



**Adjunct  
Faculty Handbook  
2015-2016**





**Thomas Nelson Community College**  
Office of the President

Dear Colleagues:

Thank you for your decision to serve students at Thomas Nelson Community College as a member of the College's adjunct faculty. You play a vital role in carrying out the heart of our institutional mission—empowering students to succeed by providing them with high quality collegiate education.

Your expertise in your discipline and your commitment to helping students reach their educational and career goals are deeply appreciated. I hope that you experience the same satisfaction that I have felt in my time as a Thomas Nelson faculty member in seeing so many students become well prepared to go on to universities or to directly enter the workforce with the knowledge and skills needed for success.

This Handbook provides you with various policies, procedures, information, and resources that you should find helpful in carrying out your work. If you have suggestions for how we can provide greater support, please share them with your dean.

Again, many thanks for your service and best wishes for a rewarding experience as part of the Thomas Nelson instructional team.

Sincerely,

John T. Dever  
President



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## **1.0000 INTRODUCTION**

### **1.1000 Foreword**

Thomas Nelson Community College is dedicated to the support and development of its faculty and the vital roles and functions they serve within the institution and the communities. The purpose of this *Adjunct Faculty Handbook* is to present those policies, procedures, and regulations of the Virginia Community College System (VCCS) and the Thomas Nelson Community College (Thomas Nelson) that are most likely to apply to members of the adjunct faculty. Many of these are taken directly from the *VCCS Policy Manual*; others are summations or extensions of items in the manual; and the remaining are policies, procedures, and regulations designed specifically for the College. More detailed procedures may be found in the Thomas Nelson *Administrative Procedures Manual* (APM). The links on the official website for Thomas Nelson Community College may be located in Appendix 8.

The Constitution of the Faculty Senate provides that a standing *Faculty Handbook* Committee will ensure that the Handbook is a current, approved publication. Revisions in the Handbook will be coordinated through the Office of the Vice President for Academic Affairs. Individual administrators are responsible for submitting appropriate changes in the Handbook to the office of the Vice President for Academic Affairs; faculty committees will submit appropriate changes through the Senate President.

### **1.2000 History of Thomas Nelson Community College**

The 1966 session of Virginia's General Assembly in active legislation established a statewide system of comprehensive community colleges. A local committee investigated the need for and feasibility of a community college for the region and requested the State Board for Community Colleges to approve an application to establish Thomas Nelson Community College. A site almost in the population center of the Peninsula area was selected and a local board of advisors was appointed. After the site was purchased by the City of Hampton, construction was begun on the initial phase of four buildings in August 1967, and the cornerstone was laid December 5, 1967. Construction was completed, and 1,232 students began classes on September 20, 1968. Thomas Nelson Community College graduated its first class of students with associate's degrees on June 13, 1970.

Appendix 8: Thomas Nelson Online Resources: Thomas Nelson Website

### **1.3000 Thomas Nelson Mission, Vision, and Goals**

#### **Our Mission:**

Thomas Nelson Community College changes lives, empowers students to succeed, and enhances the civic and economic vitality of the Peninsula community through high quality education and workforce training, excellent services, and innovative partnerships.

#### **Our Vision:**

As the Peninsula's Community College, Thomas Nelson is committed to excellence, recognized for student success, and dedicated to meeting the needs of our community.

The goals outlined in Thomas Nelson 2020 represent priorities we aspire to achieve in support of our mission of changing lives, empowering students to succeed, and enhancing the Peninsula's civic and economic vitality. Our plan is designed to align with the new strategic plan of the Virginia Community College System (VCCS), Complete 2021. The strategic goals of Thomas Nelson 2020 represent a holistic

approach to improving student success and institutional effectiveness, and are intended to support achievement of the singular Complete 2021 goal of tripling the number of credentials awarded by VCCS colleges between 2015 and 2021.

The future is always marked by change. With Thomas Nelson 2020 as our guide, Thomas Nelson will meet the challenges and capitalize on the opportunities change always brings. The College's commitment to excellence in education and service will greatly benefit our students, faculty, staff, and the greater community as we apply proven and innovative ways to advance our mission over the next five years.

#### Appendix 1-A: TNCC 2020: Strategic Goals

##### **Our Goals:**

For each *strategic goal* (1-3), the operational objectives will serve as major examples for plan implementation during the 2015-2020 timeframe. Specific outcomes in support of plan goals will be developed annually as part of the College's institutional effectiveness process, and those outcomes will be used to monitor and document success in fulfillment of Thomas Nelson 2020 and the College mission.

**Goal 1: Improve the Overall Success of Students** – Provide students with the educational opportunities, resources, and support they need to accomplish their goals, succeed as students, and grow and develop as individuals and community members.

##### **Related Objectives:**

- Students progressing to 4-year colleges and universities will have developed strong proficiencies in general education competencies that effectively prepare them to succeed in their chosen majors, in their careers, and in community and civic life
- Students progressing directly into the workforce will have developed the skills and abilities needed to advance through career pathways and succeed in their chosen careers and in community and civic life
- Students will have clear and comprehensive roadmaps for effectively progressing toward and fulfilling their educational and career goals
- Students will have ready access to clear, consistent, and comprehensive information regarding all College programs and academic and student support services
- Students will be engaged in an appreciative and proactive advising system that emphasizes shared responsibility among students, faculty, and staff to further student success
- Students will be provided with instructional delivery methods that are strategically focused to promote educational goal completion and student success
- Students will be afforded expanded opportunities for personal growth and development and social interaction outside the classroom

**Goal 2: Strengthen Partnerships with the Peninsula Community** – Collaborate with education, industry, and other community partners to enhance the vitality of the Peninsula and expand opportunities for students.

##### **Related Objectives:**

- The College will serve as a catalyst for community partnerships
- The College will be responsive to emerging occupations and industries, and will provide students with the education and training needed to succeed in those emerging fields

- The College will proactively engage and serve its diverse communities, to include high school students and parents, military service members and their dependents, adult learners, and populations traditionally underserved in higher education
- The College will attract strong advocates and increased investment through clear articulation of its identity and value to the community, and promotion of its programs and initiatives
- The College will partner with community stakeholders and invest resources to establish and build signature programs in advanced manufacturing, health professions, information sciences, and the visual and performing arts
- The College will build and grow innovative community partnerships to provide students with enhanced opportunities for work-based learning and career exploration
- The College will partner with area 4-year colleges and universities to create and promote clear and accessible transfer pathways to baccalaureate degree programs and establish a shared commitment for transfer student success
- The College will partner with area school systems to help ensure that new high school graduates come to Thomas Nelson prepared to enter college courses and succeed

**Goal 3: Enhance College Capacity for Excellence** – Improve the College’s capacity to support and engage students, employees, and community members through investment in current and future employees, new and enhanced facilities, and improved operations.

**Related Objectives:**

- The College will operate as a high-performance learning organization that embraces the ideas and diversity of its employees as a major asset and works collaboratively at all levels to accomplish its mission
- Employees will be effectively supported as life-long learners, and will be provided with the professional development and training they need to excel in their positions and grow and develop as leaders
- The College will build and retain a highly qualified, diverse, and inclusive workforce
- The College will proactively streamline processes and align resources to provide students and the community with exceptional services and programs
- The College will capitalize on information resources and research to enhance its capacity for informed decision-making and institutional improvement
- The Hampton Campus will be transformed to provide a more appealing, engaging, and functional environment for students, employees, and community members

**Our Core Values**

**Students First** — We are passionate about our students’ success and their futures and committed to providing outstanding education and training opportunities in a supportive collegiate environment that will equip students to compete in the global workforce.

**Educational Excellence** — We value high standards for learning and appreciate our dedicated faculty and staff who create learning environments that stimulate intellectual growth and academic achievement, encourage life-long learning, and help students realize their dreams.

**Community Responsiveness** — We affirm our commitment to meeting the education and workforce training needs of our community and building strong innovative partnerships that support the economic vitality of the region.

**Integrity** — We expect everyone to take responsibility for his or her actions, to engage in ethical behavior and to impart honesty, trust and transparency in all interactions.

**Diversity** — We are committed to exploring and understanding our similarities and differences and fostering inclusive working and learning environments that promote respect and appreciation for our diverse cultures, beliefs, lifestyles, and perspectives.

**Mutual Respect & Shared Governance** — We value the contributions of everyone, encourage the sharing of ideas, and commit to equitable treatment in all that we do. We acknowledge a shared responsibility for institutional success and improvement, and commit to shared decision making characterized by broad participation, openness and teamwork.

### ***1.3100 Code of Ethics***

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

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

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

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

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

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

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

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

Thomas Nelson offers employment opportunities in accordance with state, federal, and Virginia Community College System policies, supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, disability, veteran status, sexual orientation, or political affiliation.

### ***1.3200 Strategic Plan 2020***

On April 22, 2015, the Thomas Nelson Community College Board approved the Strategic Vision 2020 – Shaping our Future.

### **1.3300 Instructional Programs**

The college provides financially accessible, high-quality, comprehensive educational programs and services to meet the educational needs of citizens of all ages and to support the economic development of the Commonwealth. To this end, the college offers the following degrees and programs:

#### **A. Career and Technical Education Programs**

These programs are designed to meet the increasing regional demand for technicians, paraprofessionals, skilled craft workers, and specialized office workers in industry, business, government, and other professional fields. The curricula are planned primarily to meet the needs of workers in the region being served by the college. These programs normally require two years or less of training beyond high school to prepare students for success in meeting the demands of business, engineering, health, industry, service, and other technical and occupational fields.

The Associate of Applied Arts Degree (A.A.A.) is awarded to students majoring in one of the arts-related curricula and planning to obtain full-time employment immediately upon graduation from the community college.

The Associate of Applied Science Degree (A.A.S.) is awarded to students majoring in one of the technical curricula and planning to obtain full-time employment immediately upon graduation from the community college.

#### **B. College Transfer Education**

College transfer programs are designed to include the first two years of a four year program in arts and sciences and pre-professional programs meeting standards acceptable for transfer to a baccalaureate degree programs. These programs are equal in content and quality to those provided in four-year, degree-granting institutions to facilitate the transfer of students from the community college to four-year colleges and universities. Transfer awards offered by Thomas Nelson include

Associate of Arts degree (AA): A two-year degree program that parallels the first two years of a Bachelor of Arts degree at a four-year institution. Liberal studies focus on the fine arts, languages, literature, philosophy, humanities, and the development of critical thinking skills.

Associate of Science degree (AS): A two-year degree program that parallels the first two years of a Bachelor of Science degree at a four-year institution. Courses focus on preparing students for entry into education, business, science, engineering, and social science fields.

#### **C. Certificates**

The Certificate is an award representing one year of study (30-45 credits), designed to prepare students for entry-level positions and/or advancement in a variety of technical, semi-professional, and skilled craft fields in business and industry.

**D. Career Studies Certificate**

The Career Studies Certificate is an award representing less than one year of study (9-29 credits), designed to provide training and prepare students for certification and/or immediate employment in a number of technical fields.

**E. Dual Enrollment**

The dual enrollment program is an arrangement between local high schools and Thomas Nelson that allows qualified students to meet high school graduation requirements while earning college credit. High school juniors and seniors may be eligible to participate in dual enrollment programs, provided they demonstrate readiness for college-level course work through the college's mandatory placement testing program and meet all other admission requirements. Documentation of parental permission is required for all dual-enrollment students.

**F. Developmental Studies**

Developmental courses prepare students for enrollment in the college's various programs by helping them develop the basic skills and understanding in reading, writing, and mathematics necessary to succeed in college-level courses. Mandatory placement testing determines whether students are required to enroll in developmental courses prior to enrolling in college credit courses.

**G. Workforce Training and Continuing Education Programs**

The Office of Workforce Training and Continuing Education works with the community, government, education, business and industry partners, and the academic units of the college to develop and deliver non-credit workforce training courses and contract credit programs to individuals and organizations throughout the region. The Workforce Development Programs at Thomas Nelson are designed to satisfy the vocational development, professional development, and personal growth needs of adults and workers on the Virginia Peninsula.

Continuing Education Programs include credit and non-credit courses, seminars, and workshops for individuals who wish to continue or expand their learning experiences.

**1.3400 General Education Requirements**

General education is a required component of all degree programs and selected certificate programs at Thomas Nelson. General education requirements address the knowledge, skills, attitudes, and values characteristic of educated persons. They are unbounded by disciplines and honor the connections among bodies of knowledge. Thomas Nelson degree graduates will demonstrate competency in the following education areas: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

**1.4000 Thomas Nelson Campus Locations**

Thomas Nelson has two academic campus locations: The Hampton Campus and the Historic Triangle Campus. Additionally there are three off-site educational centers which include the Thomas Nelson Workforce Center, Southeast Higher Education Center, and the Peninsula Workforce Development Center.

Appendix 1-B: Thomas Nelson Campus Locations



**2.0000 FUNCTIONS, DUTIES, AND RESPONSIBILITIES**

**2.1000 External Governing Boards and Advisory Committees**

**2.1100 Virginia State Board for Community Colleges**

The State Board for Community Colleges is the body responsible for the control, administration, and supervision of all public community colleges in the Commonwealth of Virginia. It is the governing board for the Virginia Community College System and Thomas Nelson Community College.

The State Board consists of fifteen members appointed by the governor, subject to confirmation by the General Assembly. The members are charged with the responsibility of serving the best interests of the whole state. A principal objective of this board is to provide and maintain a system of comprehensive community colleges through which appropriate educational opportunities and programs shall be made available throughout the state. In providing these offerings, the board recognizes the need for excellence in all curricula and endeavors to establish and maintain standards appropriate to the various purposes the respective programs are designed to serve.

The board has the right to confer diplomas, certificates, and associate degrees. The State Board also establishes the policies providing for the creation of the Thomas Nelson Community College Board and the procedures and regulations under which the local board operates.

Appendix 2-A: Thomas Nelson Community College Organization Chart

**2.1200 Thomas Nelson Community College Board**

The Thomas Nelson Community College Board acts in an advisory capacity to the State Board for Community Colleges, the College President, and the Chancellor. It is composed of members appointed by the local jurisdictions, which are served by the college.

The College Board performs duties as delegated by the State Board for Community Colleges. Among the powers and duties of this local board are the following: to serve as the liaison agency between the State Board for Community Colleges and the governing bodies of the local political subdivisions; to be responsible for promoting the development and implementation of an adequate program of community college education under the administration and supervision of the State Board for Community Colleges; to be responsible for eliciting community participation in program planning and development; to approve, upon the recommendations of the College President, all appointments of members of local advisory committees for specialized programs and curricula; to make recommendations to the State Board on the development of the campus site plan and on the design and construction of college facilities; to participate with the Chancellor and the State Board in the selection, evaluation, and removal of the College President; to review all proposals for new or discontinued curricula; to encourage community support of the college and its program, including the encouragement of local financial contributions from the local political subdivisions and other agencies for funds to supplement the basic facilities and programs provided by the State Board for Community Colleges; to approve the annual local funds budget as prepared by the College President and to forward its recommendation on the budget to the State Board for Community Colleges; and to participate in the evaluation of the college and its programs.

### ***2.1300 Advisory Committees for Specialized Programs***

Local curriculum advisory committees contribute their experience to the development and evaluation of the college's specialized programs, curricula, and college publications. The President of Thomas Nelson recommends for approval members of the local advisory committees to the Thomas Nelson Community College Board.

### ***2.2000 Virginia Community College System***

The Virginia Community College System (VCCS) is the agency responsible for the administration and supervision of the system of community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges (SBCC).

The chancellor is the chief executive officer of the Virginia Community College System and serves as the secretary of the SBCC. The chancellor is appointed by the State Board for Community Colleges.

It shall be the duty of the chancellor to formulate such rules and regulations and provide such assistance in the office of the chancellor as shall be necessary for the proper performance of his or her duties. The state board prescribes the duties of the chancellor, in addition to those duties otherwise prescribed by law; and, at its discretion, approves the appointment of such agents and employees as may be needed by the chancellor and the VCCS in the exercise of the functions, duties, and powers conferred and imposed by law, to effect a proper organization to carry out these duties.

Appendix 8: Thomas Nelson Online Resources: Responsibilities of the VCCS Board and System

### ***2.3000 Thomas Nelson Boards and Advisory Committees***

#### ***2.3100 Thomas Nelson Governance Committees***

#### ***2.3200 Internal Governance Committees***

As part of its Core Values, Thomas Nelson Community College has a strong commitment to Mutual Respect & Shared Governance: "We value the contributions of everyone, encourage the sharing of ideas, and commit to equitable treatment in all that we do. We acknowledge a shared responsibility for institutional success and improvement, and commit to shared decision making characterized by broad participation, openness, and teamwork." A major way of realizing this value is through the College's governance committees. Through these committees, there is an organized and appropriately representative process for reviewing issues, for soliciting input, and for making recommendations and decisions that ensure the effective operation and strategic advancement of the College.

Each governance committee is assigned reporting responsibility to the President or a member of the President's Cabinet. The membership of governance committees is established in the descriptions that follow. Those who hold membership on a given committee by virtue of position, appointment, or election are expected to participate actively and constructively on the committee as part of their College responsibilities.

The person to whom a committee reports (President, Vice President, or Director) receives the reports and recommendations of the committee and determines any follow-up action to be taken. In instances involving changes to institutional policy, the matter will be referred to the President for consideration by Cabinet. The person to whom the committee reports is responsible for informing the committee members of the action taken on committee reports and recommendations.

In addition to the governance committees, there are four constituency groups representing members of the college community in accord with their responsibilities: Faculty Senate, College Support Staff Association, Council of Mid-Level Managers, and Student Government Association. These constituency groups organize themselves in accord with the needs of their membership. The leadership of the constituency groups have direct access to the President and appropriate Cabinet members, and they have membership on the College Council.

As needed, ad hoc committees, task forces, and informal work groups may be formed to address specific issues. In such instances, care should be taken to ensure that proper communication and coordination occur with any standing governance committee that has purview for the issue under consideration.

Detailed information on committee membership, terms, requirements, and processes are detailed in the *Thomas Nelson Community College Governance Committees* document available on Gatornet.

## **2.4000 Constituency Groups**

### **2.4100 Faculty Forum / Faculty Senate**

The members of the Faculty Forum shall be all full-time faculty whose positions are not directly involved in administration, i.e., who hold a position on the organization chart beneath the level of Dean, Director, or Coordinator. The elected Adjunct Faculty Senators shall also be members of the Faculty Forum. The *Faculty Senate* is the representative governing body of the Faculty Forum. Detailed information on Forum and Senate membership, terms, requirements, and processes are detailed in the Thomas Nelson Community College Faculty Forum Constitution.

Appendix 2-D: Constitution of the Faculty Forum of Thomas Nelson Community College

Standing committees of the Faculty Forum received their charges from the Faculty Senate Executive Board. These committees include:

#### ***Academic and Professional Affairs Committee***

It shall be the duty of the Academic and Professional Affairs Committee to review state and local matters concerning academic policy regarding professional rights and responsibilities, personnel policies and procedures, and the interpretation of such policies and procedures.

#### ***Adjunct Faculty Issues Committee***

It shall be the duty of the Adjunct Faculty Issues Committee to consider concerns of the adjunct faculty at Thomas Nelson Community College and to report these concerns to the Faculty Senate for action. The committee shall insure that the college adjunct faculty members are represented in the Senate, with inclusion of at least one adjunct faculty member from each division, on the committee.

***Faculty Evaluation Committee***

It shall be the duty of the Faculty Evaluation Committee to review the college plan of faculty evaluation, to consider any proposals referred to it concerning the college plan, and to make recommendations to the Senate for any modification of the plan.

***Faculty Handbook Committee***

It shall be the duty of the Faculty Handbook Committee to endeavor to keep the document current and authoritative through regular and timely review and approved revisions throughout the academic year. In addition, the committee shall make recommendations to the Senate for revisions deemed necessary for clarity, accuracy, and ease of use.

**3.0000 INSTRUCTIONAL POLICIES AND PROCEDURES****3.1000 Classroom Control**

The college places upon the instructor the responsibility of upholding the rules and regulations of the college governing student conduct in the classroom. Instructors should not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way adversely affects the class. While the responsibility for, and the administration of, classroom discipline ordinarily rests with the instructor, the academic dean, counseling center, office of student affairs, and campus police can be supporting resources. For policies regarding student conduct and classroom control, refer to section 7.1000.

The student's failure to meet standards of conduct acceptable to the college may result in disciplinary probation or dismissal, depending upon the nature of the offense. Counselors support faculty in the classroom by providing information on how to make a referral.

Appendix 3-A: Academic Misconduct/Disruptive Student Faculty Referral Form

Appendix 3-B: Personal Individual Consultation Form

Appendix 8: Thomas Nelson Online Resources: Thomas Nelson Counseling Services

**3.1100 Confidentiality of Student Records**

Faculty have access to student information for the purpose of viewing class rosters, advising, and submission of grades. Access to student information for these purposes is located under "MyTNCC" on the Thomas Nelson website homepage, [www.tncc.edu](http://www.tncc.edu). Information is located under Faculty Center or Advising Center within the Student Information System (SIS).

No student record or evaluation of a student record should be released to any outside person or agency unless a student signs a Family Educational Rights and Privacy Act (FERPA) Release Form granting such release, or the information is considered public information under the federal *Family Educational Rights and Privacy Act of 1974--Public Law 93-380*. Items currently considered public information include

- A. Whether or not a student is or has been admitted and/or enrolled at Thomas Nelson (beginning and ending dates may be given).
- B. Curriculum in which a student is currently enrolled.
- C. Degrees or certificates awarded.
- D. Honors received.
- E. Date of graduation.

Recommendations for students which require statements regarding grades, dates of attendance, part-time/full-time status, disciplinary records, or any other information not considered public information should be given only after the student has signed a FERPA release form. If a faculty receives inquiry regarding student grades, other than from the student, the person inquiring should be directed to the Registrar's Office 757.825.2736. See the current edition of the *Student Handbook* for additional information about the confidentiality of student records.

**3.1200 Tests and Final Examinations**

Students are expected to take tests and examinations at the regularly-scheduled time; students should make arrangement for exceptions with the faculty member in advance. Proctoring is provided for students who have missed a classroom test, distance learning tests, and for students with disabilities in accordance with the guidelines offered by the College Disability Coordinator.

Many distance learning courses require proctored exams as part of the course assessment process. Proctored exams are typically administered at an on-campus location, or at an approved remote site or institution. The Make-up and Distance Learning Testing Center provides a quiet and proctored setting for student testing. Students must arrive at least one hour prior to closing and must present photo identification. Hours vary according to the *Academic Calendar*.  
Hampton Campus: Located in Wythe Hall, Room 254; (757) 825-3540  
Historic Triangle Campus: Located in Room 117; (757) 258-6538

Appendix 8: Thomas Nelson Online Resources: Testing Center

Each faculty member is required to administer a final examination or provide an appropriate evaluation during the assigned final examination period. The final exam schedule is posted in the beginning of each semester on the Thomas Nelson Website. The Academic Dean must approve any variations from the posted schedule.

Appendix 8: Thomas Nelson Online Resources: Exam Schedules

The faculty member is responsible for the direct supervision of the test or examination, unless the exam is conducted in the testing center. Tests and examinations should be kept in the personal possession of the teaching faculty or under lock until the scheduled testing time.

Faculty may use the writing/testing centers to administer exams. In this situation, writing/testing centers personnel are responsible for the security of the exams. The faculty member is responsible for the direct supervision of the test or examination. If a student fails to appear for a scheduled test or examination, the student must contact the faculty member to make appropriate arrangements. Each teaching faculty member is required to give a final examination or provide an appropriate evaluation. Divisional files must contain copies of appropriate evaluative instruments and final examinations for institutional self-study. Teaching faculty are required to keep the final examination papers and evaluative instruments of students on file for three years, in the event that any question arises concerning grades. Students have the right to review final exams for one semester after the end of the term in which the final exam was taken. Any deviation from the final examination schedule must be approved by the Academic Dean.

Appendix 3-C: Make-up Testing Form

**3.1300 Absence of an Instructor from a Class**

If teaching faculty members must miss a class, they must notify their Academic Deans as far in advance as possible so that adequate provisions can be made for the class. For planned or sick leave an absence request through the MyTNCC, VCCS Human Resource System Time reporting web portal is required.

If the absence is unplanned, faculty should notify the division office as soon as possible. If the division office is closed, faculty should leave a voice mail message and an email to inform the division office. Faculty are advised to email classes through Blackboard to notify them of an unexpected absence. For the adjunct absence procedure, refer to section 6.4000.

