of the time when the student should have gained knowledge of its occurrence.

After receiving the Written Student Complaint Form, The Vice President for Academics, Student Affairs, and Workforce Development will forward the complaint to the appropriate college administrator who will be responsible for dealing with the complaint. The administrator will first investigate the complaint, by interviewing the student and other involved parties. A written response (hard copy or email) will be sent to the student and the Vice President for Academics, Student Affairs, and Workforce Development within ten days of receiving the complaint. In the event the student is still unsatisfied, he/she may appeal the decision to the Vice President for Academics, Student Affairs, and Workforce Development who will investigate and provide a written response to the student and appropriate administration. Any student who is still not satisfied with the decision, may appeal to the President who will investigate and provide a written response to the student and the Vice President for Academics, Student Affairs, and Workforce Development.

A copy of the final resolution of any written complaint will be forwarded to the Vice President for Academics, Student Affairs, and Workforce Development where a record of all written student complaints will be retained for five years.

## Student Honor Code

In accordance with a belief in the value of fundamental honesty, the student body of Central Virginia Community College hereby declares its unwillingness to tolerate within itself anyone who knowingly engages in unauthorized practices pertaining to any classroom or College procedure. Therefore, it establishes the Honor Code of Central Virginia Community College, hereafter called the Code, to require fundamental honesty among all members of the student body, both full-time and part-time. The College exercises its privilege to assume responsibility for maintaining a standard of honorable conduct, including the right to investigate any breach of this Code and, if a student is found guilty, to recommend action to the Vice President for Academics, Student Affairs, and Workforce Development.

Students of the College are obligated to conduct themselves in accordance with the Honor Code and must guard against any action that would weaken the Code or bring it into disrepute. Students are reminded to abide by the Honor Code. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/Handbook and will uphold the honor of the College by observing the Honor Code.

Each student will be honor bound to report any breach of this Code. Finally, it is the responsibility of the student to become thoroughly acquainted with the Code and any changes thereafter.

It will be assumed that all students' work, each assignment, quiz, test, or examination, including work delivered other than by written means, is covered by the Honor Code. The Honor Pledge will be written on the work at the direction of the instructor.

1. Upon admission to the College, the following statement shall be accepted and signed by all students:

### *The Honor Code*

The Honor Code is based on the principle that the student will not cheat, lie or steal. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/Handbook, will uphold the honor of the College by observing the Code, and will report any violation witnessed.

2. The Honor Pledge shall read "I have neither given nor received unauthorized assistance on this assignment (paper, quiz, test, etc.). Neither have I observed cheating."

*Indicate your acceptance of this responsibility by signing your name below.*

---

Signature

3. Reports of suspected Honor Code violations and requests for investigation are available from the Office of the Dean of Enrollment Management. The form shall read as follows: *Report of Suspected Student Academic Misconduct.*

## Student Conduct

### Conduct

The administration of each community college is authorized by the State Board for Community Colleges to impose appropriate penalties, including expulsion from the college, for student conduct which tends to discredit or injure the college.

The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice and takes special care to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

Each individual is considered a responsible adult, and it is assumed that men and women of college age shall maintain standards of conduct appropriate to membership in the college community. Emphasis should be placed on standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct shall be developed by representatives of the students, faculty, counseling staff, and administration. The college should refrain from imposing a rigid code of discipline but should reserve the right to take disciplinary action compatible with its own best interests when it is clearly necessary. Failure to meet standards of conduct acceptable to the college may result in disciplinary probation, suspension, dismissal, or other penalty, depending upon the nature of the offense.

- Federal, state and local laws apply on campus.
- Students who are dismissed must reapply to the college. Readmission is not assured.
- Students may be subject to disciplinary action for misconduct on campus or at college sponsored events or activities.
- Disciplinary action by the college is not a criminal process, and the rules of evidence and the double jeopardy doctrine do not apply to student discipline.
- Disciplinary action may also be initiated when a student is reported to college officials for conduct prejudicial to the academic or other functions of the college.
- Records of all matters of student misconduct will be filed through the office of the Dean of Enrollment Management (DEM) with the exception of cases handled at the instructor level, and those involving matters of the law, which may be filed through the Campus police office.

