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

An Equal Opportunity/Affirmative Action Institution

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

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

Thomas Nelson’s Main Number: (757) 825-2700

www.tncc.edu

Your signature on this page is simply your acknowledgement that you have received and agreed to read this handbook.

Student’s name (printed) _________________________________________ Date __________________

Student’s Signature ____________________________________________

Thomas Nelson Community College does not discriminate on the basis of race, color, sex, religion, national origin, marital status, political affiliation, sexual orientation, gender identity or against otherwise qualified persons with disabilities, or other non-merit factors in its programs and activities. Inquiries related to the College’s non-discrimination policies should be directed to Dr. Lynda Byrd-Poller, Director of Human Resources in Moore Hall at (757) 825-2728.
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Dear Student:

Welcome to Thomas Nelson Community College. We are here to make a positive difference in your life by providing quality collegiate education and workforce training in a variety of fields. Whether your goal is to complete the first two years of a baccalaureate degree, to pursue an applied program preparing you for a career, or to receive training leading directly to employment, we are here to serve you. We offer a wide variety of courses that lead to associate degrees, certificates, career studies certificates, and other types of certification that can help you move ahead.

Our faculty, staff, and administrators are dedicated to providing you with excellent instruction and outstanding service. We appreciate that you have chosen to attend Thomas Nelson, and we encourage you to take full advantage of the many resources provided by the college.

The Student Handbook provides you with information and policies to enhance your experience as a student at Thomas Nelson. Please use it in conjunction with the Catalog as a basic reference for campus life.

As you pursue your educational and career goals at Thomas Nelson, I hope that you experience success and opportunities for personal growth and development.

Sincerely,

John T. Dever
President
Thomas Nelson College Board*
  Mr. Michael F. Kuhns, Vice Chair
  Dr. John T. Dever, President, Secretary to the Board
  Ms. Erica Charity, Administrative Assistant

City of Hampton Members
  Ms. Mary Bunting
  Mr. Jonathan Romero
  Dr. Vince Warren
  Dr. Donna Woods

City of Newport News Members
  Ms. Izabela Cieszynski
  Mr. Michael F. Kuhns
  Mr. John W. McMillan, Jr.
  Mr. Augustus Owens

City of Poquoson
  Dr. Allan Melton

City of Williamsburg
  Dr. Joyce M. Jarrett

James City County
  Ms. Mary Ann Maimone
  Mr. Scott VanVoorhees

York County
  Dr. Perry S. Showalter
  Ms. Elizabeth S. Tai

Virginia Community College System Chancellor
  Dr. Glenn DuBois
THE COLLEGE

Thomas Nelson Community College is a two-year institution of higher education established as a part of a statewide system of community colleges. It primarily serves the residents of the cities of Hampton, Newport News, Poquoson, Williamsburg, and the counties of James City and York. The College operates under policies established by the State Board for Community Colleges and with the guidance of the Thomas Nelson Community College Board. The administration of the College is directly responsible to the Chancellor of Virginia’s Community Colleges. The College is financed primarily by state funds, supplemented by contributions from the participating localities, the federal government, and student tuition and fees.

ACCREDITATION

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

HISTORY

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 that the State Board for Community Colleges 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 associates’ degrees on June 13, 1970. Since it’s founding, Thomas Nelson has conferred more than 30,000 awards and has provided credit and non-credit instruction to many more residents of the peninsula and nearby communities.

To better support the needs of the community it serves, the College provides credit and non-credit training in the Greater Williamsburg area. It opened a permanent site in Williamsburg in 1999 and the site was officially designated the Historic Triangle campus in 2003. Today the College provides both credit and non-credit training at its new permanent facility on Opportunity Way, as well as non-credit and customized training at its new site in the Discovery Center in New Town. In August 2007, the College opened the Southeast Higher Education Center, which expanded access to the citizens of the Southeast Newport News community. Through our partnership with An Achievable Dream Middle and High School, the college offers an array of general education courses. The College is committed to meeting the educational and training needs of the local population.

In the 1990s, the College expanded its emphasis on workforce development with additional programs to serve the needs of service area employers. In 2001, the College moved from an interim workforce center into the Peninsula Workforce Development Center.

Thomas Nelson Community College is named in honor of Thomas Nelson, Jr., who was a signer of the Declaration of Independence and an early colonial governor of the Commonwealth. Thomas Nelson, Jr. was a merchant in early Yorktown and served in the Virginia militia during the Revolutionary War. He was very active in leading a segment of the Virginia militia during the siege of Yorktown and the surrender of Cornwallis. During the siege, the story is that one of Nelson’s men approached him with the information that Cornwallis had set up headquarters in the Nelson House. When the soldier asked what should be done, Nelson is said to have responded, “Blow the damn thing down.” Today one of the cannon balls is still lodged in the wall. Thomas Nelson, Jr. spent his fortune to aid the revolutionary cause and died a pauper.
MISSION STATEMENT
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 STATEMENT
Thomas Nelson Community College will be the preeminent provider of the most technologically prepared and globally conscious individuals in the region.

PHILOSOPHY
At Thomas Nelson Community College, learning is fostered, lives are changed, excellence is an attitude, and responsiveness to our students and community is paramount.

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

2. 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.

3. 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 the region.

4. 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.

5. 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.