### ***3.1310 Unexpected Delay of an Instructor in Meeting a Class***

When possible, a faculty member who is delayed should notify the appropriate division office. The appropriate administrator shall post a notice in the classroom giving instructions to the students. Students must wait for their instructor for fifteen minutes. If no instructor or other instructions arrive during that time, the students may leave.

There may be occasions when an instructor fails to show up for the class. Students should be instructed, through the syllabus, to wait fifteen minutes in the event that the instructor was delayed in traffic. If, after that time, the instructor is still a no-show, a sign-in sheet should be passed among the students, listing the class name, room number, and name of instructor. One student shall be responsible for delivering the sign-in sheet to Campus Police. Campus Police will forward the sheet to the appropriate Dean the next day.

### ***3.1315 Taking Attendance***

Faculty members must take attendance in every class, using the most current version of the class roster as available through MyTNCC Faculty Center. "Attendance" in an online class may be documented by participation in class activities and/or completion of assignments. Any student on the roster who has not attended class by the drop/add date (the last day to drop with tuition refund) must be reported to the Academic Dean specified as the Last Date Attended. The effect of this process is to "delete" the student's enrollment. By VCCS policy, never-attending students may not be assigned a letter grade (to include "W"), and their enrollment must be deleted within one week following the drop/add date.

In the event that a student has been reported as "never-attending," and requests to be reinstated, he or she may be reinstated only with the authorization of both the faculty member and Academic Dean.

Adjunct faculty members will submit their class attendance as instructed by the division office. Division offices will be responsible for storing the class attendance.

1. Before the date to drop with a tuition refund, the faculty will note on class rosters which students have not attended a traditional class or not participated in an online class. These rosters are submitted to the Division Office by the date specified by the Academic Dean.
2. The last day to withdraw without an academic penalty occurs at the 60% date of the semester or session; up to that point, a student can earn a grade of "W". After this date, a "W" may be awarded only for mitigating reasons. Otherwise, after this date, an "F" or "U" should be assigned if a student is withdrawn because his/her absences constitute unsatisfactory progress in the course.

Appendix 3-D: How to Submit a Class Roster

### 3.2000 Grading System

#### A. *Grade Point Average (GPA)*

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses that do not generate grade points are not included in credits attempted (Developmental Credits). The GPA is carried out to two digits past the decimal point (example 3.75). No rounding shall be done to arrive at the GPA. When a student repeats a course, the college counts only the last grade earned in the computation of the cumulative GPA and the curriculum GPA for graduation.

#### B. *Explanation of Grades*

In order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course participation-- as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion, or other evidence of participation-- determines initial student attendance. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the drop/add date or earlier date, as defined and published by the institution, must be administratively deleted from the course by the college. Existing college policies regarding tuition refund shall remain in effect.

The grades of “A,” “B,” “C,” “D,” “P” and “S” are passing grades. Grades of “F” and “U” are failing grades. Students should be advised that grades below “C” are usually not accepted for transfer.

The quality of performance in any academic course is reported by a letter grade. These grades denote the character of work and are assigned grade 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>I = Incomplete</b>	No grade point credit. The incomplete (I) grade is used only for verifiably unavoidable reasons a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student (1) must have satisfactorily completed more than 60% of the course requirements and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “I” grade extends in the course, requirements for satisfactory completion should be established through consultation between the faculty member and the student and documented on the “I” Incomplete Grade Form, 199-11. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relationship to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default



grade (“B,” “C,” “D,” “F,” “P,” “R,” or “U”) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the Chief Academic Officer of the campus (the President). The student will be provided a copy of the documentation. All “I” grades that have not been changed by the faculty member through the normal grade change processes will be subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances, which must be approved by the Chief Academic Officer of the campus (the President).

If the instructor continues employment at the college during the semester following the “I” grade assignment, that instructor will make the final grade determination. If the instructor is no longer employed at the college during the semester after the “I” grade assignment, the Academic Dean or designee will complete the change by referring to the “I” form 199-11. Once the “I” grade change has been made by the instructor, or Academic Dean when appropriate, the Grade Change Form (303-12) will be sent from the division to the Office of Enrollment Services for processing to the student's academic record.

- P = Pass** No grade point credit. Applies only to non-developmental courses. The P/U grading option may be used for an entire section of any course but not for a single individual within a course. Use of this grade must be approved by the Academic Dean. Grades of “P” are not included in grade point average calculations. Only seven credit hours of “P” grades may be applied toward graduation.
- R = Re-Enroll** No grade point credit; the re-enroll “R” grade may be used as a grade option, in developmental and college ESL courses only, to indicate satisfactory progress toward meeting course objectives. To complete the course, the student must re-enroll. In order to complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.
- S = Satisfactory** No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 1-9). Grades of “S” are not included in grade point average calculations.
- U = Unsatisfactory** No grade point credit. Applies only to developmental studies, non-credit courses, and selective credit courses.
- W = Withdrawal** No credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. To ensure that students remain in good standing, they must initiate the withdrawal via the student information system prior to the completion of 60% of the session. After that time, the student will receive a grade of “F”. Exceptions to

this policy may be made under mitigating circumstances that must be documented and approved by the instructor, division dean, and Vice President of Academic Affairs. A copy of the documentation must be placed in the student's academic file. Thomas Nelson Student Enrollment Form (1153-12) is used to request and process the withdrawal.

**X = Audit**

No credit. Permission of the Academic Dean or another appropriate academic administrator is required for a student to audit a course. Students may change courses from audit to credit, or credit to audit within the add/drop period of the course. With permission of the appropriate Academic Dean, a student may register for a course on an audit basis without taking the examination or receiving credit. The regular tuition and fee rate is charged. Requests for credit enrollment in a class will be given priority over audit enrollment. Audited courses carry no credit and do not count as part of one's course load.

**C. Grade Reports**

Final grade reports are available to the student after the end of each semester via MyTNCC. Final grades are a part of the student's permanent academic record. Errors should be reported to the Office of Enrollment Services within six weeks of the end of the semester in which the grade was given. Normally, a change of grade(s) cannot take place after the semester following the issuance of the grade.

Appendix 3-E: How to Record Grades

Appendix 3-F: Incomplete Grade Report

Appendix 8: Thomas Nelson Online Resources: MyTNCC

**D. Academic Renewal**

Enrolled students who have returned to the college after a separation of five years or more and who have completed twelve or more grade point credit hours with a minimum 2.5 grade point average may petition for academic renewal. A 2.5 GPA must be achieved based upon a calculation of all courses and attempts within the qualifying period of re-enrollment. Students must submit the Academic Renewal Petition form to the Office of Enrollment Services.

If a student is determined to be eligible for academic renewal, "D" and "F" grades earned prior to re-enrollment will be deleted from the cumulative and curricular grade point average (GPA), subject to the following conditions:

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve grade point credit hours completed after re-enrollment.
2. All grades earned at the college remain a part of the student's official transcript.
3. Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Academic renewal may be granted only once and cannot be revoked once approved.
5. Academic renewal may affect financial aid or leadership eligibility. These issues should be explored with a counselor before the student petitions for academic renewal.

**3.3000 Distance Education**

The purpose of distance learning at Thomas Nelson Community College is to support the mission and core values of the College by increasing access to educational programs and services. Thomas Nelson Community College distance learning options improve accessibility by minimizing enrollment barriers due to time constraints, geography, job obligations, and/or family commitments. Thomas Nelson offers degrees, diplomas, or certificates in a variety of occupational/technical and university/ college transfer areas. Distance learning course options provide students with access to many courses which can further their completion of the course requirements in many of these degrees.

Distance learning courses are a flexible and convenient alternative to courses taught on campus. Distance learning courses provide the same content and quality as on-campus courses and have specific online qualities that equal or exceed direct classroom instruction. Distance learning courses take advantage of a variety of online teaching and learning formats. Instead of working under the constraints of classroom times and locations, students are able to work independently, within the requirements of the online course calendar and assignment schedule. There are no additional fees or charges associated with distance learning courses. All distance learning courses are taught using Blackboard (abbreviated as Bb) and the Internet.

The college also offers a variety of courses for students through Shared Services Distance Learning (SSDL). SSDL courses are Thomas Nelson courses offered in partnership with Northern Virginia Community College (NVCC). These courses allow students to earn Thomas Nelson credit while taking an online course with an NVCC instructor and use Thomas Nelson's testing centers to take proctored tests. Information about SSDL courses is available at <http://tncc.edu/students/student-resources/distance-learning/shared-distance-learning-sdl/>.

**3.4000 Faculty Loads** (In accordance with the *VCCS Policy Manual*.)

The primary responsibility of a teaching faculty member in the Virginia Community College System is to provide quality instruction to students. Good teaching is demonstrated by working with students in classrooms, laboratories, individual conferences, and related contexts to help students develop their interests and abilities to the fullest. To accomplish this goal, the following workloads are expected of faculty:

**A. Classes****1. Distance & Distributive Learning:****Class size:**

The same procedures used to determine class size in traditional on-campus courses are utilized for distance learning courses. This includes both minimum and maximum numbers of students in a course or section. The course load for newly developed online course delivered for the first time will be one-half the normal size. Note: Exceptions can be made at the Dean's discretion.

**Course Loads:**

Faculty teaching loads during the academic year will include such combination of day, evening, weekend, and distance education classes as the needs of the college require. Adjunct faculty teach up to twelve (12) credit hours in the Fall and Spring semesters and ten (10) credit hours during the Summer semester.

As stated in the VCCS Policy 3.8.7, to provide adjunct faculty members who teach

lecture and laboratory courses with appropriate compensation, the following procedures for determining the work load credits for pay purposes is utilized. Work Load Credits – Lecture Hours plus  $\frac{1}{2}$  Laboratory Hours.

(Example: DRF 126 (3 credits) had 2 lecture hours and 3 laboratory hours. Work load credits for pay purposes would be  $2 + \frac{1}{2} (3) = 3.5$  work load credits.)

2. Decisions concerning cancellation of a class due to size are the responsibility of the Academic Dean in collaboration with faculty; however, the Academic Dean makes the final decision.
3. External accrediting agencies may affect teaching loads in certain disciplines. In specific disciplines external accrediting agencies may require adjustments to class size and course load.

### **B. Office Hours**

Adjunct faculty are required to provide a minimum of one hour per week of office time for each course taught during a given semester. In order to promote the availability of faculty to work with individual students, adjunct faculty will be required to spend time on campus in addition to regular class hours for each course being taught. Faculty should use the designated adjunct office spaces or consult with the Division Office on appropriate space for meeting the office hour requirement. Adjunct faculty teaching online courses only should provide one synchronous hour per week for each course taught.

Appendix 3-G: Part-Time Faculty Clearance Form

Appendix 3-H: Example Syllabi Check-off List

### **3.5000 College-wide Learning Resource Center**

The college provides a Learning Resource Center (LRC) at each campus, which consists of library services, testing, and learning laboratory facilities. At some campuses, the LRC also provides information technology support services and audiovisual services. The materials, systems, and services are designed to support the programs of the college and to create an environment conducive to learning. While the primary emphasis is directed towards supporting instructional programs at each campus, appropriate services are provided to citizens as a part of the college commitment to serve the educational needs of the community. The college-wide LRC consists of the six campus-level Learning Resource Center and the college staff-level Media Processing Services unit, which provides centralized technical services to all campuses.

The directors of LRC, the chief administrators of LRC, and the coordinator of Media Processing cooperate in the establishment of procedures and policies relating to the general operations of the College-wide LRC. Those policies can be found in Section 2.5 of the *Administrative Services Procedures Manual*.

### **3.5100 Learning Resources Center (LRC)**

The Learning Resource Center (LRC) provides a variety of instructional resources for students, faculty, and the community. The Historic Triangle Campus LRC is located in rooms 100 and 106.

The Hampton Campus LRC is located in Wythe Hall. The Learning Resource Centers are comprised of five departments: the Library, Technology Learning Center, College Math Center, College Writing Center, and Peer Tutoring Center.

Materials, systems, and services are selected and designed to support the programs of the college and to create an environment conducive to learning. The Director of Learning Resources works closely with the Academic Division Deans, and Vice President of Academic Affairs to ensure Learning Resources offers proper support for the curriculum while adhering to both VCCS and Thomas Nelson policies as outlined in the respective policy manuals.

### ***3.5200 Selection of Learning Resources Materials***

The guidelines for the selection of materials are set forth in the following selection policy. The commitment of Thomas Nelson Community College, through its Learning Resource Centers, is to select materials in appropriate formats that align with the following:

- A. The mission and goals of the college;
  - B. A collection that fully supports the curriculum of the college;
  - C. Instructional support of faculty members;
  - D. A collection that supports student success;
  - E. A collection that provides support for faculty and staff professional development and success.
- In the fulfillment of these objectives, selection of materials is considered to be a cooperative responsibility, with participation and recommendations by librarians, faculty, staff, and students. Responsibility for selection and quality of these materials throughout the college rests with the Director of Learning Resources. The College holds to the tenet that professional integrity and responsibility to the academic community served by the college involves the freedom of access to a wide spectrum of significant materials that represent all sides of controversial or partisan issues while meeting the educational objectives of the college. This selection policy applies equally to all resource materials, whether acquired by purchase, gift, or exchange.

### ***3.5210 Access to LRC Materials***

The cataloged library resources and materials at all campuses and centers constitute the college collection, which is accessed on site and remotely. Intercampus loan service between campuses and centers makes materials readily available. The use of special collections at individual campuses may be limited by priorities established by curricular requirements. Specialized lab software purchased by the LRC and program support hardware and software purchased out of academic departmental funds may be restricted to use by Thomas Nelson students, faculty and staff and therefore would not be available for use by the general public.

### ***3.5300 Library***

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

The library participates in the Virginia Tidewater Consortium program that allows students, faculty, and staff of member institutions to borrow materials and use the facilities of consortium libraries. See Appendix 8: Thomas Nelson Online Resources: Library

### ***3.5400 Technology Learning Center (TLC)***

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

See Appendix 8: Thomas Nelson Online Resources: Technology Learning Center

### ***3.5500 College Math Center and Math Emporium***

The College Math Center is located on the Hampton Campus in Room 256 Wythe Hall, and at the Historic Triangle Campus in Room 106-E. The College Math Center offers individual tutoring to all students of the College who use mathematics in their classes and who require assistance. In addition, a variety of instructional materials are available to help students review and improve their mathematical skills. Computer tutorials include pre-algebra, algebra, precalculus, calculus, geometry, technical math, math for liberal arts, and statistics. Hours vary according to the academic year, and are posted in the facility and on the College Math Center webpage.

The Math Emporium is located on the Hampton Campus in Room 123 Diggs Hall, and at the Historic Triangle Campus in Room 237. The Math Emporium is designed to assist students in developmental math succeed in areas that they need to spend more time with. We believe everyone can master college level math if you keep at it long enough and find study methods that work best for them. Hours vary according to the academic year, and are posted in the facility and on the College Math Emporium webpage.

See Appendix 8: Thomas Nelson Online Resources: College Math Center

See Appendix 8: Thomas Nelson Online Resources: College Math Emporium

### ***3.5600 College Writing Center***

The College Writing Center on the Hampton Campus is located in Room 256, Wythe Hall and at the Historic Triangle Campus in Room 106-F. Its mission is to provide help in all aspects of the writing process, from preliminary brainstorming and outlining, to analysis and composition. All students, whether enrolled in an English class or not, may use the College Writing Center for assistance with writing skills. Individualized sessions are offered to help students think critically about their own writing and to offer suggestions that help make students' writing stronger. Software, sample student essays, and tutorial books are among the materials available for student use. Hours vary according to the academic year and are posted on the College Writing Center webpage.

See Appendix 8: Thomas Nelson Online Resources: College Writing Center

**3.5700 Peer Tutoring Center**

The Peer Tutoring Center, located on the Hampton Campus in Room 253 in Wythe Hall, offers free tutorial services to any of the College's students. Students must be currently enrolled in the credit class for which they are seeking assistance. Student tutors are available by appointment. Tutoring is not guaranteed for every class or subject and depends on the availability of qualified tutors. Hours vary throughout the academic year and are posted.

Peer student tutoring at the Historic Triangle Campus is coordinated through the Library. Students interested in receiving peer tutoring, or in being a tutor, should contact 757/825-2804.

See Appendix 8: Thomas Nelson Online Resources: Peer Tutoring Center

**3.5800 Testing Center Information**

The make-up and distance learning Testing Center on the Hampton Campus is located in Room 254-B, Wythe Hall, and provides a quiet and proctored setting for student testing. Proctoring is provided for make-up tests for students who have missed a classroom test, for distance learning tests, and for students with disabilities in accordance with the guidelines offered by the college disability coordinator.

Hours vary according to the academic year and are posted. Students must arrive at least one hour before closing and must show photo identification.

Make-up test proctoring is provided by appointment at the Historic Triangle Campus in Room 124. Those students needing test proctoring should phone 757/258-6538 at least 24 hours in advance.

See Appendix 8: Thomas Nelson Online Resources: Testing Center Information

Refer to the Disabled Students Services Office in Section 7.1450 for information. Services may be provided to other VCCS students with prior arrangement.

**Instructions for Students:**

Students must come to the center with sufficient time for completing tests, as determined by their instructors. Students must show photo identification for each test session and arrive at least one hour prior to the exam. No personal belongings including cell phones are permitted in the testing area. Tests must be turned in when the Center closes. The Testing Center does NOT allow children in the area during the administration of tests.

**Instructions for Faculty:**

Complete a Make-Up Form and attach it to test to be administered. Tests may be sent through inter-office mail or hand carried to the Testing Center. For your convenience, on the Hampton campus, a drop box is available outside of Room 254-B. Return of tests must be through inter-office mail or picked up by the instructor. Faculty may not use the testing center to accommodate an entire class unless previous arrangements have been made with the Testing Center Staff. Faculty should inform students of the Testing Center procedures.

Appendix 3-C: Make-up Test Form

***3.6000 Accreditation***

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



#### **4.0000 STUDENT SERVICES POLICIES AND PROCEDURES**

##### **4.1000 Academic Load for Students**

A full-time load is 12 semester hours, and the normal maximum full-time load is 18 credit hours. A curricular student wishing to carry an academic load of 19 credits or more (excluding SDV 100 orientation) must have a 3.0 average or higher and the approval of his or her academic Dean.

If the student has received academic warning or is on academic probation, he or she may be required to take less than the normal course load.

##### **4.1100 Academic Standing of Students**

The College keeps students informed of their academic standing by placing appropriate statements on their Grade Reports when they are academically deficient and when they have regained acceptable academic standing. Students are expected to maintain a 2.0 (C) grade point average and make normal academic progress toward graduation.

Academic standing can include President's Honor Roll, Vice President's List, Merit List, Good Academic Standing, and Academic Warning.

###### **A. Academic Warning**

Students will be placed on academic warning when their semester grade point average is less than 2.0. The statement "Academic Warning" will appear on the student's permanent record. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the College. Please see the Educational Services section of the *College Catalog*.

###### **B. Academic Probation**

Students will be placed on academic probation when they have attempted twelve or more credit hours and their cumulative grade point average is less than 1.5. The statement "Academic Probation" will appear on the student's permanent record until their cumulative average is 1.75 or better. While on probation, the student is encouraged to see a counselor before registering to ensure academic success. While a grade point average between 1.75 and 1.99 may not result in formal academic probation, the student must earn a minimum of 2.0 in his/her curriculum to receive an associate degree, certificate, or career studies certificate.

Students placed on academic probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Director of Enrollment Management or an appointed designee.

###### **C. Academic Suspension**

Students will be placed on academic suspension when they have attempted 24 or more credit hours; current status is academic probation; and their semester grade point average is less than 1.5.

The statement “Academic Suspension” will appear on the student’s permanent record. Academic suspension is usually imposed for a minimum of one semester. Once the student is informed (in writing or orally), he or she can submit an Application for Re-Admission to the Admissions Committee. Applications are available in the Office of Enrollment Services, Hampton, and Student Services Office, Historic Triangle. The completed Re-Admission application must be submitted to the Office of Enrollment Services. The recommended dates for submission that will ensure timely review by the Admissions Committee are: July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer Semester. In the event the committee is unable to meet or lacks a quorum, the application for readmission may be reviewed and acted upon by the Committee Chair and the Director of Enrollment Management.

The student is notified in writing, by the Admissions Committee of his/her enrollment eligibility for the semester requested. The student may be required to enroll in a SDV 100 course or ENG 109 - Study Skills. Any student who is not satisfied with the enrollment eligibility may request a review by the Director of Enrollment Management.

Following the student’s reinstatement after academic suspension, the student must earn a minimum 2.0 grade point average for the semester in which he/she enrolls. The student must maintain a minimum 1.75 grade point average for each subsequent semester. The statement “Subject to Dismissal” shall be placed on the student’s permanent record. Students who have been reinstated from academic suspension will remain subject to dismissal until the cumulative grade point average is raised to a minimum of 1.75. However, a minimum cumulative grade point average of 2.0 is required to graduate. Failure to attain a 1.75 GPA in each subsequent semester will result in academic dismissal.

#### ***D. Academic Dismissal***

Students readmitted following academic suspension who do not meet the minimum grade point average requirements as described above will be academically dismissed.

The statement “Academic Dismissal” will appear on the student’s permanent record. Academic dismissal is usually permanent, unless with good cause, the student has applied and received approval by the Director of Enrollment Management to re-enroll.

Once the student is informed (in writing or orally) of dismissal, he or she can submit an Application for Re-Admission to the Director of Enrollment Management. Applications are available at the Office of Enrollment Services, Hampton, and Student Services Office, Historic Triangle. The completed Application for Re-Admission must be submitted to the Office of Enrollment Services. The recommended dates for submission that will ensure timely review by the Director of Enrollment Management are: July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer Semester.

The student is notified in writing, by the Director of Enrollment Management on his or her enrollment eligibility for the semester requested. The student may be required to enroll in an SDV 100 course or ENG 109 – Study Skills. Any student who is not satisfied with the enrollment eligibility may request review by the Vice President for Student Affairs.

Students readmitted following academic dismissal must follow the same requirements for continued enrollment as those readmitted following academic suspension.

#### **4.1200 Return of Title IV funds when a Student Withdraws**

Students receiving financial aid who withdraw or stop attending will, in most cases, be required to return a portion of the financial aid received. The Higher Education Act, as reauthorized and signed into law on October 7, 1998, established the *Return of Title IV Funds Policy*.

The concept behind the policy is that the college and the student are allowed to retain only the amount of Title IV (federal) aid and state aid that is earned. If a student withdraws or stops attending classes, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received. For Title IV purposes, the last date of attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (i.e., letter, phone call, email, in-person), the mid-point of the term, or the last documented date of attendance in an academically-related activity (i.e., documented attendance in a class or lab or submission of an assignment in a video course). If a student attends through 60% of the term, all Title IV aid is considered earned.

The Title IV programs that are covered by this policy are Unsubsidized Federal Direct Loans, Subsidized Federal Direct Loans, Federal Plus Loans, Federal Pell Grants, Federal Supplemental Opportunity Grants (SEOG), Commonwealth Grants, VGAP Grants, and in some cases, other state aid grants, GEAR UP Grants and SSS Grants to students. When a financial aid recipient of federal and/or state aid withdraws or stops attending classes during an enrollment period, the amount of financial aid earned is determined by a specific formula that uses the first day of class through the last day of exams and the student's reported last day of attendance. If a student received less assistance than the amount earned, the excess funds must be returned by the College as determined by the calculation. The amount of assistance earned is determined on a pro rata basis.

For example, if a student completed 30% of the enrollment period, the student will have earned 30% of the aid/ he/she was originally scheduled to receive. Once a student completes more than 60% of the enrollment period, the student has earned all of the aid that he/she was scheduled to receive for that time period. If a student does not receive all of the aid that was earned, the student may be due a post withdrawal disbursement. The College may automatically apply all or a portion of the student's post-withdrawal disbursement to outstanding charges for tuition and fees.

Once the College determines the dollar amounts and which individual aid programs must be repaid, the student will be notified of any amounts he/she owes. Any amount of unearned grant funds that a student must return is called an overpayment. Students must make arrangements to return the unearned grant funds. Funds that must be returned by the student to the loan programs can be paid in full in accordance with normal loan repayment terms. Unpaid balances will be turned over to the Commonwealth for collection. Until overpayments are repaid or satisfactory arrangements to repay have been made, the student will be ineligible for further Title IV aid at any institution.

Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Official withdrawal is always the responsibility of the student and questions regarding withdrawal should be addressed to the student's advisor or the Registrar's Office.

Requirements for Title IV program funds are separate from the College refund policy.

