



**Where Your Future Begins!**

**2018-2019**

**Academic  
Catalog**

Welcome to Central Virginia Community College (CVCC)! Whether you are seeking an affordable start toward a bachelor's degree or the technical skills to advance your career, CVCC stands ready to help you achieve your goals and enrich your life. I invite you to explore this catalog to learn more about the many ways in which CVCC can meet your needs. We have a program of study for everyone: college-transfer curricula that guarantee admission to four-year institutions, career and technical education programs that prepare you for immediate employment, and Fast Forward training that leads to industry-recognized credentials and professional certifications. Best of all, you can pursue your studies at a time that suits you at a variety of locations-at our main campus in Lynchburg or at one of our off-site centers in Amherst, Appomattox, and Bedford. Because we match our mission to your needs, you can take classes during the day, at night, or even online.

Listed below are just a few of the many programs and services we offer to help you succeed:

- Multiple associate's degree programs that allow you to seamlessly transfer to over 30 Virginia colleges and universities through guaranteed admission agreements. CVCC graduates who take advantage of these agreements will save thousands of dollars while working toward a bachelor's degree.
- A variety of associate's degrees, career certificates, and short-term training programs that provide you with credentials for entry or further advancement in the workplace. Our career and technical education programs provide cutting-edge training for regional employment needs.
- An extensive program of professional and personal enrichment activities. From our Summer Career Academies for middle and high school students to a wide variety of continuing education classes we have a program for everyone.
- A comprehensive array of support services to help you reach your goals. Financial aid, academic and career counseling, free tutoring, and college success skills are just a few of the services we provide to support you every step of the way.

What may not be apparent is the most distinctive feature of CVCC: a community of caring faculty, staff, and administrators who dedicate themselves to helping every student succeed. For that reason, I invite you to call or visit us to learn more about our outstanding academic programs and student services. We can even help you identify financial aid and scholarship opportunities that place a college degree within your reach. Once you visit us, you will soon discover that you are surrounded by supportive people who care about your education, who share your aspirations, and who claim your dreams as their own. We are CVCC. We are here for you.

We are **WHERE YOUR FUTURE BEGINS!**

Sincerely,



John S. Capps  
President

*Central Virginia Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of [www.CentralVirginia.edu](http://www.CentralVirginia.edu) is up-to date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.*

# 2018-2019 Academic Catalog



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AA/EE O/ADA/VA RELAY 711

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Dean of Enrollment Management . . . . . Mr. Michael Farris

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Coordinator of Financial Aid . . . . . Dr. Lisa H. Chilton

Coordinator of Admissions and Records/College Registrar . . . . . Ms. Karen Alexander

Director of Amherst Center . . . . . Mr. Michael J. Danos

Director of Appomattox Center . . . . . Ms. Suzanne Cochrane

Director of Bedford Center . . . . . Mr. Patrick Gatti

Director of Library Services . . . . . Mr. Michael Fein

## *Board of The CVCC Educational Foundation, Inc.*

Central Virginia Community College Educational Foundation, Inc. was established in 1981 and is a non-profit, tax-exempt 501(c)(3) organization founded to foster and promote the growth, progress and general welfare of Central Virginia Community College by raising funds, increasing visibility and building community partnerships. The Educational Foundation supports the goals and mission of CVCC by providing funding assistance for student scholarships, for instructional equipment purchases, and for projects that allow the faculty and staff to create initiatives aimed toward improving student success and the advancement of the college. The foundation is governed by a volunteer Board of Directors comprised of community and business leaders from the localities served by the College. The current foundation officers and board members are:

J. Fredrick Armstrong, President  
 Ryan A. McEntire, , Vice President  
 John S. Capps, Secretary (ex officio)  
 Lewis A. Bryant, III, Treasurer (ex officio)

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 Cathy Woody  
 Dr. Lloyd Tannenbaum  
  
 Michael V. Bradford, Exec. Director

## *Alumni & Friends Association*

The Central Virginia Community College Alumni & Friends Association (AFA) was founded in 1999 and its mission is to afford opportunities for CVCC Alumni to serve and be served by the college, and to strengthen the bonds of the alumni through interaction with and among other alumni.

CVCC's almost 17,000 alumni are the most valuable resource the college has within the central Virginia community. Alumni are lifelong supporters of the college through advocating for CVCC with high school students, businesses, and legislators; donating personal wealth; volunteering time and professional expertise to current students and other alumni; and supporting fundraising events that sustain the Alumni Scholarship Program, offered for the children of CVCC Alumni.

Governed by an elected board of alumni, the CVCC Alumni Association seeks to also give back to alumni. Through membership in the AFA, alumni are afforded opportunities to gather at Alumni affairs, receive discounts from local businesses that support the AFA mission, and take part in new opportunities that will be strictly for AFA members.

Each year, a CVCC Outstanding Alumnus is chosen from among those nominated for the honor to serve as the key speaker for the annual Commencement Exercises. In order to participate in this process, go to [www.centralvirginia.edu/alumni](http://www.centralvirginia.edu/alumni) and complete the nomination form. The AFA continues in its support of CVCC as the college changes and adapts with the times and yet maintains its purpose, integrity and vision. Alumni are welcomed and invited to join the Association as well as update their information at [www.centralvirginia.edu/alumni](http://www.centralvirginia.edu/alumni).

## 2018-2019 Academic Calendar

### Summer 2018

	10 Weeks	1 <sup>st</sup> 5 Weeks	2 <sup>nd</sup> 5 Weeks
Last Day to Add a Class.....	MAY 20	MAY 20	JUNE 25
Classes Begin.....	MAY 21	MAY 21	JUNE 26
No Classes (Memorial Day).....	MAY 28	MAY 28	n/a
Last Day to Drop/Receive Tuition Refund.....	MAY 31	MAY 29	JULY 2
Last Day to Withdraw Without Grade Penalty ....	JULY 2	JUNE 10	JULY 16
College Closed (Independence Day).....	JULY 4	n/a	JULY 4
Classes End.....	AUG 1	JUNE 25	AUG 1
Final Exams .....	Last class day	Last class day	Last class day
Grades Due from Faculty.....	AUG 3	JUNE 27	AUG 3

### Fall Semester 2018

	16 Weeks	1 <sup>st</sup> 8 Weeks	12 Weeks	2 <sup>nd</sup> 8 Weeks
Faculty Report Day.....	AUG 16	AUG 16	AUG 16	AUG 16
Last Day to Add a Class.....	AUG 19	AUG 19	SEPT 16	OCT 16
Classes Begin.....	AUG 20	AUG 20	SEPT 17	OCT 17
No Classes (Labor Day).....	SEPT 3	SEPT 3	n/a	n/a
Last Day for Drops/Receive Tuition Refund .....	SEPT 6	OCT 1	AUG 28	OCT 23
No Classes (Fall Break/ Faculty Research Days)....	OCT 15-16	OCT 15-16	OCT 15-16	n/a
Last Day to Withdraw Without Grade Penalty ....	OCT 24	SEPT 21	NOV 4	NOV 15
No Classes (Thanksgiving) .....	NOV 21-25	n/a	NOV 21-25	NOV 21-25
Classes End.....	DEC 10	OCT 13	DEC 10	DEC 13
Final Exams/Assessment.....	DEC 11-14	Last class day	DEC 11-14	Last class day
Grades Due from Faculty.....	DEC 17	OCT 15	DEC 17	DEC 17
Faculty Research Days .....	DEC 18-21	DEC 18-21	DEC 18-21	DEC 18-21

### Spring Semester 2019

	16 Weeks	1 <sup>st</sup> 8 Weeks	12 Weeks	2 <sup>nd</sup> 8 Weeks
Faculty Report Day.....	JAN 7	JAN 7	JAN 7	JAN 7
Last Day to Add a Class.....	JAN 13	JAN 13	FEB 10	MARCH 17
Classes Begin .....	JAN 14	JAN 14	FEB 11	MARCH 18
No Classes (Martin Luther King Jr.) .....	JAN 21	JAN 21	n/a	n/a
Last Day for Drops/Receive Tuition Refund .....	JAN 31	JAN 23	FEB 25	MAR 25
No Classes (Spring Break) .....	MARCH 11-17	MARCH 11-17	MARCH 11-17	n/a
Last Day to Withdraw Without Grade Penalty ....	MARCH 26	FEB 14	APRIL 7	APRIL 17
Classes End.....	MAY 6	MAR 10	MAY 6	MAY 9
Final Exams/Assessment.....	MAY 7-10	LAST CLASS DAY	MAY 7-10	Last class day
Grades Due from Faculty.....	MAY 14	MAR 13	MAY 14	MAY 14
Last Faculty Workday.....	MAY 14	MAY 14	MAY 14	MAY 14
Commencement.....	MAY 15	MAY 15	MAY 15	MAY 15



# General Information

## *The College*

Central Virginia Community College, a two-year institution established as a member of the Virginia Community College System, provides State-supported educational facilities beyond the high school level for the city of Lynchburg and the counties of Amherst, Appomattox, Bedford, and Campbell. The curricula and programs of the College serve more than 243,000 people within this geographical jurisdiction.

With academic excellence its aim in all areas, the College offers various programs to meet the diverse needs of the region it serves. Its two-year college transfer programs in arts and sciences and in certain pre-professional areas lead to associate degrees and offer courses generally acceptable for transfer to four-year institutions. Its occupational and technical programs lead to diplomas, certificates, or associate of applied science degrees and are designed to prepare individuals for certain professions. Its other programs, including developmental work, workforce training for industry, and community service, offer instruction commensurate with the needs of individuals, groups or the area at large.

The College, in seeking to accomplish its purposes, operates in accordance with the policies established by the State Board for Community Colleges and with the advice and support of a local community college board comprised of representatives of the cities and counties within the school's jurisdiction. Though supported primarily by State funds, the College is partially financed by contributions from area governments, the Federal Government, businesses, individuals, and student tuition.

## *Location*

Consisting of approximately 104 acres with a view of the Blue Ridge Mountains, the Central Virginia Community College campus is located at the intersection of U.S. Route 29 South and the Lynchburg Expressway (Route 501) within the city limits of Lynchburg. The campus is accessible either from U.S. 29 South (Wards Road) or State Route 766 (Wards Ferry Road).

## *Facilities*

The College Building facilities of approximately 195,000 square feet include: general classrooms; various laboratories for computer and technical instruction; fine arts and photography studio-labs; occupational shops for welding, electronics, electricity, engineering and heating and air conditioning; learning resource center and library; distance education classrooms; student center; bookstore; counseling center; administrative offices, including accounting, admissions and records, financial aid, divisional offices, faculty and staff offices, and the workforce solutions training facility. Outdoor facilities include tennis courts and an athletic field located north-west of the campus facing the Lynchburg Expressway. Vehicle parking on campus is available for students, visitors, faculty and staff members.

## *CVCC Off-Site Centers*

Central Virginia Community College has three off-site centers located throughout the region. These centers are located in Amherst; 200 Richmond Highway in the Mt. View Shopping Center, Appomattox; 136 Carver Lane in the Carver-Price Educational Center and Bedford; 1635 Venture Boulevard in the Bedford Center for Business. Each center offers a variety of traditional and distance education courses in modern facilities.

## *History*

The 1966 Session of Virginia's General Assembly enacted legislation establishing a Statewide system of comprehensive Community Colleges to be located in regions serving every Virginian. The State Department of Technical Education, under the direction of Dr. Dana B. Hamel, was reorganized to form the State Department of Community Colleges. Dr. Hamel became the first Director to serve the Commonwealth in the new department.

Early in 1965, a local committee was formed to investigate the needs and feasibility of a community college for the Central Virginia region; and in July, 1966, the State Board for Community Colleges selected Central Virginia as a community college location to serve the cities of Lynchburg and Bedford and the counties of Amherst, Appomattox, Bedford and Campbell.

A committee of local business, civic, political, and industrial leaders and a professional site selection consultants team inspected and investigated more than 20 possible sites for the College before the selection was made. The site selected,

where Central Virginia Community College presently stands, was approved by the State and Local Boards because of its geographic center to the service area's population and accessibility to all major highways in the area.

In October, 1966, Dr. S. A. Burnette was named President of the College. He immediately set up an office in the Lynchburg area and began establishing the new College. The first meeting of the newly appointed Local Advisory Board was held on March 14, 1967, and the name, Central Virginia Community College was selected. On July 1, 1967, Central Virginia Community College assumed responsibilities for the freshman and sophomore college transfer programs previously offered by the Lynchburg Branch of the University of Virginia's School of General Studies. The College operated in temporary quarters during the school year of 1967-68 located in the 721 Court Street Building, the Krise Building, and the Lynchburg Fine Arts Center.

The site on U.S. Route 29 South, with the Appomattox (Administration) Building and the Amherst (Academic Instruction) Hall, became available for students and staff for occupancy in August, 1968. Dedication ceremonies were held on November 1, 1968. The College was accredited by the Southern Association of Colleges and Schools in 1969, then reaffirmed in 1973, 1984, 1994, 2004 and again in 2014.

In January of 1972, Dr. M. Douglas Reed was named the second president of Central Virginia Community College. On January 1, 1974, Dr. Donald E. Puyear became the third president of Central Virginia Community College. Construction of additional College facilities was completed in 1975 with an addition to the Amherst Hall, the construction of the Bedford (Learning Resource Center) and the Campbell (Engineering Technology) Halls. On January 1, 1984, Dr. Johnnie E. Merritt became the fourth president of Central Virginia Community College. In 1988, the College participated in the establishment of the Region 2000 Program, which is intended to promote commercial and industrial development in the geographic/demographic region. The College established its Quality First Program in 1989 to offer to area businesses and industries. In July 1990, Central Virginia Community College formalized its economic development efforts by establishing a new Center for Business, Industry and Government. On January 1, 1992, Dr. Belle S. Wheelan became the fifth president of Central Virginia Community College. In July 1992 a General Obligation Bond was approved and issued by the State Legislature. The Bond Issue provided \$3,500,000 to CVCC for the construction of a new building, Johnnie E. Merritt Hall. In 1995, CVCC reached its capital campaign goal of \$1.5 million. Johnnie E. Merritt Hall was opened in Fall 1997 with the Center for Workforce Solutions on the first floor, and the Humanities and Social Science Division Office and several classrooms and laboratories on the second floor. On January 11, 1999, Dr. Darrel Staat became the sixth president of Central Virginia Community College.

In June 2001, the CVCC Altavista Center began operations in the former Lane Company building. In August 2004, the AREVA Technology Center opened offering 35,000 square feet of laboratories and classrooms for machine tool, HVAC and electronics. In January 2005, the CVCC Bedford Center opened in the Bedford Center for Business. During February 2005, the Grief Welding Laboratory was dedicated. The CVCC Appomattox Center opened in June 2007, located at the Carver-Price Education Center in the town of Appomattox. During July 2007, the James River Building was completed and serves as the new home for the Department Facilities Management. In 2009, the college opened the CVCC Amherst Center located at Mt. View Plaza in the town of Amherst.

In 2011 the Seven Hills Hospitality and Culinary Center was dedicated and a new fitness center opened in Amherst Hall. In March 2011, Dr. John S. Capps began serving as CVCC's seventh president.

## *Mission of VCCS*

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

## *Mission of Central Virginia Community College*

Central Virginia Community College is an accessible, comprehensive, public, two-year higher education institution that is dedicated to:

1. Providing open, flexible, affordable, quality learning opportunities for personal growth and the acquisition of knowledge and skills necessary for productive and meaningful life,
2. Providing general education, transfer, applied science, certificate and diploma programs,
3. Determining and addressing the training needs of business, industry, and government to benefit the service area,
4. Supporting workforce and economic development through participation in regional organizations and training for new and/or expanding businesses,
5. Providing support services for education, training, technology infrastructures, and workforce development.