6. 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.
Where to Go for Help

ACADEMIC ADVISING
advisinghelp@tncc.edu.................................................................................. 825-2827

ACT WORKKEYS SOLUTIONS PROVIDER
(Career Readiness Certificate).................................................................................. 825-4070

ADVANCED MANUFACTURING CENTER
.................................................................................................................................. 825-4076

APPRENTICE RELATED INSTRUCTION
.................................................................................................................................. 825-4075

ADD/DROP INFORMATION
Hampton Campus, Griffin Hall, Room 208........... 825-3689
Historic Triangle Campus, Room 117............... 253-4882

ADMISSIONS OFFICE
Hampton Campus, Griffin Hall, Room 208........... 825-2800
Historic Triangle Campus, Room 117............... 258-4882

ALUMNI ASSOCIATION
.................................................................................................................................. 825-2719

ATHLETICS
Hampton Campus, Griffin Hall, Room 201........... 825-3888

BOOKSTORE
Hampton Campus, Griffin Hall, Room 215........... 825-2864
Historic Triangle Campus, Room 128.............. 258-6547
www.follett.com

BUSINESS DEVELOPMENT & CORPORATE TRAINING
.................................................................................................................................. 825-3127

BUSINESS OFFICE ADMINISTRATION
CASHIER/FINANCIAL SERVICES
Hampton Campus, Digg Hall, Room 109............ 825-3560
Historic Triangle Campus, Room 116.............. 258-6671

BUSINESS, PUBLIC SERVICES, INFORMATION SYSTEMS & MATHEMATICS DIVISION
Hampton Campus........................................................................................................ 825-2900

BUSINESS, PUBLIC SERVICES, INFORMATION SYSTEMS, & MATHEMATICS ADVISING CENTER
Hampton Campus, Digg Hall, Room 122............ 825-2883
Historic Triangle Campus, Room 117............... 253-4755

CAMPUS POLICE
Hampton Campus, Digg Hall, Room 153............ 825-2732
Historic Triangle Campus, Room 200.............. 253-4755
.................................................................................................................................. 825-2732/253-4758

CAREER RESOURCE CENTER
.................................................................................................................................. 865-5878/5880

CAREER SERVICES & WORKFORCE TRANSITIONS
Peninsula Workforce Development Center,
Room 1014.................................................. 865-5880
Historic Triangle Campus................................ 258-6582

CASHIER/FINANCIAL SERVICES
Hampton Campus, Digg Hall, Room 109............ 825-2962
Historic Triangle Campus, Room 116............... 258-6671

CHANGE OF PROGRAM (SEE ACADEMIC ADVISING)
Hampton Campus advising locations listed
Historic Triangle Campus, Room 117............... 253-4755

COLLEGE MATH CENTER
Hampton Campus, Library, Wythe Hall............... 825-2884
Historic Triangle Campus, Room 101............... 253-6515

COLLEGE SUCCESS SKILLS (SDV 100)
Hampton Campus, Digg Hall, Room 122............ 825-3509
Historic Triangle Campus, Room 117............... 253-4755

COLLEGE WRITING CENTER
Hampton Campus, Library, Wythe Hall............... 825-2940
Historic Triangle Campus, Room 101............... 258-6515

COMMERCIAL DRIVERS’ LICENSE PROGRAM
.................................................................................................................................. 825-3861
tncc.edu/programs/commercial-driver-license-cdl-training-workforce

COMMUNICATIONS, HUMANITIES & SOCIAL SCIENCES DIVISION
Hampton Campus, Tempil Hall, Room 857........... 825-2799

COMMUNICATIONS, HUMANITIES AND SOCIAL SCIENCES ADVISING CENTER
Hampton Campus, Digg Hall, Room 222............ 825-3896
Historic Triangle Campus, Room 117............... 253-4755

DISABILITY SUPPORT SERVICES
Hampton Campus, Griffin Hall, 201D................. 825-2833
Historic Triangle Campus, Room 117............... 253-4755

DISTANCE LEARNING COURSES
Hampton Campus........................................................................................................ 825-2955

DOMICILE DETERMINATION
Hampton Campus, Digg Hall, Room 208............ 825-2800
Historic Triangle Campus, Room 117............... 253-4882

EARLY CHILDHOOD DEVELOPMENT
.................................................................................................................................. 825-3550

EXPERIENTIAL LEARNING JOB PLACEMENT CENTER COORDINATOR
.................................................................................................................................. 865-5879

FINANCIAL AID & VETERAN SERVICES
Hampton Campus, Griffin Hall, Room 209
.................................................................................................................................. 1-855-877-3945
Historic Triangle Campus, Room 117
.................................................................................................................................. 1-855-877-3945

FITNESS/WELLNESS CENTER
Hampton Campus, Hastings Hall Annex, Room 333
.................................................................................................................................. 825-2924
Historic Triangle Campus, Room 2224
.................................................................................................................................. 258-6587

FT. EUSTIS OUTREACH OFFICE
.................................................................................................................................. 878-5344
# Where to Go for Help