#### 4.1300 *Scholastic Dishonesty*

In the event that a student is suspected of violating the College's policy on scholastic dishonesty, the faculty member directly involved will investigate the matter. If the faculty member believes the student has violated the policy, the faculty member will inform in writing his or her Academic Dean and the student of the evidence and the intended action. The action may involve a grade reduction for the work in question, the assignment of a failing grade for the course, and/or a recommendation for possible dismissal from the College. If the faculty member recommends that the student should be dismissed from the College, then the Academic Dean must contact the Vice President for Academic Affairs and the Associate Vice President for Student Affairs.

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

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

#### 4.2000 *Change of Registration*

**Adding a course:** Usually students may not enter a new class after the first week of a session. Any request for entry after that time must be approved by the instructor of the class and the division dean or appropriate academic administrator.

**Withdrawal from a course:** Students are obligated to initiate their own withdrawals from classes. A student may withdraw from a course without academic penalty only if the student initiates the withdrawal via the Student Information System (SIS) prior to the completion of 60% of the session. In this case, the student will receive a grade of "W." After 60% of the session, the student will receive a grade of "F." Exceptions to this policy may be made under mitigating circumstances, which must be documented and approved by the instructor, division dean, and Vice President for Academic Affairs. A copy of the documentation must be placed in the student's academic file.

In order to remain in compliance with Title IV funding regulations, Financial Aid personnel will review the last date of attendance and may take necessary withdrawal action on behalf of the student.

#### 4.2100 *Auditing a Course*

With permission of the appropriate Academic Dean, a student may register for a course on an audit basis without taking the examination or receiving credit. The regular tuition and fee rate is charged. Requirements for credit enrollment in a class will be given priority over audit enrollment. Audited courses carry no credit and do not count as part of one's course load.

Students desiring to change status in a course from audit to credit or from credit to audit must do so by the last day to add or make schedule changes. Please note that auditing a course is considered an “attempt” for purposes of repeating the course.

#### **4.2150 Repeating a Course**

A student will be limited to two enrollments in the same credit course. If a student requests to enroll in the same course more than twice, the need must be documented and approved by the Vice President for Academic Affairs. The limitation does not apply to the courses in the Curriculum Guide identified as General Usage Courses (e.g., 90, 195, 295). Please note that auditing or withdrawing from a course is considered an “attempt” for purposes of repeating a course.

Repeated courses affect the cumulative grade point average (GPA) in the following way(s):

- Effective Fall 1996, only the most recent course attempt (taken in Fall 1996 or later) will be calculated into the cumulative GPA, and credit for all previous attempts will be forfeited.
- For courses taken the first time during or after Summer 1994 and repeated before or during Summer 1996, only the most recent course attempt was calculated into the cumulative GPA, and credit for all previous attempts was forfeited.
- When both/all attempts were made before Summer 1994, all semester grades were averaged into the cumulative GPA, and all semester credits earned were retained.
- For a course taken before Summer 1994 and repeated once during or after Summer 1994 (but before Fall 1996), all semester grades were averaged into the cumulative GPA, and all semester credits earned were retained.
- Certain courses, including general usage courses and those identified as “may be repeated for credit,” are exempt from this procedure.
- Repeated courses affect the completion of a degree in the following way: Only the most recent course attempt will be applied to the Program of Study. Please note that grades of “X,” “I,” and “W” will not count as a first or subsequent attempt for the purpose of GPA calculation, although they do count as attempts toward the two-enrollment limit rule.

#### **4.2200 Waiver of Course or Program Requirements**

Advanced standing is the practice of awarding course credit(s) or waiving course requirement(s) in response to mastery of equivalent course outcomes. Common examples of advanced standing include Advanced Placement (AP) exams, information technology credentials such as Microsoft Certified System Engineer (MCSE), and healthcare professional credentials such as emergency medical technician (EMT). Documentation for advanced standing is submitted by the student for consideration, and may include official test scores, industry credentials, professional licenses, visual art portfolios, or transcripts deemed equivalent by the faculty to college-level coursework.

Where deemed appropriate, credit is awarded as described in Advanced Standing Guide and appears on the academic transcript as "other transfer" credit. Where deemed appropriate, course waiver eliminates the course requirement and may result in administrative placement into a higher level

course. Course waivers do not reduce the number of credit hours required for a program. The Advanced Standing Guide can be found on the Thomas Nelson Website.

Appendix 8: Thomas Nelson Online Resources: Advanced Standing Guide

#### **4.2300 Admission to the College**

Students are eligible for admission to Thomas Nelson Community College if they are high school graduates or the equivalent, or if they are 18 years of age or older and able to benefit academically from study at Thomas Nelson Community College, as demonstrated by assessment in reading, writing and mathematics.

Individuals may be admitted to the college as curricular or non-curricular students. 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 to applicants who have been expelled or suspended from, or determined to be a threat, a potential danger or significantly disruptive by another college. Students whose admission is revoked after enrollment must be given due process. The college must have a procedure for determining when denial is warranted.

The college does not discriminate on the basis of race, color, religion, national origin, political affiliation, gender or sexual orientation, age, or handicap in accordance with Section 504 of the Rehabilitation Act of 1973, or on the basis of other non-merit factors, and complies with the Civil Rights Act of 1964. There is no application fee for admission. Also, student identification cards are issued without charge.

Admission to the college does not guarantee admission to credit programs with restricted enrollments or competitive admissions requirements.

#### **4.3000 Class Attendance by Students**

Effective learning is facilitated by an interaction between an instructor and students regarding material covered in the course. Generally, the classroom is the principle arena for such interaction. Thus, students have an obligation to themselves, to fellow students, and to their instructor to attend and participate actively in class meetings.

Each student is personally responsible for regular and punctual class attendance. Each faculty member is responsible for establishing and communicating to students the specific attendance requirements of their courses that are consistent with the course objectives. Thus, specific course attendance policies may vary from course to course. Attendance requirements should be specified in the syllabus.

Regular attendance is required in all classes. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the drop with a refund date, or earlier date as defined and published in the *Academic Calendar*, will be administratively deleted from the course by the college. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible

for the subsequent completion of all study missed during an absence. Any instructional material missed and not subsequently obtained will affect the grade of the student, regardless of the reason for the absence. It is the responsibility of each instructor to explain his or her attendance policy in the course syllabus.

#### ***4.3100 Contagious Disease Procedure***

Students should remain at home if they have symptoms of a contagious disease that may endanger the health of others at Thomas Nelson Community College. Students must contact their instructor by phone or email if they suspect they have contracted a contagious disease that causes them to miss more than a day of class. When ready to return to class, they must submit a doctor's statement or medical clearance that authorizes their return. While away from class, the student is expected to maintain progress in all course requirements.

#### ***4.4000 Supervision of Student Organizations***

Student activities and organizations are open to all interested students, faculty and staff, and are designed to complement the instructional program by providing a variety of meaningful educational, cultural, and social experiences. Faculty members are expected to share the responsibility of supervising student organizations. There must be a faculty or staff advisor for each student organization. The Student Government Association provides support to student groups in the promotion of activities on campus. The Student Activities Office assists students and faculty in the planning of extracurricular events and in the development of student organizations.

#### ***4.4100 Sponsors of Student Organizations***

Each social event of any student organization must be sponsored by a member of the faculty. All such activities also need to be approved by the Student Activities Office. It is the responsibility of the students involved to obtain faculty sponsorship for their organizations, cultural programs and social programs. The responsibility of the faculty or staff sponsor includes being at the function before it begins and remaining there until after all students have left the area of the function. Sponsors will also attend the meetings of student organizations, participating in an advisory capacity.

Sponsors of student organizations must check with the Student Activities Office regarding the proper manner for making purchases and approving invoices. The campus student activities records are audited and, therefore, must be handled in the approved manner.

Appendix 4-A: Thomas Nelson Club Advisors

#### ***4.5000 Counseling Services***

The goal of counseling support service is to assist students in developing skills to make intelligent decisions regarding their educational, career, personal and social issues. Counselors work closely with community agencies and resources to refer students when appropriate and based on the needs of the student. Students have an opportunity to discuss confidentially, their personal concerns in a non-judgmental environment. Counselors are available to assist students throughout their college experience at Thomas Nelson with educational, career, and personal planning concerns. Services are free to all currently enrolled Thomas Nelson students.

For information or counseling, call and make an appointment at the Hampton Campus, (757) 825-2827 or Historic Triangle Campus, (757) 253-4755.

#### **4.6000 Disabled Student Services**

Thomas Nelson Community College is committed to creating an accessible environment for students with disabilities, while allowing students the opportunity for growth, greater responsibility and empowerment. Students who will require more extensive accommodations, such as Sign Language Interpreters or textbooks in alternate formats, should contact Disabled Students Services at least four weeks prior to the start of classes. The student with a disability should contact the Office of Disabled Student Services (voice 757/825-2833 or 825-2867 and TDD 757/825-2853) at least two weeks prior to the start of classes to ensure there is adequate time to discuss any necessary and appropriate accommodations. The student is not required to disclose his or her disability with his/her instructor. It is recommended that the student registers with the Office of Disabled Student Services for accommodations. If the student chooses not to register, a faculty member is not required to provide any accommodations until he or she receives an official letter from the Office of Disabled Student Services. Prior to or during the meeting with the Disabled Student Services Counselor, the student should provide recent documentation of the disability (within three years) and review all limitations (all of which are held in complete confidence). Disabled Student Services and the student discuss the appropriate accommodations the student may receive at the college during the initial meeting. The student is briefed on what his or her responsibilities are as well as the responsibilities of Disabled Student Services staff and faculty. The purpose of this is to demonstrate to the student that the primary individual responsible for his or her needs is the student himself or herself. Disabled Student Services continues to act as a resource and advocate, but it is the student who is expected to accept the leadership role for meeting his or her own needs.

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

- Access to Assistive Technology
- Coordination with community agencies
- Liaison with faculty
- Note-takers
- Testing accommodations
- Textbooks in an alternate format
- Tutoring assistance
- Interpreters for deaf students
- Counseling/advising services.

For further information, contact Disabled Student Services in Room 323 Hastings Hall or at 757/825-2867 or 757/825-2833.

Appendix 4-A: Students with Disabilities Info Sheet

Appendix 8: Thomas Nelson Online Resources: Disabled Student Services

#### **4.6100 Academic Advising**

The focus of the academic advising program is to assist students in developing an educational plan that is meaningful and compatible with their educational and career goals. This process requires an ongoing cooperative partnership between students, faculty, professional counselors, support staff, and administrators. Formal academic advising begins with an initial advising session for new students in the Counseling Center, Room 201, Griffin Hall, Hampton Campus and Room 117, Historic Triangle Campus.



Advising is reinforced in the College Success Skills course (SDV 100), in the Advising Areas or with the assignment of a full-time faculty member as the student's advisor. Student advising becomes final when the student completes his/her degree or has accomplished his/her personal goals. Please refer to Section 3.4000 for Faculty responsibilities related to advising.

#### **4.6200 Career Development Services**

Current students and alumni of Thomas Nelson Community College have access to a full range of career development services through Thomas Nelson Career Services.

See the current edition of the *College Catalog* and *Student Handbook* for detailed information.

#### **4.7000 Disciplinary Proceeding Procedures for Students**

See the current edition of the *Student Handbook* for the policy and procedures on student disciplinary action.

#### **4.7100 Academic Complaint and Grievance Procedure for Students**

See the current edition of the *Student Handbook* for the Academic Complaint and Grievance Procedure.

#### **4.7200 Grade Appeal Policy for Students**

See the current edition of the *Student Handbook* for the Final Course-Grade Appeal Procedure.

#### **4.8000 Sexual Misconduct Policy**

The purpose of the *VCCS Sexual Misconduct Policy* is to promote a community of trust. The Virginia Community College System shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community and all reported violations shall be investigated. Sexual misconduct may be punishable through civil and criminal proceedings, as well as through college disciplinary processes. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual misconduct shatters the bond of trust within a college community.

Refer to the *VCCS Policy Manual* 6.5.5 on page 6-21 for policies relating to sexual misconduct.

#### **4.9000 Student Illicit Drug Use and Alcohol Abuse**

Thomas Nelson Community College has approved and adopted this Student Illicit Drug Use and Alcohol Abuse Policy in accordance with the Drug-Free Schools and Campuses Amendment relating to the *Higher Education Act* passed by Congress in 1989.

For additional information see the current edition of the *Student Handbook* for the Institutional policy on Drug and Alcohol Abuse.

Appendix 4-B: Standards of Conduct



**5.0000 FISCAL AND ADMINISTRATIVE SERVICES POLICIES AND PROCEDURES**

**5.1000 College Printing Services**

A unit of the Public Relations Office, Media Designs and Production Services (MDPS), provides printing and design services to the college community.

Self-Serve Copier Areas

Media Design and Production Services manage and maintain four self-serve copiers to support college printing requirements. The copiers are located in Hastings Hall, Room 323; Diggs Hall, Room 140A; Templin Hall, Room 843; and Harrison Hall, Room 14. Self-serve copiers are located at the Historic Triangle campus, however office staff at their location supports these machines. All of the copiers require an ID code AND a five-digit password that you can obtain in your division/department office.

Self-Serve Copying VS. Using the Print Shop

If you have printing that requires 100 or fewer clicks, you are encouraged to use the self-service copiers. For more than 100 clicks, please submit the work through an MDPS Work Order which is located on the Gatornet under the work order sections.

*Submitting Work Orders*

Work orders/work files can be submitted 1.) via email at <mailto:printshop@tncc.edu> (send your electronic file AND electronic version of the work order), 2.) via internal mail to: MDPS, Diggs Hall, Room 140, or 3.) placed in the black box on the table in Diggs Hall, Room 140A. Please fill out your work order completely and remember to include your copy ready job/text/images (if required). Incomplete work orders cannot be entered into our database and therefore, cannot be placed in our production schedule.

*Work Flow within the Printshop*

1. Work orders are picked up from the workbox in Room 140A, delivered through internal mail or email. Work orders are logged in and prioritized, (incomplete work orders cannot be logged into our data-base and will be returned). We generally try to run similar jobs together to keep programming time down.
2. Design jobs may take several days depending upon complexity and workload. Once a draft is complete, the customer is notified by phone or email when a proof is ready for review. Once the job has been reviewed, and corrections are made, the customer approve, and the job goes to print. If the proof is destined for off-campus or non-college audience it is sent to the Public Relations office where it is reviewed for consistency with college marketing goals. Once the customer approves, it goes to printing.
3. Customers are contacted via email when the job is complete. Completed jobs are placed in alphabetical order on the shelves in Room 140A, (large jobs remain in the print shop). Jobs requiring special handling (test, exams, etc.) are placed in a secure area off Room 140A. Any team member can access this area for you to pick-up jobs.

For additional information on Printing and Production Services or the Requisition Process, see sections 7.2 and 7.7 of the *Administrative Procedures Manual*.

#### **5.1200 Building Maintenance and Services**

Any condition requiring immediate maintenance such as faulty plumbing, lack of heat, air conditioning malfunction, electrical problems, etc. should be reported to the Academic Division office during normal working hours or, if after normal working hours, to the campus police.

#### **5.1300 Mail**

The Mail Room is responsible for processing all internal mail as well as all mail coming into the college or going out of the college through U.S. Postal Service or United Parcel Service (UPS). All mail submitted for processing must be presented or deposited as required in these procedures or there is risk of the mail being returned or undelivered.

Mail may be deposited in the Mail Room for internal or external distribution during normal college operating hours. Service is available in the Mail Room (located in the Plant Services Building) from 8:00 a.m. to 5:00 p.m. daily for parcel post, UPS, or other special or bulk mailings. Packages may also be picked up during these hours. The Mail Room picks up and distributes internal and external mail at designated distribution centers throughout the campus between 10:30 a.m. and 11:30 a.m., and between 12:30 p.m. and 2:30 p.m. each college workday. The Mail Room is responsible for delivery and pick-up of the mail to the distribution centers. Staff assigned to the centers will distribute it to specific individuals or offices as appropriate. Mail for permanent and part-time teaching faculty will be sorted and distributed via division offices.

Internal mail (except for bulk distribution) must be submitted in “Inter-Agency and Departmental Mail Envelopes” or clasp envelopes. Printed envelopes are not to be used for internal distribution. Plain business envelopes may be used for confidential communications only.

For additional information on the procedure regarding external mail and a more detailed policy regarding mail distribution, see sections 4.7 of the *Administrative Procedures Manual*.

#### **Computers and Electronic Mail (Email)**

Administrators, Faculty and Staff first encounter Thomas Nelson Community College’s email policy when they are hired. Among the documents provided to the new hire during the New Employee Orientation or by Human Resources, are the rules and regulations pertaining to “Electronic Communication.” All employees must complete security awareness training (MOAT) annually. Security awareness training includes best practices for email.

Training and best practices for administrators, faculty and staff is provided by request or in scheduled workshops by the Distance and Distributive Learning (DDL) Office.

#### **5.1400 Conservation of Resources**

All college employees are encouraged to cooperate in the conservation of electricity and to participate in the college’s recycling program.

**5.1500 Inventory**

Equipment inventories will be conducted annually, or as directed by the Vice President for Finance and Administration. Missing or damaged equipment should be reported immediately after discovery of loss to the Academic Division office.

**5.1600 Keys**

Keys are not generally assigned to Adjunct Faculty members. If a room is locked, contact campus police for assistance.

**5.2000 Breakage or Loss of Equipment**

The person to whom equipment is assigned is responsible for promptly reporting breakage or loss to the Academic Dean, in writing, stating the cause of damage or loss. The Academic Dean will follow the procedure for possible repair, replacement, or disposal. If breakage or loss was caused by a lack of due care by an employee, that person can be required to pay for the replacement.

**5.2100 Supplies**

Office and teaching supplies and forms are available through the Academic Division offices. If there is something specific you require for class, please contact your Academic Division office.

**5.3000 Technical Support**

Each campus has information technology support responsible for the computing environment at that location. Information Technology Support Services are available through the Help Desk. All users should report computer related problems to the Help Desk at 757-825-2709 (Hampton Campus) or 757-253-4683 (Historic Triangle Campus). Help Desk hours of operation are Monday – Friday 7:00AM – 10:00 PM.

**5.3200 Information Security**

The VCCS has established an information security policy to protect the investments made in computer resources and related assets and to guard against unauthorized or improper use of such resources. Included in this policy is the requirement that all college employees who have access to computer resources sign an *Information Technology Employee Acceptable Use Agreement*.

Appendix 5-A: VCCS Policy on Personal Security-Acceptable Use

Appendix 5-B: Information Technology Employee Acceptable Use Agreement

**5.3300 Thomas Nelson Community College Web Policy**

The Thomas Nelson website is an online information system that provides access to services and resources of interest to the college and community. The Thomas Nelson website is designed to improve communications, accessibility, and ease-of-use of information. Information may be placed on the institutional sites of the Thomas Nelson web by the President, academic units, and administrative units.

See Appendix 8: Thomas Nelson Online Resources: Thomas Nelson Web Policy

**5.4000 State Travel Regulations**

All college travel must be in accordance with the college policies and procedures that are available.

See Appendix 8: Thomas Nelson Online Resources: State Travel Regulations

**5.4100 State Vehicles**

State vehicles are available for work related travel. To reserve a state vehicle at the Hampton Campus, contact the switchboard at 757-825-2700 and at the Historic Triangle, 757-258-6551.

For additional information on the Use of College Vehicles, see section 12.14 of the *Administrative Procedures Manual*.

**6.0000 Personnel Policies and Procedures**

**6.1000 Academic Freedom and Responsibility**

In the development of knowledge, research endeavors, and creative activities, college faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism.

Faculty members are entitled to freedom in the classroom in discussing their subjects, but should be careful not to introduce teaching matters which have no relation to their fields. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs.

The college also recognizes that commitment to every freedom carries with it attendant responsibilities. Faculty members must fulfill responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When they speak or write as a citizen, they will be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson. For additional information regarding Academic Freedom and Responsibility, refer to VCCS Policy 3.5.5.

**6.2000 Professional Ethics**

Faculty members, guided by a conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Faculty members' primary responsibility to their subject is to seek and to state the truth as they see it. To this end, faculty members devote their energies to developing and improving their scholarly competence and feel the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members practice intellectual honesty. Although they may follow subsidiary interests, these interests must never hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. Faculty members hold before them the best scholarly standards of their discipline. Faculty members demonstrate respect for the student as an individual, and they adhere to their proper role as intellectual guide and counselor. Faculty members make every effort to foster honest academic conduct and to assure that students' evaluations reflect the students' true merit. Faculty members respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. Faculty members acknowledge significant academic or scholarly assistance from students. Faculty members protect students' academic freedom.

As colleagues, faculty members have obligations that derive from membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the academic governance of their institution. As members of the institution, they seek above all to be effective teachers and scholars. They observe the stated regulations of the institution, watch that they do not contravene academic

freedom, and maintain their right to criticize and seek revision, while recognizing that the rights of others should not be abridged. Faculty members regulate the scope and character of their interests outside the institution with due regard to their responsibilities within it.

As members of their community, they have the rights and obligations of any citizen. Faculty members measure the urgency of community obligations in the light of their responsibilities to their subject, students, profession, and institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

## **6.2200 Personnel Policies and Procedures**

### **6.2210 Sexual Misconduct**

Thomas Nelson Community College shall not tolerate sexual misconduct in any form. Sexual misconduct is a flagrant violation of the values and behavioral expectations for a college community and all reported violations shall be investigated. Sexual misconduct may be punishable through civil and criminal proceedings, as well as through college disciplinary processes. An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual misconduct shatters the bond of trust within a college community.

### **6.2220 Sexual Assault**

Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under VCCS regulations and is specifically addressed in the *VCCS Policy Manual* section 6.5.6.

#### Campus Police Procedure:

Anyone who observes, is aware of, or feels they have been subjected to sexual assault should contact Campus Police.

Appendix 8: Thomas Nelson Online Resources: Thomas Nelson Campus Police

### **6.2230 Sexual Harassment**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a manager, supervisor, co-workers or non-employee (third party). Sexual harassment is a violation of federal and state laws and college policy, as is



retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint.

Members of the college community shall not engage in sexual harassment. Persons who do so are subject to disciplinary action, up to and including discharge. Employees must report any incident or situation that a reasonable person would understand to be sexual harassment, whether they witness the incident or situation or become aware of it.

If the alleged harasser is a faculty or staff member, the complaint should be made orally or in writing to the Title IX Coordinator for Faculty and Staff.

If the alleged harasser is a student, the complaint should be made orally or in writing to the Title IX Coordinator for students

**6.2240 Sexual Discrimination**

Thomas Nelson Community College is committed to providing an educational environment free of all forms of sex discrimination. As required by Title IX, the College does not discriminate on the basis of sex in its education programs and activities, and it encourages any member of the college community who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct by another student, member of the faculty or staff, or campus visitor or contractor, to immediately report the incident to any of the individuals listed below.

Thomas Nelson Community College Title IX Campus Resources

Title IX Coordinator	Dr. Vicki C. Richmond Associate Vice President for Student Affairs Hampton Campus (757) 825-3519
Deputy Title IX Coordinator	Ms. Joy Cooke Director of Human Resources Hampton Campus (757) 825-2728
Deputy Title IX Coordinator	Mr. Kelvin Maxwell, Chief of Police Hampton Campus (757) 825-2732

Appendix 8: Thomas Nelson Online Resources - Title IX: Sex Discrimination

**6.2300 Selection of Personnel**

Thomas Nelson Community College prohibits discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection and hiring of its workforce. Thomas Nelson is committed to diversity and inclusion in employment practices and is an equal opportunity employer. As we bring

talented individuals into our learning community, we provide a vehicle for presenting new innovative ideas to students, creating and expanding our instructional offerings.

For additional information on the General Hiring Procedures for faculty ranked personnel see section 3.1, in the *Administrative Policy Manual*.

#### **6.2400 Nepotism**

The college seeks to hire, retain, and promote highly qualified individuals committed to the values of Thomas Nelson Community College. No faculty member or other academic appointee may make, participate in, or attempt to influence employment decisions involving a relative. In accordance with VCCS Policy, an employee of the college shall not exercise any control over the employment or the employment activities of a member of the employee's immediate family and shall not be in a position to influence those activities.

#### **6.2500 Adjunct Compensation**

Instructional Faculty, Adjunct Faculty, and Administrative Faculty compensation is in accordance with the Virginia Community Colleges policies and procedures. Pay schedules for adjunct faculty are posted on the Thomas Nelson Human Resources Webpage.