## Statement of Values

The shared values concerning teaching and learning at Central Virginia Community College listed below are among the beliefs which guide the institution in the development of its mission, goals, philosophy, and operational procedures. Each value is followed by a series of supporting statements illustrating College support:

1. The College values learning and provides occupational education which prepares the graduate to work at levels expected by the community; provides academic programs which prepare our students to succeed in upper division learning; provides educational opportunities for personal development; allocates resources for teaching and learning; employs qualified persons to facilitate learning; encourages the free interchange of ideas; provides and encourages life-long learning; and encourages active participation in educational opportunities.
2. The College values access to educational opportunities and promotes its educational services; advocates keeping educational expenses affordable for our citizens; provides active recruitment and retention programs for students; provides equal opportunity in education and employment; structures the admission process to encourage enrollment; provides developmental courses when needed to qualify for entrance into programs; and encourages the development of programs with secondary and post-secondary institutions.
3. The College values diversity and provides comprehensive educational programs; promotes understanding of cultural diversity; respects individuals from a variety of cultural backgrounds; teaches students about the cultural, economic, political and social environments in which they live; respects and responds to students' different learning styles; respects and accepts different teaching styles; and recognizes the importance of prior learning and experiences.
4. The College values excellence in performance and establishes criteria of performance; expects students, faculty and staff to meet defined criteria; assesses performance; recognizes outstanding performance; encourages persons to serve as positive role models; promotes initiative, innovation and accountability; promotes professional development of faculty and staff; encourages persons to be aware of relevant current research; and assesses programs' effectiveness.
5. The College values a supportive environment and establishes a safe, attractive and functional environment; provides assistance in meeting standards; promotes positive attitudes conducive to teaching and learning; provides advisement and counseling to support the needs of students; provides a variety of scholarships and financial aid programs; sponsors student organizations and extracurricular activities; and encourages a caring attitude among student, faculty and staff.
6. The College values democratic decision making and establishes and maintains a governance structure for shared decision making; expects ethical decision making; stresses honesty and integrity; establishes and maintains an effective communication structure; communicates accurately and promptly; and invites ideas and suggestions from all citizens of our service area.
7. The College values community service and cooperates with other educational organizations; sponsors activities which enrich the community; plans educational programs with business, industry, and government; assesses the community's learning needs; addresses the educational needs of the community; responds to the changing needs of the community; and anticipates the future needs of the community.

## Accreditation

Central Virginia Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679- 4500, or visit <http://www.sacscoc.org> for questions about the accreditation of Central Virginia Community College. The Commission on Colleges should be contacted only if there is evidence that appears to support the college's significant non-compliance with a requirement or standard. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Central Virginia Community College and not the Commission's office.

The College is a member of the College Entrance Examination Board and the College Scholarship Service. The College is also a member of the American Association of Community Colleges.

The Radiologic Technology program is accredited by the **Joint Review Committee on Education in Radiologic Technology (JRCERT)**, 20 N. Wacker Drive, Suite 2850, Chicago, Illinois 60606-3182. The Respiratory Therapy Technology program is accredited by the **Commission on Accreditation for Respiratory Care (CoARC)**, 1248 Harwood Road, Bedford, TX 76021-4244. The Emergency Medical Services program is accredited by the **Virginia Office of Emergency Medical Services**, James Madison Building, Suite UB-55, 109 Governor Street, Richmond, VA 23219.

# Admissions and Tuition Information

*It is the policy of the College to promote and maintain educational opportunity 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 institution prohibits sexual harassment including sexual violence.*

## Prior to Admission

### Academic Advising/Counseling Services

Students are encouraged to meet with an Academic Counselor prior to enrollment to discuss educational interests, available program plans, degree requirements and the enrollment process.

High School transcripts and SAT scores may be required for admittance into restricted program plans and/or for general academic advisement.

### Placement Testing

Central Virginia Community College offers several approved placement strategies that provide consistent and reliable results for students applying to enroll in associate degree, diploma and certificate programs and in courses that require a reading, writing, or math prerequisite. Students enrolling in Career Studies Certificate programs may be waived from placement testing, unless a course in the program requires a reading, writing, or math prerequisite. Assessment should be offered through placement testing and other approved measures. VCCS policies, guidelines, and procedures shall be followed when assessing students. Prior to taking the test, the student must complete an application for admission. There is no charge for placement tests and they are given on a walk-in basis. Placement tests are administered at the Bedford Learning Resource Center, Monday-Thursday 8am-5pm and Friday's 8am-3pm. The test is also administered at our off-site centers. Please contact the center of your choice for their hours of testing. Students should meet with an Academic Counselor after testing to determine proper course placement.

Students with sufficient SAT or ACT scores; CLEP or AP Credit in English or math may not be required to take the full placement test. The placement test is not required of students who transfer both English and mathematics credits from another accredited college. Transfer students who wish to receive credit for courses taken at another college must be in a specific plan of study, complete a Request for Transcript Evaluation form, and send the official transcripts from the previous college(s) to the Office of Admissions and Records for evaluation. If the student attended another community college within Virginia, an official transcript is not required as we can access these records. A student who has successfully completed two years of a foreign language in high school may also test for placement into the second year of foreign language in our Testing Center located on the second floor of the Bedford Learning Resource Center, room 3205.

Dual enrolled high school students who enroll in programs or courses must meet the admissions criteria specified in VCCS Policy 6.0.1.1 and any applicable course prerequisites.

### Multiple Measures for Placement

In determining students' readiness for college-level English and math courses, CVCC will use the following means and measures:

1. Any student who has earned an associate degree or higher or who has earned a C or better in college-level courses in math and/or English at a regionally accredited institution will be exempt from placement testing provided they meet the prerequisites for the respective courses in their chosen program of study.
2. Any student who has successfully completed developmental courses at a CVCC will be exempt from placement testing in those areas.
3. Any student who has successfully completed developmental courses at a non-VCCS institution will have their coursework evaluated for placement.
4. A student may submit a high school/home school transcript or an approved test score for placement evaluation. Placement will be based on the tables found in below. Seniors who have not yet graduated may submit a transcript as of the completion of the first semester of the senior year to determine readiness for placement into college-level courses for the purpose of early admission.
5. Any student who is not placed by the above criteria will take the Virginia Placement Test. Students have the option to take the Virginia Placement Test in order to improve their placement standing after other measures are considered. Such placement test scores will not be used to place a student in a lower English or math course than indicated by other criteria, unless the student desires a lower placement.

**Measures for Math Placement**

Math placement will be determined using one of the following measures:

<b>Math Placement Measures #</b>	<b>HSGPA or Score Range</b>	<b>Placement</b>
HSGPA and Algebra II and One Algebra Intensive Course*	3.0 or higher 2.7-2.9	MTE 1-9 Satisfied MTE 1-9 Co-Requisite Eligible
*Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, Algebra III.		
HSGPA and Algebra II	3.0 or higher 2.7-2.9	MTE 1-5 Satisfied MTE 1-5 Co-Requisite Eligible
HSGPA and Algebra I	3.0 or higher 2.7-2.9	MTE 1-5 Satisfied MTE 1-5 Co-Requisite Eligible
SAT – Math	530 or above 510-520 range	MTE 1-9 Satisfied MTE 1-5 Satisfied
ACT – Subject Area Test Math	22 or above 19-21 range	MTE 1-9 Satisfied MTE 1-5 Satisfied
GED – Math	165 or above 155-164 range	MTE 1-5 Satisfied MTE 1-3 Satisfied

# = Students may complete the VPT – Calculus for placement into Pre-Calculus II, Calculus, and 200-level Statistics. Placement directly into Pre-Calculus II, Calculus, and 200-level Statistics based on HSGPA and highest level courses taken will be at the discretion of each college.

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Students who take the Virginia Placement Test - Math and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures

**Measures for English Placement**

English placement will be determined using one of the following measures:

<b>English Placement Measures</b>	<b>HSGPA or Score Range</b>	<b>Placement</b>
HSGPA	3.0 or higher 2.7-2.9	ENG 111 ENF3/ENG 111
SAT-ERW (Evidence-Based Reading and Writing)	480 or above 460-470 range	ENG 111 ENF3/ENG 111
ACT-Subject Area Tests English and Reading	18 or above 15-17 range	ENG 111 ENF3/ENG 111
GED – English	165 or above	ENG 111

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-English scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

Students who take the Virginia Placement Test - English and who do not enroll in developmental English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental English course will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

**Placement Testing Across Colleges**

Students who intend to enroll in courses at one VCCS institution may take the Virginia Placement Test at other VCCS institutions at no cost to the student. In addition, the home institution shall accept the placement test scores from other VCCS institutions in compliance with the timelines outlined in VCCS policy sections 6.4.0.2.2 and 6.4.0.2.3.

**Admission Requirements****General Admission to the College**

Any person who has a high school diploma or the equivalent, or who is at least 18 years of age may be admitted to the College. In order to be admitted to the College, students must submit the following information to the Office of Admissions and Records:

1. A completed *Application for Admission/Readmission*.
2. A completed *Application for In-State Tuition*.

For faster submission and processing we encourage students to apply online at: <http://apply.vccs.edu>.

In order to prevent delays at the time of enrollment, please submit applications early. Applications are active for one year; students who apply to the College but do not enroll within a year will be discontinued and will need to reapply for admission.

**Readmission**

Former students who have not been enrolled for a period of three years or more and wish to enroll must submit a new *Application for Admission* online at: <http://apply.vccs.edu>.

**General Admission Denials**

In accordance with VCCS policy 6.0.1, the College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the College community, or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission for applicants that have been expelled or suspended from, or determined to be a threat, potential danger or significantly disruptive, by another college. Students whose admission is revoked after enrollment must be given due process.

This provision applies to individuals who are in applicant status or those who are enrolled for a future semester. In extreme cases, the College has the right to apply these provisions to dis-enroll currently enrolled students during a given semester session (examples are convicted sex offenders and highly dangerous or disruptive students).

Behaviors that present a threat or a potential danger to the College community or other behaviors where it is considered to be in the best interest of the College to refuse admission or revoke enrollment are defined as, but not limited to:

**Threatening Behavior** (including but not limited to):

- a) Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, raising tone of voice or yelling in an aggressive or threatening manner)
- b) Oral or written threats to harm people or their property (i.e., "you better watch your back" or "I'll get you"), including the use of any electronic means of communication
- c) Implicit threats (i.e. "you'll be sorry" or "this isn't over yet.")

**Violent Behavior** (including but not limited to):

- a) Intentionally acting in a manner that in any way endangers the safety of others
- b) Any physical assault, with or without weapons
- c) Behavior that a reasonable person would interpret as being physically aggressive (i.e. destruction of property, pounding on a desk or door or throwing objects in a threatening manner)
- d) Specific threats to inflict harm (e.g. a threat to shoot a named individual)
- e) Use of any object to attack or intimidate another person
- f) Interfering with an individual's legal rights of movement or expression

**Intimidating Behavior** (including but not limited to):

- a) Intimidation of any kind that results in an individual's fear for his/her personal safety
- b) Engaging in stalking behavior
- c) Behavior that is reasonably perceived to be frightening, coercing, or inducing distress to any member of the College community

**Disruptive Behavior** (*including but not limited to*):

- a) Verbally intimidating, threatening, or abusing any person or persons in the College environment
- b) Physically intimidating, threatening, abusing or assaulting others
- c) Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the College
- d) Making inappropriate and incessant demands for time and attention from College employees or students
- e) Inappropriate use of College facilities or resources
- f) Theft or damage to College property

These procedures may also apply when CVCC has received documentation that the applicant/enrolled student has been expelled, suspended, banned from or determined to be a threat, potential danger or significantly disruptive at another college.

**Procedures for Admission Denials:**

Upon notification to the Vice President of Academic and Student Affairs (VPA&SA) or designee that the applicant/enrolled student has exhibited threatening, violent, intimidating or disruptive behavior as defined above or that the applicant/enrolled student has been expelled, suspended, banned from or determined to be a threat, potential danger or significantly disruptive at another college, the VPA&SA or designee will conduct an investigation to evaluate the circumstances. After the investigation, if the College determines that the applicant is a threat or potential danger to the College community or if such refusal is considered to be in the best interest to the College, the student will be notified as follows:

**Applicant with no enrollment:** After the investigation, the applicant will receive written notification at the home address listed in the student information system stating that admission to the College has been denied. The notification will state the denial is based on the College's determination that the applicant represents a threat or potential danger to the College or that the refusal of admission is considered to be in the best interest of the College. A service indicator will be placed on the applicant's record which will prevent the applicant from registering for classes.

**Applicant with enrollment:** An applicant who becomes an enrolled student will receive written notification at the home address listed in the student information system stating that admission to the College is revoked and enrollment for the current or future semester is withdrawn. The notification will state the decision is based on the College's determination that the applicant represents a threat or potential danger to the College and/or their revoked admission and withdrawn enrollment is considered to be in the best interest of the College. The written notification will detail the procedures for due process and will provide the individual with explicit instructions on the appeal process. The College will reserve the class enrollment until the appeal process is complete, but the individual will not be allowed to attend class during the appeal process. The individual is required to initiate the appeal process in writing within ten (10) calendar days of the notification by the College (as indicated by the date of the written notification from the College) in order to receive consideration to remain enrolled. Absent extreme extenuating circumstances, if the enrolled student fails to follow the appeal process within ten (10) calendar days of notification from the College he/she will forfeit the right to appeal, which will result in the College sending to the student written notification of administrative withdrawal of all current and future classes at the College, and revocation of admission for future semesters. The College will make every effort to expedite the hearing timeline. The College will notify the student of its investigation if a hold is placed on the student registering for classes, or taking advantage of any other student benefit.

**Appeal process for enrolled student:**

1. The enrolled student will receive a letter from the VPA&SA or designee detailing the denied status of the student, withdrawn enrollment and appeal procedure within ten (10) calendar days of the College's decision to deny or revoke admission and to withdraw the student from current or future enrollments. The enrolled student will be advised of the right to due process and request for appeal.
2. Upon receipt of a request for appeal from the student within the required ten (10) calendar days of notification, the VPA&SA will convene an Ad Hoc Committee. In addition to the VPA&SA, the committee membership and appointment will be at the discretion of the President of the College. The purpose of the hearing is to provide the student notice of the basis for the College's decision and the right to provide his/her explanation of the facts, as well as for the Ad Hoc Committee to evaluate the facts of the case. If, after the hearing the Committee determines that the applicant or enrolled student represents a threat or potential danger to the College and/or the revoked admission and withdrawn enrollment is considered to be in the best interest of the College, the student's admission to the College will be revoked; the student will be administratively withdrawn from classes and the student will receive a tuition refund. The individual will be denied future admission/enrollment to the College.
3. The Ad Hoc Committee will review the proceedings of the hearing and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the written request for the appeal. The College will make every effort to expedite



the appeal process. The VPA&SA will convene the committee and serve as a member. The VPA&SA will inform the enrolled student by written correspondence of the Committee's decision. The decision of this Committee will be final.

### **Residency Requirements**

#### *(Eligibility for In-State Tuition Rates)*

The College makes an initial determination of a student's eligibility for in-state tuition rates based on the information provided by the applicant and/or the applicant's parent, legal guardian or spouse on the Application for Virginia Domicile. Eligibility is determined by using State Council of Higher Education guidelines pertaining to Section 23-7.4 of the Code of Virginia.