## Student Conduct Committee

The charge of the Student Conduct Committee is to promote the principles of responsibility, accountability, respect, and fairness among CVCC students by hearing and resolving charges of alleged student misconduct. To ensure fairness and broad perspective, the committee is composed of administrators, faculty, staff, campus police/security personnel and students. More information on this committee can be found on the college website or in the committee section of the Catalog and Student Handbook.

### **Penalty for the following violations is automatic suspension or expulsion, and may lead to criminal charges:**

**Bomb Threat, Fire Alarm, Hoax:** When the student activates an alarm without cause, or makes a threat to bomb or damage college property, students, faculty, staff, or visitors; or undertakes a hoax involving use of a supposedly destructive device or substance; or encourages, incites, or solicits any person to commit such a threat or such an act.

**Computer Security:** When the student makes unauthorized use of computer resources (per the CVCC Information Technology Acceptable Use Policy), or makes unauthorized efforts to penetrate or modify any computing hardware or software.

**Drugs:** When the student engages in the possession, use, sale or manufacture of illegal or controlled substances.

**Forgery:** When the student forges, alters, or misuses college documents or records, to include student identification cards; or tampers with student registration data.

**Riot:** When two or more people assembled for a common purpose engage in a disturbance that jeopardizes public peace, public safety, or order.

**Theft:** When the student engages in theft, larceny, embezzlement, or the temporary taking of the property of another without consent. **Threat to Health or Safety:** When the student's continued presence at the college is deemed to constitute a threat to the health, safety or welfare of members of the campus community.

**Weapons:** When the student possesses, on his or her person, or uses weapons, to include guns, knives, etc. No weapons are permitted on campus.

### **Penalty for the following violations to be determined based on circumstances:**

**Alcoholic Beverages:** When a student illegally possesses or consumes alcoholic beverages or is legally intoxicated on campus.

**Assault, Battery, Fighting:** When a student engages in assault, battery, or fighting.

**Criminal Charges:** When a student is formally charged with the commission of a crime occurring on or off campus.

**Disruption:** Disruption of a classroom, laboratory, library, office, hallway, public student space, such as the student center, meeting or hearing. Hallways, classrooms and laboratories should be quiet and orderly at all times.

**Electronic Abuse:** When a student uses electronic media, email or any type of social media, to intimidate, harass or coerce a student, faculty or staff member by using obscene, vulgar, indecent, profane or defamatory language.

**Electronic devices:** Unauthorized use of cellular phones, pagers, music or game devices, or other electronic devices in a classroom, laboratory, library or at any function or activity where such use is a distraction to others. Instructors or

other college personnel are authorized to remove a student from a campus setting for non-compliance, or to utilize the procedures described herein.

**Failure to be properly attired:** All students must wear shoes on campus for reasons of safety and health. Students will receive an initial warning followed by penalty for non-compliance.

**Failure to Comply:** Failure to comply with a college official appropriately acting in the performance of his or her duties.

**Gambling:** When a student engages in unlawful gambling or gaming.

**Harassment:** When a student engages in behavior that is unwelcome, intimidating, hostile, or insulting based on race, sex, national origin, religion, or other class.

**Illegal Entry/ Loitering:** When a student enters or remains in (or allows others to enter or remain in) an unapproved or unauthorized area or remains after normal operating hours.