Appendix 8: Thomas Nelson Online Resources - Compensation and Benefits

#### **6.3000 Professional Development**

Professional development is a critical component of a faculty's continuous learning and teaching enhancement. Professional development activities that are annually available at through the College include: All College Day (Fall), New Horizons (Spring), Peer group meetings (Fall every other year), VCCS in services (periodically throughout the year), Faculty Colloquium (Spring), and Distance and Distributive Learning courses (periodically throughout the year). Additional professional development opportunities may be provided through the academic division. Contact the Academic Division and/or the Department Head to obtain additional information regarding professional development opportunities.

#### **6.3100 Faculty Promotion**

Thomas Nelson Community College welcomes the opportunity and encourages each faculty member to seek professional and educational advancement through the opportunity of promotion in rank. Qualifications for promotion to faculty ranks are stated in the *VCCS-29 Chart*, Normal Minimum Criteria for Each Faculty Rank. Fulfillment of normal minimum criteria does not guarantee promotion to a given faculty rank. Adjunct faculty who accumulate additional credentials or experience to meet the minimum criteria for the next academic rank should submit a cover letter and supporting documentation to the academic dean for review. The dean reviews transcripts, evaluations and supporting documents to determine if the faculty is eligible for promotion. If recommended, a revised faculty credentialing card is completed by the dean and submitted to the Vice President for approval.

Appendix 6-B: VCCS-29 Chart

Appendix 6-C: Adjunct Faculty Evaluation Form

**6.3200 Faculty Grievance Procedure**

The Grievance Procedure is intended to provide a fair process for resolving complaints or disputes. If a complaint or dispute cannot be resolved through informal discussion, the grievant may pursue the formal Grievance Procedure. This procedure shall include but is not necessarily limited to (i) the Professional Employee's Appointment Policy, (ii) the Procedures for Non-reappointment, Dismissal, Suspension or Reduction in Staff for College Personnel Holding Faculty Rank.

**Definitions**

A. **Grievance** - A grievance is a complaint or dispute between an employee of the college holding faculty rank (the grievant) and an administrator, a faculty member acting in a supervisory capacity, or a member of the classified staff of the college with respect to the application or interpretation of the rules, policies, procedures, and regulations of the College or the Virginia Community College System as they adversely affect the grievant's work activity or terms of employment. Only the application or interpretation is grievable and not the rule, policy, procedure, or regulation itself. A complaint or dispute may include but is not limited to (i) disciplinary action; (ii) dismissal; (iii) demotion; (iv) suspension; (v) non-reappointment; (vi) reduction in force; (vii) promotion; (viii) multi-year appointment; (ix) acts of reprisal as the result of using of the grievance procedure or of participation in the grievance of another employee of the VCCS; (x) acts of reprisal as the result of faculty members exercising their constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board; and (xi) discrimination on the basis of race, color, creed, political affiliation, age, handicap, national origin or sex.

The State Board reserves the exclusive right to manage the affairs and operations of the VCCS. Except in the case of misapplication or misinterpretation of policy, the following complaints are non-grievable: (i) establishment and revision of wages or salaries, faculty rank classifications or general benefits; (ii) work activity accepted by the employee as a condition of employment or work activity which may reasonably be expected to be a part of the job content; (iii) the contents of ordinances, statutes or established personnel policies, procedures, rules and regulations; (iv) a personnel action within policy and the authority of the person implementing policy, such as: non-reappointment, dismissal, suspension, reduction in force, multi-year appointment, promotion, and demotion; (v) the hiring, promotion, transfer, assignment and retention of employees within the agency; and (vi) the relief of employees from duties of the agency in emergencies.

B. **Faculty Member** - Faculty members are those employees who hold faculty rank and occupy a permanent full-time or part-time teaching, counselor or librarian position. Restricted faculty members are employees who hold faculty rank and occupy a full-time position which is funded in whole or in part by non-state revenues or has been accepted under special conditions or which is identifiable as non-continuing in nature.

C. **Administrators and Professionals** - Administrators and professionals shall be defined as those employees who hold faculty rank and occupy a permanent full-time or part-time administrative and professional position as defined in the Governor's Consolidated Salary Authorization for Institutions of Higher Education, except counselors or librarians. Restricted administrators and professionals are employees who occupy a position funded in whole or in part by non-state revenues or one that has been accepted under special conditions or which is identifiable as non-continuing in nature.

- D. **Adjunct Faculty** – Adjunct faculty are employed to teach less than a normal faculty load or to teach less than a full session on a semester by semester or summer term basis. The adjunct faculty contract contains no guarantee of continued employment.
- E. **Law** - The term law used herein includes all Federal and State court decisions, all Federal and State statutes, and all lawful regulations and policies emanating therefrom. The Attorney General's Office may provide advice and guidance with respect to questions of law. Upon request, interpretations of policy, rules, and procedures shall be provided by the Chancellor.

**Procedure:**

**Informal Resolution Prior to Filing the Grievance**

- A. **Informal Meeting** - When a complaint or dispute arises, the first step must be an informal meeting between the complainant and the immediate supervisor. This meeting shall take place within twenty (20) workdays of the occurrence which gave rise to the complaint or dispute or when the complainant should have reasonably known of its occurrence.
- B. **Arbitration** - After the informal meeting, the parties to the complaint or dispute may agree in writing to submit the problem to arbitration by some person on whose appointment they both agree. If the decision of the arbitrator is agreeable to both parties, they should sign a written statement of the dispute's resolution, a copy of which will be given to each party. The decision may be implemented provided it is within the authority of the parties involved and is within policy. The parties have ten (10) workdays from the date of the informal meeting to try to reach agreement by arbitration. If agreement is not reached within that time, the complainant has ten (10) workdays in which to file the grievance.
1. **Grievance Level One** - Immediate Supervisor - If the complaint or dispute cannot be resolved informally, the grievant may file a formal written grievance with the immediate supervisor<sup>1</sup> within ten (10) workdays following the informal meeting with the immediate supervisor or the conclusion of the arbitration process. A copy of the written grievance must also be forwarded by the grievant to the college human resources officer. The written grievance shall meet the requirements of 3.13.3.a. Within ten (10) workdays of receipt of the written grievance, the immediate supervisor shall render a written decision on the grievance and provide a copy to the grievant and to the college human resources officer who will maintain a separate grievance file.
  2. **Grievance Level Two** – Vice President or Equivalent Position - The grievant may file a written appeal of the Level One decision with the grievant's vice president (or equivalent position, i.e., the person reporting directly to the president and having overall responsibility for the area in which the grievant works) within ten (10) workdays of receipt of the written decision rendered by the immediate supervisor. The appeal shall include the written grievance described above in Level One, the supervisor's written decision, and a concise explanation of the basis of the appeal.

The vice president or equivalent position shall set a date for a meeting and notify the grievant and the immediate supervisor. The meeting shall take place within ten (10) workdays after

receipt of the written appeal by the vice president or equivalent position, unless the time is extended by the vice president or equivalent position for good cause. The grievant and the supervisor may call persons to offer information pertinent to the grievance. Each side of the grievance shall have the right to question all witnesses and to examine all documents and tangible evidence presented. Witnesses shall be excused upon completion of their statement. The party desiring such persons to be present at the meeting has the responsibility to make all necessary arrangements. Electronic recorders may be used. The use of a stenographic reporter is prohibited, except by mutual consent.

The vice president or equivalent position shall communicate the decision in writing within ten (10) workdays from completion of the meeting to the grievant and to the immediate supervisor.

### **6.3300 Time Limitations**

1. **Extension of Time:** It is important to good relationships that grievances be initiated and processed as expeditiously as possible. The time limitations specified for either party may be extended by mutual written agreement.
2. **Effect of Failure to Initiate a Complaint or Dispute within Time Limit:** A failure to raise the complaint or dispute within the time limits shall result in the loss of the right of the grievant to further appeal.
3. **Effect of Failure of Grievant to Appeal within Time Limit:** If there is no mutual written agreement to extend the time limits set herein, and if a decision at one level is not appealed by the grievant to the next level of the procedure within the time limit specified, the right of the grievant to further appeal is terminated.
4. **Effect of Failure to Respond to Grievant within Time Limit:** Failure at any level of the grievance procedure to initiate communication of a decision to the grievant within the specified time limit shall result in an automatic right of appeal to the next level of the procedure. The appeal must be made by the grievant within the time frame which would have been allotted.

### **6.3400 General Provisions**

1. **Identification:** All written grievances and appeals shall identify the name and position of the aggrieved party, the name and position of the party or parties against whom the grievance is filed, the date of filing, a concise statement of the nature of the grievance, the specific rule, policy, procedure, or regulation of the VCCS or the college which has allegedly been misapplied or misinterpreted, how it was misapplied or misinterpreted, and the specific redress being sought by the grievant.
2. **Avoiding Interruptions:** In pursuing the provisions of this procedure, every effort shall be made to avoid interruptions of classroom activity and other college functions and the unnecessary involvement of students or others not directly involved in the act being grieved or the grievance process itself.
3. **Informal Discussion:** Nothing contained herein shall be construed as limiting the right of the grievant to discuss the matter informally with any appropriate member of the college. If the grievance

is settled informally and/or the grievant withdraws from the procedure at any level, such a settlement shall be deemed a final resolution and shall be entered in the records as such.

4. **Clarification of Administrative Structure:** It shall be the responsibility of each college president, where necessary, to provide a clarification on the relationship of Levels one through three to the college's administrative structure. The term "immediate supervisor," as used herein, refers to the first line of administration.
5. **Placement of Records:** Once a grievance has been formally filed (Grievance Level One), a record shall be kept in the Human Resources Office. After final resolution of the grievance, only the rendered decision shall be placed in the personnel file of each party to the grievance. The record of the case shall be treated with the same confidentiality as other personnel records.
6. **Applicability to Temporary Faculty Members:** When a temporary part-time faculty member (P-14) has a grievance, the same procedures as set forth herein shall apply except that the procedure shall end at Level Two.
7. **Applicability to Administrators and Professionals:** When an administrator or professional has a grievance, the same procedure as set forth herein shall apply.
8. **Representation by Legal Counsel:** In order to promote amicably the informal resolution of potential grievances, legal counsel may not participate prior to Level One. Both parties to the grievance have the right to employ legal counsel, who may be present and participate at any level of the formal grievance procedure. Any party intending to have legal counsel present at the hearing must notify the other party to the grievance of that intent.
9. **Timing:** The grievance procedure at the institution (absent agreement otherwise) should take place when the parties are under contract and during regular working days.
10. **Public Statements:** Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements and publicity about a case shall be avoided by all parties so far as possible until all proceedings have been completed.
11. **Academic Freedom:** Nothing in this policy shall be used to restrain faculty rank employees in their exercise of constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board.
12. **Job Termination:** The initial recommendation of job termination may be issued from the vice president/provost or the president instead of the immediate supervisor. In all such cases, the faculty member shall be notified of the identity of the person making the initial recommendation. All subsequent proceedings shall begin at the appropriate level (vice president /provost or president) and recommendations of lower level administrators, if any, shall be included in the record for future consideration.
13. **Delivery of Notices:** When giving notice of action or requesting appeal, it is the author's responsibility to make all reasonable effort to ensure that the person(s) designated to receive such notices and requests receive them personally. Personal delivery by the author for which a receipt is obtained or certified mail with return receipt should be used for the delivery of notices and requests.

**6.3500 Personnel File**

Personnel records for faculty-ranked employees are maintained in the College's Human Resources Department in accordance with *Administrative Policy Manual*, section 3.11. These records provide documentation on all personnel actions involving the employee and generally provide an official employment history. The documentation relates to such matters as payroll and performance evaluation, as well as to routine personnel actions.

**6.3600 Release of Employment Information**

The Virginia Freedom of Information Act (Code of Virginia §2.2-3705.8) requires the release of certain information for a state employee. This information includes the employee's position title; the employee's job classification title; dates of employment; and annual salary, official salary or rate of pay, if such pay exceeds \$10,000. The Department of Human Resource Management must provide this information upon request by citizens of Virginia as well as newspaper or other media outlets with wide circulation in the Commonwealth.

**6.4000 Adjunct Absences**

All Adjuncts are responsible for reporting absences. For planned absences, the *Part-Time Faculty Absence Report* should be submitted at least one week prior to the absence. For emergency absences, the *Part-Time Faculty Absence Report* should be submitted no later than one week after returning to class. It is up to the adjunct instructor to indicate how students will be/were served during the absence. Submission of the form must be done using the adjunct's Thomas Nelson email account and should be submitted to the individual's Academic Division.

Appendix 6-D: Part-Time Faculty Absence Report

**6.4100 Drug-Free Workplace**

Students or employees of a Virginia Community College shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances including drugs or, where prohibited, alcohol while on campus, attending a college sponsored off-campus event, or while serving as a representative of the college at off-campus meetings. Students or employees who violate this policy shall have college charges processed against them in the normal manner of due process provided by college rules. Further, students or employees who violate this policy shall have committed a criminal offense, and the college shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

Employees must notify their supervisors of any conviction of a criminal drug law, based on conduct occurring in or outside of the workplace or an alcohol beverage control law or law that governs driving while intoxicated, based on conduct occurring in the workplace. Notification of a conviction must be made in writing and delivered no later than five calendar days after such conviction. An appeal of a conviction does not affect the employee's obligation to report the conviction.

**6.4200 Americans with Disabilities Act**

The Americans with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations,

transportation and telecommunications. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission and State and local civil rights enforcement agencies that work with the Commission.

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship -- that is, that it would require significant difficulty or expense.

#### ***6.4300 Outside Employment***

Faculty may engage in outside employment so long as it does not interfere with their work performance, or professional responsibilities to the college or create a conflict of interest as specified in the State Conflict of Interest policy.

#### ***6.5400 Name and Address Changes***

The Human Resources Office is required to maintain a current address and telephone number (home and work) for each member of the faculty and staff. Report changes to your address, name and phone number to Human Resources in a timely manner.

#### **Emergency Contact Update**

You are required to keep your emergency contact information in PeopleSoft updated. This is especially important in the event of a serious emergency.

#### ***6.5500 Exit Process***

Employees are required to complete and submit a clearance form prior to their last work day on campus.

#### **Resignation**

A resignation letter should be submitted to your Academic Dean with a copy to Human Resources at least two weeks prior to your last workday.



**7.0000 GENERAL POLICIES AND PROCEDURES****7.1000 Campus Conduct**

Campus and college activities by students and/or college employees are under the jurisdiction of the college and must conform to the following college rules and regulations:

**A. Student Conduct**

Please see the "Statement on Student Rights and Responsibilities" in the current *Student Handbook*.

**B. Disruptive Students**

Classroom management is the responsibility of the faculty member. Faculty and students have the right to a positive learning environment, one that promotes the free exchange of ideas and cultivates mutual tolerance. The learning of the whole class should not be jeopardized for the sake of a single student.

Faculty has the right to temporarily dismiss a student from class when the student's behavior distracts or disrupts the other students' learning.

Appendix 3-A: Academic Misconduct/Disruptive Student Faculty Referral Form

**1. Non-Violent Classroom Situations**

- a. Disruptions that can be handled by the faculty: Annoying, rude, or disruptive student behavior that necessitates faculty action.

Remedies: The faculty may talk with the student during the class or after class. The faculty member discusses classroom expectations with the full class, including rules of behavior. **Syllabi should contain behavioral expectations.** Warnings to the student should be made with progressive penalties as judged appropriate. The student may be given the *Student Handbook* with specific reference to the Student Conduct section that refers to "disruptive student behavior".

Depending on the severity and persistence of the problem, the student may be given a letter from the faculty member, or sent an email. The faculty member may also meet with the student and develop a behavioral contract specifying what will happen if misconduct continues. The faculty member may ask the student to leave the classroom.

- b. Disruptions that need to be referred to the Academic Dean: if individual safety is not an issue, the disruption continues, and the faculty efforts fail, then the faculty member should consult the Academic Dean. The dean provides advice to the faculty member, and takes appropriate actions that may include a phone call or letter to the student with reference to the Student Conduct policy. The student may be required to meet with the Dean prior to returning to the class. The student may

be charged formally with a conduct violation and provided a disciplinary hearing. A behavioral contract may be developed by the Dean that would formalize an agreement whereby the student agrees to stipulations in order to continue in the class.

Appendix 3-B: Personal Individual Consultation Form

## 2. Threat of Violent Classroom Situations

The presence of imminent danger requires immediate attention, especially where a physical threat exists and emergency actions are necessary.

The faculty member (or designee) should immediately go to (or calls) Campus Police for assistance, briefly describing the nature of the emergency.

Telephones are located in each classroom for emergency use. These phones can be used to call on campus only. In case of an emergency, dial 911. If you need to reach the campus operator, dial 0.

For additional information on the Threat Assessment Team, see section 12.10 of the *Administrative Procedures Manual*.

### C. *Illegal Substance Policy*

Recent regulations issued by the federal government, combined with the growing number of drug and alcohol related incidents have made us aware of the need for policies which regulate the use or non-use of such substances. Thomas Nelson Community College, in its *Student Code of Conduct*, has identified as violations the unlawful use, possession, or distribution of narcotics, hallucinatory drugs, or controlled substances of any nature and the unauthorized use or consumption of alcohol on campus or at any off-campus school-sponsored event, activity, or course.

Additionally, the college has complied with the Higher Education Amendment of 1986, which requires colleges and universities, in order to maintain federal financial aid eligibility for students to certify that these institutions have drug abuse prevention programs, and become partners with the Virginia Tidewater Consortium for Higher Education to establish a consortium-wide drug-use and alcohol-abuse prevention program.

This policy statement and the procedures that follow are designed to describe the institution's position on the use and/or abuse of drugs and alcohol on campus in accordance with Sections 6.5.3 and 6.5.4 of the Virginia Community College System Policy Manual. The unlawful manufacture, distribution, dispensation, possession, and/or abuse of a controlled substance on the campus of Thomas Nelson Community College by any student is prohibited.

1. Any student alleged to be in violation of this policy will be subject to disciplinary action as described the Student Code of Conduct.
2. The Student Activities Coordinator will offer drug and alcohol abuse prevention programs for students.

3. Current guidelines for activities where alcoholic beverages are served are available in the Thomas Nelson Community College *Administrative Policy Manual*, section 3.8.

### 7.1100 Emergency Information

Purpose: Thomas Nelson employees provide a valuable leadership element to students' safe and efficient reaction to an emergency situation. The instructor is an authoritative figure for the student and can influence how the student responds in an emergency. Calm, collected, and clear directions by the instructor and staff will have a reassuring effect on the students. Therefore, it is very important for faculty, staff and students to be prepared for emergencies and to familiarize themselves with proper procedures.

Review this Emergency Action Plan (EAP) periodically and know who to contact in the event of an emergency. You should also know:

- The two (2) safest and most direct evacuation routes.
- The location of campus emergency callboxes, first aid kits, automated external defibrillators (AED), and fire extinguishers.
- The designated assembly locations outside the facility.
- Locations of storm shelter safe areas.
- The appropriate shelter-in-place procedure for potential hazards.

Faculty should:

- Provide his/her class or audience with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits and assembly locations. This information should be shared during the first week of class and throughout the semester.
- Provide the location of this document to students.
- Assure that persons with disabilities have the information they need. The instructor should be familiar with the disabled student's plan, be able to direct visitors with disabilities and know the location of the evacuation chair(s) nearest to their classroom and how to use it.
- Take responsible charge of the classroom and follow emergency procedures for all alarms and emergencies.
- Account for all students. Accounting for students can be very difficult; however, an attempt must be made. Faculty should take attendance and keep rosters with them.
- Encourage students to sign up for e2Campus.

Staff should:

- Be familiar with the EAP and able to respond appropriately to crisis.
- Provide students and guests with general information relating to emergency procedures and advise them of the evacuation routes, emergency exits and assembly locations.

#### Appendix 7-B: Evacuation Assembly Areas

Students should:

- Become familiar with the emergency procedures listed within the EAP and know where to seek further information.
- Sign up for e2Campus

**Medical Emergencies:** Medical emergencies will occur at Thomas Nelson, and it is important that members of the college community understand how to respond to protect human health and safety. Medical emergencies can occur at any time and may be the result of traffic accidents, slips or falls, pre-existing health conditions, workplace accidents, etc.

1. Preparation: To prepare for a potential medical emergency, consider the following
  - Receive CPR and First Aid training.
  - Know the locations of Automatic External Defibrillators (AED) and receive AED training.
  - Maintain an adequate supply of prescription medication(s) with you, if necessary.
  - Update your emergency contact information – in the event that someone must be contacted in an emergency.
  - Notify your supervisor and/or co-workers of health conditions, if you are comfortable doing so and it is necessary for your safety in the event of an emergency.
  - Know or maintain contact information for your primary care physician and the location of hospitals near your work and home.
2. Procedures/Response: If someone requires immediate medical attention:
  - a. Immediately call or have someone call Campus Police and report the emergency. Provide the following information:
    - Type of emergency
    - Building address and the exact location of the victim
    - Condition of the victim
    - Identity of the victim suspected or known cause of the injury or illness
    - Any dangerous conditions
  - b. Provide first aid and medical assistance as necessary, if trained.
  - c. Follow instructions of the Emergency Dispatcher.
  - d. Do not move the victim, unless the person is in immediate danger.
  - e. If the victim is conscious, try to comfort him/her and obtain medical information (i.e., medical problems, medications, etc.). Any medical information will assist medical personnel if the victim loses consciousness.
  - f. If the Campus Police is not on scene, have someone meet the ambulance at the building entrance or at a safe location and direct emergency personnel to the victim.
  - g. Contact Campus Police at 757-825-2732 to advise them of the situation. Police contact after hours, weekends and holidays is 757-879-3649.

**Evacuations:**

1. A building may need to be evacuated due to a fire or other unforeseen emergency such as utility failure, chemical spill, structural damage, or violence. In these situations, the fire alarm system or other alert notification system may be used to initiate a building evacuation; however, verbal commands from staff, faculty, police or other emergency response personnel may also be used. Whenever a fire alarm is activated or verbal commands are given, all individuals must begin exiting the building and proceed to their designated assembly area(s).  
Appendix 7-B: Evacuation Assembly Areas

2. All buildings must have continuously unobstructed exit paths to permit prompt evacuation and allow immediate access for emergency response personnel. Students, faculty and staff should familiarize themselves with the exit routes and assembly areas.

Appendix 7-B: Evacuation Assembly Areas

3. It is the responsibility of supervisors, faculty and staff to ensure that employees and students are familiar with evacuation signals, evacuation routes, exterior designated assembly areas (Appendix 7-B: Evacuation Assembly Areas), and other procedures related to evacuation.
4. During an Evacuation:
  - Remain calm.
  - Immediately stop what you are doing.
  - If time, conditions and safety permit, take important personal items with you (i.e., car keys, purse, medication, glasses, etc.). Leave everything else. Instruct students to do the same.
  - Walk directly to the nearest exit, assisting students and visitors with evacuation procedures. Move quickly; however, do NOT run, push or crowd.
  - Check doors for heat before opening by touching it near the top with the back of your hand. Do NOT open a hot door.
  - If smoke is present, stay low and crawl to your exit.
  - Do NOT use elevators.
  - Use handrails in stairwells, and stay to the right.
  - Keep noise to a minimum so you can hear emergency instructions.
  - Assist people with disabilities/special needs and those unfamiliar with evacuation procedures.
  - Once outside, move quickly away from the building and to your assembly area, unless otherwise instructed.
  - Actively assist in keeping roadways and walkways clear for emergency personnel.
  - Do NOT return to the building until instructed to do so.
5. Accountability: Immediately following an evacuation, attempt to identify missing persons and relay the names and suspected location to emergency response personnel.
6. Emergency Evacuation and Fire Drills: Emergency evacuation and fire drills are required and must be conducted in accordance with the Virginia State-Wide Fire Prevention Code.

**Fire:** Deaths and damages caused by fires can be mitigated if proper preparation and response procedures are taken by individuals during a fire. This policy provides information to help individuals plan, prepare, and respond to a fire.

1. Procedures:
  - Remain calm.
  - Activate the nearest fire alarm pull station.
  - Call 911 from a safe location. Prepare to give the following information:
    - o Exact location of the fire (campus, building name and room number)
    - o Location of the fire or smoke within the facility
    - o Cause of fire (if known)
    - o Number and type of injuries (if known)
    - o Your name
    - o Any other information that you think would be beneficial
  - Fire extinguishers. Thomas Nelson has no expectations that untrained personnel should attempt to extinguish any fire. However, if you have had

training and the fire is small (waste basket size), you may attempt to extinguish it. If, after 5 seconds of extinguisher employment, there is still fire, evacuate immediately.