Generally, in order to be eligible for in-state tuition rates, the student must have been legally domiciled in Virginia for a period of at least one full year prior to the beginning of the planned term of enrollment at the College. Domicile is a technical, legal concept which means more than simple residency in the Commonwealth of Virginia. In order to be considered a Virginia domiciliary, a student must demonstrate through clear and convincing evidence his/her intention of remaining in Virginia indefinitely.

Demonstration of intent is usually accomplished through objective evidence. A student under the age of 24 generally assumes the domicile of the parent(s) or legal guardian(s), unless the student has been legally emancipated or meets criteria for independent student status. A student who has been classified as out-of-state for tuition purposes will be notified in writing of the domicile determination. Additional information about eligibility may be obtained from the Admissions and Records Office.

**Note to Veterans:** As a veteran-friendly college, and a member institution of the Veteran's Access, Choice, and Affordability Act of 2014, CVCC recognizes that under Section 702, qualifying Veterans and their covered dependents are afforded the opportunity to appreciate in-state tuition rates while attending CVCC. In order to establish eligibility for this benefit, students will need to provide necessary documentation to the Admissions and Records Office before the beginning of the term they are attending. In the event that qualifying documentation is received after the start of the term, the benefit will be made available for the next term.

**Changing Status:** If the student initially enters the College as an out-of-state student and believes subsequently to have achieved Virginia domiciliary status, an Application for Virginia Domicile must be submitted to the Admissions and Records Office. If a determination is made in the student's favor, the student will become eligible for in-state tuition rates for the next semester in which the student enrolls.

**Domicile Appeal:** Any student who disagrees with an initial tuition classification may make a written appeal to the College Registrar within ten business days of the date on the official CVCC acceptance letter. The student may be asked to provide additional domicile information to supplement the Application for Virginia Domicile. The Registrar will respond to the appeal within fifteen business days. If the student still disagrees with the tuition classification, the student may file a final written appeal with the Vice President of Academic and Student Affairs, for consideration by the Domicile Appeals Committee. The Domicile Appeals Committee shall consist of two members of the Student Success Committee and the Registrar. No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review. This written appeal must be made within five business days of the student's notification of the first appeal. The Domicile Appeals Committee will review the domicile determination to ensure the decision is in compliance with relevant state legislation and state guidelines. A student who is not satisfied with the outcome of the review by the Domicile Appeals Committee may appeal to the appropriate circuit court. The student must file a petition for review with the court within thirty business days of receipt of the decision by the Domicile Appeals Committee.

*The Guidelines for Determining Domicile and Eligibility for In-State Tuition Rates set forth in Section 23-7.4 of the Code of Virginia will be followed by Central Virginia Community College throughout the domicile appeals process.*

### **Admission to a Specific Plan of Study**

In order to be eligible for Financial Aid, students must be placed in an approved program plan. For a list of eligible Financial Aid programs please consult with an Academic Counselor. Applicants will be placed in the plan of their choice as selected on their Application for Admission. Please note that if a restricted plan is selected, applicants must schedule a meeting with an Academic Counselor to discuss admission qualifications and procedures.

Applicants who are entering an Associate Degree program must be a high school graduate or equivalent, have completed an approved developmental program, or otherwise be considered eligible by the college.

Students who have not completed high school and who wish to be placed in a specific program will be required to provide verification of GED completion or diploma (and/or) home schooling diploma or transcript with graduation date.

**Admissions: High School /Home-Schooled Students**

Based on the guidelines developed and approved by the State Department of Education and the Virginia Community College System, CVCC provides opportunities for qualified high school or home-schooled students to enroll in courses at the college.

Although high school and home school students are not normally qualified for general admission, Central Virginia Community College may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent or legal guardian declaring home school. Documentation of parental permission is required for all dual enrollment students.

Because admitting freshman and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting freshman or sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

Students enrolling in a dual enrollment course must meet all course pre-requisites. Colleges shall not enroll public or private high school students or homeschooled student in developmental courses.

**Admission Criteria for Transfer Courses**

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	N/A	N/A	18	N/A
Writing/Reading	ENG 111	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

**Admission Criteria for CTE Courses**

	Virginia Placement Test (VPT)	Compass	Asset	PSAT	SAT	ACT	SOL
English/Writing	ENF 1	32	35	N/A	N/A	18	N/A
Reading	ENF 1	62	35	N/A	N/A	18	N/A
Writing/Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

**Admissions: International Students**

Central Virginia Community College welcomes all international students. F-1 International students interested in admission to CVCC should be aware that filling out an application for admission does not automatically guarantee admission. To receive an I-20, non-immigrant students must fulfill all additional admissions requirements by the specified deadline as listed on the International Student page of the CVCC website at <https://www.centralvirginia.edu>.

Please note, CVCC does not offer an English as a second language (ESL) program. Students should also be aware that CVCC does not provide health insurance, transportation, or housing facilities for students. Additionally, F-1 International students are not eligible to receive financial aid and are classified as out-of-state students at CVCC.

All international students are encouraged to work closely with both Admissions and Records and Academic Counseling to ensure their student success.

**Admissions: Senior Citizens**

Senior Citizens Higher Education Act of 1974, As Amended 1976, 1977, 1982, 1988, 1999, 2003, and 2015 (SG)

Subject to SCHEV regulations and any legislative revisions, the Act gives senior citizens certain rights.

- "Senior citizen" shall mean any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, (1) has reached sixty years of age, and (2) has had his legal domicile in Virginia for one year.

b. A senior citizen shall be entitled:

1. To register for and enroll in courses as a full-time or part-time student for academic credit if such senior citizen had a taxable individual income not exceeding \$23,850 for Virginia income tax purposes for the year preceding the year in which enrollment is sought;
2. To register for and audit courses offered for academic credit regardless of income level; and
3. To register for and enroll in courses not offered for academic credit regardless of income level.

Such senior citizen shall pay no tuition or fees for courses offered for academic credit or for courses not offered for academic credit, except fees established for the purpose of paying for course materials, such as laboratory fees, subject to a determination by the institution of its ability to offer the course or courses for which the senior citizen registers. The Council of Higher Education shall establish procedures to ensure that tuition-paying students are accommodated in courses before senior citizens participating in this program are enrolled. However, the state institutions of higher education may make individual exceptions to these procedures when the senior citizen has completed seventy-five percent of the requirements for a degree

### *Students Transferring from other Colleges*

Students transferring in to Central Virginia Community College (CVCC) who are eligible for re-entrance at their last college of attendance are also eligible for admission to CVCC. Students who were suspended or dismissed from their previous college will be required to submit an official transcript before enrollment is granted. Enrollment may be restricted or limited due to the reason for suspension or dismissal.

Students seeking to apply credits taken at another regionally accredited college toward their CVCC Associate, Diploma, or Certificate program need to send their official transcript to the Office of Admissions and Records for evaluation. For a listing of the regional accrediting agencies please visit the Council for Higher Education Accreditation (CHEA) at <http://www.chea.org/directories/regional.asp>. Credit granted for courses needed towards your program plan does not factor into your CVCC GPA. No credit will be given for developmental coursework or courses with grades lower than "C." No credit will be granted for a grade of "C-" or below.

Credit from non-regionally accredited institutions is generally not awarded. Students may petition for credit by providing the following items to the Office of Admissions and Records for each of the courses he/she wishes to petition: 1) official transcript, 2) course description, 3) course syllabus, and 4) faculty credentials of the instructor who taught the course. After these items are reviewed, the student will be notified if credit can be awarded.

Credit is also granted for military service and schools as recommended by the American Council on Education (ACE) and if the coursework/experience is applicable to the program being pursued. Veterans should send their official military transcripts and/or DD214 to the Office of Admissions and Records for evaluation. Please note that the Department of Veteran Affairs requires veterans receiving benefits to submit all transcripts before the end of their second semester to ensure their benefits are uninterrupted.

Students who have transcripts from foreign institutions are required to submit their educational records to a professional foreign credentials evaluation service to assist in the determination of the acceptability of their credits at CVCC. Therefore, students who attended a foreign college or university must request a course-by-course evaluation from one of the institutions listed at <http://www.naces.org/members.html>

### *Students Transferring to other Colleges*

Virginia's Community Colleges provide a gateway to the Commonwealth's four-year colleges and universities. Through system-wide agreements, students who graduate from one of Virginia's 23 community colleges with an approved associate's degree and a minimum grade point average may be eligible for guaranteed admission to more than 20 of Virginia's colleges and universities.

Students planning to transfer to a four-year college or university are responsible for determining the transfer admission policies and requirements of the intended institution. The four-year institution's policies and requirements should guide a student in choosing a course of study and appropriate electives at CVCC.

Central Virginia Community College has two transferrable Associate degree programs: the Associate of Arts and Sciences (AA&S) and the Associate of Science (AS). These transfer programs are designed so that students can parallel CVCC coursework with four-year college requirements. Due to the changing academic requirements of four-year colleges and universities, students are encouraged to have direct contact with the institution to which they plan to transfer.

There are many transfer events that include representatives from four-year institutions held on campus each semester which provide an opportunity for students to speak directly with the college and university and obtain additional information. For up to date information on transfer, including information on the top schools to which CVCC students transfer, as well as guaranteed admission please visit the Transfer Information page and for transfer related events please visit the Event Calendar both found at <http://www.centralvirginia.edu>.

## *Tuition and Fees*

### *Credit Tuition*

The State Board for Community Colleges establishes tuition rates for all credit courses; however, tuition rates are subject to change pending General Assembly action. Rates are dependent upon the student's status (ex: in state, out of state, military, etc.). Status is determined by the Admissions and Records office. Tuition is calculated by multiplying the current eligible rate by the number of credit hours registered. Tuition rates are generally available by July 1st.

### *General and Technology fees*

The College charges all students a Technology fee and an Activity fee based upon the credit hour load of the student. In addition to the Technology and Activity fees, Out-of-State students also pay a Capital fee which is also based upon their credit hour load. Fees are intended to cover costs associated with on-campus parking, lighting, parking lot maintenance, various student activities, and student publications. All fees must be approved by the State Board for Community Colleges.

### *Bills*

At this time, CVCC does not currently send out billing statements. Account balances are available online anytime by using the myCVCC website or by contacting the Accounting Office at 434-832-7639. It is the student's responsibility to ensure that their account is paid in full.

### *Payments*

Students are expected to pay tuition in full prior to the beginning of classes unless other arrangements are made. Students are also expected to pay for any damaged or lost college property (such as laboratory or shop equipment, supplies, library books and materials). Students enrolling at two or more community colleges simultaneously will need to pay tuition at each college separately; if paying online, please verify you are paying charges at the college for which you are intending to pay.

### **Tuition/fee payments can be made by the following methods:**

At the Accounting Office located in the Amherst building room 2208 Monday-Friday from 8 a.m. until 5 p.m. The office is open later during various times of the year which are announced on the CVCC website. Payments made in the office will be applied to your account immediately. We currently accept: Cash, check, money orders, Visa, MasterCard, and Discover.

- By U.S. mail (check or money order only) to: Accounting Office 3506 Wards Rd, Lynchburg, VA 24502. Please include your student ID number with your check as well as an address to send your receipt. Payments sent in this manner could take several days to post depending upon the swiftness of the mail service.
- By telephone by calling 434-832-7639. Only Visa, MasterCard, or Discover can be used for telephone payments. If you are unable to reach a person when you call this number, leave a message stating that you wish to make a payment and a return call back phone number (do NOT include payment information in the message). Someone will return your call by the end of the business day, and your payment will be applied immediately to your account.
- By After Hours Drop Box located outside of the Accounting Office (check or money orders only). Please include student ID number and return address. Payments made this way will be posted to your student account the next business day.
- Online through Quick Pay accessed through the myCVCC web portal. When you log into your myCVCC account it is found under "Finances". Through this site you can make a payment to your account by e-check or by credit card. **There is a fee of 2.5% for payments made by credit card.** Note: Pop-up blockers will need to be turned off on the computer when visiting this site. Payments made through Quick Pay generally post the next business day.
- By applying for a payment plan managed by TMS (Tuition Management System). This is also accessed through the myCVCC web portal under "Finances". A deposit is required upon set-up, and there is a fee charged by TMS for this service. Payment plans can only be established prior to the first day of the class for the main semester.

**Payment plans are not available once the regular semester classes begin.** Note: Pop-up blockers will need to be turned off on the computer when visiting this site. Payments made through the payment plan take longer to show on your student account; however, you will not be dropped from your classes nor have services withheld.

Failure to pay tuition or to make satisfactory payment arrangements by the tuition due date will result in the student being dropped from course balances that exceed any posted tuition payment(s). If classes are dropped for non-payment, the student will need to re-enroll in available courses and submit payment at the time of registration. Please refer to the semester's Official Academic Calendar for tuition payment due dates

### ***Refunds***

Refunds are processed after the drop/add period is complete. Students are eligible for refunds if they drop courses prior to the "drop with refund" period as noted in the Official Academic Calendar, or by having an excess of certain types of Financial Aid. Refunds can take 2-4 weeks to be processed. Refunds are paid by TMS, and the student may choose one of three payment methods:

- Reloadable prepaid Visa card (funds available upon receipt of card),
- Direct Deposit to checking/savings account (funds available 2-3 business days after processing), or
- Paper check (delivered by U.S. mail 7-10 business days after processing)

Students must make their refund method choice prior to refund processing by registering at ***www.cvccchoice.afford.com***. If no refund method has been selected prior to the processing date, a paper check will be mailed to the student at address on file with Admissions and Records. It is the student's responsibility to make sure mailing address is correct with the Admissions and Records Office.

### ***Year End Tax Forms***

A 1098-T form is a summary of tuition paid during a calendar year, and will be sent to all eligible students from the Virginia Community College Systems Office by January 31st of the following year. This form can be used for tax filing purposes. To qualify for a 1098-T, a student must have been registered for credit courses during the reporting calendar year AND have paid tuition out of pocket during that time. Tuition paid by Financial Aid is not included on a 1098-T, nor are payments made for past due tuition from prior years. Forms will be mailed to the student's address on file with Admissions and Records. Forms can also be obtained online after January 31st by registering for access at ***www.tra.vangent.com***. Current and any previous year forms can be viewed and printed from this website.

### ***Books and Materials***

Students are expected to obtain their own books, supplies, and consumable materials as needed in their studies. CVCC has partnered with Follett to provide an option to obtain needed items; however, students may purchase their items from any source they choose. Students with financial aid that exceeds their tuition balance may charge books at the college bookstore to their excess financial aid.

More Information: Additional information on our services can be obtained by visiting our office during regular business hours, by calling 434-832-7639, or by email at ***accounting@centralvirginia.edu***.

# Educational Services

## *Student Development*

### **Counseling Services**

As a service to students, the College maintains a staff of Academic Counselors who assist students in making decisions regarding their educational, vocational, and career plans. As a part of this assistance, students have access to career exploration tools through the Virginia Education Wizard, Tutoring and Academic Success under Student Life on the college website, and College Success Skills (SDV 100). Occupational/educational information, as well as financial assistance and employment data, are also available at no cost to CVCC students. Academic Counselors make referrals to appropriate community agencies when a need exists that can be better met by another agency. All academic counseling sessions are confidential, and students may request services from the Academic Counselor of their choice.