**Marijuana Policy:** Using or possessing marijuana in any form, including tinctures, edibles and topicals, is prohibited across all college property, including all open areas and buildings. CVCC is not required to allow the medical or recreational use of marijuana on campus because marijuana is illegal under federal law. The CVCC Police Department will continue to enforce the campus-wide prohibition of marijuana. Anyone not complying with this policy will be in violation and subject to the procedures described herein. **Misuse of State or Federal Funds:** When a student uses state or federal funds for someone other than him/herself or uses funds in a way that does not support his/her own educational endeavors.

**Smoking policy:** Smoking is permitted in designated areas only. Anyone not complying with this policy will be in violation and subject to the procedures described herein.

**Property Destruction/Misuse:** When the student intentionally destroys, damages, defaces, or misuses public or private property (such as personal vehicles, cell phones), safety equipment or security systems (such as fire extinguishers, or Code Blue devices; propping exterior doors).

**Verbal Abuse:** Utterance of obscene, profane, or indecent language with the intent to harass, intimidate, or coerce others is prohibited.

## **Disciplinary Policy and Sanctions for Non-academic Misconduct**

Any staff, administrative official, instructor, or student may file a written complaint against any student for non-academic misconduct by using the *Report of Student Non-academic Misconduct*. The *Report of Student Non-academic Misconduct* shall be filed with the DEM or designee. When the DEM or designee believes that the continued presence of a person charged with non-academic misconduct presents a serious and immediate danger to the college community, the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time, as determined by the DEM.

**Investigation:** The DEM will initiate an investigation into the charges. The accused student will be contacted via Certified Mail to schedule a meeting time to discuss the alleged violation which would include the nature and sources of the charges and the student's rights and responsibilities. As part of the review, the DEM will determine if the nature of the allegations justifies a sanction affecting the students' educational status. If so, the alleged violations will be referred to the Student Conduct Committee. If not, the DEM has the following options:

- Dismissing the charges as unfounded
- Reprimand with warning of further misconduct
- Imposing a non-academic disciplinary sanction up to and including suspension from college extracurricular activities

The DEM will notify the student of their decision in writing within TEN business days of the initial meeting between the DEM and the student.

### **Appeals Procedure (DEM Adjudication)**

A decision of the DEM may be appealed to the Vice President for Academics, Student Affairs, and Workforce Development. The appeal must be in writing and must be received by the Vice President's office within FIVE business days after the decision of the DEM. The Vice President will review the written record and reach a



determination. The decision of the Vice President for Academics, Student Affairs, and Workforce Development is final.

#### **Student Conduct Committee Procedure**

Non-academic charges that have not been dismissed or have not received a sanction from the DEM will be referred by the office of the DEM to the Student Conduct Committee. The Student Conduct Committee procedure, outlined at the end of this section, will then be followed.

#### **Disciplinary Sanctions (Student Conduct Committee)**

The Student Conduct Committee may apply one or more of the following disciplinary sanctions for instances of non-academic misconduct:

- **Dismissing the charges as unfounded**
- **Warning:** Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may cause more severe disciplinary action;
- **Disciplinary Probation:** Suspension of eligibility for college extracurricular activities;
- **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years;
- **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

Note: In cases of suspension and expulsion, students will receive a failing grade for all courses in which they are currently enrolled.

#### **Appeals Procedure (Student Conduct Committee)**

A decision of the Student Conduct Committee on student non-academic misconduct may be appealed to the DEM. The appeal must be in writing and must be received by the office of the DEM within FIVE business days after the Committee hearing. The DEM will review the written record and reach a determination. The decision of the DEM is final.