- EVACUATE if you cannot extinguish the fire.
- For larger fires, GET OUT; close doors as you leave to confine fire as much as possible.
- If clothing catches fire, STOP.....DROP.....ROLL.
- Do not allow the fire to come between you and the exit.
- Follow the evacuation procedures found in paragraph D., Evacuations.
- Proceed to the assembly area and verbally warn others to evacuate the building as you exit the building. Direct students and visitors to the assembly area. Assembly areas are found in paragraph D., Evacuations.
- If you are unable to exit the building, notify a person who is exiting the building, notify police by dialing 911, shout for assistance, drop an object to the ground from an exterior window, or hang a highly visible object from a window to get the attention of emergency response personnel.
- Do NOT re-enter the building until authorized by emergency personnel.

## 2. Evacuation Tips:

- Feel doors with the back of your hand for heat. Do NOT open the door if it is hot. If the door is not hot, open it slowly. Stand behind the door and to one side; be prepared to close it quickly if fire is present.
- If smoke is present, stay as low as possible and crawl to an exit door. Keep one shoulder against the wall as you exit the building to avoid becoming lost.
- Do NOT use elevators.
- Knock on closed doors as you leave and yell “Fire!” on your way out.
- Make note of the location of anyone who may have been unable or refused to evacuate.
- If trapped in a room:
  - o Retreat. Close as many doors as possible between you and the fire.
  - o Seal cracks around the door to prevent smoke from entering. Call 911 and report your location.
  - o Be prepared to signal from a window but DO NOT BREAK THE GLASS unless absolutely necessary (outside smoke may be drawn in).
  - o Open the window a few inches for fresh air and hang a highly visible object from the window.

**Inclement Weather Plan:** Weather emergencies can pose serious threats to employees and students. Severe weather includes high winds, thunderstorms, lightning storms, hail, floods, tornadoes, hurricanes, extreme heat or cold, and other weather systems that have the potential to create safety hazards or cause property damage.

In general, the College must continue certain operations during periods of inclement weather due to the needs of students, the requirements of ongoing College activities, and other factors. However, the College has a policy on inclement weather, which clearly defines how such declared days impact faculty and staff (see the Inclement Weather Policy page). Generally, there are three possible responses to incidents of inclement weather:

- Delayed opening. During a delayed opening, College officials will publicly announce the specific time at which the College will open. Essential employees may be required to report to work earlier, depending on the situation.

- Early Closing. In the event of an early closing, the College will cease all academic classes and regular business operations at a publicly announced time. Essential employees may be asked to extend their work schedule depending on the situation.
- Closure of offices and business operations. In the event of a closure, all day and evening classes will be cancelled. All offices and regular business operations will be closed. Essential employees may be asked to report to work depending on the situation.

Appendix 8: Thomas Nelson Online Resources: Thomas Nelson Inclement Weather Procedures

### **Additional Frequently Asked Questions:**

If an instructor cannot get to campus because of bad weather, he or she must notify the responsible division. The faculty member or the division will try to contact students using their Thomas Nelson email, so be sure to check your email messages. Students must check Blackboard for additional information about the class.

Unlike public schools, Thomas Nelson does not operate a school bus system and uses different criteria to decide that it is appropriate to close. Thomas Nelson closes only when its own roads, parking lots, the main highways or the roads immediately around the campuses are too dangerous to negotiate safely. Thus, Thomas Nelson may be open when other local schools are closed.

If the College closes, classes at off-campus locations such as local schools will also be cancelled. If the College remains open but the school is closed, the Thomas Nelson class is cancelled for that day. Students should pay attention to local school closing information if they are taking classes at a local school.

If Thomas Nelson campuses at both the Hampton and Historic Triangle campuses are open and a different location/site (i.e. Southeast Higher Education Center) is closed, classes at the closed location/site will be cancelled.

If Thomas Nelson campuses at both the Hampton and Historic Triangle campuses are closed and a different location/site (i.e. Southeast Higher Education Center) is open, classes will be held at the location/site as scheduled.

We realize that a general decision for the College cannot account for the individual circumstances of all students. Use your best judgment and be prompt in communicating your situation to your instructor.

When the College announces a delayed opening, any class with at least 45 minutes of class time remaining after the College opens will be held. For example, if the College opens at 10:00 a.m., a 9:30-10:45 a.m. class will begin at 10:00 a.m. This procedure applies to all credit classes.

The safety of students and employees is the most important consideration. Sometimes decision makers get information indicating that the College should close at times that do not exactly coincide with the beginning and ending of every class. It is better to cancel the class in this case than to keep the students when conditions are getting dangerous. Thomas Nelson classes do not all start and stop on a uniform schedule. Any early closing time is likely to interrupt some classes.

### **Delayed Opening:**

Under a delayed opening, the delayed opening time will apply to College classes, offices and regular business operations and will be determined with each incident of inclement weather.

- Employees not identified as “essential personnel” are expected to arrive at work by the designated delayed opening time.
- Non-essential employees must immediately notify their supervisor of his/her inability to report to work at the delayed opening time.
- Essential personnel who do not report to work will be charged a full day’s leave or be placed on leave without pay. Employee must inform his/her supervisor the reason for the absence. Supervisors must approve the leave of the employee.
- Employees whose shift begins after the delayed opening time should report to work as regularly scheduled.
- Employees identified as “essential personnel” should report to work by the designated time established by their supervisor.

### **Early Closing**

In the event of an early dismissal, the designated early dismissal time for College classes, offices and business operations will be determined with each incident of inclement weather and followed consistently.

- Employees identified as “essential personnel” should report to work by the designated time established by their supervisor.
- Employees not identified as “essential personnel” will be dismissed to go home and will not be charged any leave for the balance of the employee’s work day.
- Employees who leave earlier than the designated dismissal time will be charged leave or no pay for the full amount of time they are absent prior to the dismissal time.
- Essential personnel are expected to remain at work as regularly scheduled, unless otherwise directed by their supervisor.
- Employees who have not been identified as “weather or event essential personnel” who have shifts beginning after the designated early dismissal time should not report to work.

### **Class Cancellation**

If inclement weather conditions warrant a decision to cancel classes and close offices and regular business operations, employees who have not been designated as “essential personnel” should not report to work. Essential personnel are expected to report to work as scheduled, unless otherwise directed by their supervisor.

Supervisors of employees who work special shifts will make clear how closings or delayed openings affect attendance expectations.

P-14 employees who miss work due to inclement weather will not be paid for time missed. If the College has a delayed opening, early dismissal or closure due to inclement weather, P-14 employees will receive pay for the hours they actually work.

The employee will be charged leave for their absence beginning at the designated opening time until the time they arrive. For example, if the designated opening time is 10:00 a.m. and the employee arrives at 10:30 a.m., they will be charged ½ hour leave.



Individual departments are responsible for designating “essential personnel” and ensuring that all such employees are aware of their responsibilities. These duty areas might include positions in Plant Services who assist with snow and ice removal. Individual staff members who are uncertain of their designation as essential personnel should consult their supervisor.

Employees should make every attempt to get to work within the bounds of their personal safety. Faculty and staff who face particularly dangerous hazards in transit to work during inclement weather should consult with their supervisor before inclement weather strikes as soon as conditions become unsafe. Depending on the circumstances surrounding an individual’s responsibilities on campus, it may be possible to arrange for making up lost time or using annual leave when weather conditions prohibit an individual from traveling to campus for a regularly scheduled shift.

Please refer to your appropriate employment type below:

**Classified Employees may use the following types of leave:**

- Accrued compensatory time – may be required to use this first (overtime eligible CS employees only)
- Personal Leave (full day only)
- Accrued annual leave
- Leave without pay

**Administrative Professional Employees may use the following types of leave:**

- Accrued annual leave
- Personal Leave (full day only)
- Leave without pay

**Full-time Faculty may use the following types of leave:**

- Personal Holiday (full day only)
- Leave without pay

**Adjunct Faculty are not eligible for leave**

Administrative Professional and classified employees must receive prior approval from their manager/supervisor and must have a current signed Telecommuting Agreement on file.

Upon prior approval from the manager/supervisor, an overtime eligible Classified employee may:

- Use leave without pay.
- If business needs allow, temporarily adjust his/her schedule to work additional hours during the workweek that the inclement weather occurred.

Overtime-eligible employees receive compensation leave for overtime worked in accordance with Thomas Nelson and DHRM policies regarding overtime.

In the event of inclement weather, the College recognizes the need to address how such conditions may affect the overall operations of the institution. In general, the Thomas Nelson Police Department and Plant Services check road conditions in the early morning hours when inclement weather is expected to occur. Conditions are reported to College administrators who discuss via conference call whether the College should delay opening or cancel classes and close business operations. They make this determination based on the following four criteria:

- Designated College road and routes are open to travel.

- Thomas Nelson parking lots are accessible.
- Interstate 64 is open for travel.
- Conditions appear to be such as to allow students, faculty and staff to reach campus.

The College's primary means for communicating to students, faculty and staff – including information on weather-related delays, closure of non-essential offices and cancellation of classes is the Inclement Weather Notification as follows:

- e2Campus Text Alert System which will issue alerts via web, e-mail and voice mail, and also via SMS text messages to those who provide mobile phone numbers
- Web
- Employee Telephone Tree
- Media (TV, Radio, and Print)
- Social Media (Facebook, Twitter)

In most cases where decisions on the College operating status can be made in the overnight and early morning hours, information on weather-related delays or closure of non-essential offices and cancellation of classes will be made via Inclement Weather Notification by 6 a.m.

In addition to the Inclement Weather Notification, the College employs secondary communication methods to aid in disseminating weather related closures, delays or other emergency information through the following sources. These sources are activated after the Inclement Weather Notification, and should not be relied upon as the most timely and accurate information sources, since some of these sources further down the list are outside the College's direct control:

- Weather information hotline: Individuals may call 757-825-3662 for recorded announcements about the College's operating status;
- College home page ([www.tncc.edu](http://www.tncc.edu)): In the event inclement weather affects the College's operating status, a graphic link to detailed information and policies will be placed prominently on the College's home page;
- College switchboard: The switchboard, at 757-825-2700, provides information about the College's operating status when inclement weather strikes; this number often may be busy due to volume;
- External media: Local radio and television stations will be informed whenever the College's operating status is affected, but should not be relied upon as a primary source of information.

Normal College operations, including all academic classes and business operations, will commence at the regularly scheduled time on the next work day.

1. Definitions:

- a. Watch: A "watch" is issued when conditions are favorable for the development of severe weather within or close to the watch/ listening area, but the occurrence, location, and/or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so.
- b. Warning: A "warning" is issued when severe weather is confirmed by radar or reported by storm spotters. Warnings advise of a threat to life or property. If you are in the affected area, you should seek safe shelter immediately.
- c. Advisory: An "advisory" is issued when a hazardous event is occurring or has a very high probability of occurrence. Advisories describe events that cause significant inconvenience.

- d. Severe Weather/Thunderstorm: Severe thunderstorms are defined as winds of 58 mph or higher and/or hail 3/4 inch in diameter or larger.
- e. Tornado Watch: A tornado watch is issued when severe thunderstorms and tornadoes are possible in and near the watch area. When a tornado watch is issued, stay tuned to local radio, TV, or NOAA weather radio for further information and possible warnings. Consider shelter operations and be prepared to take cover if necessary.
- f. Tornado Warning: A tornado warning is issued when a tornado is imminent. When a tornado warning is issued, seek safe shelter immediately.

2. Response: If the area is under a tornado WARNING, seek shelter immediately! Direct students and visitors to the shelter locations.

- Go IMMEDIATELY to:
  - o The nearest Severe Weather Shelter Area OR
  - o An appropriate area capable of providing protection from the event:
    - o Hardened structure
    - o Interior hallway or room free of windows or other glass structures
    - o At the lowest level in the building; use stairs, do NOT use elevators
- Use your arms to protect your head and neck. Protect your body from flying debris with any available furniture or sturdy equipment.
- Do NOT open windows.
- Take account of your co-workers and/or students and attempt to locate missing persons if safety permits.

3. Severe Weather Shelter Areas: An appropriate shelter area capable of providing protection from severe weather should have the following characteristics:

- Be located in an interior room of hardened structure (e.g., conference room, classroom, hallway, bathroom, or office). Seek shelter in a hardened structure if you are located in a modular, prefabricated, or temporary structure.
- Be free of windows and other glass structures.
- Be at the lowest level in the building.
- Thomas Nelson identifies the storm shelter location with a yellow decal placed above the doorway of locations that are storm shelters.



4. Suggested Contingency Plans for Severe Weather:

- a. Open Buildings (auditoriums, gymnasiums, etc.): Try to get into the restroom or an interior hallway. If there is no time to go anywhere else, seek shelter right where you are. Try to get up against something that will support or deflect falling debris. Protect your head by covering it with your arms.
- b. Automobiles: Get out of your vehicle and try to find shelter inside a sturdy building. A culvert or ditch can provide shelter – lie down flat and cover your head with your hands. Do NOT take shelter under a highway overpass or bridge.
- c. Outdoors: Try to find shelter immediately in the nearest substantial building. If no buildings are close by, move away from the tornado's path at a right angle. If there is no time to escape, lie down flat in a ditch or depression and cover your head with your hands.

5. After a Severe Weather Event:
  - Watch out for and stay away from fallen power lines. Report downed power line to Campus Police.
  - Stay out of the damaged area.
  - Help injured persons if you can do so without putting yourself in risk of injury. Provide first aid if you are trained. Report injuries. Do NOT move seriously injured persons unless they are in immediate danger.
  - Use the telephone only for emergency calls.
  - Be aware that utilities such as gas, power, and water lines may be damaged. If you are aware of a gas leak, power outage, utility failure, or other building damages, report the issue.
  - Wait for instructions from College officials, Campus Police and/or Security Guards.

**Earthquake:** An earthquake cannot be forecasted; therefore, it is best to be prepared at all times. Earthquakes can seriously damage buildings and their contents and disrupt gas, electric and telephone services. Aftershocks can occur for weeks following an earthquake. In many buildings, the greatest danger to people in an earthquake is when equipment and non-structural elements such as ceilings, partitions, windows and lighting fixtures shake loose.

1. Response:
  - a. If you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. Stay calm and take precautions to protect yourself from potential debris:
    - DROP to the floor.
    - COVER by getting under a sturdy table or other piece of furniture.
    - HOLD ON until the shaking stops. If there is no table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
    - Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
    - Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
    - Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
    - Do NOT use elevators.
    - Stay inside until the shaking stops and it is safe to go outside.
  - b. If you are outdoors, move away from buildings, overhangs, trees, and power lines to a clear area such as a large open public area or field.
2. After the Earthquake: Once the shaking has stopped:
  - Exit the building when safety permits and move to the designated assembly area. Faculty and staff will direct students and visitors.
  - Use emergency exit route information posted throughout the building to determine the quickest route out.
  - Expect aftershocks.
  - Use the telephone only for emergency calls.
  - Be aware that utilities such as gas, power and water lines may be damaged. If you are aware of damaged utilities, report the issue.
  - Wait for instructions from College officials, Campus Police and/or Security Officers.

**Active Shooter/Threat:** An active shooter/threat is an individual actively engaged in killing or attempting to kill or seriously harm people. In most cases, active shooters use firearms and there is no

pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Active shooters usually continue to move throughout a building or area until stopped by law enforcement, suicide, or other intervention.

1. Response: Do NOT activate the fire alarm! The building should not be evacuated using this method. You should quickly determine the most reasonable way to protect your own life. You should:

- a. RUN: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Warn individuals not to enter an area where the active shooter may be.
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape, if possible.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  - Call 911 when it is safe to do so.
- b. Hide (Shelter in Place): If safe evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view – away from doors/hallways and behind solid objects, if possible. You can sit on the floor, out of common view, away from doorways and windows.
  - Seek cover to provide protection if shots are fired in your direction (i.e., in a room with a closed and locked door). Cover is any object that can stop bullets that you can get between you and the shooter
  - To prevent an active shooter from entering your hiding place:
    - o Lock the door.
    - o Blockade the door with heavy furniture.
    - o Close, cover, and move away from windows.
    - o Silence your cell phone and/or pager (even the vibration setting can give away a hiding position) and turn off any source of noise (televisions, computers, radios, etc.).
    - o Turn off lights.
    - o Remain quiet.
- c. FIGHT: As an absolute last resort, and only when you feel your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter:
  - Act as aggressively as possible against him/her.
  - Throw items and improvise weapons.
  - Work together as a group.
  - Commit to your actions.

2. Reporting the Incident: When possible, call 911 and provide the following information:

- Location of the active shooter.
- Number of shooters, if more than one.
- Physical description of the shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.
- Your location.

3. **Law Enforcement Role/Response and Your Actions:** The primary goal of law enforcement is to eliminate the threat and stop the active shooter as soon as possible. They will proceed directly to the area in which the last shots were heard. As the first responders' primary responsibility is to eliminate the threat, they will NOT be able to stop to help injured persons until the environment is safe. Officers will need to take command of the situation. Expect officers to shout orders and even push individuals to the ground for their safety. When they arrive, it is important that you:
  - Remain calm and follow instructions.
  - Put down any items in your hands.
  - Immediately raise your hands and spread your fingers.
  - Keep hands visible at all times.
  - Avoid making any sudden movements.
  - Avoid pointing, screaming, and/or yelling.
4. **Information and Assembly Points:** After you have reached a safe location or assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do NOT leave the safe location or assembly point until law enforcement authorities have instructed you to do so.
5. **Additional Information/Training:** The interactive web based courses identified below will provide additional guidance to individuals so that they can prepare to respond to an active shooter situation:
  - IS-907 – Active Shooter: What You Can Do, available at <http://training.fema.gov/EMIWeb/IS/IS907.asp>
  - IS-906 – Basic Workplace Security Awareness, available at <http://training.fema.gov/EMIWeb/IS/IS906.asp>

**Bomb Threat/Suspicious Package:** A bomb threat may come to the attention of the receiver in various ways. It is important to compile as much information as possible. Please DO NOT attempt to notify or evacuate an entire building as this could consume valuable time that would be better used to gather important information. Keep in mind that the vast majority of bomb threats are false and are primarily intended to elicit a response from the building occupants. In the case of a written threat, it is vital that the document be handled by as few people as possible, as this is evidence that should be turned over to the Thomas Nelson Police. If the threat should come via e-mail, make sure to save the information on your computer. Most bomb threats are transmitted over the telephone; thus, the following instructions are provided with that assumption.

1. **Bomb Threat Procedures:** A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated at the time, the bomb threat caller may be willing to give more specific information on the bomb's location, components, or methods of initiation.
  - a. When a bomb threat is CALLED-IN, perform the following actions:
    - Remain calm.
    - Attempt to keep the caller on the line as long as possible. Ask him/her to repeat the message.
    - Use the Bomb Threat Checklist located in the *Administrative Policy Manual*, section 12.2. Obtain as much information as possible from the caller.
    - If possible, write down every word spoken by the person.

- If you have caller ID, write down the caller’s phone number. If you do not have caller ID or if the number did not appear, do not hang up the phone. The telephone where the bomb threat is received should not be hung up and should not be used again until after law enforcement arrives on the scene.
  - Remember - the caller is the best source of information you have.
  - Immediately after the caller hangs up, use a different phone to report the threat to Police (911).
  - Remain available, as Campus Police will want to interview you.
  - Wait for further direction from them.
- b. When a WRITTEN threat is received, perform the following actions:
- Remain calm.
  - Avoid handling it unnecessarily in order to preserve possible evidence.
  - Call Police (911) and wait for directions.
- c. When a bomb threat is received by EMAIL, perform the following actions:
- Remain calm.
  - Print the message.
  - Do not close the email message.
  - Call Police (911) and wait for further direction from them.
2. Suspicious Item or Package Procedures:
- a. When a suspicious item or package is RECEIVED (i.e., by mail, courier, UPS, FedEx, etc.), perform the following actions:
- Remain calm.
  - If the object or package is un-opened, do NOT open, disturb or move it.
  - If the object or package is opened, do NOT further disturb or move it. Do NOT try to clean up the substance.
  - Clear all persons from the immediate vicinity.
  - Call Police (911).
  - Close any door or section off the area to prevent others from entering.
  - Move to a safe distance.
  - Be available to provide the whereabouts of the suspected object to the Police.
- b. Some physical characteristics of suspicious packages and letters include, but are not limited to:
- Excessive postage
  - Handwritten or poorly typed addresses
  - Incorrect titles
  - Title, but no name
  - Misspellings of common words
  - Oily stains, discoloration or odor
  - No return address
  - Excessive weight
  - Lopsided or uneven envelope
  - Protruding wires or aluminum foil
  - Excessive securing material, such as masking tape, string, etc.
  - Visual distractions
  - Ticking sound
  - Marked with restrictive endorsements, such as “Personal” or Confidential”
  - Shows a city or state in the postmark that does not match the return address
  - Foreign mail, air mail and special delivery

NOTE: These are simply some of the physical characteristics. A package containing certain characteristics may not warrant further action. Much should be based upon your own knowledge and experience of the packages and letters that you normally receive.

- c. When a suspicious item or package is FOUND, perform the following actions:
  - DO NOT handle/touch the suspicious item/package.
  - DO NOT use a cell phone, radio or other transmitter.
  - All suspicious items should be treated as a bomb until proven or deemed otherwise.
  - Persons should be evacuated from around the item.
  - Retreat to a safe location and call Police (911).
  - It is important that employees and students are always cognizant and do not leave brief cases, backpacks, handbags, etc., unattended. These items could be construed as suspicious and cause undue time, energy and expense to determine that the item is “safe.”

### 3. Explosive Device Found Procedures:

- DO NOT TOUCH – MOVE AWAY IMMEDIATELY to a safe distance. More distance is always better. As a rule of thumb, go to a point where you can no longer see the device. Stay away from glass structures.
- Advise others to evacuate.
- Immediately call Police (911) – DO NOT USE A CELL PHONE!
- Use cover. More is always better.
- STAY AWAY!

### 4. Critical Safety Rules:

- DO NOT TOUCH any unusual or suspicious items.
- DO NOT ACTIVATE THE FIRE ALARM.
- If informed to evacuate, scan your immediate work area for any unusual or suspicious items as you leave the area.
- All suspicious items should be treated as a bomb until proven or deemed otherwise.
- NEVER use a radio, cellular telephone, or other transmitter during a bomb incident.
- Assembly areas should be thoroughly searched for suspicious items immediately.
- BE AWARE OF SECONDARY DEVICES.

### Important Phone Numbers and Websites:

#### 1. James City County Alert System:

a. The James City County (JCC) Alert is administered by James City County and is used to immediately contact you during a major crisis or emergency. JCC Alert delivers important emergency alerts, notifications and updates to you on all your devices:

- Email account (work, home, other)
- Cell phone (via SMS)
- Office phone
- Pager
- Smartphone/PDA

b. When an incident or emergency occurs, authorized senders will instantly notify you using JCC Alert. JCC Alert is your personal connection to real-time updates, instructions on where to go, what to do or what not to do, who to report to, and other important information. For more information visit: <https://www.jccalert.org/index.php?CCheck=1>



2. City of Hampton Emergency Notification: The city of Hampton offers its citizens a wide range of information, from emergency notifications, business announcements, school news, regional issues, neighborhood updates, and more. For more information, visit <http://www.hampton.gov/enews/>
3. e2Campus: The e2Campus system is a self-service, web-based, mass notification network that empowers Thomas Nelson to send instant alerts to faculty, staff, and students.
4. Thomas Nelson Homepage: The College homepage (<http://tncc.edu/>) will display information to assist in safety and emergency management during incidents.

Thomas Nelson inclement weather information is available at <http://tncc.edu/about-2/general-information-2/inclement-weather-procedures/>

5. Threat Assessment Team: The Threat Assessment Team and Violence Prevention Committee are committed to improving community safety through proactive, collaborative, coordinated, objective, and thoughtful approaches to the prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety, security, and well-being of the campus community. Students, employees and visitors can report suspected threats on line by clicking the below icon or by using the TIPS icon located on the extreme lower right of the Thomas Nelson homepage.
6. Thomas Nelson Important Phone Numbers: All are in the 757 area code.
  - Campus Police Dispatcher: 825-2732
  - Police contact after hours, weekends and holidays: 879-3649
  - Safety Office: 825-2996
  - Emergency Preparedness: 825-3450
  - Plant Services: 825-2815
  - Closings and Inclement Weather information (recorded): 825-3662

### Important Terms and Definitions

1. **SECURE IN PLACE.** When there is a potentially dangerous situation taking place in or around the College such as an armed intruder, an active shooter, or any ongoing threat of injury or death, a “SECURE IN PLACE” alert may be issued. The goal of a “SECURE IN PLACE” is to place students and staff in a safe location and isolate the intruder out of your classroom or office space. This alert is the trigger to lock your classrooms and offices and follow the Active Shooter instructions in this plan. Do not give the intruder the opportunity to enter your space or move freely from room to room and have easy access to students/staff. Please refer to page 12 for active threat response options.