### **Recruitment and Retention**

Students in our area high schools and the community are kept informed of the offerings of CVCC through a variety of channels. We offer college tours, participate in high school visits, attend college fairs and community events, as well as hosting open house events on campus and at the off-site centers. Academic Counselors on the main campus are available Monday through Thursday from 8 am until 6 pm and Friday from 8 am until 5 pm. Off-site Center counselors are available during varying times. Please contact the chosen Center for their hours of operation.

CVCC places the utmost importance on supporting and retaining our entire student population. The primary focus of retention services is to increase each student's chances for academic success leading to the student's academic or career goals. Academic Counselors work collaboratively with the campus community in support of its focus. Programs such as SmartThinking (online tutoring), SAILS (Student Assistance and Intervention for Learning Success) early alert system, and various workshops throughout each semester are in place to enhance retention efforts

### **Faculty Advising**

An academic advising system is an important element in providing individualized attention that many students require. A faculty member may be designated as a student's advisor to provide educational advice in the student's field of specialization. Faculty advisors assist students in planning their academic career at CVCC. Students planning to transfer to four-year colleges are advised by Academic Counselors in the Counseling Department. Faculty advisors will refer students to an Academic Counselor for concerns outside the advisor's expertise. Students assigned to a faculty advisor should consult with them before enrollment and are encouraged to confer with them frequently regarding academic matters. Students who are not assigned a program specific faculty advisor may meet with any Academic Counselor of their choice to assist with academic advising and enrollment planning.

### **Career Services**

CVCC provides advising and career services to promote student success by helping students identify career and educational goals, develop plans to reach those goals and connect with college and community resources that can help them achieve success. Services are provided for students in both transfer and occupational/technical programs to promote student retention, completion and successful transition to the workplace or to transfer to a four-year college. These services are available to all students on campus and at the offsite centers.

### **College Success Program**

The college success program acquaints new students with the policies and resources of the College. Orientation to college life begins before enrollment when the student meets with an Academic Counselor to discuss the student's educational interests, provide placement test and/or multiple measures interpretation, and information on career exploration for the undecided student. The student will also meet with an Academic Counselor to plan their academic program. If the student is interested in a selective admissions allied health program, the Academic Counselor will assist the student through the referral process.

All curricular students placed in at least one developmental education course must take the student success course (SDV 100, 101, 106, or 108) in their first semester of enrollment at the community college. All curricular students, except those in career studies certificate programs, must enroll in SDV 100, 101, 106, or 108, within the first 15 credit hours of enrollment. The

requirement may be waived for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis.

### **Services for Students with Documented Disabilities**

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, (ADA), the VCCS 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.

#### ***Documentation Required by the Virginia Community College System (VCCS)***

In order to provide appropriate, reasonable accommodations to students with disabilities who seek them, colleges should require

- Documentation from a qualified professional that includes a full clinical description and current functional limitations
- Documentation should also include information about the methodology used to make a diagnosis
- Specific results of the assessments used
- Specific assessment scores based on adult norms
- Having such additional information will assist colleges in engaging in a deliberative and collaborative decision-making process that considers each student's unique situation and experience, but not where requesting such information becomes overly burdensome to a student

#### ***Educational Access***

- Students are responsible for self-identification to Student Accessibility Services (SAS)
- Documentation based on adult norms is required
- An Individual Education Plan (IEP) is not accepted as the main source of documentation
- Academic adjustments may include, but are not limited to:
  - o Education auxiliary assistance
  - o Assistive technology
  - o American Sign Language Interpreters
  - o Text materials

#### ***Procedure for Requesting Accommodations***

- The student will apply on-line by completing the Student Accessibility Services (SAS) Application for Services
- Please refer to the website for Guidelines for SAS Documentation and Services
- The student will schedule an appointment with SAS to review documentation provided and assist in determining appropriate college accommodations
- Early consultation regarding accommodations is essential
- Requests for Fall accommodations begin in February
- Requests for Spring and Summer accommodations begin in October
- Late requests will be honored to the best of our ability but could result in delay
- Accommodation Letters for student-specific accommodations are prepared each semester for the student to give to each of their faculty members/instructors
- If there are concerns related to the process, the student is to contact SAS immediately

#### ***Temporary Disabilities***

Surgeries, hospitalization, and accidents may cause temporary disabilities. SAS works with individual students to find solutions to best suit their academic needs. Student contact is essential in planning or working with an emergency situation.

Students who believe they have been discriminated against based on disability may seek relief through the ADA Grievance Procedure.

Additional information may be found on the College's Student Accessibility Services (SAS) website



## *Veterans Services*

CVCC provides a Veterans Coordinator whose office is located in the Amherst Building, Room 2126. The Veterans Coordinator provides information regarding educational benefits from the Department of Veterans affairs (DVA), and will help you apply for our benefits. For more information go to our web page at: <http://www.centralvirginia.edu/Veterans>.

### **Montgomery GI Bill — Active Duty (Chapter 30)**

The MGIB-AD program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs. Benefits are payable for 10 years following your release from active duty.

Vocational Rehabilitation and Employment Service (Chapter 31)

VR&E's primary benefit program is vocational rehabilitation services for veterans who have a service connected disability. To receive services a veteran must be found both eligible and entitled.

### **Post 9/11 GI Bill (Chapter 33)**

The Post 9/11 GI Bill provides up to 36 months of educational benefits. These benefits may be used for degree and certificate programs. Benefits are payable for 15 years following your release from active duty. The Post 9/11 GI Bill may pay the following: full tuition and fees, a monthly housing allowance and an annual book stipend.

### **Survivors' and Dependents' Educational Assistance Program (Chapter 35)**

DEA provides education and training opportunities to eligible spouses and dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs.

### **Montgomery GI Bill — Selected Reserve (Chapter 1606)**

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs. Eligibility for this program is determined by the Selected Reserve components.

### **Montgomery GI Bill — Reserve Educational Assistance Program (Chapter 1607)**

REAP is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency. This program makes certain reservists who were activated for at least 90 days after September 11, 2001 either eligible for education benefits or eligible for increased benefits.

### **Virginia Military Survivors and Dependents Education Program**

VMSDEP provides education benefits to eligible spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military service in an armed conflict. This program may pay for tuition and fees at any state supported college or university. Benefits are available for up to four years.

### **Dependent Children Tuition Waiver**

The surviving spouse and any child between the ages of 16 and 25 whose parent or whose spouse has been killed in the line of duty while employed or serving as a law-enforcement officer, sworn law-enforcement officer, firefighter, special forest warden, member of a rescue squad, special agent of the Department of Alcoholic Beverage Control, state correctional, regional or local jail officer, regional jail or jail farm superintendent, sheriff, or deputy sheriff, member of the Virginia National Guard, or member of the Virginia State Defense Force, shall be entitled to free undergraduate tuition and the payment of required fees at a public institution of higher education.

## Workforce Solutions

CVCC's Workforce Solutions division addresses the educational needs of employers, job seekers, and the community to enhance economic prosperity and the quality of life throughout Region 2000. We provide customized curricula to meet incumbent worker training needs, and career pathways programming for students and adults exploring new careers. The division also offers assistance to small business owners and entrepreneurs through its Small Business Development Center. Services include:

### Customized Training

Workforce Solutions offers a wide variety of customized credit and non-credit business, industrial, trades, human resource, leadership, health technology and computer courses to fill the needs of Region 2000 companies, organizations, schools and governments. Our programs are individually designed to meet specific needs and can be conducted at any business location or at any of our training facilities using any schedule that meets your company's needs. Training programs can start and stop anytime without following the traditional semester schedule of regular class offerings.

### Professional Development

Workforce Solutions provides continuing education and online distance learning to meet a wide variety of certification, credentialing and training needs for professionals and organizations. The Division is able to quickly develop and coordinate programming to meet the continuing education needs of any group. Leadership Academy and Safety Institute classes are of particular interest to many area employers.

### Workforce Development

Beyond working with individual companies and professional development groups, CVCC's Workforce Solutions Division is an active partner in the Region's efforts to develop career pathways to meet the future needs of area employers. Programs include STEM (Science, Technology, Engineering and Math) Summer Academies for area youth, summer internship opportunities for local high school students and Rapid Train for individuals needing to make a quick career transition to a new, in-demand field.

### Business Services

Workforce Solutions stands ready to help area employers, and new employers coming to the area, with assessing workforce needs and incumbent worker skills. A variety of assessment tools are available to meet these needs. Consulting services that provide businesses access to a wide variety of qualified academic professionals can also be arranged to help move your business forward.

### Small Business Development Center

Central Virginia Community College hosts the Region 2000 Small Business Development Center (SBDC). The Region 2000 SBDC is an effective provider of customized counseling and education for small businesses in the region. Individuals can meet in private with a certified business analyst to discuss specific issues. Small-group training sessions are offered for in-depth presentations on critical management topics. Seminars are also regularly offered for individuals interested in learning more about starting a business

## Library

The primary mission of the library is to support the learning needs of the student body by providing access to primary and secondary learning resources in print, audiovisual and electronic formats; and to give assistance in the development of skills necessary for their effective utilization. Access to resources will include items immediately available on campus, supplied through interlibrary loan or a database, and delivered or transmitted from another location. The library's secondary mission is to assist faculty, staff and administration with their research needs and, to a lesser extent, to make materials and reference assistance available to members of the surrounding community.

Hours (*When classes are in session*)

Monday-Thursday . . . . . 8:00 a.m.– 7:30 p.m.

Friday . . . . . 8:00 a.m.– 5:00 p.m.

When the College is not in session, hours are posted at the entrance to the library.

***Conduct in the Library***

The Library is a facility for quiet study, browsing, and reading as well as the site for securing information and learning resources. Please ask for assistance if you do not find what you need. Someone is scheduled at the desk at all times to help you. Please refrain from loud talking or other behavior which would impede others' ability to study. Smoking, tobacco, and cell phone use are not permitted.

***Ethical Information Access***

Recognizing that expanded access to information in many formats includes the responsibility for its ethical usage, the Library will follow the security procedures adopted by the VCCS and will abide by copyright guidelines in regard to all materials.

***General Information***

The Library is located on the first floor of Bedford Hall on the main campus. An elevator is available in the lobby to reach class rooms, the Distance Education Center and the Student Success Center on the second floor. Our Library houses approximately 26,000 volumes and subscribes to approximately 100 periodicals. Other resources of the Library include compact disks and visual material. A local area network provides access to the online catalog, and databases, available through remote online access. The Library also has a collection of popular reading materials and classic/popular movies on DVD. Trained personnel are on duty to assist students. Hours of operation are posted in various locations.

***Library Cards***

Students of the college are issued a Library/Student ID card to check out materials from the Library. Students from other colleges and adults from the community may use the Library and may request a card but may check out only a limited number of items. Public school students may use the Library but may not check out materials unless they are dual enrollment students. Students must show their Library/Student ID card to check out Library materials. Replacement cards are \$10.00.

***Loan Periods***

- (1) The loan period for books and compact disks is four weeks, and they may be renewed unless someone else has requested them.
- (2) DVDs are loaned out for one week.
- (3) Items may be renewed over the phone if the due date has not passed; if overdue, they must be returned to the Library in order to be renewed.
- (4) Periodicals (magazines, journals and newspapers) do not circulate.
- (5) Reference books may be used in the Library only.

***Lost Books/Damaged Materials***

If an item is not returned within 30 days, an overdue notice will be sent. If not returned within 30 days, it will be assumed to be lost. The Library will bill the person \$50.00 per item. The Office of Admissions and Records, in cooperation with the Library, will not issue a transcript while Library materials are outstanding. Students may not complete the registration process until past Library obligations have been cleared.

When any materials are damaged, the borrower must pay for the cost of repairing them unless they are damaged beyond repair. Then, the borrower must pay for replacing each item, which is \$50.00 per item. Items lost by the borrower must be replaced at \$50.00 per item.

***Reserve Materials***

These materials are kept on the Reserve shelves by faculty for the use of their classes, and are circulated for a period of time less than the regular loan period. There are three reserve loan periods:

- (1) Closed The user must check out the item to be used in the Library only.
- (2) One Day The user checks out the item any time one day and returns it the next day the Library is open.
- (3) One Week The user checks out the item for seven days.

***Gifts***

The Library is happy to receive gift books which fit within our curriculum guidelines, are current, and in good condition. Donations with restrictions as to usage or housing cannot be accepted and the Library reserves the right to dispose of items as it deems appropriate.

***Borrowing Privileges from Area Libraries***

All currently enrolled CVCC students may borrow materials from Lynchburg College and Lynchburg Public Library. If you wish to borrow materials from Lynchburg College please come to the circulation desk in the CVCC Library and request a

borrower's form. Current students who are non-residents of the City of Lynchburg may borrow books from the Lynchburg Public Library without paying a fee if they secure a form at the CVCC circulation desk.

### ***InterLibrary Loan***

Materials not owned by CVCC may be loaned to us by another Library. Forms are available at the desk and on the Library's web site to request that a book, magazine article, etc. be secured from another institution that owns it. The Library does have access to the location of materials not available in the area. Borrowing material through interLibrary loan usually takes from three to ten days.

### ***Placement Testing***

The Library administers placement tests for the College. Students who wish to take placement tests must begin tests by 5:30 when the Library closes at 7:30 and 2:30 p.m. when the Library closes at 5 p.m. Those wishing to take the assessment tests must have applied for admission to the College and bring a form of photo identification to show to the Library desk attendant.

## ***Distance Education***

The Distance Education Center provides coordination and support for the distance learning courses offered by CVCC. These courses are available for enrollment by all students but are best suited for those students who are self-motivated; comfortable with independent learning and study; or those who are unable to attend regularly scheduled classes. They provide the same content and quality as traditional courses taught on campus while offering students flexibility in their schedules. These Distance Education courses include web-based, hybrid, and synchronous online courses.

The Distance Education Center is located on the second floor of Bedford Hall. Normal hours of operation are Monday–Friday from 8 a.m. – 5 p.m.

### ***Synchronous Online Courses***

Courses are live, real time courses. Students will be able to attend classes on the main campus or at CVCC's off-campus centers in Amherst, Appomattox, and Bedford. Students can usually attend courses from home or from any location with a broadband connection. Staff on the main campus and off-campus sites will provide support and training for enrolled students. Students will see and hear the instructors and instructional materials and will be able to interact with the instructor and other students in the course. Students are required to purchase a headset with microphone for two-way communication. Since the courses are real-time, the days and times of the courses are fixed.

### ***Hybrid Courses***

Hybrid Courses blend face-to-face instruction with online instruction and activities. Internet access is required since much of the course material, activities, and interaction is accomplished through a management system called Blackboard.

### ***Web-based/Internet***

Courses allow students the flexibility of completing their coursework online. Students enrolled in these courses have a Blackboard account and student email account provided by the VCCS to access the course materials and communicate with and send assignments to their instructors. Some courses may require attendance for on-campus labs or proctored testing which are noted in the course footnotes at our website.

### ***Faculty and Staff Resources***

The Distance Education Center houses a Faculty & Staff Resource area which provides assistance and hardware/software support to faculty who are developing and teaching distance education courses. Training sessions are offered for faculty and students in new instructional technologies. Additionally, Staff of the Center provides assistance to students having trouble with access to their online course(s) or questions about student email.

# Academic Information

## *Academic Degrees, Diplomas, and Certificates*

The College offers the following approved programs.