## **Disciplinary Policy and Sanctions for Academic Misconduct**

### **Definition**

Academic misconduct includes, but is not limited to, the use of the following actions in an attempt to gain an unfair advantage, for yourself or another, on any tool utilized to evaluate student competency:

- **Cheating** or unauthorized collaboration of any type.
- **Copying** information from another person, or otherwise submitting work other than your own.
- Use of unauthorized materials.
- Unauthorized use of electronic devices.
- Buying, selling, providing or stealing papers, examinations, or other work.
- Substituting for another person, or arranging such a substitution for yourself.
- **Collusion** with another person or persons in submitting work for credit in class or lab, unless such collaboration is approved in advance by the instructor.
- **Multiple submissions:** it is not permissible to submit substantial portions of the same work for credit as part of more than one assignment, or in multiple courses, without the explicit consent of the instructors to whom the material is being submitted.
- **Plagiarism:** the intentional or accidental presentation of another's words or ideas as your own. Students should familiarize themselves with the description of plagiarism found in their English handbooks, their English class syllabi, or in writing manuals available in the library. It is the student's responsibility to understand and abide by the rules regarding plagiarism. Ignorance is no excuse nor is it a defense.
- Falsifying documentation.

**Policy, Procedure, and Sanctions**

Each instructor has the discretion to choose whether they will handle instances of academic misconduct internally, or defer to another ruling body as described below. Factors to consider in making this decision include the severity of the misconduct, precedent or pattern of misconduct, and other circumstances unique to the situation.

An instructor who chooses to handle the situation internally may take one or more of the following actions:\*

- Reprimand with warning of further misconduct
- Decrease grade on assignment in question
- Failing grade on assignment in question
- Require student to repeat assignment
- Apply additional compensatory assignment
- Other per instructors' discretion the severity of which cannot exceed a failing grade on the assignment in question

Instructors must notify the student, in person if possible, of the instance of academic misconduct, and the action to be taken. This notification must be done as soon as possible, not to exceed FIVE business days of the instructors first knowledge of the misconduct. Instructors must document this notification using a Report of Student Academic Misconduct which must be submitted to the office of the DEM within FIVE business days of the instructors' first knowledge of the misconduct.

If the instructor feels that the misconduct warrants penalty beyond those options listed above, and/or they feel that the situation should be deferred to another ruling body, they should follow the procedure described below. In this case, the instructor forfeits the right to impose a penalty of their choosing unless their academic AVP agrees with the instructors' decision.

1. The instructor must investigate the matter, collect all evidence, and compile all relevant information, including a copy of the completed Report of Student Academic Misconduct, in a clear written document to present to their academic AVP.
2. Schedule a meeting with their academic AVP to discuss the situation within FIVE business days of the incident. The outcome of this meeting must be one of the following:
  - a) determine that the charges are unfounded in which case no further action is required,
  - b) apply one or more of the penalty options given to instructors from the previous list\*. In this case, the AVP and/or instructor must notify the student, and document such notification as is described in the previous paragraph.
  - c) determine that the misconduct warrants more severe penalty, and should be submitted to the Student Misconduct Committee. In this event, the instructor must:
    1. Inform the DEM of this determination within FIVE business days of the meeting with their academic dean. In this event, the office of the DEM will contact the student via Certified Mail within TEN business days to inform them of the date and time of the Student Conduct Committee meeting to hear their case, as well as the student's rights and responsibilities.
    2. Notify the student verbally within FIVE business days that a report has been filed for consideration by the Student Conduct Committee, and refer them to the Student Misconduct section of the Catalog and Student Handbook.

**Appeals Procedure for decision made by instructor or academic AVP**

A decision of the accusing instructor may be appealed to the appropriate academic AVP. If the AVP was involved in the decision, the appeal must be directed to the office of the DEM. In either case, the appeal must be in writing and must be received by the appellate body (academic AVP or DEM) within FIVE business days of the date on which the student was notified of the charge of academic misconduct. The appellate body will review the situation and reach a determination. The decision of this appellate body is final.

### Disciplinary Sanctions (Student Conduct Committee)

The Student Conduct Committee may apply one or more of the following disciplinary sanctions for instances of academic misconduct:

- **Dismissing the charges** as unfounded
- **Warning:** Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may cause more severe disciplinary action;
- **Decrease grade** on assignment in question
- **Failing grade** on assignment in question
- Require student to repeat assignment
- Apply additional compensatory assignment
- **Failing grade** in the course
- **Disciplinary Probation:** Suspension of eligibility for college extracurricular activities;
- **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years;
- **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

Note: In cases of suspension and expulsion, students will receive a failing grade for all courses in which they are currently enrolled.