\*\*\*WARNING\*\*\*

THOMAS NELSON CANNOT SECURE THE EXTERIOR DOORS IN A TIMELY MANNER TO PREVENT THE INTRUDER FROM ENTERING INTO A BUILDING! YOU MUST SECURE (LOCK) YOUR CLASSROOM OR OFFICE IN RESPONSE TO A SECURE IN PLACE ALERT.

2. **Shelter in Place.** Seek immediate shelter inside a building. This course of action may need to be taken during a potentially dangerous situation. These situations can include the release of hazardous materials in the outside air, an aircraft incident, vehicle fire, or other hazards not associated with an active threat. When you hear the Shelter in Place alert, immediately go inside the nearest building to a safe location and use all communication means available to find out

more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

3. Storm Shelter. A location designated to shelter in during severe weather. Identifiable by the Storm Shelter decal placed above doors that lead to a safe shelter area. This is the location you move to during a tornado warning. It is YOUR responsibility to know where the closest shelter is located.
4. Thomas Nelson Emergency Alert System. An integrated system of voice, SMS, desktop display and email systems used by Thomas Nelson to deliver emergency notifications.

### 7.1200 Safety

Safety is the responsibility of all college employees and everyone is expected to adhere to the following safety regulations:

- A. Faculty members shall instruct students in the proper use of all instructional equipment. All students enrolled in science labs are to sign the *Lab Consent Form* the first day of lab. These are to be turned in by the instructor to the lab manager or lab assistant. No student may remain in lab if they have not signed this document.
- B. During class and laboratory time, it is the responsibility of the instructor to supervise the use of all equipment. Instruction given concerning the use of equipment should also include relevant safety precautions.
- C. At the end of each laboratory session, it is the responsibility of the instructor to supervise the use of all equipment and supplies, turn out the lights, and lock the door of the laboratory.
- D. Supply rooms are to be kept locked at all times when not under the direct supervision of the instructor or a laboratory assistant.
- E. Although students should be encouraged to practice and experiment when their classes are not in session, such activity should not be permitted on college premises unless there is an instructor or laboratory assistant responsible for the safety of the student and the security of the equipment involved.
- F. During natural science and health technology laboratory time and nursing clinical experiences, it may be necessary for the student to come into contact with blood or other body fluids. It is the instructor's responsibility, using OSHA guidelines, to instruct students in the safe and proper handling of these fluids. Students are expected to comply with these guidelines.
- G. All accidents involving life safety matters or medical emergencies should be reported immediately to the College Police and Academic Dean.

**7.1210 Firearms and Other Dangerous Weapons and Materials**

Thomas Nelson Community College Policy:

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

Exceptions:

1. Current sworn and certified local, state, and federal law enforcement officers with proper identification, may possess or carry a weapon on college property, inside all campus buildings, and at all campus events.
2. Faculty, staff, and students may secure handguns, rifles, and shotguns in a compartment or container of parked vehicles. Faculty, staff, and students who wish to secure a handgun in their vehicle must possess a valid concealed handgun permit. The compartment or container may be a trunk or other storage area. At no time shall a weapon be visible in plain view while inside a vehicle.
3. Visitors and contractors may secure handguns, rifles, and shotguns in parked vehicles. Visitors and contractors are encouraged to secure weapons in the trunk of vehicles or otherwise out of sight of passersby. If visitors and contractors store handguns in a parked vehicle, the handgun must be secured in a compartment or container inside the vehicle.
4. The Thomas Nelson Chief of Police may authorize in writing a person to possess, store, or use a weapon: (i) when used for educational or artistic instruction, display, parade, or ceremony sponsored or approved by the college (unloaded or disabled only and with other specified safeguards, if appropriate); or (ii) for any college-approved training, course, or class.

For additional information on the Weapons Policy, see sections 12.13 of the *Administrative Procedures Manual*.

**7.1220 Crime Statistics**

Crime prevention is defined as the anticipation, recognition and appraisal of a crime risk, and the initiation of some action to remove or reduce such risks. Crime prevention at Thomas Nelson Community College is viewed as a proactive strategy designed to eliminate or minimize criminal opportunity before a crime actually occurs. As an institution of higher learning, we realize we have a responsibility to do everything “within reason” to minimize occurrence of crimes on campus. We also realize that this is not only a moral obligation, but a legal one as well. For these reasons, we are thoroughly committed to implementing any measures that may possibly increase

the level of safety and security for all of the campus community. However, we must also remember that crime prevention is not only the responsibility of the Department of Police and Security Services office, but of the entire campus community.

Thomas Nelson is compliant with the Department of Education’s Clery Act requirements.

Information on the incidence of crime at the college is available in the *Annual Security Report* that may be obtained at any campus Police and Public Safety office or on the Thomas Nelson website. The report includes statistics for the previous three years concerning reported crimes that occurred on campus and are posted to the Thomas Nelson Website by October 1<sup>st</sup> of each year.

Appendix 8: Thomas Nelson Online Resources: Thomas Nelson Campus Police

### ***7.1230 Mandatory Reporting of Child Abuse and Neglect***

While everyone should be concerned about child abuse and neglect, certain individuals are required by law to report both actual and suspected instances. In 2012, the Virginia General Assembly (SB 239) added “**any person employed by a public or private institution of higher education**” to the list of “**mandated reporters**” set out in §63.2-1509 of *the Code of Virginia*. Mandated reporters, including all Thomas Nelson faculty and staff, are those persons who in their professional or official capacity are required to report instances of suspected child abuse and neglect to the local Social Services Department or to the Department of Social Services.

#### **What is an abused or neglected child?**

The *Code of Virginia* §63.2-100 defines an abused or neglected child as any child under 18 years of age whose parent or any person responsible for his or her care:

- Causes or threatens to cause non-accidental physical or mental injury;
- Has a child present during the manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation;
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or healthcare;
- Abandons the child;
- Neglects or refuses to provide adequate supervision given a child’s age and level of development;
- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who had been convicted of an offense against a minor for which registration is required as a violent sexual offender; or
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material.

### ***7.1300 Smoking Policy***

Smoking is not permitted in any college facility, within 25 feet of any building access or egress point or in state-owned vehicles. For additional information on the complete policy and procedure on Institutional Policy on Smoking, see section 12.7 of the *Administrative Procedures Manual*.

**7.1310 Food and Drinks**

Food and drinks are not permitted in classrooms, laboratories, or the library by either faculty or students. The faculty is responsible for adhering to and enforcing this regulation.

**7.1400 Accidental Injuries or Illness General Policy**

Any accidental injury or illness sustained on the job at the college should be reported immediately to Campus Police.

The rescue squad will be called to take any major emergency case to the nearest hospital emergency room. A major emergency shall be classified as any life -threatening situation, especially with anyone who has stopped breathing, whose heart has stopped, who is unconscious, who is bleeding heavily, or who has sustained a severe burn or a fracture of the neck, back, or leg. In case of injury or illness not requiring immediate emergency room attention, the student's relatives may be called to pick up the student at the college to take the student to their family physician or home. If the student is a minor, but legally emancipated, the student may make the decision as to transportation to physician (whether by friend, family, or self-transport if deemed able). Under no circumstances should an employee of the college transport an injured person.

If an employee of Thomas Nelson experiences accidental injury or illness please refer to Section 6.2300 of the *Faculty Handbook*.

**7.1500 Assumption of the Risk Form**

The standard agreement to serve as a liability disclaimer for field trips, intramural activities, and other voluntary activities involving risk of physical injury is the Assumption of the Risk Form. For additional information on the assumption of risk policy, see sections 6.10 of the *Administrative Procedures Manual*.

Appendix 7-A: Assumption of the Risk Form

**7.2000 Bulletins and Bulletin Boards**

Bulletin boards are provided for the convenience of the faculty, staff, and students. Authorization to post on specific bulletin boards must be obtained from the supervisor concerned.

**7.2100 Lost and Found**

Lost and found articles are kept and may be called for at the Campus Police. Articles left unclaimed in classrooms and other places on campus should be taken to the Campus Police office where they may be identified and picked up by their owners.

**7.2200 Telephones**

All services are provided through a Voice Over IP (VOIP) system operated by IT Support Services on a network in conjunction with the VCCS.

Appendix 7-C: TNCC IPT Quick Reference

**A. *Placing a Call***

To place a call, lift the handset, press a line button, or press the New Call soft Key. Then dial the number using “9” to get an outside line.

**B. *Answering Incoming Calls***

To answer an incoming call, using a handset, headset or speakerphone, lift the handset, press the headset, press the line button of the incoming call, press the answer soft key, or press the speaker button.

**C. *Service Requests***

Telephone service problems should be reported to the IT Help Desk (757-825-2709, or to [helpdesk@tncc.edu](mailto:helpdesk@tncc.edu)).

**7.2300 *Thomas Nelson Photo Identification***

Thomas Nelson Photo IDs are required and are available in the Photo ID Office. To obtain a photo ID, faculty, staff and students must present some form of pictured identification and an assigned employee EMPLID/student number. The Photo ID Office is located in Diggs Hall, Room 155, Hampton Campus and Room 111, Historic Triangle Campus.

**7.3000 *Office Assignments***

The assignment of faculty office spaces on a given campus is the responsibility of the Academic Dean and/or Provost.

**7.3100 *Room Assignments***

The assignment of rooms on a given campus is the responsibility of the Academic Dean and/or Provost.

Classes are to be held at the time and in the room designated in the *Schedule of Classes*. Any change in assignment of classes to a classroom must be requested by the faculty and approved by the Academic Dean and/or Provost.

**7.3200 *Parking and Traffic Regulations***

All faculty and staff are expected to observe the traffic and parking regulations of the college. All vehicles parked on the campuses of Thomas Nelson Community College and at all locations where Thomas Nelson classes are being held must display a current Thomas Nelson Vehicle Parking Permit and park in the correct designated lot. The parking hangtag should be placed in the appropriate location indicated. All vehicles are required to be registered with the Parking Services Office. Failure to register your vehicle and display a current parking permit may result in the receipt of a parking citation, towing, or wheel locking of the vehicle. To obtain parking permits, faculty, staff, and students must present a current vehicle state registration card, some form of picture identification and an assigned employee EMPLID/student number. It is suggested that automobiles be kept locked at all times.

See Appendix 8: Thomas Nelson Online Resources: Parking Services Information

### **7.3300 Expressive Activity**

As a public institution of higher education, Thomas Nelson will continue to carry out our educational mission in a way that allows for free speech and expressive activities in an environment that values integrity, diversity, and mutual respect.

For additional information about Thomas Nelson’s Expressive Activity policy, see sections 12.15 of the *Administrative Procedures Manual*.

### **7.4000 Intellectual Property**

Members of the faculty and staff of Thomas Nelson are responsible for complying with United States copyright law and for initiating his or her own intellectual property agreements with the College. Thomas Nelson encourages its faculty and staff to have a basic knowledge of current United States Copyright Law and Virginia Intellectual Property Law as they pertain to state-supported colleges, and Section 12.0 of the *Virginia Community College Policy Manual* regarding intellectual property.

This policy determines ownership rights and responsibilities regarding intellectual property produced by a student and/or an employee of Thomas Nelson Community College (Thomas Nelson). This Policy is subject to applicable law and is consistent with United States copyright laws and the Development of Patent and Copyright Policies and Procedures by State Supported Institutions of Higher Education of May 6, 1987. Although Thomas Nelson might legally claim ownership of all intellectual property created by or for it, this policy exercises that right more narrowly in order to encourage creativity.

For additional information about Thomas Nelson’s Intellectual Property Policy, see sections 7.15 of the *Administrative Procedures Manual*.

### **7.4100 Publicity and Media Relations**

College Public Relations and Marketing will be responsible for preparing and/or releasing communications to the news media so that the community served by the college may be kept informed of the development and activities of the campuses of the college. All news releases concerning any college activities should be made through the College Public Relations and Marketing office and no individual member of the faculty or the staff is to issue press releases except through this office. This does not preclude the answering of routine questions asked of faculty members by the news media; however, the College Public Relations and Marketing office should be made aware of any inquiries made by the press or electronic media.

Should a member of the faculty or staff write a book, give a lecture, win an honor, hold a conference, or receive an award, it should be reported to the College Public Relations and Marketing office so that an appropriate news release can be prepared.

**7.4600 *Photo/Videotape Release Form***

The official Release Agreement form must be used for any person participating in a film, photo, etc., produced by the college or specifically for College use. All Release Agreements should be sent to the College Media Relations Public Information office for their records.

Appendix 7-D: Photo/Videotape Release Form

**7.5000 *Academic Calendar***

The *Academic Calendar* provides information concerning dates and deadlines important to the operation of the college.

See Appendix 8: Thomas Nelson Online Resources: Academic Calendar

**7.6000 *Directory of Adjunct Faculty***

The directory of adjunct faculty provides contact information for current adjunct faculty.

See Appendix 8: Thomas Nelson Online Resources: Directory of Adjunct Faculty





The Peninsula's Community College

## **THOMAS NELSON 2020**

*Thomas Nelson Community College's Strategic Plan for 2015-2020*

### **Executive Summary**

The Thomas Nelson 2020 strategic plan outlines the goals and priorities that the College has identified as paramount to effectively meeting the post-secondary education needs of our diverse communities over the next five years. Through collaborative work with our stakeholders, the College is succeeding in achieving its mission. Using Thomas Nelson 2020 as a guide, the College can achieve further success and more effectively serve the Peninsula community.

This strategic plan is the culmination of a year-long planning process at the College. The process began with an all-day planning retreat in March 2014 that brought together approximately forty individuals from across the College to review both internal and environmental information and identify the primary assets, needs, opportunities, and aspirations of Thomas Nelson. From those discussions emerged a set of major themes for the College's new strategic plan. A second all-day retreat was held in October 2014 to review those themes in the context of the College's mission and new data regarding student experiences at Thomas Nelson. That retreat concluded with a general affirmation of the work of the first retreat and recommendations on how to merge the themes into major strategic goals for the College to pursue. The work accomplished during those retreats, combined with the work of the College's Ad-hoc Mission Review Committee and Institutional Effectiveness Committee, has resulted in a new strategic plan to guide the institution's operations and define its shared aspirations.

Over the next five years, from 2015 to 2020, Thomas Nelson will focus its efforts on using both proven and new approaches to best serve students, faculty, staff, and our greater community. We will build upon existing strengths while also developing new capabilities and infrastructures to best deliver on our mission.

Using Thomas Nelson 2020 as our guide, the College's priorities for the future will center on the following three strategic goals:

- Improve the Overall Success of Students
- Strengthen Partnerships with the Peninsula Community
- Enhance College Capacity for Excellence

Thomas Nelson sees a bright future under this new plan and its associated goals. We will be proactive in addressing students' academic and personal success needs, we will offer new programs and equipment that keep pace with current and emerging careers and technologies, we will be responsive to business and community needs, and we will capitalize on our people, culture, and facilities to make it possible for Thomas Nelson to take full advantage of the opportunities that lie ahead.

Successful execution of the plan will require leadership throughout the College, diverse collaboration both internal and external and, most importantly, dedication by everyone to work together to realize our shared goals and aspirations.

### **Guiding Principles**

The development of Thomas Nelson 2020 included reflection on Thomas Nelson's guiding principles – our mission, vision, philosophy, and core values. We designed an inclusive mission review and strategic planning process that encouraged broad participation and meaningful discussion. That process helped us refine our mission statement, redefine our vision, and develop strategic goals to express who we are now and what we aspire to be as the Peninsula's community college.

The College's new mission and vision statements, and its existing philosophy and core values, are listed below:

**Mission** - Thomas Nelson Community College changes lives, empowers students to succeed, and enhances the civic and economic vitality of the Peninsula community through high quality education and workforce training, excellent services, and innovative partnerships.

**Vision** - As the Peninsula's Community College, Thomas Nelson is committed to excellence, recognized for student success, and dedicated to meeting the needs of our community.

**Philosophy** - At Thomas Nelson learning is fostered, lives are changed, excellence is an attitude, and responsiveness to our students and community is paramount.

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

- **Students First** – We are passionate about our students' success and their futures, and we are committed to providing outstanding academic and workforce education opportunities in a supportive collegiate environment that will equip students to compete in the global workforce.

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

## **Strategic Goals and Objectives**

The goals outlined in Thomas Nelson 2020 represent priorities we aspire to achieve in support of our mission of changing lives, empowering students to succeed, and enhancing the Peninsula’s civic and economic vitality. Our plan is designed to align with the new strategic plan of the Virginia Community College System (VCCS), Complete 2021. The strategic goals of Thomas Nelson 2020 represent a holistic approach to improving student success and institutional effectiveness, and are intended to support achievement of the singular Complete 2021 goal of tripling the number of credentials awarded by VCCS colleges between 2015 and 2021.

The future is always marked by change. With Thomas Nelson 2020 as our guide, Thomas Nelson will meet the challenges and capitalize on the opportunities change always brings. The College’s commitment to excellence in education and service will greatly benefit our students, faculty, staff, and the greater community as we apply proven and innovative ways to advance our mission over the next five years.

For each strategic goal (1-3), the operational objectives will serve as major examples for plan implementation during the 2015-2020 timeframe. Specific outcomes in support of plan goals will be developed annually as part of the College’s institutional effectiveness process, and those outcomes will be used to monitor and document success in fulfillment of Thomas Nelson 2020 and the College mission.

**Goal 1: Improve the Overall Success of Students** – Provide students with the educational opportunities, resources, and support they need to accomplish their goals, succeed as students, and grow and develop as individuals and community members.

**Related Objectives:**

- Students progressing to 4-year colleges and universities will have developed strong proficiencies in general education competencies that effectively prepare them to succeed in their chosen majors, in their careers, and in community and civic life
- Students progressing directly into the workforce will have developed the skills and abilities needed to advance through career pathways and succeed in their chosen careers and in community and civic life
- Students will have clear and comprehensive roadmaps for effectively progressing toward and fulfilling their educational and career goals
- Students will have ready access to clear, consistent, and comprehensive information regarding all College programs and academic and student support services
- Students will be engaged in an appreciative and proactive advising system that emphasizes shared responsibility among students, faculty, and staff to further student success
- Students will be provided with instructional delivery methods that are strategically focused to promote educational goal completion and student success
- Students will be afforded expanded opportunities for personal growth and development and social interaction outside the classroom

**Goal 2: Strengthen Partnerships with the Peninsula Community** – Collaborate with education, industry, and other community partners to enhance the vitality of the Peninsula and expand opportunities for students.

**Related Objectives:**

- The College will serve as a catalyst for community partnerships
- The College will be responsive to emerging occupations and industries, and will provide students with the education and training needed to succeed in those emerging fields
- The College will proactively engage and serve its diverse communities, to include high school students and parents, military service members and their dependents, adult learners, and populations traditionally underserved in higher education
- The College will attract strong advocates and increased investment through clear articulation of its identity and value to the community, and promotion of its programs and initiatives
- The College will partner with community stakeholders and invest resources to establish and build signature programs in advanced manufacturing, health professions, information sciences, and the visual and performing arts

- The College will build and grow innovative community partnerships to provide students with enhanced opportunities for work-based learning and career exploration
- The College will partner with area 4-year colleges and universities to create and promote clear and accessible transfer pathways to baccalaureate degree programs and establish a shared commitment for transfer student success
- The College will partner with area school systems to help ensure that new high school graduates come to Thomas Nelson prepared to enter college courses and succeed

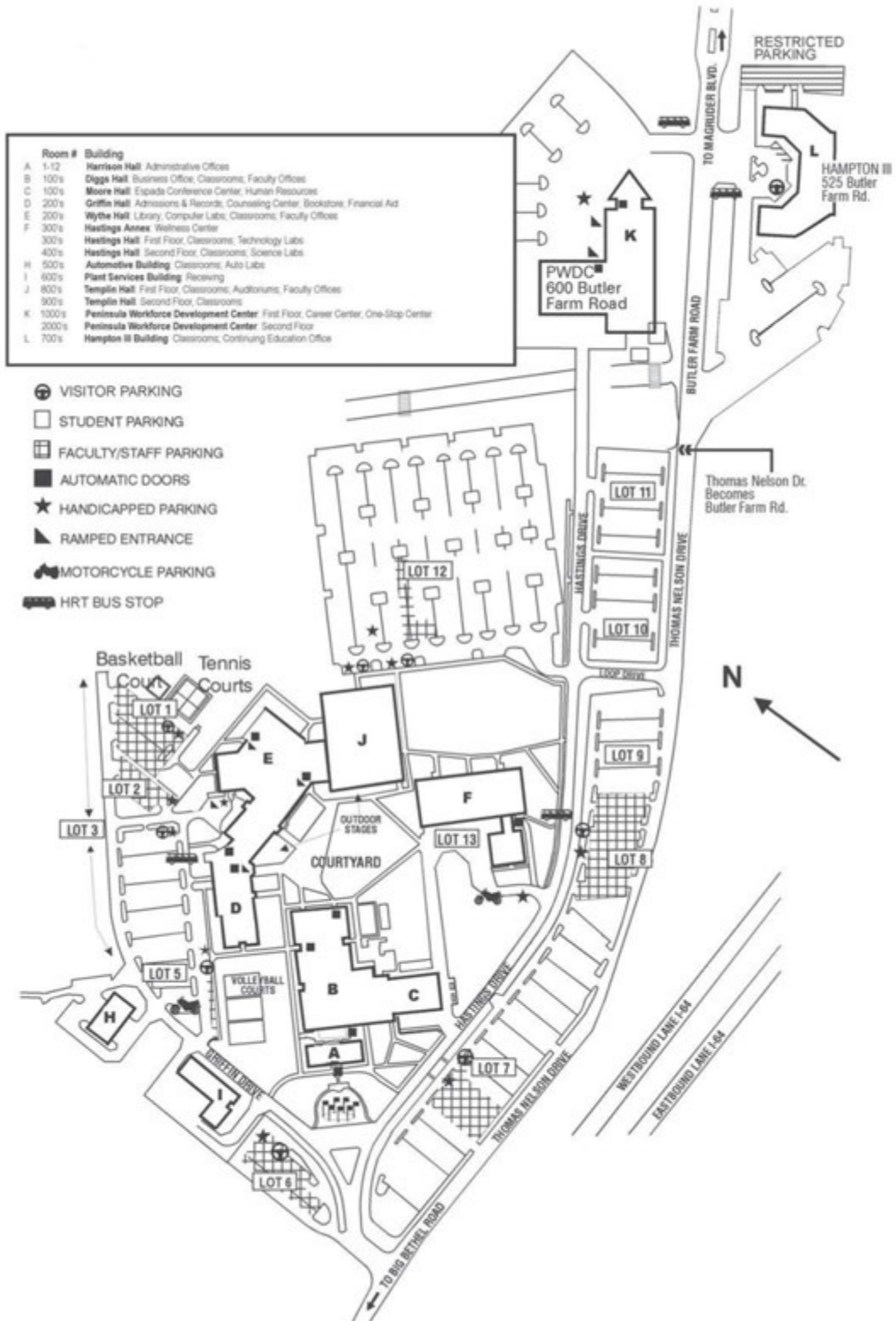
**Goal 3: Enhance College Capacity for Excellence** – Improve the College’s capacity to support and engage students, employees, and community members through investment in current and future employees, new and enhanced facilities, and improved operations.

**Related Objectives:**

- The College will operate as a high-performance learning organization that embraces the ideas and diversity of its employees as a major asset and works collaboratively at all levels to accomplish its mission
- Employees will be effectively supported as life-long learners, and will be provided with the professional development and training they need to excel in their positions and grow and develop as leaders
- The College will build and retain a highly qualified, diverse, and inclusive workforce
- The College will proactively streamline processes and align resources to provide students and the community with exceptional services and programs
- The College will capitalize on information resources and research to enhance its capacity for informed decision-making and institutional improvement
- The Hampton Campus will be transformed to provide a more appealing, engaging, and functional environment for students, employees, and community members



# Thomas Nelson Hampton Campus



1-B: Thomas Nelson Campus Locations

# Thomas Nelson Hampton Campus

## CONTACT INFORMATION

email: [studentactivities@tncc.edu](mailto:studentactivities@tncc.edu).