1. An **Associate of Arts and Sciences Degree (AA&S)** is awarded to students majoring in specialized programs such as business administration, education, general studies, liberal arts, and science who plan to transfer to a four-year college or university upon completing the program with CVCC.
2. An **Associate of Science Degree (AS)** is awarded to students majoring in Engineering, who plan to transfer to a four-year college or university upon completing the program with CVCC.
3. An **Associate of Applied Science Degree (AAS)** is awarded to students majoring in one of the occupational-technical programs who intend to obtain employment immediately upon graduation from CVCC.
4. A **Diploma** is awarded to students who complete the Machine Tool or Machine Tool & Quality program who intend to join the workforce upon graduating.
5. A **Certificate** is a one year program awarded to students who complete one of the approved certificate programs. Students who meet eligibility requirements are automatically awarded the General Education certificate.
6. A **Career Studies Certificate** is awarded to students who completes one of the approved career studies programs designed as short-term programs for part-time working adults.

## **Academic Requirements for Graduation**

To be eligible for graduation with a degree, diploma or certificate from the College, a student must:

1. Be admitted and accepted into the program plan in which they expect to receive a degree, diploma, or certificate;
2. Fulfill all of the course work and credit-hour requirements of the program plan with at least 25% of the credits acquired at CVCC;
3. Complete and submit an *Application for Graduation* by the due date for the term they expect to graduate;
4. Have a minimum grade point average of 2.0 in the program plan;
5. Receive a *Graduation Application Review Form* verifying requirements from the College's Graduation Coordinator;
6. Resolve all financial obligations to the College and return all library and college materials; and
7. Complete CVCC's Graduate Exit Assessment and/or the Program's exit exam.

**Please note that if your requirements are not met you will need to reapply for graduation in the term that your requirements will be met.**

## **Graduation Application**

To ensure students complete all required courses needed for their program, students should meet with an Academic Counselor prior to the semester in which they apply to graduate to review their degree progress report.

Students expecting to complete the requirements for a degree, diploma, or certificate must complete a Graduation Application for each award. Students must apply to graduate online using their MyCVCC account via the Student Information System. Dual Enrolled students must complete the paper Dual Enrolled Graduation application.

## **Graduation Exercise**

The College has one formal commencement ceremony each May following the spring semester. Fall, spring and upcoming summer graduates are invited to attend. Attendance is encouraged for all graduates.

## **Graduation Governing Catalog**

The catalog used to determine graduation requirements is the one in effect at the time of the student's initial program placement into the plan from which they are graduating or any subsequent catalog of their choice. In the case where a student discontinues enrollment at the College for four consecutive semesters (excluding summer), graduation requirements

will be determined using the catalog in effect during the semester in which the student re-enrolls. The catalog used in certifying graduation requirements shall have been in effect no more than seven years prior to the time of graduation.

### Graduation Honors

Students who have fulfilled the requirements as applicable to their programs are eligible for graduation honors. Graduation honors are determined by the student's cumulative grade point average and are not applicable to Career Studies Certificates. Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as follows:

#### *Cumulative Grade Point Average Honor*

- 3.2 *Cum laude* (with honor)
- 3.5 *Magna cum laude* (with high honor)
- 3.8 *Summa cum laude* (with highest honor)

### Graduation Student Assessment

Prior to graduation, students will be required to complete one or more tests, surveys, or questionnaires designed to assess general education achievement, achievement in selected major areas, and/or other aspects of their education at CVCC. Students will be notified of required assessments in the semester in which they file an application to graduate. Results of these assessments will be kept confidential and will be used for evaluating and improving College programs and services. Individual assessment scores will not affect graduation status.

### Second Degree or Certificate

In general, CVCC reserves the right to determine the appropriateness of awarding additional degrees in order to maintain the academic integrity of the College. Students may be eligible to graduate with multiple degrees or certificates, provided the content of the curricula differ by at least twenty-five percent. However, students are not eligible to receive more than one degree in the same curriculum. For example, a student earning an AAS in Administrative Support Technology will be ineligible to receive an AAS in Administrative Support Technology with a Medical Office Specialization. Also, a General Studies Degree will not be conferred in addition to another AA&S Degree.

### Auditing a Course

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course shall register in the usual manner and pay the normal tuition. **Audit students may not enroll until the first day of class.** Audited courses do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit or credit to audit must do so by the drop date as listed in the Academic Calendar for the session. Students auditing a course will receive an audit grade of "X" which carries no grade point credit and cannot be used to fulfill graduation requirements.

### Swapping a Course

Students may swap into a different section of the same course by the drop period as published in the Academic Calendar. Students must obtain the instructors signature of approval for the section they are wanting to swap into. Students may bring an *Enrollment Change Form* with the instructors signature or an email from the instructor authorizing the swap to the Office of Admissions and Records to change sections. The Admissions and Records Office will honor instructor authorizations received within 24 hours.

### Class Attendance

Students are advised to attend all classes for each course in which they are enrolled. Occasionally, it is unavoidable that a student may miss a class, in this case the student should notify their instructor(s) prior to the absence, if possible. It is the responsibility of the student to find out what assignments were missed and ask the instructor how to make them up, if make-up is possible.

### Administrative Drops

Per VCCS Policy, **Students who do not attend a minimum of one class meeting (or log into a web-based course and complete at least one assignment) prior to the drop date must be administratively dropped from the course. No refunds will be**

granted to students who enroll but fail to attend and drop themselves by the official drop date as published in the Academic Calendar. Dropped courses will not appear on the students academic transcript.

### Administrative Withdrawals

Students missing 20% or more of a class may be administratively withdrawn from the course by their instructor. Students who are withdrawn by the official withdraw date as published in the Academic Calendar will receive a non-penalty grade of "W". After the withdraw date, students who drop a course will receive a penalty grade of "F", except under mitigating circumstances. The mitigating circumstance process is outlined on page 33.

### Classification of Students

All students are classified according to the following categories:

#### *Program Plan Student*

A student shall be classified as a program plan student if the following three conditions are satisfied: (1) the student holds a high school diploma, a GED, or its equivalent, or is otherwise determined qualified for admission; (2) the required documents for admission are received by the Office of Admissions and Records; (3) the student has been notified by mail that they are admitted into one of the College's programs.

#### *Non-Program Plan Student*

The non-program plan classification system is comprised of categories that reflect educational objectives of students enrolling in the College. The non-program plan student are students taking courses for one of the following reasons: (1) general knowledge and personal satisfaction; (2) high school student (*school permission required*); (3) upgrading job skills; or (4) transient students intending to transfer courses to another college for credit. Non-program plan students are ineligible for financial aid.

**Full-time Student:** Students enrolled in 12 or more credits during a semester are considered full-time students.

**Part-time Student:** Students enrolled in fewer than 12 credit hours but at least 6 credits during a semester are considered part-time students.

**Freshman:** Students are classified as freshmen until 30 semester credits of study have successfully been completed

**Sophomore:** Students are classified as sophomores after 30 semester credits of study have successfully been completed.

Transfer credits are included in this total providing they apply toward the requirements of the student's program plan.

### Computer Competency

Central Virginia Community College believes that all students should experience a teaching-learning environment that espouses computer and information literacy. The College endorses the principle of computer competency for all students completing an associate degree, a certificate or diploma program with excess of 45 semester hours. Students must demonstrate proficiency and be able to: 1) demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks; 2) use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and/or communication applications; 3) access, retrieve, assess, and apply networked information resources; and 4) use telecommunication software.

The computer competency requirement is designated by specific courses within each curriculum. Students have the option of taking the required computer course, completing a challenge exam, or substituting another approved computer course. Transfer credit may also be granted if a similar course was taken at another college.

### Credit by Exam, Previous Completion, or Occupational Experience

An individual's prior experience and knowledge should be recognized in a manner most beneficial to that person. Central Virginia Community College offers its students the opportunity to receive credit by examination, previous completion or occupational experience, in the following ways:

1. **AP (Advanced Placement Test)** – This program allows students to pursue college-level studies while still in secondary schools. College credit is granted for students who take the final exam and obtain scores of 3 or higher.\*
2. **CLEP (College Level Examination)** – These examinations are developed by the Educational Testing Service for general as well as specific content areas. Students who score at or above the minimum level suggested by the American Council on Education will receive credit appropriate to that course.\*



3. **DANTES (Defense Activity for Non-Traditional Educational Support)** – Credit may be granted for successful completion of correspondence courses and subject standardized tests (SST) of the Defense Activity for Non-Traditional Educational Support (DANTES), formerly the United States Armed Forces Institute (USAFI). These subject standardized tests provide service members an opportunity to obtain credit for knowledge and skills acquired through non-traditional educational experience. Credit granted is based on the recommendations of American Council of Education (ACE).\*
4. **Military Service** – Credit may be allowed for Armed Service School experiences. Official discharge papers (DD-214), Military transcripts or other documentation should be submitted to the Office of Admissions and Records for evaluation. Credit granted is based on the ACE recommendation.\*
5. **International Baccalaureate** – Credit is granted for students earning the International Baccalaureate degree depending upon scores.\*
6. **Local challenge examinations** – Examinations locally prepared and administered for subjects not available in the CLEP program will be utilized for a variety of courses at Central Virginia Community College. Specific course credit will be granted for each such local challenge exam successfully completed. For more information, contact the division dean who is responsible for courses in the appropriate discipline.
7. **Formal learning experiences** – The student should submit evidence of other formal learning experiences to the instructor or dean who is responsible for courses in the appropriate program/plan for evaluation. These experiences might include police academies, and industrial training programs. Credit may be granted as a means of achieving advanced standing for previous non-collegiate education, training, and/or previous occupational experiences as recommended by the American Council of Education.

\* To receive credit students should send their official records, test scores, or transcripts to the Office of Admissions and Records for evaluation.

In all of the above areas, neither grades nor grade points are awarded and credit is posted to the student's records as "test credit" or "other credit." Students who plan to transfer to other institutions of higher education are cautioned that not all institutions of higher education accept credits earned in this manner as transfer credit. It is the student's responsibility to determine the acceptability of these credits at the institution to which the student will transfer.

## *Program Plan Changes*

The following policies have been established to clarify questions concerning program plan changes. There are three levels of program plans. They are listed in descending order:

- **Associate of Arts and Sciences**
- **Associate of Science**
- **Associate of Applied Science**
- **Diploma or Certificate**

### *Students in Good Standing*

A student in good standing with a cumulative grade point average of at least 2.0 may request a program plan change by meeting with an Academic Counselor and submitting a Curriculum Change Form to the Office of Admissions and Records. Student should also request that any transcripts from other colleges be re-evaluated when changing their program plan. Previous course work will apply towards the new program.

### *Students on Academic Warning, Probation, Suspension, or Dismissal*

A student on Academic Warning or Probation may not change to a higher level program plan but may change to a program plan in the same or lower level. Previous course work will apply towards the new program. Students on Academic Suspension or Dismissal must first submit a Request for Readmission form available in the Office of Admissions and Records to determine if they are eligible for re-admittance.

## *Dean's List/Honor Roll*

**Dean's List** Students enrolled full-time who earn a semester grade point average of 3.2 or better are on the Dean's List.

**Honor Roll** Students who have a cumulative grade point average of 3.5 or higher and have completed a minimum of 20 semester hours of credit at the College are on the Honor Roll.

## Final Examinations

All students are expected to take their examinations at the regularly scheduled times. No exceptions shall be made without the permission of the course instructor and the dean.

## Grading System

In order to receive a letter grade, a student must have attended a minimum of one class meeting or completed at least one assignment in the case of a distance learning web-based course.

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

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

<b>A Excellent</b>	4 grade points per credit
<b>B Good</b>	3 grade points per credit
<b>C Average</b>	2 grade points per credit
<b>D Poor</b>	1 grade point per credit
<b>F Failure</b>	0 grade point per credit
<b>Incomplete</b>	No grade point credit. The "I" grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal time. To be eligible the student must (1) have satisfactorily completed more than 60% of the course and (2) request the faculty member to assign the "I" grade and turn in an Incomplete grade form to the Office of Admissions and Records indicating why an incomplete is necessary. All work must be completed by end of the subsequent semester. Once course work is completed, the instructor then submits a Grade Change Form to the Office of Admissions and Records. Course work left incomplete will automatically convert to an "F" grade at the end of the following semester.
<b>P Pass</b>	No grade point credit. Applies to non-developmental courses and other courses that have College approval for the Pass/Unsatisfactory grading option.
<b>R Re-enroll</b>	No grade point credit. The "R" grade may be used as a grade option in developmental and ESL courses only to indicate that a student must re-enroll in the course and pay the specified tuition.
<b>S Satisfactory</b>	No grade point credit. Used only for satisfactory completion of a developmental course (numbered 01-09).
<b>U Unsatisfactory</b>	No grade point credit. Applies to developmental courses and other courses that have College approval for the Pass/Unsatisfactory grading option.
<b>W Withdrawal</b>	No grade point credit. A grade of "W" is awarded to students who withdraw or are administratively withdrawn from a course by the official last day to withdraw as listed in the Academic Calendar each term. This is a no-penalty grade and does not affect a student's GPA.
<b>X Audit</b>	No grade point credit. For students desiring to attend a course for general knowledge without taking examinations or receiving credit. The appropriate dean or designee must approve.

The semester grade point average (GPA) is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted. Developmental courses (numbered 01-09) are not figured in this calculation.

### Academic Renewal

Currently enrolled students who return to the college after a separation of five (5) years, or more, may petition for academic renewal. The student must complete the Academic Renewal Application available in the Office of Admissions and Records. The following criteria must be met:

- There must be a gap of 5 years or more before re-enrolling.
- The student must have demonstrated a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.

- c. Students must be enrolled at the time of the request. Please note that an academic renewal adjustment may be granted only one time and once granted, cannot be revoked. If a student is determined to be eligible for academic renewal, all "D" and "F" grades earned prior to re-enrollment will be renewed and will not be used to determine a student's cumulative grade point average (GPA). Please note that grades forgiven upon academic renewal approval can no longer be used to satisfy program plan requirements.

### ***Developmental Courses - Grading***

A grade of "S" (Satisfactory) shall be assigned for satisfactory completion of each developmental studies course (courses numbered 01-09). "S" grades are not included in grade point average calculations.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental course shall be graded with an "R" (Re-enroll). To complete the course a student must re-enroll.

Students not making satisfactory progress in a developmental course shall be graded "U" (Unsatisfactory), and counselors shall recommend the subsequent sequence of courses for the student.

A student is normally limited to two enrollments in the same credit course. Grades of "R", "U", "W", and "I", count as enrollments. If a student intends to enroll for a third time, documented permission must be given by the appropriate dean.

## ***Appeal of Grades***

A student having factual evidence that a grade, as reported, is in error and who wishes to appeal said grade, should use the provisions of the appeal of grades procedures as set forth herein.

### ***Procedure***

**Step I:** Recognizing that appeal of grades should be raised and settled promptly, an appeal of grades must be raised **within ten business days** following either the event giving rise to the appeal of grades or within ten business days from the time when the student reasonably should have gained knowledge of its occurrence, **but in any case no longer than one year after the grade was posted**. The student shall discuss the appeal of grades 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 appeal of grades at Step 1, the student should consult with a counselor for direction in following the proper appeal of grades procedure. The role of the counselor shall be to explain the appeal of grades procedure to the student and the importance of the time element.

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

If the student is not satisfied with the resolution of the appeal of grades by the dean, the appeal shall proceed to the Vice President of Academic and Student Affairs. 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 appeal of grades at Step II, the student may file a written appeal to the vice president within **five business days** of receipt by the student of the final decision rendered at Step II. Within **five business 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; **the two students shall be selected by the Student Government** and the two College employees shall be one faculty member and one administrator.