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<th>Location Details</th>
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<td>Historic Triangle Campus, Suite 207</td>
<td>258-6531</td>
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<tr>
<td><strong>HEALTH PROFESSIONS ADVISING CENTER</strong></td>
<td>Hampton Campus, Hastings Hall, Room 323</td>
<td>825-2993</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>253-4755</td>
</tr>
<tr>
<td><strong>HELP DESK AT THOMAS NELSON</strong></td>
<td>Hampton Campus, Wythe Hall, Room 249</td>
<td>825-2709</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 102</td>
<td><a href="mailto:helpdesk@tncc.edu">helpdesk@tncc.edu</a></td>
</tr>
<tr>
<td><strong>LIBRARY &amp; LEARNING RESOURCE CENTER</strong></td>
<td>Hampton Campus, Wythe Hall</td>
<td>825-2877</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 100</td>
<td>258-6500/6501</td>
</tr>
<tr>
<td><strong>LOST &amp; FOUND</strong></td>
<td>Hampton Campus, Diggs Hall, Room 153</td>
<td>825-2732</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 112</td>
<td>258-6500</td>
</tr>
<tr>
<td><strong>MIDDLE COLLEGE PROGRAM</strong></td>
<td></td>
<td>825-4070</td>
</tr>
<tr>
<td><strong>MILITARY PROGRAMS</strong></td>
<td>Ft. Eustis/Naval Weapons Station/Yorktown</td>
<td>(757) 878-5344</td>
</tr>
<tr>
<td><strong>MOTORCYCLE TRAINING PROGRAM</strong></td>
<td>tnc.edu/programs/motorcycle-basic-rider-course</td>
<td>825-2866</td>
</tr>
<tr>
<td><strong>NEW STUDENT SUCCESS CENTER</strong></td>
<td>Hampton Campus, Griffin Hall, Room 221S</td>
<td>825-2751</td>
</tr>
<tr>
<td><strong>OFFICE OF STUDENT SERVICES</strong></td>
<td>Hampton Campus, Griffin Hall, Room 201</td>
<td>825-2827</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>253-4755</td>
</tr>
<tr>
<td><strong>PARKING &amp; VEHICLE REGISTRATION</strong></td>
<td>Hampton Campus, Diggs Hall, Room 109</td>
<td>825-3560</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 115</td>
<td>258-6521</td>
</tr>
<tr>
<td><strong>PEER TUTORING</strong></td>
<td>Hampton Campus, Wythe Hall, Room 253</td>
<td>825-2940</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 106D</td>
<td>258-6515</td>
</tr>
<tr>
<td><strong>PHOTO ID</strong></td>
<td>Hampton Campus, Diggs Hall, Room 155</td>
<td>825-3592</td>
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<td></td>
<td>Historic Triangle Campus, Room 111</td>
<td>258-6521</td>
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<tr>
<td><strong>PLACEMENT TESTING</strong></td>
<td>Hampton Campus, Wythe Hall, Room 254</td>
<td>825-2795</td>
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<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>258-6538</td>
</tr>
<tr>
<td><strong>PROVOST, HISTORIC TRIANGLE CAMPUS</strong></td>
<td>Historic Triangle Campus, Room 317M</td>
<td>253-4880</td>
</tr>
<tr>
<td><strong>REGIONAL SKILLS CERTIFICATION CENTER - PENINSULA WORKFORCE DEVELOPMENT CENTER</strong></td>
<td>Room 1014</td>
<td>865-4070</td>
</tr>
<tr>
<td><strong>REGISTRATION &amp; RECORDS</strong></td>
<td>Hampton Campus, Griffin Hall, Room 208</td>
<td>825-3689</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>253-4755</td>
</tr>
<tr>
<td><strong>SCIENCE, ENGINEERING &amp; TECHNOLOGY DIVISION</strong></td>
<td>Hampton Campus, Hastings Hall</td>
<td>825-2898</td>
</tr>
<tr>
<td><strong>SCIENCE, ENGINEERING, &amp; TECHNOLOGY ADVISING CENTER</strong></td>
<td>Hampton Campus, Hastings Hall</td>
<td>825-2950</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>253-4755</td>
</tr>
<tr>
<td><strong>STUDENT LIFE AND LEADERSHIP</strong></td>
<td>Hampton Campus, Griffin Hall, Room 224</td>
<td>825-2863</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 106</td>
<td>258-6588</td>
</tr>
<tr>
<td><strong>TECHNOLOGY LEARNING CENTER</strong></td>
<td>Hampton Campus, Wythe Hall, Library</td>
<td>825-2877</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 101</td>
<td>258-6503</td>
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<tr>
<td><strong>TESTING CENTER (MAKE-UP, DISTANCE LEARNING &amp; PLACEMENT)</strong></td>
<td>Hampton Campus, Wythe Hall, Room 254</td>
<td>825-3540</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>258-6538</td>
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<tr>
<td><strong>TRANSCRIPT EVALUATION REQUEST</strong></td>
<td>Hampton Campus, Griffin Hall, Room 208</td>
<td>825-3517</td>
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<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>253-4882</td>
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<tr>
<td><strong>TRIO-Student Support Services</strong></td>
<td>Hampton Campus, Griffin Hall, Room 201</td>
<td>825-3596</td>
</tr>
<tr>
<td></td>
<td>Historic Triangle Campus, Room 106E</td>
<td>258-6537</td>
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<tr>
<td><strong>TUITION &amp; FEES</strong></td>
<td>Hampton Campus, Diggs Hall, Room 10</td>
<td>1-855-877-3945</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 116</td>
<td>1-855-877-3945</td>
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<tr>
<td><strong>VETERAN SERVICES</strong></td>
<td>Hampton Campus, Griffin Hall, Room 209</td>
<td>825-3442</td>
</tr>
<tr>
<td><strong>WITHDRAWAL FROM COLLEGE</strong></td>
<td>Hampton Campus, Griffin Hall, Room 208</td>
<td>825-3689</td>
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<tr>
<td></td>
<td>Historic Triangle Campus, Room 117</td>
<td>253-4755</td>
</tr>
<tr>
<td><strong>WORKFORCE DEVELOPMENT</strong></td>
<td>Hampton Campus, Hampton III, Suite 725</td>
<td>825-4070</td>
</tr>
<tr>
<td><strong>WORKFORCE TRAINING AND CONTINUING EDUCATION</strong></td>
<td>Hampton Campus, Hampton III, Suite 725</td>
<td>825-4070</td>
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</table>
ADVISING:
PLAN NOW. SUCCEED NOW.