### HAMPTON CAMPUS

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

#### *Hours of Operation:*

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

### HISTORIC TRIANGLE CAMPUS

Suite 229, Second Floor **Phone:** (757) 258-6588

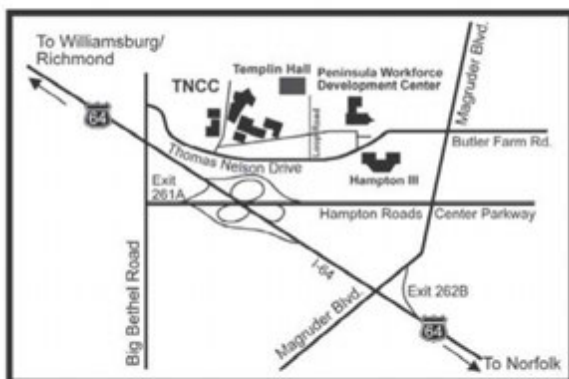
#### *Hours of Operation:*

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



**HISTORIC TRIANGLE**  
4601 Opportunity Way  
Williamsburg, VA 23188  
(757) 253-4300

## ACADEMIC CAMPUSES AND OTHER LOCATIONS



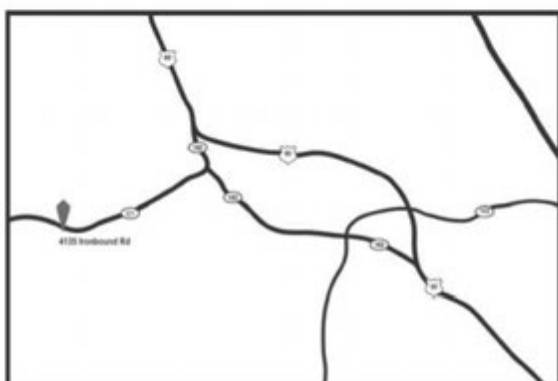
**HAMPTON CAMPUS**  
99 Thomas Nelson Drive  
Hampton, VA 23666  
(757) 825-2800

### MARY T. CHRISTIAN AUDITORIUM

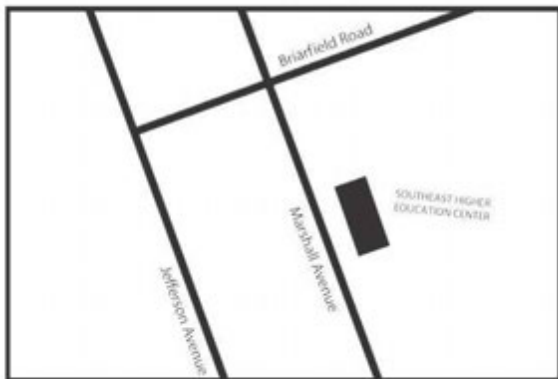
Templin Hall  
99 Thomas Nelson Drive  
Hampton, VA 23666  
(757) 825-2779

### PENINSULA WORKFORCE DEVELOPMENT CENTER

600 Butler Farm Road  
Hampton, VA 23666  
(757) 865-3122

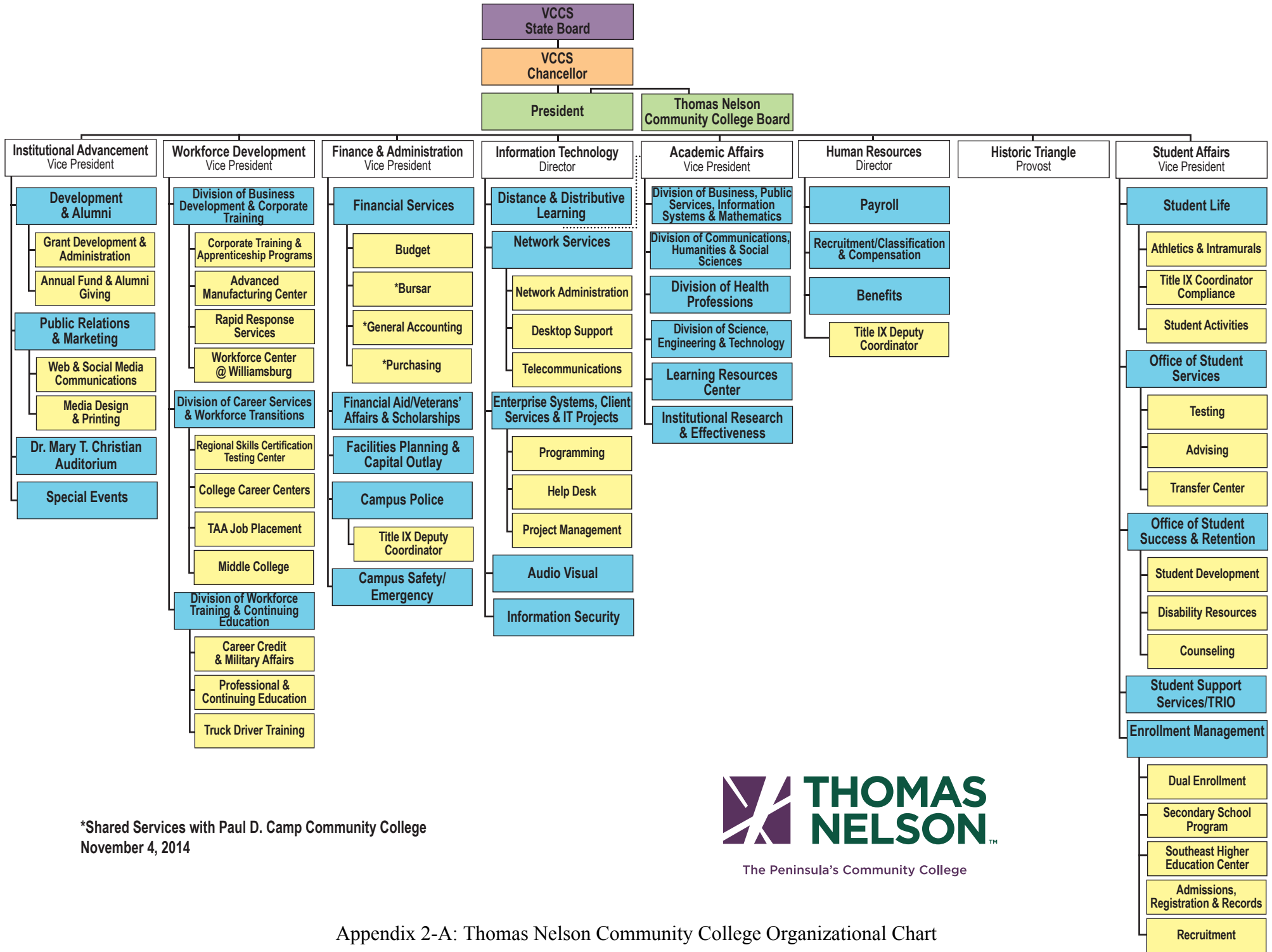


**THOMAS NELSON WORKFORCE CENTER**  
4135 Ironbound Road, Second Floor  
Williamsburg, VA 23188  
(757) 345-2855



**SOUTHEAST HIGHER EDUCATION CENTER**  
(next to Heritage High School)  
5720 Marshall Avenue  
Newport News, VA 23605  
(757) 283-7820 ext. 63532





\*Shared Services with Paul D. Camp Community College  
November 4, 2014



The Peninsula's Community College

Appendix 2-A: Thomas Nelson Community College Organizational Chart



**Academic Misconduct/Disruptive Student  
Faculty Referral Form**

Faculty Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Course Name: \_\_\_\_\_ Section #: \_\_\_\_\_ Semester: \_\_\_\_\_

Student Involved in the Misconduct (please fill out a separate form for each student involved):

Name	Student #	Phone
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Description of Incident (dates, location, names of witnesses):

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**If additional space is needed, please use the back or attach additional sheets.**

Have you met with the student to discuss this situation?  Yes  No  Scheduled To Meet \_\_\_\_\_  
Time & Date

If yes, please describe the discussion and any agreements made:

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What action would you recommend for the student (i.e., grade reduction, failure for course, etc.)?

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\_\_\_\_\_  
Faculty Signature \_\_\_\_\_  
Date

Submit this form to: Office of Student Success – Hampton Campus  
Hastings Hall, Room 323  
99 Thomas Nelson Drive  
Hampton, VA 23670

**CONFIDENTIAL**



Confidential

To: Counseling Services at (check one)

Main Campus (Hampton) 757.825.2827

Historic Triangle Campus 757.253.4755

From: \_\_\_\_\_  
(Faculty or Staff Member) (Phone) (Mail)

Date: \_\_\_\_\_

Re: \_\_\_\_\_  
(Student) (SSN/EmplID) (Course)

I have spoken with this student about his/her:

- Insufficient preparation for class
- Insufficient class participation or attendance
- Personal conflict with another student or me
- A personal concern
- Non-compliance with class structure or rules, code of conduct & expectations
- Other \_\_\_\_\_

Other information (if any):

\_\_\_\_\_

\_\_\_\_\_, this referral is NOT disciplinary in nature nor is it mandatory that you follow through with the referral. However, I want you to be a successful student at Thomas Nelson Community College. I encourage you to follow-up by either:

- Calling the office checked above & schedule an appointment with a counselor or
- Dropping by the office checked above & scheduling an appointment with a counselor or
- Talking with the counselor by the phone when he/she calls you regarding this referral.

Would you like to receive follow-up information concerning the student's progress as a result of your referral?

Yes ( ) No ( ) Comments: \_\_\_\_\_

\_\_\_\_\_

Would you like this referral to remain confidential? Yes ( ) No ( )

**Referral Follow-Up:** \_\_\_\_\_

College policies on confidentiality of student information will be respected and no personal matters are shared without the permission of the student. However, the benefits of sharing information with the professor may be one of the recommendations discussed with the student.

DISTRIBUTION: White-Student, Canary-Counselor, Pink-Faculty or Staff



### Make-up Testing Form

Instructor's Name	
Class & Section Number	
Student's Name(s)	
Amount of time allowed for test.	
Last date test may be administered.	
Items, if any, that may be used by student during test (e.g., Scantron, calculator, dictionary).	
How test is to be returned to faculty member.	<input type="checkbox"/> Mail back <input type="checkbox"/> Pick-up

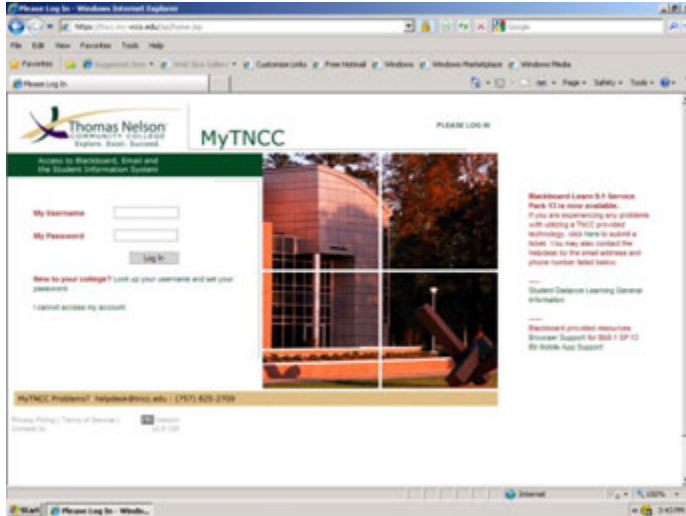
966-03



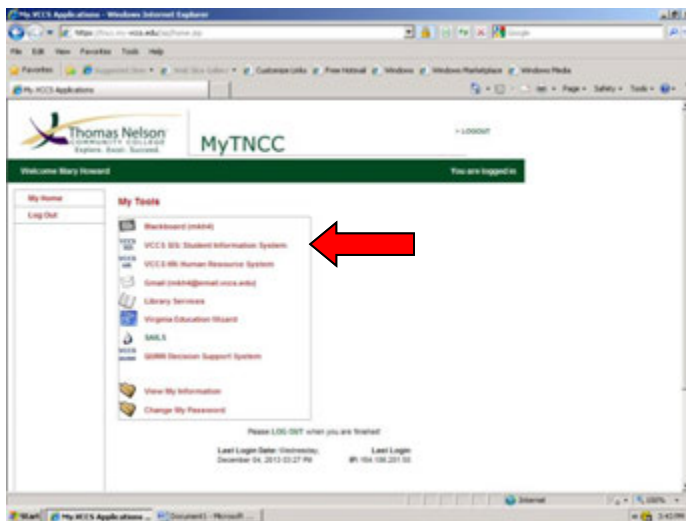


## How to Submit a Class Roster

To access class rosters, go to the “My TNCC” link at the TNCC home page.

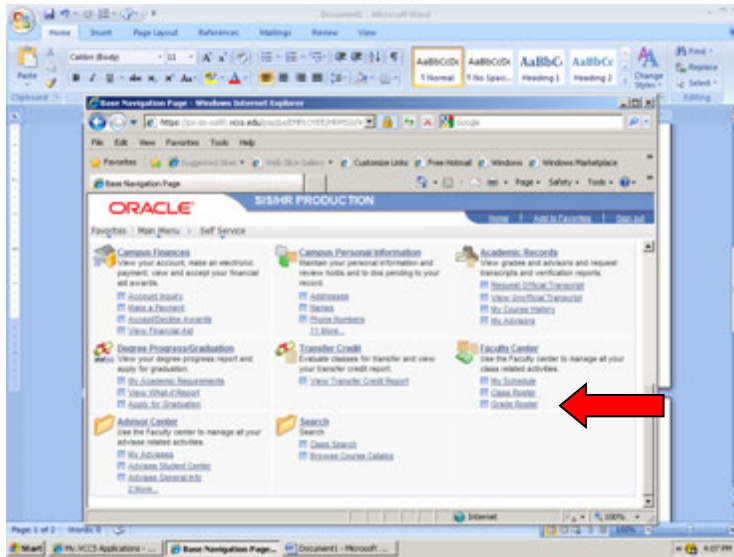


Log in to “MyTNCC” and go to VCCS-SIS Student Information System.



Go to “Faculty Center” and Select “Class Roster”

## How to Submit a Class Roster



TNCC offers courses using the following semesters/sessions:

1. Sixteen week semester (15 weeks of instruction and one week of final exams)
2. First eight-week session (8W1)
3. Second eight-week session (8W2)
4. Dynamic sessions

# How to Record Grades in The Student Information System

Faculty members are required to input grades by the published Grades Due Date for each term. Sign In – through MyTNCC using your **User Name** and **password**. Click **VCCS SIS Student Information System**.

You will arrive at the SIS PeopleSoft Home Screen.

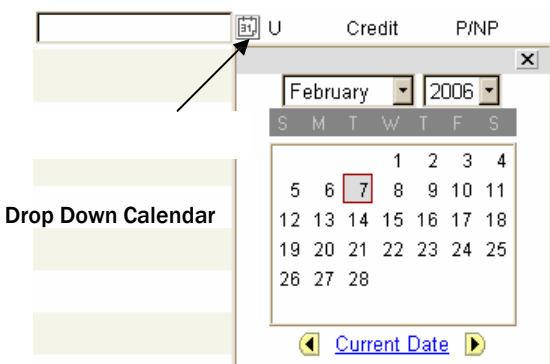
NAVIGATION: HOME > SELF-SERVICE > FACULTY CENTER > GRADE ROSTER

- Click on **Record Grades**
- Select appropriate term from drop-down box; click "change"
- Click on the grade roster icon beside the class for the class for which you wish to enter final grades
- As you scroll down you will notice the Approval Status Box with the following selections:
  - Approved
  - Not Reviewed
  - Ready for Review
- **Set Status: Not Reviewed**
  - Type in the grade and tab (or mouse click) to the next box. Once grades are entered – click on **Save**. Input grades for all students on the Grade Roster. Note: During peak grade entry time – TAB out of each box and wait for "PROCESSING" to complete.

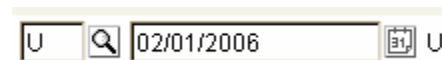
## Last Date of Attendance for all F, U and R Grades REQUIRED!

Grade Input	Last Date of Attendance	Official Grade	Short Description	Grading Basis	Status	Detail	Note
<input type="text"/>	<input type="text"/>		Credit	PNP	Pending	<a href="#">Detail</a>	<a href="#">Note</a>
<input type="text"/>	<input type="text"/>	U	Credit	PNP	Graded	<a href="#">Detail</a>	<a href="#">Note</a>

Located beside the Grade Input field you will find the Last Date of Attendance (LDA) field. This VCCS modification requires faculty members to enter a last date of attendance for any F or U or R grade entered. Federal financial aid compliance procedures state that colleges must identify whether a student has truly earned his/her non-passing grades.



Once you enter an F or U or R and tab out – the field will become available. Click on the drop down calendar – and you can select the last date of attendance. The date will populate the field.



- **Set Status: Ready For Review – Save.** Check all grades to be sure they are entered correctly.
- **Set Status: Approved – Save.** These grades are now official and cannot be changed by the faculty member. If there is an error in an Approved grade, contact the College Registrar.

- **Print two (2) copies** of the approved grade roster – one to save for your records and one to turn in to your division office by the end of the semester.
- **Posting Grades** – grades in Approved Status will automatically be posted following the term posting calendar. If there is an error in a POSTED grade, a grade change form must be filled out and submitted to the Division Dean.





# Incomplete Grade Report

The Peninsula's Community College

## Instructions

This form must be completed and signed by the instructor for the semester in which the "I" grade is assigned and submitted to the Office of Enrollment Services. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. The requirements of the course in which an "I" grade has been assigned must be met outside normal classes. **The faculty member must give a copy of the completed form to the student.**

**A student is eligible to receive an "I" if the student has satisfactorily completed more than 60% of the course requirements and has attended more than 60% of the class.** An incomplete grade awards no credit for a course and may be used **ONLY for verifiable unavoidable reasons** which prevented the student from completing a course in which he/she had been making satisfactory progress. Examples of unavoidable circumstances are: illness, death in the family, change in job schedule, and serious emotional situation(s).

Courses for which the grades of "I" have been assigned must be completed prior to the last day of classes in the subsequent semester (**including summer semester**).

Semester \_\_\_\_\_

Student Name \_\_\_\_\_

EMPLID \_\_\_\_\_

Course Title, Number, Section \_\_\_\_\_

Detail the unavoidable circumstances: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Grade if work is not completed by this date \_\_\_\_\_ or end of subsequent semester.

B C D F P R U

Describe the percentage of total work completed (>60%) and indicate the work to be completed:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** If you, as the instructor, will not be teaching during the next semester, you must make arrangements with your division dean concerning how the student will complete the course.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date



# Thomas Nelson Community College

## Adjunct Faculty Clearance Form

Semester \_\_\_\_\_

Year \_\_\_\_\_

Employee's Name \_\_\_\_\_

EMPLID \_\_\_\_\_

**STEP 1:** Have you posted your grades on My TNCC?

Yes \_\_\_\_\_ No \_\_\_\_\_

**STEP 2:**

### BLACKBOARD REQUIREMENTS

Yes No

1. All course grades posted in Blackboard Gradebook

\_\_\_\_\_

2. All attendance records posted in Blackboard Gradebook or SAILS

\_\_\_\_\_

3. Syllabus posted in Blackboard Gradebook

\_\_\_\_\_

### OTHER REQUIREMENTS

Yes No N/A

1. Keys returned

\_\_\_\_\_

2. Textbooks/Equipment returned

\_\_\_\_\_

3. Library/AV Materials returned

\_\_\_\_\_

**STEP 3**

\_\_\_\_\_

Faculty Member Signature

\_\_\_\_\_

Dean/Administrative Assistant Signature & Date

\_\_\_\_\_

Human Resources Office

\_\_\_\_\_

Date





Course: \_\_\_\_\_ Instructor \_\_\_\_\_ Date: \_\_\_\_\_

Instructions:

1. **Please send an electronic copy of your syllabus to [\\_\\_\\_\\_\\_@tncc.edu](mailto:_____@tncc.edu) by the first week of class, no later than Friday, January 13, 2012.**
2. Your syllabus should include all items listed below. Feel free to include any additional items relative to your specific class.
3. If any additions or corrections need to be made, a copy of this form will be returned to you with the additions or corrections noted.

<b>CHECK-OFF LIST</b>	<b>INCLUDED</b>
Course Number	
Course Title	
Semester and Year	
Instructor's Name	
Office Location, Number, and Office Hours	
Phone Number and Email Address	
Course Description/Credit Hours (Verbatim from Catalog)	
Required Text (Author, Title, Edition, Publisher, City, Date)	
Course Objectives (as stated in the Course of Study)	
Course Meetings: Dates and Times	
Chronology of Course Units: Topics, Homework, and Reading Assignments	
Course Requirements: Written Work, Projects, Exams, and Exam Dates	
Grading/Evaluation Procedures	
Attendance Requirements/Policy	
Late Work/Make-Up/Missed Test Policy	
Dates for Refund and Last Day for "W"	
Methods of Instruction	
Students with Disabilities Statement	
Repeat Policy	
Required Additional Supplies, Materials, and Tools	
Statement on Plagiarism/Academic Honesty	
Policy on Contagious Diseases	



## Students with Disabilities

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Thomas Nelson Community College complies with the requirements of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to its employees and those persons receiving services from the College who are entitled to such accommodations by law. Employees and persons receiving accommodations from the College are responsible for informing the appropriate college personnel of their disabilities that require such accommodations.

Reasonable accommodations may include, but are not necessarily limited to:

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

Individuals seeking information or voicing complaints should contact Richard Hurst, Coordinator of ADA compliance in Hastings Hall, Room 323. Any complaints must be written and the noncompliance issue must be clearly identified. We are here to help!

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### Office of Student Success and Retention, Disability Support Services Staff

#### Hampton Campus

323 Hastings Hall, 99 Thomas Nelson Drive, Hampton, VA 23666

- **Richard Hurst, Coordinator (757) 825-2833, [HurstR@tncc.edu](mailto:HurstR@tncc.edu)**
- Claude Jordan, Assistive Technology Specialist, (757) 825- 3510, [JordanC@tncc.edu](mailto:JordanC@tncc.edu)
- Cheryl Whipple, Administrative Assistant, (757) 825-2867, [WhippleCh@tncc.edu](mailto:WhippleCh@tncc.edu)
- Fax (757) 825-3697, TDD (757) 825-2853

#### Historic Triangle Campus

4601 Opportunity Way, Williamsburg, VA 23188

- Nancy Bailey, Counselor (757) 253-4331, [BaileyN@tncc.edu](mailto:BaileyN@tncc.edu)
- Manal Kabbani, Assistive Technology Specialist, (757) 258-6535, [KabbaniM@tncc.edu](mailto:KabbaniM@tncc.edu)

# Mental Health Screenings

**Confidential and Anonymous Mental Health Screenings**—Screenings with immediate online feedback for depression, anxiety, eating disorders, alcohol, and trauma

Visit: [www.mentalhealthscreening.org/screening/TNCC](http://www.mentalhealthscreening.org/screening/TNCC)



- If you have an emergency Dial 911

The goal of [counseling support services](#) is to assist students in developing skills to make intelligent decisions regarding their educational, career, personal and social issues.

**Community Resources**--Our offices work closely with community agencies and resources to make referrals based upon the needs of the student, when appropriate.

Thank you for completing this screening and if necessary please contact these local agencies for an assessment and further assistance:

- **Hampton Newport News CSB:** (757) 788-0200 or 0011 Crisis 788-0300, 300 Medical Drive, Hampton VA
- **Colonial Services Board:** (757) 220-3200 253-4377 TDD, 1657 Merrimac Trail, Williamsburg
- **Riverside Behavioral Health Center:** (757) 827-1001 800 759-1001 TTY 827-3121, 2244 Executive Drive, Hampton, VA
- **Hampton Veterans Affairs Medical Center:** (757) 722-9961 Crisis 800-273-8255, 100 Emancipation Drive, Hampton, VA
- **Rock Landing Psychological Group, PLC:** (757) 873-1736, 11825 Rock Landing Drive, Newport News, VA
- **Family Living Institute:** (757) 229-7927, 1318 Jamestown Road, Williamsburg, VA

## Online Resources

- [Active Minds](#) – National Mental Health Awareness Programs on Campus
- [American College Health Association – National College Health Assessment](#)
- [Avoiding Foreclosure Information](#)
- [Back to Campus: Mental Health America](#)
- [Colonial Services Board](#) – Williamsburg Mental Health Services
- [Comprehensive Outpatient Services](#) – Hampton and Newport News
- [Family Living Institute](#) – Williamsburg Mental Health Services
- [How do I find a local support group? Mental Health America](#)
- [LGBTQ 24/7 Lifeline, online chat and resources](#)
- [Live Your Life Well: Mental Health America](#)
- [National Suicide Prevention Lifeline](#)
- [National Suicide Prevention Lifeline: Veterans](#)
- [Riverside Behavioral Health Center](#)
- [Substance Abuse Treatment Facility Locator](#)

## Other Information

- [Domestic Violence Resources](#)
- [Local Domestic Violence Help](#)
- [Mental Health Books and Videos Available @ TNCC](#) (pdf)

## Questions concerning Mental Health Screening?

Please email Richard Hurst: [hurst@tnc.edu](mailto:hurst@tnc.edu) or call (757) 825-2833 or (757) 825-2867

## **Personnel Security – *Acceptable Use***

Version: 1.0

Status: *Approved: 08/22/2012*

Contact: [Director of Information Technology](#)

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### **PURPOSE**

Thousands of users share VCCS Information Technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore you must exercise ethical behavior when using these resources.