Within **five business days** after the ad hoc committee has been designated by the 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 business days** after the ad hoc committee has been designated. Within **five business 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 vice president. Within **ten business 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 the vice president, within **ten business 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 appeal of grades. 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 appeal of grades 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 appeal of grades 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 appeal of grades and appeals shall include the name and position of the aggrieved party and a brief statement of the nature of the appeal of grades 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 appeal of grades informally adjusted.
- D. **Rights of Grievant:** The grievant shall have the right to counsel (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 appeal of grades 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. **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.

## *Enrollment/Registration*

Important dates pertaining to enrollment and tuition deadlines are published in the Academic Calendar for each term and can be viewed at CVCC's website under the Admissions tab. Students may enroll using the Student Information System accessed through their MyCVCC account, in person, or by phone by calling the Office of Admissions and Records. Students enrolling for the first time, on academic probation or students requiring developmental mathematics or English courses should meet with an Academic Advisor or counselor to assist with planning their course schedule. Many courses require pre-requisites so we encourage students to choose an Advisor to assist with enrollment.

Students should be enrolled and have paid tuition or have financial aid in place prior to the start of the classes. Students should verify their enrollment status by logging into their MyCVCC account and viewing their class schedule under enrollment. Students who enrolled but failed to pay tuition will be dropped from the course and not permitted to attend.

#### *Student Academic Load*

The normal academic course load for full-time students is 15-17 credits. The minimum full-time load is 12 credits and the normal maximum full-time load is 18 credits excluding College Success Skills (SDV 100). Students wishing to carry an academic load of more than 18 credits must have the approval of the Vice President of Academic and Student Affairs or designee. Students placed on academic warning or academic probation may be required to take less than the normal semester course load. No program plan may require more than 18 credits per semester plus SDV 100.

**Enrollment Schedule Changes**

Students should follow the established add, drop and withdrawal deadlines as published in the Academic Calendar each term when making any change in their class schedule. Failure to do so could result in a penalty grade being given.

Schedule adjustments are permitted during the first week of classes. During the second week of classes, students may swap to a different section of the same class with the new instructor's approval. Adding courses late is only permitted in extenuating circumstances. To add, drop or withdraw from a course students may use the *Student Information System* by logging into their My CVCC account or by submitting an *Enrollment Change Form* to the Office of Admissions and Records or nearest CVCC off-site center. **It is the student's responsibility to be aware of all deadlines and penalty dates listed in the Academic Calendar.**

1. **Addition of a Course:** The last day to add courses is listed in the Academic Calendar for each term.
2. **Section Changes:** A student may change to another section of the same course before the last day to drop with refund as listed in the Academic Calendar. Students will need to obtain the new instructor's signature on an *Enrollment Change Form* and bring to the Office of Admissions and Records within 24 hours for processing.
3. **Drop with Refund:** Students are eligible for a refund of the tuition paid if the student drops their course(s) by the drop date as listed in the Academic Calendar for that semester.
4. **Withdrawal Without Grade Penalty:** A student may withdraw from a course by the withdrawal date as listed in the Academic Calendar and receive a "W" (*Withdrawn without penalty*) grade. "W" grades do not affect students GPA's, but may have an Impact on Financial Aid eligibility.
5. **Withdrawal with Grade Penalty:** **After the withdrawal date has passed, students dropping a course(s)** will receive a penalty grade of "F" which will negatively affect one's GPA. Therefore, it is very important that students be aware of all drop and withdraw deadlines.
6. **Mitigating Circumstance Withdrawals:** Mitigating circumstances must be reasons beyond the control of the student such as illness, death in the family or accidental injury, not poor performance in class. To be eligible students must be making satisfactory progress in the class(es) at the time of withdrawal. Students must consult with an Academic Counselor before submitting the *Mitigating Circumstance Withdrawal Form* to determine if they are eligible. Students must be able to provide supporting documentation to justify the reason for withdrawal. All students will be notified if they are approved for the mitigating withdrawal or not.

**Repetition of Courses**

Students will be limited to two (2) enrollments in the same credit course. Requests to enroll in the same course for a third time must be approved by the appropriate dean. Students are limited to 10 credits earned through multiple enrollments in the same course; any exceptions must be approved by the Vice President of Academic and Student Affairs. A grade of withdrawal "W" counts as a time taking a course in this regard. This limitation does not apply to courses identified as general usage courses, such as internships, seminars and supervised studies.

When a course is repeated, only the most recent course, credits, and grade received will be used in computation of total hours completed and the cumulative and semester grade point average (GPA). The prior grade received will show as repeated and will not be factored into a student's GPA. Courses identified as repeats must have the same credit hours. Course attempts which result in a grade of "W", "X", "R", or "U" do not affect the students GPA.

**Repeating Developmental Math Courses**

Students will be limited to two (2) enrollments in the same MTE course. Requests to enroll in the same MTE course for a third time will automatically be processed; however, to complete the process, the student is required to consult with the instructor to complete a Plan for Success. During this time, the student will be required to reflect on the changes that can be made to ensure success during this enrollment. The plan will then be submitted to and reviewed by the Developmental Math Coordinator.

Requests to enroll in the same MTE course for the fourth time will require that the student meet with the Vice President of Academic Affairs and Student Services to work on a long range plan for success that includes at least three (3) tutoring sessions at the Student Success Center during a 4 week hiatus from the MTE course. At the end of the 4 weeks the student visits again with the Vice President of Academic Affairs and Student Services to discuss their progress and if appropriate remediation occurred. At that time a decision on the fourth time enrollment will be determined.

## Semester Credits

A credit is equivalent to one collegiate semester hour. Each semester hour of credit given for a course is based on an academic hour, which is 50 minutes of formalized, structured instructional time in a particular course weekly for 15 weeks. This is a total of 750 minutes of instruction. In addition to this instructional time, there will be a minimum of one hour of scheduled evaluation or examination for each semester hour of credit generated by the course, not to exceed three academic hours (150 minutes). Courses may consist of lectures, out-of-class study, laboratory and shop study or combinations thereof. Credits may be assigned to the activities as follows:

1. **Lecture** - One academic hour of lecture (including lecture, seminar, discussion, or other similar activities) per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
2. **Laboratory** - Two to five academic hours, depending on the discipline, of laboratory, shop, clinical training, supervised work experience, coordinated internship, or other similar activities per week, generally for 15 weeks, plus the evaluation or examination period, equals one collegiate semester-hour credit.
3. **General Usage Courses** - These courses include variable academic hours for one to five credits for general usage courses, such as Coordinated Internship, Cooperative Education, Seminar and Project, and Supervised Study.

## Student Information Release

### *Notification of Rights Under FERPA for Students Attending*

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

1. The right to inspect and review the student's education records within 10 business days of the day CVCC receives a request for access. Students should submit their request to the College Registrar or designee. Request must be in writing that identify the record(s) they wish to inspect. The Registrar or designee will meet with and provide access for the student to review their records.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask CVCC to amend a record that they believe is inaccurate or misleading. Students should contact the Registrar or designee to discuss the part of the record they believe is inaccurate. If CVCC decides not to amend the record as requested by the student, CVCC will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by CVCC in an administrative, supervisory, academic or research, or support staff position (*including law enforcement unit personnel and health staff*); a person or company with whom CVCC has contracted (*such as an attorney, auditor, or collection agent*); a person serving on the Board of Visitors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, CVCC discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by CVCC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-5920.
5. FERPA permits CVCC to disclose certain items from student's records as "Directory Information". This information may be released without consent unless the student, during the first 10 days of the semester, has indicated, in writing to the College Registrar, that he/she does not wish this information released. CVCC identifies directory information as the student's name, participation in any college sports or activities, address, telephone number, weight and height of athletic team members, e-mail address, degree, honors and awards received, program of study, dates of attendance, grade level (*freshman or sophomore*), the most recent educational agency attended, the number of credit hours enrolled, and photos.
6. According to FERPA, CVCC may release information without the student's written consent to the following:
  - a. School officials, as identified by CVCC, determined by CVCC to have a legitimate educational interest,
  - b. Officials of other institutions in which the student seeks to enroll,
  - c. Persons or organizations providing to the student financial aid, or determining financial aid decisions,

- d. Accrediting organizations carrying out their accrediting functions,
- e. Parents or legal guardians of a student who have established that student's status as a dependent according to IRS Code of 1986, Section 152, (Parents must provide a copy of their tax return to the CVCC Office of Admissions and Records or a student release form must be on file),
- f. Persons in compliance with a judicial order or a lawfully issued subpoena,
- g. Persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Questions on this policy can be directed to The College Registrar or Designee.

Persons involved in the serving of a warrant, subpoena, or summons at CVCC should be referred to the Office of Admissions and Records. Local, state, and federal officers are requested to serve these legal documents at the student's residence if at all possible.

An overwhelming majority of the CVCC students are from the cities of Lynchburg and Bedford, the counties of Amherst, Appomattox, Bedford, and Campbell, or peripheral counties. In cases where these police agencies deem it necessary to contact the student at the College, we offer two services which will cause a minimum of embarrassment to the student and save time for law enforcement officers.

- (a) The Office of Admissions and Records will contact the student and request that the student go to the appropriate police agency to pick up the subpoena or summons.
- (b) The local, state, or federal officers may come to CVCC to serve the warrant, subpoena or summons. The Vice President of Academic and Student Affairs will contact the student at the end of a class period and request that the student come to the Vice President of Academic and Student Affairs' Office where the warrant, subpoena, or summons will be served. These procedures do not apply to serious offenses or extenuating circumstances.

## ***Student Records Retention Policy***

The academic and counseling records of a student will be maintained either on paper copy or electronically by the College according to the following schedule:

Permanent retention is required only for the academic transcript (student permanent record) which is kept electronically in the College's Student Information System.

Once a student enrolls at CVCC, application forms, high school and college transcripts, residency forms, curriculum placement, course substitutions and grade change forms are maintained in the students file for a period of three years after the student discontinues enrollment and/or graduates.

Three-year retention from the start of a semester is required for registration, drop/add, and withdrawal forms, faculty grade reports and change of grade forms.

One-year retention from date of origination is required for transcript request forms, application forms (non-matriculated students), change of student information such as name and/or address changes, and graduation applications and certifications. Students who apply to the College but do not attend within three consecutive semesters are discontinued and any paper records discarded. Students must re-apply to the college once they are discontinued.

## ***Student Status***

The College updates a student's academic standing at the end of each term once grades are posted. Students must log into their MyCVCC account and use the *Student Information System* to check their standing by viewing their grades or viewing an unofficial transcript. Students who are dismissed, suspended or on academic probation will be notified by mail or email at the end of each term. CVCC has Academic Counselors available to assist students to increase their effectiveness in meeting the academic standards of the institution and ultimately to attain graduation. Students are expected to maintain a 2.0 (C) grade point average and to be making satisfactory academic progress toward graduation.

### ***Good Standing***

Students are considered to be in good academic standing if they maintain a minimum grade point average (GPA) of 2.0 per semester, are eligible to re-enroll at the College, and are not on academic suspension or dismissal status. "Good Standing" will appear on the students' records for that term.



**Academic Warning**

Students who fail to attain a minimum grade point average of 2.0 for any semester shall have "Academic Warning" printed on the students' permanent records.

**Academic Probation**

Students who fail to maintain a cumulative grade point average (GPA) of 1.5 shall be on academic probation until such time as their cumulative GPA is 1.75 or better. The statement "Academic Probation" shall be placed on the students' permanent records and students may be required to carry less than a normal course load the following semester. Students on academic probation are required to consult with their Academic Advisor or Counselor. Students are placed on probation only after they have attempted twelve (12) semester credit hours.

**Academic Suspension**

Students on academic probation who fail to attain a GPA of 1.5 for the next semester in attendance shall be placed on suspension only after they have attempted a total of twenty-four (24) semester hours at the College. Students who are academically suspended may not attend the following spring or fall term preceding their suspension. The statement "Academic Suspension" shall be placed on the students' permanent records.

**Readmission after Academic Suspension**

Suspended students may be readmitted after the end of the suspension period. Suspended students must complete the Request for Readmissions Form available in the Office of Admissions and Records. The College Registrar or Designee will notify students if they are approved or disapproved for readmission. If a student is readmitted, they will re-enter the College under a "Subject To Dismissal" status until they have satisfied the following requirements: (1) The student must obtain a 2.0 GPA the semester in which they are reinstated; (2) The student must maintain a 1.75 GPA in each subsequent semester; and (3) Students will remain on probation until their cumulative grade point average is raised to a minimum of 1.75. If these requirements are not met the student will be academically dismissed from the college, which is normally permanent. Readmitted students are required to carry less than a normal course load and are required to consult with their Academic Advisor or Counselor.

**Academic Dismissal**

Students who fail to obtain a 2.0 grade point average for the semester of reinstatement to the College when on academic suspension shall be academically dismissed. The statement "Academic Dismissal" shall be placed on the students' permanent records. Academic Dismissal is permanent.

**Readmission after Academic Dismissal**

Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission. After 12 months following the dismissal, the student may submit a written request for readmission using the *Request for Readmission Form* to the Vice President of Academic and Student Affairs. The student who is readmitted must obtain a 2.0 grade point average the semester reinstated and maintain a 1.75 GPA in each subsequent semester.

**Transcripts**

Students may request that copies of their transcripts be forwarded to other educational institutions, employers, or any persons designated by the student. Students may authorize the release of their transcript the following ways:

1. Log into the *Student Information System* using their MyCVCC account. Using Self Service, choose *Request Official Transcript*. Include the address where the transcript should be sent and press Submit;
2. Complete a *Transcript Request Form*, available in the Office of Admissions & Records, Amherst Hall, Room 2204;
3. Send a letter to the CVCC Office of Admissions and Records, 3506 Wards Rd., Lynchburg, VA 24502. Include your name, date of birth, student ID# if known, the address where your transcript should be sent and your daytime telephone number and signature; or,
4. FAX a written request to the Office of Admissions and Records at fax # (434) 832-7793 and include the same information listed in (3) above. Requests for transcripts cannot be made by phone.

There is no fee for transcripts. Generally transcript requests will be processed within five working days. Due to limitations on access to student information under the Family Educational Rights and Privacy Act of 1974 (FERPA), telephone and third party requests for transcripts cannot be honored. The College does not release a transcript unless tuition, fees and other obligations due the College have been paid or satisfied.

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# Administrative Faculty, Faculty & Staff

## *Administrative, Professional, and Teaching Faculty (with year of appointment)*

**Aiken, Lisa:** (2015) Instructor of Emergency Medical Services, A.A. Liberal Arts, SUNY Adirondack.

**Alderman, Michael D.:** (1991) Associate Professor of Heating, Ventilation, and Air Conditioning; B.S., Norfolk State University.

**Alexander, Karen L.:** (2018) Coordinator for Admission & Records/College Registrar; B.S., Virginia Polytechnic Institute & State University; M.B.A., Virginia Polytechnic Institute & State University.

**Anderson, Susan:** (2017) Associate Professor of Radiology Technology, B.A., Lynchburg College; MAEd; University of Phoenix; RTR; (ARRT); (CORU)

**Atkinson, James D.:** (1999) Associate Professor of Mathematics; B.S., Indiana University; M.A., University of Arizona.

**Ayers, Wendy F.:** (2009) Associate Professor of Respiratory Therapy; A.A.S., Piedmont Virginia Community College; B.S., Old Dominion University; M.S., Occupational and Technical Studies, Old Dominion University Darden School of Education, MSc; RRT-NPS; STEM-H and Professional Studies.