### Appeals Procedure (Student Conduct Committee)

A decision of the Student Conduct Committee on student academic misconduct may be appealed to the DEM. The appeal must be in writing and must be received by the office of the DEM within FIVE business days after the Committee hearing. The DEM will review the written record and reach a determination. The decision of the DEM is final.

## Student Conduct Committee Procedure

The Student Conduct Committee will be convened on the recommendation of the DEM. The following procedure will be followed:

1. Within TEN business days of the recommendation of a hearing by the DEM, the defendant (accused student) will be informed of the charges and student rights according to the Catalog and Student Handbook by Certified mail to the last known address on file for the defendant.
2. The defendant will have TEN business days from the date the notification is mailed to respond to the charges. Lack of response will be considered an admission of guilt unless the delay is eventually attributed to reasonable extenuation circumstances, as determined by the DEM or the academic AVP.
3. A date for the hearing will be scheduled and reported to the defendant via Certified mail within TEN business days of receipt of the defendant's response. The hearing should take place as soon as possible, no more than THIRTY business days following the instance of misconduct. This period may be extended under reasonable circumstances at the discretion of the DEM.
4. The office of the DEM should notify members of the Student Conduct Committee of a pending case as soon as possible once a date and time of a hearing has been set.  
If committee members are unable to attend, the office of the DEM will promptly notify the committee chair who will identify designees. The chair will prepare and distribute copies of evidentiary documents to Committee members and designees.
5. It is the responsibility of all Committee members and designees to study evidentiary documents, and otherwise be prepared to participate effectively in the hearing.
6. The hearing will be held regardless of whether the defendant responds to the notification, and/or is absent in order to determine appropriate penalty. It will not be considered inappropriate for the Committee to take the absence of the defendant into consideration when determining severity of penalty.

7. The defendant has the right to be advised by counsel or an advisor who may come from within or outside the institution. Counsel may be present at the hearing and may advise the defendant during the hearing, but will not be allowed to address the Committee.
8. The chair will be responsible for making the following documents available:
  - All present should be given the following documents:
    - a) evidentiary documents
    - b) order of proceedings derived from this document
  - Committee members should additionally be given:
    - a) a list of potential non-academic disciplinary sanctions
    - b) a list of potential academic disciplinary sanctions
9. A tape recording will be kept of the proceedings. This tape will be labeled with date and other identifying information, and will be retained in the office of the DEM for 10 years. The reporter will be responsible for assuring that the recording equipment is present and functional prior to, and during all proceedings.
10. Order of proceedings:
  - a) The Committee chair will re-confirm that the recorder is taping. The chair will then state the following for the record:
    - current date and time
    - name of the defendant
    - reminder of the importance of truth in all testimony
    - reminder of confidentiality
    - statement of alleged violation
  - b) The Committee chair asks for plea of the defendant.
    - If defendant's plea is "guilty," the Committee need only determine appropriate penalty
    - If defendant's plea is "innocent," follow the remainder of the steps below.
  - c) The chair will ask the Committee to call witnesses one at a time, and discuss the case. The chair must ask each witness to begin by stating his/her name and connection with the case for the record. Committee members may ask questions of the defendant during this phase.
  - d) The defendant may state the remainder of their case, cross-examine stated facts, and call their witnesses one at a time. The chair must ask each witness to begin by stating his/her name and connection with the case for the record.
  - e) The chair should ask for any clarifying questions or statements, first from the Committee members, and then from the defendant.
  - f) The defendant, defendant's counsel, accusing instructor, and all witnesses will be excused. The defendant (and counsel if the defendant wishes) should remain nearby for recall. The remainder may be excused for the day.
  - g) The Committee will discuss the case and reach a decision of guilt or innocence by vote. At least 2/3 majority vote is required for a guilty verdict.
  - h) If the decision is innocence, the defendant will be recalled immediately and informed of the decision by the Committee chair. If the decision is guilty, the Committee will deliberate further to determine appropriate penalty. Penalty options for both non-academic and academic misconduct are listed in this document, and should have been made available to Committee members prior to onset of proceedings.
  - i) The Committee chair reminds defendant that he/she has the right to appeal according to the procedures specified in this document.
  - j) The chair reiterates the importance of confidentiality, and adjourns the meeting.
  - k) Before allowing anyone to leave, the reporter will ensure that all signatures are present on the Hearing form. The reporter will deliver the labeled audio tape of proceedings, and the completed Hearing form to the office of the DEM.