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), invasion of privacy (18.2-152.5), or theft of computer services (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. The VCCS's internal procedures for enforcement of its policy are independent of possible prosecution under the law.

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### **SCOPE**

In accordance with VCCS Acceptable Use requirements define acceptable and permitted use of COV, VCCS, and college IT resources.

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### **APPLICABILITY**

The Acceptable Use Standard is applicable to the System Office and all Colleges.

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## **DEFINITION**

VCCS information technology resources include mainframe computers, servers, desktop computers, notebook computers, handheld devices, networks, software, data files, facilities, and the related supplies.

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## **STANDARD**

The following standards shall govern the use of all VCCS information technology resources:

1. All users of VCCS IT resources must read and adhere to Virginia Department of Human Resource Management Policy 1.75 – Use of Electronic Communications and Social Media.
2. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.
3. The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network.
4. The System Office and Colleges shall use an authorized COV warning banner to communicate that IT systems and their use may be monitored and/or confiscated by authorized personnel; and there is no expectation of privacy when using a Commonwealth IT system.
5. Require acknowledgment that monitoring of IT systems and data may include, but is not limited to, network traffic; application and data access; keystrokes (only when required for security investigations and approved in writing by the Agency Head); and user commands; email and Internet usage; and message and data content.
6. Local Administrator rights, or the equivalent on non-Microsoft Windows-based IT systems shall be limited to only authorized staff as appropriate to prevent users from:

- a. Installing or using proprietary encryption hardware/software on VCCS systems;
  - b. Tampering with security controls configured on their workstations;
  - c. Installing personal software on a VCCS system;
  - d. Adding hardware to, removing hardware from, or modifying hardware on a VCCS system and;
7. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
8. The transmission of unencrypted sensitive data over the internet shall be prohibited unless properly encrypted and approved by the agency head. When connected to internal networks from COV guest networks or non-COV networks, data transmission shall only use full tunneling and not use split tunneling.
9. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks. The VCCS shall document the user's acceptance of the System Office or college Acceptable Use Policy before or as soon as practicable after, gaining access to VCCS IT systems.
10. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.
11. The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.
12. You must not distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
13. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive,

annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.

14. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office or the Internal Audit department.

15. You must not use the Commonwealth's Internet access or electronic communication in cases where it:

- interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
- adversely affects the efficient operation of the computer system;
- results in any personal gain or profit to the user
- violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)

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

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## **ENFORCEMENT PROCEDURE**

1. Faculty, staff, students, and patrons at the college or System Office should immediately report violations of information security policies to the Information Security Officer and the Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources Office, CIO and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
  - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.



- b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
    - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
  - 3. In the event that a student is the offender, the accuser should notify the Vice President of Instruction. The VP, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
    - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
    - b. Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
    - c. Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
  - 4. The College President or designee will report any violations of state and federal law to the appropriate authorities.
  - 5. All formal disciplinary actions taken under this policy are subject to the Commonwealth's personnel guidelines and the accused may pursue findings through the appropriate grievance procedure.
-





## ***Information Technology Employee Acceptable Use Agreement***

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

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

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

The penalties for unauthorized disclosure of data can be found in the Code of Virginia § 18.2 – 186.6 (<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+18.2-186.6>).

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

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<http://www.copyright.gov/title17/92chap5.html>) and in the US Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.75 – Use of Electronic Communications and Social Media, VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the VCCS or by its authorized users without the permission of the owners of that information;
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;

- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spyware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer or the equivalent on non-Microsoft Windows based systems;
- Using VCCS computing resources to support any commercial venture or for personal financial gain.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my Institution.

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

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

I understand that it is my responsibility to read and abide by this agreement and to read and abide by the Virginia Department of Human Resource Management Policy 1.75 – Use of Electronic Communications and Social Media, even if I do not agree with them. If I have any questions about the VCCS Information Technology Acceptable Use Agreement or the Virginia Department of Human Resource Management Policy 1.75 – Use of Electronic Communications and Social Media, I understand that I need to contact my immediate supervisor, the local Human Resource Officer, or appropriate college official for clarification.

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

## Faculty Classroom Evaluation Form

Faculty Member:

Date:

Observer:

Course:

Topic Covered:

Time:

Directions: Select one of the performance standards for each item listed below. Space is provided for comments as deemed appropriate. Any item marked Below Expectations or Unacceptable will be explained in the comments section.

Rating Performance Area	Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards	Not Applicable
<b>Subject Knowledge/Content</b>						
Breadth of knowledge						
Responds confidently to student inquires						
Presents facts and concepts from related subjects						
Keeps course material up-to-date						
Comments:						
<b>Effectiveness of Instruction</b>						
Delivery (Clarity of presentation, flexibility to vary from plan, variety of techniques, emphasizes ways of solving problems)						
Use of Instructional Technology						
Class Organization (States goals and objectives clearly, does not digress from main topic, summarizes at various points, appears well-prepared)						
Comments:						

Rating Performance Area	Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards	Not Observed
<b>Student-Faculty Relations</b>						
Rapport (Positive regard for students & diversity, generates enthusiasm with students, encourages students to reach their potential, emphasizes student participation)						
Communication (Understands what students are asking, is careful and precise in answering questions, check for student understanding)						
Comments:						
<b>Active Learning (Labs, PE activities, group activities)</b>						
Clearly explains directions, Procedures, and goals						
Has necessary materials and equipment						
Practices careful safety supervision						
Comments:						

Rating Performance Area	Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards	Not Observed
<b>Rating of Observation</b>						

Additional Comments:	
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Observer Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Date \_\_\_\_\_





# VCCS-29 Normal Minimum Criteria for Each Faculty Rank

May 2013

		Faculty in Humanities, Social Science, Natural Science, Math, Developmental Studies, English as a Second Language, Administrative and Professional, Faculty, Counselors, Librarians		Faculty in Specialized Professional or Technical Associates in Applied Sciences or Art Degree Fields		Faculty in Non-Associates Degree Occupational Fields		
		INITIAL APPOINTMENT/PROMOTIONS	PROMOTIONS	INITIAL APPOINTMENT/PROMOTIONS	PROMOTIONS	INITIAL APPOINTMENT/PROMOTIONS	PROMOTIONS	
		Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	
<b>ASSISTANT INSTRUCTOR</b>		Appointment on a temporary or emergency basis for a period of one year for persons who meet most of the minimum requirements for the instructor rank and who show evidence of being able to complete such requirements within one year.						
<b>ASSOCIATE INSTRUCTOR</b>		Appointment as a Level I associate instructor requires the same credentials as an instructor or assistant professor. Appointment as a Level 2 associate instructor requires the same credentials as an associate or full professor.						
<b>INSTRUCTOR</b> Teaching Effectiveness Academic Preparation Experience: Related Occupational Experience Total Teaching Experience F/T Community College Experience	Demonstrates Potential Master's in field or Master's with 18 graduate semester hours in teaching field (The minimum requirement for faculty teaching ESL & developmental courses at the instructor level is a baccalaureate degree related to the teaching field). 0 years 0 years 0 years	Demonstrates Potential Bachelor's in teaching field or Associate's in the teaching field with demonstrated competency in teaching field. 2 years 0 years 0 years	Demonstrates Potential Bachelor's in teaching field or Associate's in the teaching field with demonstrated competency in teaching field. 2 years 0 years 0 years	Demonstrates Potential H.S. Diploma or equivalent; Associate's or equivalent in teaching field. 5 years current experience 0 years 0 years				
	Meets Expectations on Most Recent Evaluation Master's +24 graduate semester hours obtained subsequent to the Master's for a total of 27 graduate semester hours in the teaching field. 0 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Bachelor's in teaching field +24 graduate semester hours obtained subsequent to the Bachelor's. 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Bachelor's in teaching field +15 graduate semester hours obtained subsequent to the Bachelor's. 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Associate's or equivalent (Major in teaching field). High school or equivalent +30 semester hours toward an Associate's Degree. 5 years 3 years 3 years				
<b>ASSISTANT PROFESSOR</b> Performance Evaluation Academic Preparation Experience: Related Occupational Experience Total Teaching Experience F/T Community College Experience	Meets Expectations on Most Recent Evaluation Master's +39 graduate semester hours obtained subsequent to the Master's (for a total of 36 grad hours in teaching field). 0 years 3 years 3 years	Meets Expectations on Most Recent Evaluation Master's +15 graduate semester hours obtained subsequent to the Master's. 2 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to teaching field. 2 years 3 years 3 years	Meets Expectations on Most Recent Evaluation Bachelor's related to the teaching field. 5 years 0 years 0 years				
	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field). 0 years 6 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to teaching field +36 graduate semester hours obtained subsequent to the Master's. 2 years 6 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to teaching field. 2 years 6 years 3 years 3 years	Meets Expectations on Most Recent Evaluation Associate's related to the teaching field or equivalent +30 semester hours obtained subsequent to the Associate's. 5 years 6 years 3 years 3 years				
<b>ASSOCIATE PROFESSOR</b> Performance Evaluation Academic Preparation Experience: Related Occupational Experience Total Teaching Experience F/T Community College Experience Minimum VCCS Experience in Previous Rank	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field). 0 years 9 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to teaching field +36 graduate semester hours obtained subsequent to the Master's. 2 years 9 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to the teaching field. 2 years 9 years 3 years 3 years	Meets Expectations on Most Recent Evaluation Master's related to the teaching field. 5 years 9 years 0 years 0 years				
	Meets Expectations on Most Recent Evaluation Doctorate (36 graduate semester hours in teaching field). 0 years 9 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to teaching field +36 graduate semester hours obtained subsequent to the Master's. 2 years 9 years 0 years 0 years	Meets Expectations on Most Recent Evaluation Master's related to the teaching field. 2 years 9 years 3 years 3 years	Meets Expectations on Most Recent Evaluation Associate's related to the teaching field or equivalent +30 semester hours obtained subsequent to the Associate's. 5 years 9 years 3 years 3 years				

(1). Administrative and Professional faculty must receive at least a 'good' summary evaluation rating on the most recent evaluation to be considered for promotion.



## Adjunct Faculty Evaluation Form

Faculty Member: \_

Date:

Evaluator: \_\_\_\_\_

Course:

### 1. Overall Rating of Classroom Observation

Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards

### 2. Course Materials:

a. The course syllabus provided by the instructor meets the standards set by the division.

Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards

b. A sample test provided by the instructor meets the standards set by the department.

Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards

c. Black Board Site.

Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards

### 3. Student Reactions to Instructor

Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards

4. Adherence to policies, procedures, and regulations of the college and the VCCS.  
(Non-adherence which is persistent, notified, and uncorrected could lower overall rating by one level.)

Adherence	Non-adherence	Comments

5. Overall Rating

Outstanding	Exceeds Standards	Meets Standards	Marginally Meets Standards	Fails to Meet Standards

Additional Comments:

Evaluator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read this evaluation. (Signature does not necessarily indicate agreement.)

Adjunct's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## *Part-Time Faculty Absence Report*

### **Instructions**

- Complete a **separate form for each course and for each date of absence.**
- For planned absences, submit this form at least one week prior to the absence.
- For emergency absences, submit this form no later than one week after returning to class.
- Indicate how students will be/were served during the instructor absence.
- You must use your Thomas Nelson email account to email this form to your division office.
- No paper copies will be accepted.

### **Absence Information**

Instructor \_\_\_\_\_  
Course & Section \_\_\_\_\_ Classroom location \_\_\_\_\_  
Absence date \_\_\_\_\_ Absence day/time \_\_\_\_\_

### **Absence Plan**

If a Thomas Nelson faculty member is to be used as a substitute instructor, give the name here:

If an alternate assignment is to be given, describe that here:

Method for notifying students of cancellation:

*By submitting this form through the instructor's Thomas Nelson email account, the instructor affirms the accuracy of this absence report. Check the box to agree*

Date

### **Required Approval**

Approved

Not Approved

\_\_\_\_\_  
Dean/Designee Signature

\_\_\_\_\_  
Date



## ASSUMPTION OF THE RISK FORM

I agree that as a participant in the \_\_\_\_\_ at \_\_\_\_\_ associated with \_\_\_\_\_ Community College (the "College") scheduled for \_\_\_\_\_ to \_\_\_\_\_, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to \_\_\_\_\_

I understand that in the event of accident or injury, personal judgment may be required by \_\_\_\_\_ or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or \_\_\_\_\_ personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and \_\_\_\_\_ for my safety or the safety of others, as well as any and all of the College's and \_\_\_\_\_'s rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or \_\_\_\_\_. I understand that this Assumption of Risk form will remain in affect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with \_\_\_\_\_, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact \_\_\_\_\_ (name) at \_\_\_\_\_ (phone number).

***I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.***

\_\_\_\_\_ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

\_\_\_\_\_  
*Participant's signature*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Address*

If participant is less than 18 years of age, the following section must be completed:

\_\_\_\_\_ My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

\_\_\_\_\_

*Child's Name*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Address*

\_\_\_\_\_

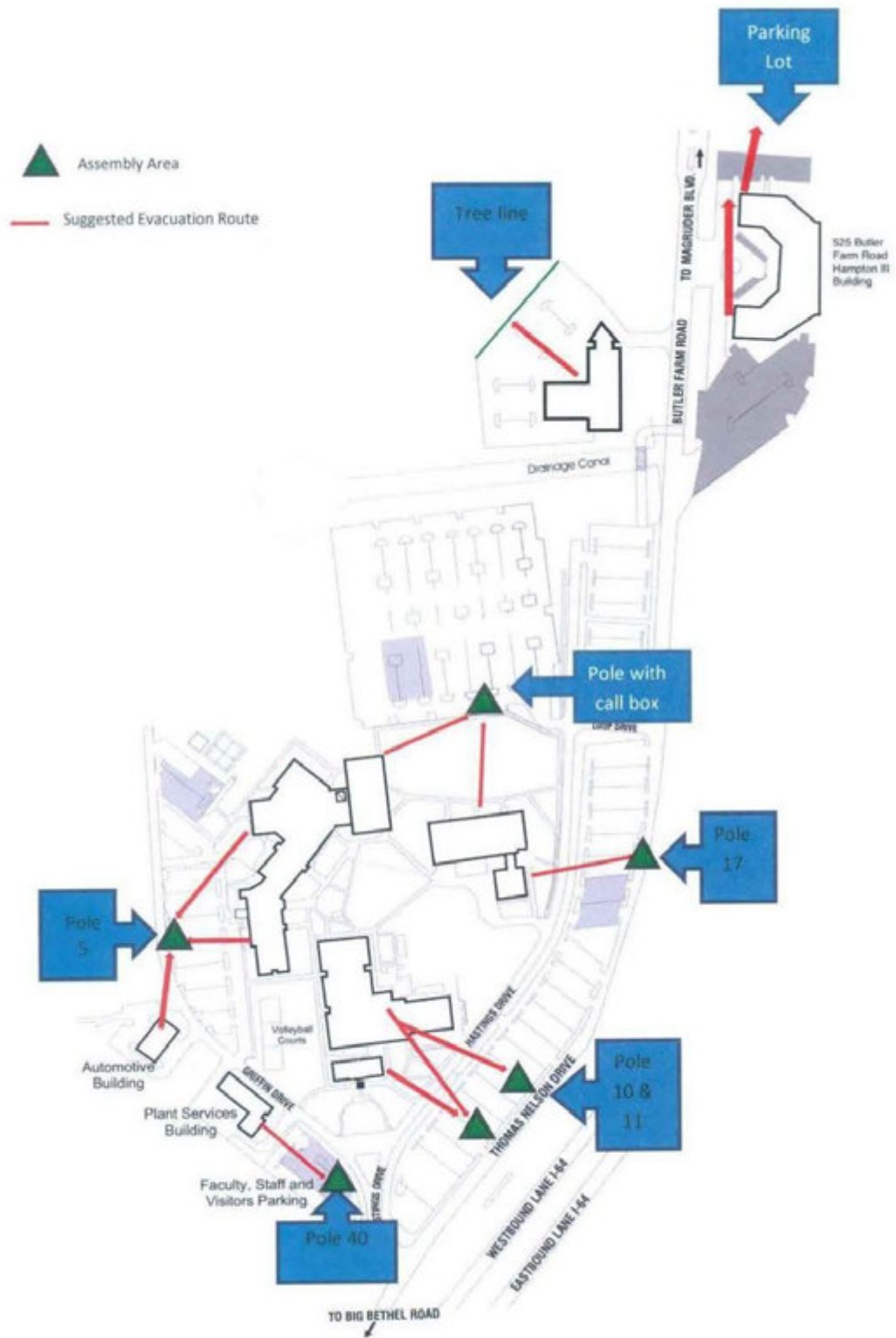
*Parent's or guardian's signature*

\_\_\_\_\_

Date



# Evacuation Assembly Areas





# TNCC

## IPT Quick Reference

### Placing a Call

You can place a call with the Cisco IP Phone 7941/7961 in any of the following ways:

- Lift the handset  
*Or*
- Press a line button.  
*Or*
- Press the *NewCall* soft key  
*then*
- Dial the number using 9 to get an outside line.

#### To use a Headset

- Press *HEADSET*
- Dial the number using 9 to get an outside line.

#### To use the Speakerphone

- Press *SPEAKER*
- Dial the number using 9 to get an outside line

### Answering a Call

When a call comes in, you can answer a call using one of the following, handset, headset, or speakerphone.

- Lift the *Handset*
- Press *HEADSET*
- Press the *Line Button* of the incoming call.
- Press the *Answer soft key*
- Press *SPEAKER* button.

### Ending a Call

You can end a call using any of the following ways:

#### Handset

- Hang up the *Handset*.

#### Headset

- Press the *EndCall* soft key.

#### Speakerphone

- Press *SPEAKER*.

### Muting a Call

While on a call, you can mute the handset, headset, or speakerphone; this prevents the party you are speaking to from hearing.

#### To mute a call,

- Press *MUTE*.
- The red light will appear and you will hear 1 beep acknowledging that the Mute is activated.

#### To disengage mute

- Press *MUTE* again.
- Red light will disengage and you will hear 2 beeps acknowledging call is active.

### Placing a Call on Hold

While on a call, you can place the call on hold, so that the caller cannot hear you and you cannot hear the caller.

#### To place a call on hold

- Press the *Hold* soft key.

#### To return to the call

- Press the *Resume* soft key.
- Select the line button of the call on hold.

#### Multiple calls on hold

- Select the *Line* button of the call on hold

### Transferring a Call

Transfer allows you to send a call to another extension.

#### To perform a transfer:

- Press the *Transfer* soft key.
- Dial the number to which you wish to transfer the call
- Listen to ringing
- Announce the caller
- Press *Transfer* soft key again
- Hang up

#### If the party refuses the call

- Press the *Resume* soft key to return to the original call.

### Conference Calling

Conferencing a call allows up to 6 different people on one phone call plus the original caller.

- To conference answer the call
- Press the *More* soft key.
- Press *Conf* soft key
- Type in who you want to conference (outside line 9) or extension.
- Then hit *Conf* to bring in all the users.
- Repeat process for multiple users to join in on conversation.

#### Viewing list of conference participants

- While on a conference call, select *More*, then press *ConfLi* and you will see a list of participants in the conference call

#### Removing parties from Conference Call

- If you initiate the conference call you can remove certain parties, to complete this press *More*, then select *ConfLi*, then using the arrows scroll through the names. When you are highlighted on the name you wish to remove select *Remove*

### Redialing the Last Number Dialed

Redialing allows you to save a number you most recently dialed.

- Lift the handset
- Press the *Redial* soft key

### Forwarding All Calls

Forward all Calls allow you to redirect all of calls to another phone.

- Press the *CFwdAll* soft key
- Listen for two beeps
- Enter the number to which you want to forward calls
- Look for flashing right arrow to appear in upper-right corner of LCD (confirmation)
- Look for message on LCD with the number your calls are forwarded to





The Peninsula's Community College

## Photo/Videotape Release Form

I, (print name) \_\_\_\_\_, certify that my signature being affixed below on this consent form give permission to Thomas Nelson Community College the full right to use my photograph(s) and/or videotape image and sound byte in its marketing, public relations, promotional or instructional efforts. I willingly agreed to have my photograph(s), videotaped image, and/or sound byte taken, knowing that it could be used in various publications.

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_



## Thomas Nelson Online Resources

GatorNet

<https://thomasnelsoncommunityc.sharepoint.com/SitePages/Home.aspx>

### Section 1

1.2000 Thomas Nelson Website:  
[www.tncc.edu](http://www.tncc.edu)

### Section 2

2.2000 Responsibilities of the VCCS Board and System:  
<http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+23-215>

### Section 3

3.1000 Thomas Nelson Counseling Services:  
<http://tncc.edu/services/counseling>

3.1200 Testing Center:  
<http://tncc.edu/admissions/testing/services>

Exam Schedules:  
<http://tncc.edu/academics/calendars>

3.2000 MyTNCC:  
<http://www.tncc.edu/mytncc/>

3.3000 Distance and Distributive Learning for Faculty and Staff  
<http://tncc.edu/students/student-resources/distance-learning/distance-learning-faculty-and-staff/>

3.3200 Thomas Nelson Bookstore:  
<http://tncc.edu/services/bookstore>

3.7300 Library:  
<http://tncc.edu/library/>

3.7400 Technology Learning Center:  
<http://tncc.edu/library/technology>

3.7500 College Math Center:  
<http://libguides.tncc.edu/mathcenter>

College Math Emporium:  
<http://tncc.edu/services/emporium>

## Thomas Nelson Online Resources

- 3.7600 College Writing Center:  
<http://tncc.edu/collegewriting/>
- 3.7700 Peer Tutoring Center:  
<http://tncc.edu/services/peer>
- 3.7800 Testing Center Information:  
<http://tncc.edu/admissions/testing/services>
- Disabled Student Services  
<http://tncc.edu/students/student-resources/services-for-students-with-disabilities/>
- Section 4
- 4.1200 College Financial Aid Website:  
<http://tncc.edu/students/financial-information/financial-aid/>
- 4.2200 Advanced Standing Guide  
<http://tncc.edu/admissions/forms>
- 4.6100 Disabled Student Services:  
<http://tncc.edu/students/student-resources/services-for-students-with-disabilities/>
- Section 5
- 5.3800 Thomas Nelson Web Policy:  
<http://tncc.edu/about/policy/privacy>
- 5.3900 State Travel Regulations:  
[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf)
- Section 6
- 6.2220 Thomas Nelson Campus Police:  
<http://tncc.edu/police>
- 6.2240 Title IX: Sex Discrimination  
<http://tncc.edu/about/policy/title-ix>
- 6.2500 Compensation and Benefits  
<http://tncc.edu/about/hr/benefits>



## Thomas Nelson Online Resources

### Section 7

- 7.1100 Thomas Nelson Inclement Weather Procedures:  
<http://tncc.edu/safety/weather>
- 7.1220 Thomas Nelson Campus Police:  
<http://tncc.edu/police>
- 7.3200 Parking Services Information:  
<http://tncc.edu/about-2/general-information-2/parking-services-information/>
- 7.5000 Academic Calendar:  
<http://tncc.edu/academics/calendars>
- 7.6000 Directory of Adjunct Faculty  
<http://tncc.edu/contact/facultystaff/adjunct>





### **HAMPTON CAMPUS**

99 Thomas Nelson Drive  
Hampton, VA 23666  
757.825.2700

### **HISTORIC TRIANGLE CAMPUS**

4601 Opportunity Way  
Williamsburg, VA 23188  
757.253.4300

### **PENINSULA WORKFORCE DEVELOPMENT CENTER**

600 Butler Farm Road  
Hampton, VA 23666  
757.865.3122

### **THOMAS NELSON WORKFORCE CENTER-WILLIAMSBURG**

4135 Ironbound Road, Second Floor  
Williamsburg, VA 23188  
757.345.2855

### **SOUTHEAST HIGHER EDUCATION CENTER**

located at An Achievable Dream Middle and High School

5720 Marshall Avenue  
Newport News, VA 23605  
757.283.7820 ext. 63532



**[www.tncc.edu](http://www.tncc.edu)**

**SUCCESS. It's closer than you think.**