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

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

Business, Public Services, Information Systems, and Mathematics
Hampton Campus, Diggs Hall Room 122, (757) 825-2883
Historic Triangle Campus Room 117, (757) 253-4755

Communications, Humanities, and Social Sciences
Hampton Campus, Griffin Hall Room 222, (757) 825-3896
Historic Triangle Campus Room 117, (757) 253-4755

Health Professions
Hampton Campus, Hastings Hall Room 323, (757) 825-2993
Historic Triangle Campus Room 117, (757) 253-4755

Science, Engineering, and Technology
Hampton Campus, Hastings Hall Room 323, (757) 825-2950
Historic Triangle Campus Room 117, (757) 253-4755

Students who are undecided about their program of study you may visit The New Student Success Center, Griffin Hall, Room 221S or Room 117 on the Historic Triangle campus to explore possible career pathways and programs offered at Thomas Nelson.

FACULTY ADVISING/MENTORING

Faculty advising is a collaborative relationship between the advisor and a student. Faculty advisors assist students with understanding the certificate and/or degree requirements for graduation. The role of the faculty advisors is to assist their advisees in designing a program of study that supports the student's interests, academic and professional goals. Continuing/returning students who are assigned to a faculty member are encouraged to meet with their assigned faculty advisor during their scheduled office hours each semester until completion of their program of study. Faculty advising is being phased out at the College and no new students will be assigned faculty advisors. Faculty members will transition from advisors to mentors. Students will have the opportunity to obtain a faculty mentor to support their personal and career development. Students are encouraged to meet with their assigned faculty advisor during their scheduled office hours.

The student/advisee responsibilities are as follows:

• Schedule and meet with the assigned faculty advisor during designated advising sessions.
• Take responsibility for defining and developing your academic and career decisions.
• Review your Student Plan each semester and track your completion for graduation requirements - (Log into MyTNCC, click Student Center and under Academics, click Plan, then click, Plan By Requirements).
• Come prepared to your advising sessions; bring the necessary questions and materials you will need during your session.
• Consult with assigned faculty advisor, and/or counselor to make effective academic decisions.
• Value the academic advising process as a student.
• Familiarize yourself with the college's policies, procedures, and campus resources.
• Review the Student Success – Academic Advising information available online.
• Check your college Gmail account regularly, as the college regularly corresponds with students via email.
CONCERNS ABOUT A CLASS OR ACADEMIC ISSUES

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

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

If the instructor violates a requirement stated in the college catalog, student handbook, or course syllabus, the student should notify the instructor and request that the issue be resolved. If the issue persists, the student should contact the academic division that supervises the instructor. Contact information for academic divisions can be found in the course syllabus.

For especially serious issues such as a violation of law, sexual harassment, physical threat, or student safety, students should submit a report through the Incident Report link at the bottom of every Thomas Nelson webpage. A Thomas Nelson administrator will initiate action on that report within one business day.

ADMINISTRATIVE WITHDRAWAL

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

INVOLUNTARY WITHDRAWAL

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

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

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

Grade Appeal Procedure

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

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

**AMERICANS WITH DISABILITIES ACT POLICY STATEMENT**

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

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

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

**AMERICANS WITH DISABILITIES ACT GRIEVANCE PROCEDURE**

Thomas Nelson Community College has adopted an internal procedure, which provides for the prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title I and Title II of the Americans with Disabilities Act (ADA). Title I states, in part, that “an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.” Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

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

The Disability Support Services coordinator has been designated as the College’s ADA coordinator and may be reached on the Hampton Campus, Griffin Hall, Room 201 or by phone at 825-2833.

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

6. If a complaint is against the EEO/AA officer, the ADA grievance procedure is followed, except that the complaint is filed with the ADA coordinator. If the complainant desires to appeal, he/she may file a formal grievance with the President of the College or the President’s designee within 10 working days after receipt of the determination.

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

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

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

COMMUNITY DRUG & ALCOHOL TREATMENT FACILITIES

Students experiencing problems with drugs or alcohol are advised to contact the staff in the Office of Student Services on the Hampton Campus, Griffin Hall, Room 201 or on the Historic Triangle Campus, Room 117. In addition to the counselors on staff, the College maintains a complete list of local and regional treatment facilities. The Thomas Nelson Resource Guide also provides a list of local agencies with this mission.