11. Within FIVE business days of receipt of the Committee's recommendation, the DEM shall review the Committee's recommendation, take necessary action on the recommendation, and provide written notification via Certified mail to the defendant.

## Student Government

The Student Government Association serves as a vital link of communication between students, administration, and faculty. It works to provide the leadership necessary for the responsibility of initiating new policies, services, and activities for the benefit of the students..

Student Government elections are held each spring semester. Copies of the Student Code of Conduct, Honor Code, and Student Government Constitution are included in this Handbook. Student Government Association members are required to adhere to these policies and procedures.

## Student Government Constitution

### Preamble

We, the students of Central Virginia Community College acting under authorization of the College administration and desiring to develop cooperation among students, administration, and faculty of this institution, do ordain and establish this Constitution.

### Article I: Name

This organization shall be known as the Student Government Association of Central Virginia Community College.

### Article II: Purpose

The purpose of this organization shall be to provide a representative form of Student Government; to regulate organized student activities; to promote the general welfare of the College; and to develop cooperation between students, faculty, and administration.

### Article III: Membership and Rights

All students of Central Virginia Community College shall have the right to nominate candidates for office and to cast their vote for candidates for offices. All qualified students have the right to hold office, to attend special sessions of the Executive and standing committee meetings, and to have representation in the Student Government.

### Article IV: Governing Bodies

The governing bodies of the Student Government shall consist of the Executive Committee and Standing Committees.

### Article V: Executive Authority

#### Section A. Composition

The Executive Committee of the Student Government shall consist of the President, Vice-President, Secretary and Treasurer.

#### Section B. Executive Power

All executive power herein granted shall be vested in the Executive Committee of the Student Government. The President shall head the Executive Committee.

#### Section C. Qualifications

##### 1. Candidates

- a. Each candidate for Executive Committee office must be registered as a curricular student taking 9 credits or more.
- b. Each candidate must have at least a 2.5 cumulative grade point average.
- c. Each candidate must have completed 12 credit hours at CVCC.

2. Maintaining Office

- a. Each office holder must maintain at least 9 credit hours in each of the Fall and Spring Semesters.
- b. Each member must maintain at least a 2.5 grade point average each semester.

**Section D. Terms of Office**

The terms of members of the Executive Committee shall be:

For three semesters, beginning in the Summer following election and continuing through the next two consecutive semesters. Out-going officers and newly elected officers will meet together during the Summer Semester to provide a smooth transition and training. The Executive powers and duties as stated in the Constitution shall be vested in the newly elected officers during the Summer Semester.

**Section E. Functions**

1. The Executive Committee has the twofold job of heading the Student Government and of serving as an Administrative Committee.
2. The Executive Committee shall determine and publish the rules of its own proceeding (not to be in conflict with the Constitution and its By-laws). Three-fourths of the Executive Committee shall constitute a quorum to do business.