**Babcock, Michael:** (2016) Associate Instructor I of English; B.A., University of North Carolina at Greensboro; M.F.A., University of North Carolina at Greensboro; Ph.D, University of Minnesota.

**Bell, James E.:** (1998) Associate Professor of Information Systems Technology; B.S.B.A., Christopher Newport University; M.A.A.S., George Washington University.

**Boothe, Elizabeth W.:** (2003) Professional Librarian and Instructor; B.A., Lynchburg College; M.S.L.S., University of North Carolina, Chapel Hill.

**Bowman, Donald C.:** (1999) Assistant Professor of Chemistry; B.S., Bob Jones University; M.A. & M.S., Eastern Michigan University.

**Boylan, Stephen:** (2017) Associate Instructor of Chemistry; B.S.ChE, University of Cincinnati; MEngChE, University of Virginia.

**Bradford, Michael V.:** (2012) Vice President of Institutional Advancement; B.A., Duke University; M.B.A., University of North Carolina.

**Bryant, Lewis III:** (2016) Vice President of Financial & Administrative Services; M.B.A., Virginia Polytechnic Institute & State University.

**Capps, John:** (2011) President; B.A., Virginia Polytechnic Institute & State University; M.A., Virginia Polytechnic

Institute & State University; Ed.D., Virginia Polytechnic Institute & State University.

**Chan, Lorenz:** (2006) Assistant Professor of Spanish; B.A. Pacific Union College; M.A. American University.

**Chilton, Lisa H:** (2016) Coordinator for Financial Aid; M.B.A., Lynchburg College; D.Min, Virginia University Lynchburg

**Dario-Becker, Juville G.:** (1992) Professor of Biology; B.S. & M.S., University of the Philippines; Ph.D., Florida State University.

**Dillard, Lynn:** (2010) Professor of Machine Technology; B.B.A., Averett University; M.S., Virginia Polytechnic Institute & State University.

**Dorman, Peter A.:** (1990) Professor of English; Interim Dean of Humanities and Social Sciences; B.A. & M.A., Purdue University; Ph.D., Ohio State University.

**Farris, Michael:** (2014) Dean of Enrollment Management, A.A.S., Central Virginia Community College; B.A. & M.Ed., Lynchburg College.

**Fein, Michael T.:** (2000) Coordinator of Library Services; Diploma, Leningrad State University, U.S.S.R; B.A., The University of Kansas; M.A., University of North Carolina at Chapel Hill; M.S.L.S., The University of North Carolina at Chapel Hill.

**Ferguson, R. Jason:** (2005) Public Safety Programs Head; Assistant Professor of Emergency Medical Services; A.A.S., Central Virginia Community College; B.S., University of Phoenix, M.A., Lynchburg College; NRP.

**Forooghmand Arabi, Amir (Fazi):** (2004) Instructor of Mathematics; A.A.S., Gaston College; B.S., Southern Tech Institute; M.S., NC A&T State University.

**Gale, Marcella:** (2017) Assistant Professor of Mechatronics; Science, Math, & Engineering; B.S., Electrical Engineering, University of Virginia; M.S., Occupational and Technical Studies, Old Dominion University.

**Gomes, Kirk:** (2010) Associate Professor of Engineering; B.E., University of Mumbai; M.S. & Ph.D., University of Toledo.

**Harris, Deborah D.:** (2006) Assistant Professor of Medical Laboratory Technology; A.A.S., Central Virginia Community College; B.S., Old Dominion University; M.S., Occupational and Technical Studies, Old Dominion University.

**Hobbs, Donna K.:** (2007) Associate Professor of Communication Design; B.A., Lynchburg College; M.F.A., University of Virginia.

**Hodges, Lisa R.:** (1996) Associate Professor of Respiratory Therapy; Certificate, Central Virginia Community College; B.S. & M.Ed., Lynchburg College.

**Hogan, Jessica C.:** (2007) Professor of Biology; B.S., SE Missouri State University; M.S., Middle Tennessee State University; Ph.D. Louisiana State University.

**Hoisington Tirrell, Corinne L.:** (2001) Associate Professor of Information Systems Technology; B.S., Liberty University; M.S., Computer Studies, Hollins University.

**Honeycutt, Rebecca L.:** (2007) Professor of Mathematics; B.S., State University College at Oswego New York; M.S. & Ph.D. Georgia Institute of Technology.

**Latimer, Matthew:** (2012) Assistant Professor of English; A.A.S., Central Virginia Community College; B.A. & M.Ed., Lynchburg College.

**Laub, Jeffrey W.:** (2006) Professor of Science; B.S., Moravian College; M.S., St. Bonaventure University; Ph.D, Lehigh University.

**Launi, Dominick:** (2010) Instructor of Culinary Arts; B.S., Florida International University.

**Lemons, James L.:** (2004) Professor, Associate Vice President of Business and Allied Health and Workforce Solutions; B.S., NC State University; M Ed., NC State University; M.B.A., Virginia Tech; Ph.D., University of South Carolina.

**Lester, J. Brent:** (2006) Professor of Administrative Support Technology; A.A.S., Southwest Virginia Community College; B.S., Virginia Intermont College; M.B.A. East Tennessee State University.

**Lightfoot, J. David:** (2000) Vice President of Information Technology; B.S., Southern Polytechnic State University; M.S., George Mason University.

**Lofaso, Cynthia R.:** (2002) Professor of Psychology; B.A., University of California; M.A., California State University; Ph.D. Northcentral University.

**Lofaso, John:** (2002) Professor of Communication Design; B.A., Brooks Institute; M.F.A., University of California.

**Mallory, Linda L.:** (1992) Associate Professor of Accounting; B.B.A., William and Mary; M.S., Virginia Polytechnic Institute and State University.

**McCullough, John:** (2012) Associate Professor of History; B.S., Liberty University; M.A, Norwich University; M.Ed., Lynchburg College.

**McDermott, Shannon R.:** (2013) Associate Professor of Biology; B.S., Cedar Crest College; Ph. D., Duke University.

**McGee, David H.:** (2001) Professor of History; B.A., University of North Carolina at Charlotte; J.D., University of North Carolina at Chapel Hill; M.A., Virginia Polytechnic Institute and University; Ph.D., University of Georgia.

**Mickles, Muriel B.:** (1971) Associate Professor, Vice President of Academic and Student Affairs; A.S., Central Virginia Community College; B.A. & M.Ed., Lynchburg College; Ed.D., University of Virginia.

**Moore, Alison:** (2012) Assistant Professor of Mathematics; B.A., University of North Carolina; M.Ed., Francis Marion University.

**Nelson, Lorna:** (2012) Nelson, Lorna: Associate Professor of English; AAS Landscape Gardening, Sandhills Community College; B.A., Political Science, North Carolina State University; B.A., English, North Carolina State University; MEd, North Carolina State University; M.A., Northwestern; Graduate Certificate in E-Learning University of Wisconsin

**Newman, Jewel M.:** (1989) Professor of Welding; Machine Shop Diploma and A.A. & S., Central Virginia Community College, B.S., Old Dominion University, M.B.A., Liberty University.

**Ogden, Kris M.:** (2008) Dean of Institutional Effectiveness; Institutional Effectiveness & Strategic Planning; B.A., Sweet Briar College; M.B.A., Radford University.

**Parker, Christopher:** (2012) Instructor in Emergency Medical Services; A.A.S., Central Virginia Community College, A.S., Jefferson College of Health Sciences, B.S.N., Liberty University, RN; CFRN, CEN, NRP.

**Pearson, Ashley H.:** (2007) Academic Counselor: B.A., University of Delaware; M.A., University of San Diego.

**Pearson, Jane B.:** (2013) Associate Professor of Health Technologies; B.S.N., East Carolina University; M.Ed., Lynchburg College; M.S.N., Liberty University.

**Penner, Michelle Y.:** (2008) Professor of Mathematics; B.A., SUNY Postdam, M.S., Oklahoma State University, Ph.D., Washington University.

**Penrod, Joseph T.:** (2012.) Associate Professor of Biology; B.S., University of Utah, Ph.D., University of California at Davis.

**Perry, Stephen:** (2017) Associate Instructor of Biology; B.A., Biology, Walsh University; M.S. Biology, Akron University; M.A. Religion, Liberty University.

**Piercy Julie C.:** (1999) Professor of Psychology; B.A., University of California; M.A., Loyola Marymount University; Ph.D., University of Virginia.

**Poff, Charles:** (2002) Professor of English; B.S. & M.A., Radford University, Ph.D., University of Kentucky.

**Poteat, Matthew R.:** (2005) Associate Professor of History; B.S., East Carolina University; M.A. & M. Ed., North Carolina State University. MPhil., University of London, Birkbeck.

**Randolph, Gary F.:** (2004) Professor of English; B.A., Rhode Island College; M.S. & Ph.D, Florida State University.

**Ranson, Teresa H.:** (2007) Instructor of Biology; A.G.S., Southside Virginia Community College; B.A. & M.A., Longwood University.

**Retnam, Xavier:** (2010) Professor of Mathematics; B.Sc. & M.Sc., Madurai Kamaraj University; M.E., University of Virginia; Ph.D., University of Tennessee.

**Rhoads, Timothy L.:** (2004) Professor of Biology; B.S., Auburn University; M.S., University of Alabama; Ph.D., University of Mississippi.

**Saffioti, Patricia:** (2016) Dean for Student Services.; B.S. & M.Ed., Old Dominion University.

**Shelton, Elizabeth:** (2013) Associate Instructor, M.Ed., B.S., Lynchburg College.

**Sizemore, Victor M.:** (2013) Associate Instructor of English; B.A., West Virginia State University; M.F.A., Seattle Pacific University.

**Sparhawk, Thomas G.:** (2000) Professor of Sociology; B.A., University of Baltimore; M.A. & Ph.D., University of New Hampshire.

**Templeton, Rick:** (2013) Instructor of Physical Education; B.S., James Madison University; M.S. & M.Ed., Old Dominion University.

**Thomas, Kathleen:** (2014) Instructor of Mathematics; B.S., Youngstown State University, M.ED., Cambridge College.

**Tuite, James:** (2015) Associate Instructor Political Science, A.A.S. NOVA, A.B.D., Catholic University, B.S., American University, M.A., Georgetown University

**Tyler, Rick A.:** (2008) Associate Professor of Communications and Theatre; A.A., El Camino College; B.A./ B.A., California State University Long Beach; M.A./M.A., California State University Los Angeles.

**Velez, Lana:** (2002) Assistant Professor of English; B.A., Randolph Macon Woman's College; M.A., James Madison University.

**Wade, Ernest:** (2011) Associate Professor of Economics; B.S., Radford University; M.S., Virginia Polytechnic Institute & State University.

**Wallin, Cynthia:** (2002) Professor of Mathematics; Interim Dean of Science, Math, and Engineering; B.S. Union University; M.A.T., Murray State University; Ed.D., Northcentral University.

**Wilhelm, N. Timothy:** (2009) Assistant Professor of Radiologic Technology; A.A.S., Virginia Western Community College; B.S., Virginia Commonwealth University.

**Zoccola, Marc:** (2005) Academic Counselor; B.A., Morehead State University; M.A. Saint Louis University.

## *Adjunct Clinical Instructors*

### **Emergency Medical Services**

**McLeod, Marilyn M. D.:** Medical Director.

**Cresson, Jr. David D.:** Medical Director, Director of Laboratory, Centra.

**Levandoski, Robin L.:** Program Head, Medical Laboratory Technology, MT (ASCP), Centra, Lynchburg, VA; B.S., Montana State University; M.Ed., University of Virginia.

## **Radiology Technology**

**Kline, Eric:** Medical Director, Radiologist, Central Virginia Imaging/Radiology Consultants

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**Ellen Dooley:**ASN, ASRT, RN, RRT, Clinical Instructor, Central VA Community College Respiratory Therapy Technology Program

**Jonathan Glass:** BSRT, RRT-NPS, RRT-ACCS, Clinical Instructor, Central VA Community College Respiratory Therapy Technology Program

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**Roselove Nunoo-Asare:** MS, RRT, Clinical Instructor, Central VA Community College Respiratory Therapy Technology Program

**Cindell Ponton:** AASRT, RRT, Clinical Instructor, Central VA Community College Respiratory Therapy Technology Program

**Thela Walton:** AASRT, RRT, Clinical Instructor, Central VA Community College Respiratory Therapy Technology Program

## *Staff (with year of appointment)*

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**Angel, Kimberly:** (2002) Information Technology Specialist II, Information Technology; A.A.S., Central Virginia Community College.

**Banks, Clarence A.:** (1985) Trades Technician III, Facilities Management.

**Banks, Vickie A.:** (1985) Administrative & Office Specialist III, Accounting Office; A.A.S., Central Virginia Community College.

**Bauer, Deborah:** (2011) Library Specialist I, Library; A.S., Grossmont Community College; B.S, California Lutheran University; MSLIS, Drexel University, PhD, Capella University.

**Bobbitt, Michael Ryan:** (2018) Administrative & Office Specialist III, Financial Aid Department; A.S., General Studies, Virginia Western Community College.

**Boyd, Trina M.:** (2004) Administrative & Office Specialist III, Campus Police; General Clerical Certificate, Central Virginia Community College.

**Brannan, Christina:** (2016) General Administration Manager I; Accounting, B.S., Liberty University; M.P.A., James Madison University.

**Brothers, Terilynn R.:** (2005) Trades Technician III, Facilities Management; A.A.S., Central Virginia Community College; Telecommunication Electronics, ECPI; VCCS; VCA+

**Bunch, Kenneth:** (2015) Public Relations & Marketing Specialist, Institutional Advancement Office; BS VCU.

**Campbell, Paul:** (2018) Trades Technician III; Facilities.

**Canfield, Mary K.:** (2006) Administrative & Office Specialist III, Humanities and Social Sciences; Certificate Secretarial Science, Katherine Gibbs Secretarial; A.A.S., Central Virginia Community College; B.S. Paralegal Studies, Liberty University.

**Capretta, Sharon R.:** (2000) Financial Services Specialist I, Accounting Office; A.A.S., Central Virginia Community College.

**Cawthon, Edwin:** (2016) Law Enforcement Officer I, Campus Police; B.S., Virginia Commonwealth University.

**Chalmers, Renee':** (2017) Education Support Specialist III; Workforce Solutions; B.S., Longwood University; M.B.A., Liberty University; M.A., Liberty University.

**Chukwu, Kingsley:** (2017) Financial Services Specialist I; Accounting, A.A.S., Central Virginia Community College, B.A., Washington & Lee University; M.ED, Lynchburg College.

**Coles, Barry:** (2015) Housekeeping & Apparel Worker.

**Connelly, Ava J.:** (1978) Administrative & Office Specialist III, Business and Allied Health; A.A.S., Central Virginia Community College.

**Craig-Carson, Cathy S.:** (2008) Administrative and Office Specialist III, Bedford Center.

**Daye, Linda H.:** (2003) Human Resources Analyst I, Human Resources; Microcomputer Office Automation & Business Management Certificate, Central Virginia Community College.

**Deacon, Connie C.:** (2000) Administrative & Office Specialist III, Distance Education Center; A.A.S., Central Virginia Community College.

**DeMasters, Twila J.:** (2001) Program Administration Specialist I, Workforce Solutions; Certificate; A.A.S.; A.A.S.; Central Virginia Community College.