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. Please contact your instructor by phone or email if you suspect you have contracted a contagious disease that causes you to miss more than a day of class. When you are ready to return to class, submit a doctor’s statement or medical clearance that authorizes your return to your instructor. While away from class, you will be expected to maintain progress in all course requirements.

EMAIL POLICY

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

EXPRESSIVE ACTIVITY POLICY

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

B. Policy on Expressive Activity:

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

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

C. Policy Statement:

1. Thomas Nelson property is primarily dedicated to academic, student life and administrative functions. As an institution of higher learning, Thomas Nelson also represents the “marketplace of ideas,” and especially for students, many areas
members of the College community. Security fees may be assessed to defray the actual costs of providing security when the size of the audience may pose a risk to safety. At no time shall Thomas Nelson assess a security fee based on the anticipated reaction to the expressive activity. Refer to APM 10.1 for a schedule of the equipment and facility use fees.

4. Administrative offices, libraries, and (during instructional hours) classrooms are not available for expressive activity. Students may access a list of indoor spaces that may be reserved for expressive activity through the Office of Student Life and Leadership. Any indoor restrictions on expressive activity will be applied equally to all individuals and organizations and not depend on the content or viewpoint of the expression or the possible reaction to that expression.

5. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:

a. The requested venue is an indoor facility that Thomas Nelson has designated as not available for expressive activity under section F of this policy;

b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section D(4) of this policy;

c. The venue is already reserved for another event. In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college-sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events;

d. The activity will attract a crowd larger than the venue can safely contain;

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

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

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

2. Indoors or outdoors, Thomas Nelson shall not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, colleges may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

3. No event or expressive activity shall be permitted to violate or hinder the rights of others within the campus community or substantially disrupt normal college operations.

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

E. Procedures for Reserving Campus Facilities:

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the Dean of Student Services or designee. The Dean of Student Services, Historic Triangle Campus, Room 117 phone: 757.253.4881. Requests must be made with at least 24 hours’ notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.

2. If individuals or organizations who are not members of the Thomas Nelson community (i.e., not student, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or Thomas Nelson to conduct expressive activities or events on campus. These individuals or organizations should contact the Dean of Student Services if interested in being sponsored by Thomas Nelson. (Dean of Student Services, Historic Triangle Campus, Room 117 phone: 757.253.4881.)

3. Thomas Nelson will assess appropriate fees for equipment and facility use to users who are not
Policies and Regulations

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

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

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

F. Spontaneous Expressive Activity:

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

2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not:
   a. block access to campus buildings;
   b. obstruct vehicular or pedestrian traffic;
   c. substantially disrupt previously schedule campus events (the expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption);
   d. substantially disrupt college operations;
   e. constitute unlawful activity; or
   f. create a clear and present threat to public safety, according to the Thomas Nelson’s Campus Law Enforcement.

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

G. Areas Not Available for Expressive Activity. The following indoor areas/facilities are not available for expressive activity:

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

Banners and Distribution of Commercial Materials:

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

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

   - Administrative offices
   - Classrooms, computer rooms, laboratories, and other places where instruction takes place
   - Libraries
   - College affixed bulletin boards except as identified below:
     - Hampton campus: located in the Student Activities hallway in Griffin/Wythe Halls
     - Historic Triangle campus: located on the east wall of the Student Commons

3. Any member of the campus community or guest of the College may report incidents of disruption of constitutionally protected speech. Reports may be made using the College’s Conduct Management Tool “Report an Incident” located on the College website. Or, reports may be made to the Vice President for Student Affairs or the Dean of Student Services.
Vice President for Student Affairs
Griffin Hall Room 200A, (757) 825-3810

Dean of Students, Historic Triangle Campus
Room 117 757.253.4881

In cases of emergency, call
Campus Police at (757) 825-2732

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

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

EQUAL EMPLOYMENT & AFFIRMATIVE ACTION POLICY STATEMENT

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

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

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

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

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

HEALTH OR SAFETY EMERGENCY

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

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

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

THE CLERY ACT
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the department annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety on campuses so that they can make informed decisions.

Thomas Nelson provides crime statistics annually, along with continuously updated campus security policies at www.tncc.edu. The college has implemented a technologically supported emergency alert system, e2campus Emergency Alert Messaging System, to inform the campus community of emergencies that provide a threat to students and employees. All students are encouraged to sign up for the alert system.

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

DISCLOSURE TO PARENTS
When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents without the student’s consent. Accordingly, Thomas Nelson may:
• disclose education records to parents if the student is a dependent for income tax purposes;
• disclose education records to parents if a health or safety emergency which involves their child, when deemed necessary and approved by the Vice President for Student Affairs; and,
• inform parents if the student, who is under age 21, has violated any law or its policy concerning the use or possession of alcohol or a controlled substance when confirmed by campus police and approved by the Vice President for Student Affairs.

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

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

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

**FINAL COURSE-GRADE APPEAL PROCEDURE**

**PURPOSE**

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

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

**PROCEDURE**

1. Any student wishing to appeal a Final Course Grade must meet with the instructor no later than twenty (20) working days after the beginning of the next regular semester (spring semester for a fall grade, and fall semester for a spring or summer grade). If the matter cannot be resolved, the instructor will give the student a copy of the Grade Appeal form and procedures outlining the steps to be taken. Should the student wish to pursue the matter, he or she must meet with the instructor again, within ten (10) working days of the initial meeting, bringing the grade appeal form and all relevant documentation.