**Section F. Duties and Powers of the Officers of the Student Government**

1. President

- a. The President shall have the power to call and preside at all meetings of the Executive Committee, the joint meetings of the Executive and Standing Committees, the nomination meetings, and special sessions of the entire student body.
- b. The President may attend all regular and special sessions of the Standing Committees, serving as an ex-officio member. The joint meeting of the Executive Committee and Standing Committee will be known as the Coordinating Council.
- c. The President may call special sessions of the Coordinating Council.
- d. The President may call consultative sessions of the Coordinating Council. In such cases, the President of the Student Government shall preside.
- e. The President shall establish, appoint the chairperson and members of and define the powers of committee as deemed necessary in aiding the functioning of the Student Government. All budgeted committees and their members, as established by the President, shall be temporary during Summer Semester and subject to the approval of the Executive Committee in the following Fall Semester.

2 Vice-President

- a. The Vice-President shall preside in the absence of the President. The Vice-President shall temporarily assume the powers of the President only in the absence of the President, and only with the written permission of the President.
- b. The Vice-President shall assume the office of the President if, for any reason, the President cannot continue to serve in the office. A new Vice-President shall be elected by the original procedure within 20 days of the action. If the Vice-President is unable to serve, a new election of President will be held.

3. Secretary

- a. The Secretary shall preserve a written record of all actions, which take place at Executive Committee and Coordinating Council meetings.
- b. The Secretary shall keep on file records of all meetings, and keep in order the files of the Student Government.
- c. The Secretary shall keep a register of members of the Student Government, attend to necessary correspondence, and furnish to the appropriate faculty advisors and to the Vice President of Academic and Student Affairs written reports of the meetings of the Coordinating Council.
- d. The Secretary shall post all minutes of Student Government meetings prominently for the benefit of students.
- e. The Secretary shall keep an official, up-to-date copy of the Student Government Constitution and its Bylaws.

#### 4. Treasurer

- a. The Treasurer shall head a financial committee.
- b. The Financial Committee shall be composed of the Treasurer (as Chairperson of the Committee) and at least two student members. The student members must be approved by the President of the Student Government and no member of the Executive Committee other than the Treasurer shall serve on the Financial Committee.
- c. The Financial Committee shall establish and publish guidelines for the preparation of budgets by all other organizations, clubs, and standing committees.
- d. The Financial Committee shall be directly responsible for preparing a proposed budget of the Student Government for presentation to and approval by the Executive Committee.

#### Section G. Duties and Powers of the Executive Committee

1. The duty of the Executive Committee shall be to act as a steering board of the Student Government.
2. It shall evaluate and, when necessary, recommend revisions to Student Government policies, rules and regulations to the appropriate committee.
3. It shall receive and accept all resignations of members of the Student Government and all student representatives on official Student Government and College committees.
4. It shall receive recommendations and proposals from the administration, faculty, and members of the student body and direct these matters to the appropriate committee.
5. It shall rule on the qualifications of candidates for Student Government at the time of their nomination and shall be the judge of their election.
6. It shall have obtained, by date of elections and/or referendum, an official roster of the student body, which shall serve to determine voter eligibility. This roster shall be obtained from the Information Technology Department.
7. It shall supervise the balloting on the days of election and/or referendum. It shall judge and announce the results of the election and/or referendum.
8. It shall rule on selection of student representatives to the advisory committees appointed by the President.
9. It shall also perform all other duties pertaining to the functions of the Executive Committee.

#### Section H. Meetings

1. The Executive Committee shall meet at least once a month and at such times as it shall be called into special session by the President (see Section H-2 of this article for quorum).
2. Joint meetings of the Executive Committee and Coordinating Council shall be held at such times as the President deems necessary. Three fourths of the members shall constitute a quorum to do business.
3. Robert's Rules of Order Newly Revised shall govern the parliamentary procedure in all meetings and matters pertaining to the Student Government if not in conflict with the Constitution and its Bylaws.

#### Article VI: Committees

Student committees shall meet at least monthly to plan and organize events or to make recommendations to the Executive Committee. Ad hoc committees may be appointed by the President as needed.