**Dove, Russell L.:** (2013) Chief of Police, Campus Police; A.A.S., Southside Virginia Community College; B.S., Longwood University.

**Dye, Francie D.:** (2012) Education Coordinator I, Workforce Solutions; B.A., Polytechnic Institute State University.

**Engledove, Jeannie G.:** (2006) Administrative & Office Specialist III, Campus Police; B.S., Virginia Polytechnic Institute State University.

**Ensley, Kenneth:** (2014) Trades Technician III

**Fariss, David W.:** (2006) End User Support Technician, Information Technology; A.A.S., Central Virginia Community College; B.A., James Madison University.

**Fletcher, Michele:** (2012) Education Support Specialist III, Enrollment Management; B.S., Bethune-Cookman College; M.A., Liberty University.

**Franklin, Randall:** (2013) Human Resources Director, Human Resources; B.A., University of Virginia.

**Falatic, Joseph:** (2014) Law Enforcement Officer I, Campus Police.

**French, Kimberly:** (2012) Education Support Specialist III; A.S., Central Virginia Community College, B.S., Old Dominion University; M.S., Liberty University.

**Friddle, Collins:** (2017) Administrative & Office Specialist III, Admission & Records; B.S., Liberty University; M.A., Liberty University.

**Hafner, Kyle:** (2003) Trades Technician III, Facilities Management.

**Hamilton, Michael J.:** (2013) Law Enforcement Officer II, Campus Police; Central Virginia Criminal Justice Academy.

**Herndon, Kathye L.:** (2007) Administrative & Office Specialist III; Facilities Management; Virginia Contracting Associate; Legal Secretary Certificate, Longwood College.

**Johnson, Tammy L.:** (2012) Administrative & Office Specialist III, Student Services; Medical Transcription Certificate, Central Virginia Community College; General Clerical Certificate, Central Virginia Community College; A.A.S., Central Virginia Community College.

**Jordan, Christopher T.:** (2006) Information Technology Specialist II, Information Technology; A.A.S., Central Virginia Community College.

**Keener, Stephanie:** (2014) Program Administrative Specialist, M.A., Appalachian State University, B.A., University of Kentucky.

**Kidd, Kathy Y.:** (2005) Enrollment Services Specialist, Admissions and Records; Criminal Justice Certificate; Management Certificate; A.A.S., Central Virginia Community College.

**Kiger, Gayle T.:** (2013) Blackboard Administrator, Distance Education; Certificate in Computer Operations, Central Virginia Community College.

**Kolb, Nathan:** (2015) Program Administrative Manager, MBA Liberty University, BA Liberty University.

**Liggon, Priscilla M.:** (1989) Clinical Coordinator, Business and Allied Health; A.A.S., Central Virginia Community College; B.S., Old Dominion University.

**Markwood, Jill S.:** (2005) Media Specialist III, Institutional Advancement Office; A.A.S., Central Virginia Community College; B.A., Lynchburg College.

**McDaniel, Deanne:** (2015) Education Support Specialist III, BS University of North Carolina Pembroke.

**McGee, Edward G.:** (2013) Instructional Technologist, Distance Education; B.S., Radford University; M.A., Hollins University.

**McIvor, Amy L.:** (1978) Administrative & Office Specialist III, Science, Mathematics and Engineering.

**McLaughlin, Meredith:** (2017) Education Support Specialist III; Counseling, B.A., Hofstra University; M.A., Hofstra University.

**Muniz, Emily:** (2014) Support Specialist III, B.S., Virginia Polytechnic Institute State University; M.S. Longwood University.

**Murphy, Tina J.:** (2003) Veterans Coordinator; Student Services; Business Management Certificate, General Education Certificate & A.A.S., Central Virginia Community College; A.A.S., Allentown Business College; B.A., Southern New Hampshire University.

**Narehood, Elizabeth:** (2016) Education Coordinator I, Workforce Solutions, B.S. & M.S.Ed, Polytechnic Institute State University.

**Osborne, William B.:** (2005) Information Technology Specialist II, Information Technology; A.A.S., Central Virginia Community College. B.S., Franklin University. M.S., North Carolina State University.

**Overstreet, Hunter T.L.:** (2014) Student Services Coordinator; B.S., Hampden-Sydney College.

**Paige, Mickey:** (2016) Education Support Specialist III, Great Expectations Coach.; B.S. Liberty University.

**Parker, Ronald R.:** (1993) Trades Manager I, Facilities Management.

**Perez, William:** (2005) Information Technology Specialist II, Information Technology.

**Perry, Layia:** (2017) Education Support Specialist III, Workforce Solutions; Virginia Career Coach Certification; B.S., Old Dominion University; M.S., Liberty University.

**Phillips, Dennis:** (2013) Transportation and Special Projects Coordinator, Workforce Solutions ; Certification, Trainer of

Advanced Rider Course Rider Coaches; Certification, Trainer of Riders Edge "New Rider Course" Rider Coaches.

**Prue, Natalie:** (2015) Administrative Office Specialist III, A.S. National Business College.

**Reynolds, Pamela:** (2010) Trainer Instructor I, Business and Allied Health; A.A.S., Central Virginia Community College.

**Rice, Catherine M.:** (2006) General Administration Coordinator I, Institutional Advancement Office; A.A.S., Danville Community College; B.A., Averett University. M.B.A., Lynchburg College.

**Riddick, Jessica J.:** (2008) Administrative & Office Specialist III, Academic Affairs and Student Services; A.S., St. Johns River Community College; B.S., University of North Florida Jacksonville.

**Riley, Kevin S.:** (2006) Coordinator of Institutional Effectiveness; Institutional Effectiveness & Strategic Planning; B.A., Virginia Polytechnic Institute State University.

**Sanders, Cathy.:** (2016) Administrative & Office Specialist III, Workforce Solutions ; General Studies, A.A.S., Central Virginia Community College.

**Scott, Barbara T.:** (2005) Administrative & Office Specialist III, Business and Allied Health; B.S., Tennessee Wesleyan College; M.Ed., Old Dominion University.

**Short, Debra A.:** (2008) Administrative & Office Specialist III, Workforce Solutions ; Accounting; A.A.S., Management; A.A.S., NSC Defensive Driver Course Instructor, Central Virginia Community College.

**Sterenborg, Jidee:** (2000) Trades Technician III, Facilities Management; HVAC Certificate, Central Virginia Community College.

**Sublett, Connie, W.:** (2004) Human Resources Analyst I, Human Resources. Human Resources Certificate, Central Virginia Community College.

**Sydenstricker, Jeffrey R.:** (2016) Law Enforcement Officer II, Campus Police; Greenfield Peace Officers Academy.

**Sykes, S. Dianne:** (2004) General Administration Coordinator I, President's Office; General Clerical Certificate, A.A.S., and AA&S, Central Virginia Community College.

**Thurston, Barbara:** (2017) Administrative & Office Specialist III; Counseling Department; A.S., Northern Virginia Community College.

**Viar, Sandra:** (2014) Administrative Office Specialist III, A.S., Central Virginia Community College.

**Walkup, Elizabeth:** (2016) Administrative & Office Specialist II, Humanities and Social Sciences.

*President Emeritus*

Merritt, Johnnie E.\*

Wheelan, Belle S.

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Armstrong, Wendell D.

Barber, L. Thomas\*

Barringer, Katherine\*

Bashore, Joy

Bashore, Robert

Beasley, George

Beeker, Roger

Bieber, Werner F.

Black, John

Bradley, Cheryl

Cheagle, Roslyn

Csaky, Joe

Dunford, Janet

Freeman, Bill

Freese, John E.\*

Goodman, Martha

Hagy, Della H.

Hamner, Peter

Harris, Edgar T.

Hofmann, David

Hurst, Roe V.\*

Jenkins, Nettie

Kerns, John (Jack)

McGrath, Thomas M.

Merchant, Robert P.\*

Moore, James P.\*

Patch, Ethel L.

Peniche, Edward A.\*

Price, James A.

Reid, Russell D., Jr.

Reynolds, William M.\*

Rush, Susan

Ryan, Regina T.\*

Sandidge, William

Thornhill, Allen F.

Valentine, James

Watson, Herbert R.

Wells, Betty J.\*

Wiley, Wayne H.

Wiseman, David

Wright, Benjamin W., Jr.\*

Wujcik, Nora\*Deceased

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Beasley, Susan

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DeMartino, Nicholas\*

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Steele, Clarence M.\*

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Towler, Rebecca G.

Wiley III, Cloyde

Williams, Sandra

Willis, Carol A.

Wright, Jo Ann

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## *Business & Allied Health Advisory Committees*

### **Administration of Justice**

Mr. Mike Brown	Mr. Steve Hutcherson	Mr. Ron Staton
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Mr. Todd Foreman	Mr. Barry Letterman	Mr. Ernest Viar
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### **Administrative Management Technology**

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Ms. Diana Creammer	Ms. Paula Hutt	Ms. Diana Pace
Ms. Lucille Crist	Ms. Julie Loving	Ms. Debbie Payne
Ms. Kaye Crosby	Ms. Janet Martin	Ms. Meghan Pettry
Ms. April Fix	Ms. Cindy Minton	Ms. Kate Roeglin

### **Business Management**

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Mr. Phill Coley	Ms. Anne McVeigh	Ms. Gloria Witt
Mr. Ed Dellinger	Mr. J. D. Mitchell	Ms. Ann Wolcott
Mr. Phil Hamlett	Mr. Byron N. Steward	
Mr. Ron Lovelace	Ms. Kim Wilkerson	

### **Culinary Arts**

Mr. Brad Barden	Mr. Brian Knopp	Mr. Danny Rivers
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Mr. Tom Gordon	Mr. Kevin Phelps	Ms. Renee Stephens

### **Emergency Medical Services**

Ms. Mary Katherine Allen	Ms. Skyler Donaldson	Mr. Gary Roakes
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Ms. Janet Blankenship	Ms. June Leffke	Ms. Susan Walton
Mr. John Boon	Ms. Heather Matherly	Mr. Tom Walton
Mr. Ben Bond	Dr. Marilyn McLeod	
Ms. Vickie Campbell	Ms. Connie Purvis	

### **Health Technologies**

Ms. Susan Barley	Ms. Kathy Johnson
Ms. Sharon Elkins	Ms. Robbie Johnson
Dr. Jim Emerson	Ms. Holly Puckett
Ms. Cindy Goodrich	Ms. Melody Sharp
Dr. Dan Johnson	Dr. Jeremy Welsh

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 Mr. Des Black  
 Ms. Cathie Brown  
 Mr. Erik Dorman  
 Mr. Mike Goetz  
 Mr. Kent Gross  
 Ms. Brittany Holt

Mr. Jeff Hurley  
 Mr. Tommy Kern  
 Mr. Tony Martin  
 Ms. Jan McKinney  
 Ms. Betsy Mewborn  
 Ms. Elizabeth Narehood  
 Mr. Scott Noonan

Mr. Sam Page  
 Dr. Mark Shaneck  
 Mr. Tom Thornton, III  
 Ms. Helene Waslov Toms  
 Mr. Seth Wade  
 Mr. Jonathan Whitt  
 Mr. James B. Witt, Jr

**Medical Laboratory Technology**

Dr. David Cresson, Jr.  
 Ms. Lakricia Duncan

Ms. Brandy Gallaher  
 Mr. Craig Jordan

Mr. Thomas Trevilian  
 Ms. Jasmine Waller

**Pharmacy Technology**

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 Ms. Kim Burton  
 Mr. Tom Evans

Ms. Beth Jadallah  
 Mr. Glen D. Lang  
 Mr. Randall Puckett

Mr. Chris Wright

**Radiologic Technology**

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 Ms. Dana Duffield  
 Mr. Michael Elliott  
 Dr. Parham Fox  
 Ms. Rebecca Hubbard

Ms. Lisa Jordan  
 Ms. Romone Kelly  
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 Ms. Brigid Busa  
 Ms. Patricia Doorley

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Mr. George Morcom  
 Mr. Don O'Regan  
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Mr. Keith Davis  
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Mr. Bob Campbell  
Mr. Don Guthrie

Mr. Theodore Miller, Jr.  
Mr. Mike Murphey  
Mr. Duane Newman

Mr. Will Westgate  
Mr. John Wright

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**Whom To Contact About Important Things****Type of Question.....To be Consulted**

Academic Difficulty .....	Counseling Center
Academic/Career Choice.....	Counseling Center
Applying to College.....	Admissions and Records
Disabled Individuals.....	Counseling Center
Enrolling in Classes.....	Admissions and Records
Evaluation of Transcripts .....	Admissions and Records
Financial Aid and Loans .....	Financial Aid
Grades not understood .....	Appropriate faculty member
Intramurals .....	Student Activities Coordinator
Student Activities .....	Student Activities Coordinator
Job Information .....	Career Connections
Lost and Found .....	Campus Police
Personal Problems/Social Adjustments..	Counseling Center
Scholarships .....	Foundation
Study Habits and Budgeting Time .....	Counseling Center
Transcripts .....	Admissions and Records
Tutoring .....	Student Success Center
Veterans' Affairs .....	Veterans Coordinator
Withdrawal from class.....	Admissions and Records
Withdrawal from college.....	Admissions and Records

**Hours For College Offices and Facilities**

Admissions and Record .....	Mon - Fri 8:00 a.m. to 5:00 p.m.
Bookstore .....	(See current class schedule)
Business Office .....	8:00 a.m. to 5:00 p.m.
Counseling Center .....	By Appointment or Mon-Thurs 8:00 a.m. to 6:00 p.m. Friday 8:00 a.m. to 5:00 p.m.
Faculty Offices.....	As Posted
Financial Aid .....	8:00 a.m. to 5:00 p.m.
Library.....	Mon-Thurs 8:00 a.m. to 7:30 p.m. Friday 8:00 a.m. to 5:00 p.m.
Off-site Centers.....	Contact each site for hours of operation
Testing Center.....	Mon-Thurs 9:00 a.m. to 9:00 p.m. Friday 9:00 a.m. to 5:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.

**Helpful Telephone Numbers****Support Service Numbers**

Academic and Student Affairs .....	832-7642
Accounting Office. ....	832-7638
Admissions and Records .....	832-7633
Alumni Affairs .....	832-6691
Audiovisual Operations .....	832-7649
Bookstore.....	237-0749
Counseling Center.....	832-7800
Distance Education Center.....	832-7745
Financial Aid .....	832-7814
Graduation .....	832-7619
Job Information and Career Advisor.....	832-7689
Library Information.....	832-7750
Marketing .....	832-6691
Placement Testing.....	832-7800
Police Office (on CVCC's main campus).....	832-7700
Student Activities .....	832-7654
Student Emergencies.....	832-7700
Student Success Center .....	832-7827
Switchboard .....	832-7600 or 1-800-562-3060
TDD (hearing impaired) .....	RELAY 711
Transcripts.....	832-7634
Veterans' Affairs.....	832-7631
Web Application .....	832-7632
Workforce Solutions.....	832-7607

**Academic Division Telephone Numbers**

Business and Allied Health.....	832-7680
Humanities and Social Sciences.....	832-7657
Science, Mathematics and Engineering Technologies.....	832-7708

**Offsite Centers**

Amherst Center .....	832-7898
Appomattox Center.....	832-7200
Bedford Center.....	832-7684

Note: Please visit our website at [www.CentralVirginia.edu](http://www.CentralVirginia.edu)  
for other CVCC telephone numbers..



**Central Virginia Community College**  
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434-832-7600

**CentralVirginia.edu**