2. If no agreement is reached between the instructor and the student at the second meeting, the student may notify the applicable Division Dean within ten (10) working days. The Division Dean will assign an arbitrator to review the appeal. The arbitrator may be the Assistant Division Dean or another designee, but must be different from the instructor involved.

3. The arbitrator, after reviewing the matter and meeting with the student, may resolve the matter in the instructor’s favor and explain the basis for the decision to the student. If the student disagrees, the appeal process moves immediately to Step 4. In the situation where the arbitrator finds that the student’s view has validity, the arbitrator will meet with the instructor to try to resolve the dispute. If the instructor is no longer an employee, the arbitrator will determine the acceptable grade, meet with the student, and, if the student agrees, change the grade and submit the proper forms to the dean, at which time the appeal process is complete.

4. If the student disagrees with the arbitrator’s decision, or if the instructor and the arbitrator cannot agree on a decision, the arbitrator will inform the Division Dean who will in turn convene a review committee within ten (10) working days of the arbitrator’s notification.

   a. The committee will consist of three faculty members. One faculty member will be chosen by the instructor, one by the student, and one by the Division Dean.

   b. Committee members may not include the arbitrator, class instructor, or Vice President for Academic Affairs.

5. The committee’s decision will be based on a simple majority vote and reported to the Division Dean.

6. If the committee agrees with the instructor/arbitrator, the Division Dean will notify the student, explaining the committee’s decision. If the committee agrees with the student, the Division Dean will meet with the instructor or arbitrator, explain the rationale or the committee’s decision and request that the grade be changed. The Division Dean will notify the student of the final decision. Regardless of the committee’s finding, only the instructor or arbitrator can change the grade.

7. If the issue is not resolved at this point, the student or the instructor can appeal within ten (10) working days to the Vice President for Academic Affairs whose decision on the matter, issued within ten (10) working days, is final.

8. Final distribution of all documentation will reside in the student’s file in the Admissions, Records/Registration Office on the Hampton Campus.

**FINANCIAL AID POLICY AND COURSE WITHDRAWAL**

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

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

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

INSTITUTIONAL POLICY ON SMOKING

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

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

1. Non-Smoking Areas

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

2. Smoking Areas

a. Smoking shall be permitted in areas, which (1) are not otherwise prohibited by the Virginia Indoor Clean Air Act, and (2) have been identified as having adequate ventilation (natural and/or mechanical) to dissipate concentrated smoke. The following areas have been designated as areas where smoking is permitted but persons should not have to walk through smoke to reach the no smoking area.

Per State guidelines, smoking is permitted on state property grounds, plazas, sidewalks, malls and similar open pedestrian-ways provided smokers are 25 feet or more in distance away from an entrance or exit of any facility, including parking garages (http://www.dgs.state.va.us/).

b. Smoking on the Hampton campus will comply with the state-approved guidelines. Additionally, smoking gazebos will be located at a distance of 25 feet from entry and exit ways near the following buildings:
disciplinary action will be taken by the supervisor if the violator is an employee.

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

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

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

2. Specifically, the enforcement that will be followed by Campus Police:
   a. First Violation: The student or employee will receive a No Smoking Awareness warning.
   b. Second Violation: The student or employee will be reported to the Vice President for Student Affairs or to the supervisor respectively, in a written report. Code of Conduct actions will result if the violator is a student and disciplinary action will be taken by the supervisor if the violator is an employee.

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

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

STUDENT LIFE AND LEADERSHIP NON-DISCRIMINATION POLICY
VCCS Policy 6.4.5 Requirements for Student Activities:
The State Board encourages the development of a student activities program designed to promote educational and cultural experiences. Student activities are out-of-classroom activities that support the mission of the colleges and provide students avenues for personal growth and enrichment. Through participation in clubs
and organizations, or other planned activities, students develop a wide range of abilities, including intellectual, communication, athletic, and leadership skills. Students develop self-confidence, interpersonal skills, and an appreciation for other cultures and lifestyles. Finally, students develop a sense of integrity, purpose, and social responsibility that empowers them to be productive within and beyond the college community.

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

a. The entire program of student activities shall be under college supervision.

b. There shall be a faculty or staff sponsor for each student organization.

c. All student activity funds shall be deposited with and expended through the college business office, subject to State Board policies, procedures, and regulations pertaining to such funds.

d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.

e. All student activity programs and recognized organizations must comply with the VCCS’s nondiscrimination policy, except as follows:

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

STUDENT BEHAVIOR POLICY AND EXPECTATIONS

Student Behavior Expectations

All students are entitled to a safe environment conducive to learning. Each individual student is considered a responsible adult and is expected as such to maintain standards of conduct that are appropriate to membership in the College community. Students of the College are expected to conduct themselves in an acceptable manner, both within the College and elsewhere. When student conduct tends to discredit or injure the College, the Chancellor (and through delegation, the College administration) is authorized by the State Board for Community Colleges to intervene and impose such penalties as deemed appropriate.

Virginia’s Community Colleges guarantee to each student the privilege of exercising his or her rights of citizenship under the constitution of the United States without fear of prejudice. Special care is taken to assure due process and to spell out defined routes of appeal when a student feels his or her rights have been violated. Thomas Nelson does this through its Student Code of Conduct and through its Student Grievance Procedure.