#### Article VII: Coordinating Council

All committee chairs, club presidents/or representatives, and Student Government officers shall meet as a group in an organization known as the Coordinating Council. The council shall publish minutes of its meetings by the Secretary of the Executive Committee or an appointee.

#### Section A. Membership

1. Executive Committee members of the Student Government will be members of the Coordinating Council. The president of the Student Government shall serve as presiding officer.
2. Each club, organization or council will be allowed one voting member who shall attend the monthly meetings. All standing committee chairs will be members of the Council.

**Section B. Purpose and Meetings**

1. The purpose of the Council is to hear reports from committees and coordinate with the representatives from other student groups a program of student-sponsored events and activities.
2. The Coordinating Council will meet at least three times each semester.

**Article VIII: Nominations**

**Section A. Executive Branch**

Nominations for President, Vice-President, Secretary, and Treasurer shall be held prior to Spring Semester examinations.

**Article IX: Elections**

**Section A. Executive Branch**

1. The election of the President, Vice-President, Secretary, and Treasurer shall be held by secret ballot two weeks after nomination in the Spring Semester. Elections shall last for two consecutive days.
2. A ballot box shall be placed so that all students have access to it at all times during the days of election. The ballot box shall be under the supervision of the Executive Committee.
3. A ballot shall be prepared by the Executive Committee listing all the candidates for each office.
4. The Executive Committee members shall be elected by a simple plurality vote.
5. In case of a tie vote between the two candidates with the largest number of votes, the winner shall be determined in a run-off election according to the original procedure.

**Article X: Vacancies**

Any vacancy in the Executive Committee or Coordinating Council (with the exception of the President or the non-curricular members) due to death, extended illnesses, resignation, or removal from office shall be filled by election to that office within twenty calendar days of the action. Nominations shall be within five days of the action. A vacancy in the Presidency shall be filled by the Vice-President and a new Vice-President shall be elected according to the above procedures. A vacancy in the non-curricular member shall be filled by a member newly-appointed by the President.

**Article XI: Conditions of Office**

No person shall hold more than one office. No member of the Executive Committee may serve on the Student Conduct Committee.

**Article XII: Advisors**

**Section A. Members**

The Student Government shall have at least one advisor.

**Section B. Recommendation**

The advisor shall be appointed by the Vice President for Academics, Student Affairs, and Workforce Development on the recommendation of the Student Government Executive Committee to serve a term of one year.

**Section C. Functions**

The advisor shall work with the respective committees and give opinions on proceedings. They shall attend all meetings of their committees. They shall represent the faculty at these meetings and shall inform and consult the faculty and administration of substantive matters.

**Article XIII: Amendments**

**Section A. Proposal of Amendments**

1. By written petition of ten percent of the students submitted to the Executive Committee.
2. By a two-thirds vote of the committee.



**Section B. Ratification of Amendments**

The proposed amendment shall be presented to the student body within 20 days of the above action, and must also be passed by two-thirds of those students voting. The constitutional amendment proposed by the students would be referred to the faculty of the College. The faculty would be requested to approve the constitutional amendment prior to review and approval of the Local Board of the College.

**Article XIV: Ratification**

Ratification of this Constitution shall revoke all previous constitutions. In order to ratify this constitution, a two-thirds vote of the student body voting is necessary. The constitution proposed by the students would be referred to the faculty of the College. The faculty would be requested to approve the constitution prior to review and approval by the Local Board of the College.

**Article XV: Oath of Office**

The following oath shall be taken by the officers of the Student Government: "I, (giving full name), realize the high trust and confidence placed in me by the student body of Central Virginia Community College, do solemnly swear or affirm that I will support the Constitution and its Bylaws and to perform the duties of my office to the best of my ability."



# Central Virginia

## COMMUNITY COLLEGE

**Central Virginia Community College**

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