Disruptive Student Behavior

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

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

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

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

Violations

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

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

DISCIPLINARY PROCEEDINGS

Classroom Disruptive Behavior:

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

When an instructor feels that it is necessary for a student to leave the classroom because of disruptive behavior, then the instructor should direct the student to do so. The instructor has the authority to request that the student leave for that day's activity. If the student refuses to leave voluntarily, then the instructor can request the student receive by means of a police escort. If the disruption requires that police be summoned, then the instructor will complete the Thomas Nelson Incident Form to document the incident within 24 hours, no exception.

If the instructor feels the disruption requires further disciplinary action taken by the Academic Dean to discuss the inappropriate behavior, the faculty member will document the incident and require that the student meet with the Academic Dean prior to allowing the student to return to class to discuss the inappropriate behavior.
The Academic Dean will meet with the student in a reasonable time period to discuss the complaint. The Academic Dean will have received a written complaint from the instructor detailing any special concerns. After discussing the incident with the student, the Academic Dean may exercise several courses of action as a result of the meeting. The Academic Dean may:

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

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

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

If the disruption requires that campus police be summoned, then the College member will complete the Thomas Nelson Incident Form to document the incident. The form will be given to the Dean of Student Services or designee. When the Dean of Student Services or designee receives information that a student has allegedly violated a rule, regulation, policy, or procedure, then the administrator will initiate the Disciplinary Proceeding Procedure. The Dean of Student Services will contact the Vice President for Workforce Development in the case of Workforce Development courses.

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

In the event that a student is suspected of scholastic dishonesty, the faculty member directly involved will investigate the matter. If the faculty member suspects the student of scholastic dishonesty, the faculty member will 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 be dismissed from the College, then the Academic Dean must contact the Vice President for Academic Affairs.

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

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

Plagiarism—to steal and pass off as one’s own the ideas or words of another; to use without crediting the source; to present as new and official an idea or product derived from an existing source; to commit literary theft.

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

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

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

If a student disputes the final course grade, then the student may follow the Final Grade Appeal Process.

Disciplinary Proceeding Procedure

Section One: Investigation.

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

1. Dismiss the allegation as unfounded.
2. Determine the severity and nature of the problem.
3. Summon the student for a conference to evaluate the severity and the dispensation of the allegation and:

a. Proceed administratively if it is determined that the alleged violation is of a nature that the facts are not in dispute and can be handled by the Dean of Student Services or designee;

b. Proceed administratively if it is determined that the facts of the alleged violation are in dispute and must be further probed by the Dean of Student Services or designee; or

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

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

Section Two: Summoning Students.

1. A student may be summoned to appear in connection with an alleged violation by the Associate Vice President or designee by calling the student at the phone number listed in the student’s permanent Thomas Nelson record or by sending a certified letter addressed to the student at his or her address as it appears in the student’s permanent Thomas Nelson record. The student will also be contacted by the official VCCS email address assigned to the student during the application process.

2. The summons shall direct the student to appear at a specified time and place not less than three (3) class days after the time of the call or date of the letter. The summons shall describe briefly the alleged violation.

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

4. The Associate Vice President or designee may place on disciplinary probation a student who fails
without good cause to comply with a summons, or the Associate Vice President or designee may proceed against the student under Sections Three and Four.

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

1. When the accused does not dispute the facts, the Associate Vice President or designee may administratively dispose of any violation.

2. In administratively disposing of a violation, the Associate Vice President or designee may impose any disciplinary action authorized by Section Ten.

3. At a conference with a student in connection with an alleged violation, the Associate Vice President or designee shall advise the student of the charges against the student and of the process available for the student to respond to the charges.

4. The Dean of Student Services or designee will prepare a written summary of each administrative disposition of a violation and forward a copy to the student, to the parents or guardian of an unmarried student who is under 18 years of age, and to other appropriate administrative personnel. (Discretion sometimes might call for modification of this listing, for example, emancipated minors. The student shall sign a statement that he or she understands the nature of the charges and voluntarily waives his or her right to a hearing and the right to an appeal.

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

Section Four: Administrative Disposition of a Disputed Violation.

1. At a conference with a student in connection with an alleged violation, the Associate Vice President or designee shall advise the student of the disciplinary procedures to be followed in disposing of the matter.

2. The Dean of Student Services or designee may administratively dispose of any violation if it is in the best interest of the College and the student concerned voluntarily consents in writing to administrative disposition.

3. In administratively disposing of a violation, the Associate Vice President or designee may impose any disciplinary action authorized under Section Ten.

4. If a student accepts administrative disposition of the alleged violation, the student shall sign a statement that he or she understands the violation charges, the right to a hearing, the penalty imposed, and voluntarily waives the right to appeal.

5. A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due process under Sections Five through Seven.

6. The Dean of Student Services shall prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to the parents or guardian of an unmarried student who is under 18 years of age (with the exception of emancipated minors), and to appropriate administrative personnel.

Section Five: Student Code of Conduct Appeals Committee Hearing.

1. When a student refuses administrative disposition of a violation, he or she is entitled to due process, including a hearing before a Student Code of Conduct Appeals Committee. The student must submit a written request for a hearing to the Dean of Student Services on or before the seventh work day following the administrative disposition under Sections Three and Four. For purposes of this code, Saturdays and Sundays are not defined as work days.

2. The Student Code of Conduct Appeals Committee shall be selected by the Associate Vice President or designee within fifteen (15) days of the hearing request. The Committee shall consist of two faculty-ranked personnel, one classified staff person, and two students who have volunteered to serve on the committee. The list of interested people’s names for the committee may be developed at the beginning of each academic year and may be in effect for the duration of that year. The student requesting a hearing may, if he or she feels one of the selected committee members will not fairly judge the merits of the alleged violation, request another person from the list in that same category.

3. The Student Code of Conduct Appeals Committee must hear the case within fifteen (15) days of their being selected.
4. The Student Code of Conduct Appeals Committee shall elect a Chairperson. The Chairperson of the Committee shall rule on the admissibility of evidence and objections to procedure; however, a majority of the Committee members may override the Chairperson’s ruling. All members of the Committee are eligible to vote in the hearing.

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

Section Six: Notice.

1. The Chairperson of the Student Code of Conduct Appeals Committee shall set the date, time, and place for the hearing, and the Dean of Student Services Office will notify the student by certified letter of the date, time, and place of the hearing. This notice shall be sent within five (5) workdays of the receipt of the student’s request for a hearing. (See Section Six, subparagraph 4, for the content of the notice.)

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

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

4. The notice under subparagraph 1. above shall:
   a. Specify the charge or charges being made.
   b. Be accompanied by a statement of the complaint which will include the identity of the person making the allegation.
   c. Direct the student to appear before the Committee on the date and at the time and place specified.
   d. Advise a minor student of the right to have his or her parents or legal guardian present at the hearing.
   e. Advise a student of the right to have an advisor present to provide advice to the student; however, any advisor or legal counsel may not participate directly in the proceedings.

Section Seven: Procedure.

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

2. The Committee shall proceed generally as follows during the hearing:
   a. The Dean of Student Services or designee reads the complaint.
   b. The Dean of Student Services or designee presents the College’s case. Any person giving testimony may be questioned by the student.
   c. The student presents his or her defense. Any person giving testimony may also be questioned by the Dean of Student Services or designee.
   d. The Dean of Student Services or his/her designee and the student may present rebuttal evidence and argument.
   e. The Committee shall presume a student innocent of the alleged violation until the facts and information presented support a decision to the contrary. A student will be found in violation when the facts and information indicate that the student has more likely than not violated this Code of Conduct.
   f. All evidence shall be offered to the Committee during the hearing and made part of the hearing record.
   g. A student may not be compelled to testify against himself or herself.
   h. Committee members may freely question witnesses at any time.
   i. The Committee will vote the issue of whether or not there has been a violation of this Code of Conduct. If the Committee finds the student has violated this Code of Conduct, the Committee will recommend an appropriate penalty as stated in Section Ten.
   j. The Committee will submit the decision and any disciplinary recommendations to
the Dean of Student Services within five (5) days of the hearing. The Committee shall state in writing each finding of a violation and the penalty recommended. The decision of a simple majority of the members of the Committee shall be submitted as the final decision of the Committee. Those members of the Committee concurring with the findings and recommendation shall sign the statement and forward it to the Dean of Student Services or designee. A minority report may be submitted by those Committee members who do not agree.

k. The Dean of Student Services or designee shall inform the student of the Committee’s decision and decide on a penalty, if appropriate, with the findings and recommendation within ten (10) days.

l. Legal rules of evidence do not apply to hearings before the Student Code of Conduct Appeals Committee. The Committee may admit any pertinent information and may exclude irrelevant, immaterial and unduly repetitious evidence.

Section Eight: Record.
1. The hearing record shall include:
   a. A copy of the notice required under Section Six.
   b. All documentary and other evidence offered or admitted as evidence.
   c. Written motions, pleas, and any other materials considered by the Committee.
   d. The Committee’s finding.

2. The hearing record will be forwarded to the Office of the Dean of Student Services where it will be securely maintained.

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

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

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

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

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

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

- Admonition
- Warning probation
- Disciplinary probation
- Withholding of transcript or degree
- Bar against re-admission
- Restitution
- Suspension of privileges
- Suspension of eligibility for official co-curricular activities
- Denial of degree
- Suspension from the College
- Expulsion from the College

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

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

b. Warning Probation: Indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires and when all conditions imposed during the probationary period are fulfilled.
c. Disciplinary Probation: Indicates that further violations may result in suspension.

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

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

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

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

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

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

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

k. Expulsion: Permanent severance from the College.

SEXUAL MISCONDUCT POLICY

As a recipient of federal funds, Thomas Nelson Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Dr. Betsy Harrison, and the Title IX Office is located in Griffin Hall room 201 phone at (757) 825-3509 or by email at harrisonb@tncc.edu.

Thomas Nelson Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013 (also known as the Campus SaVE Act).

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

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

Complainant

A complainant refers to an individual who may have been the subject of a violation of this Policy and files a complaint against a faculty member, staff member, student or third party.

Consent

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

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

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

**Dating Violence**

Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence**

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

**Respondent**

A respondent refers to the individual who has been accused of violating this Policy.

**Responsible Employee**

A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Any employee with supervisory authority is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his/her employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. A responsible employee shall not be an employee who, in his position at the College, provides services to the campus community as a licensed health care professional, professional counselor, victim support personnel, clergy, or attorney.

**Review Committee**

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

**Sex Discrimination**

Sex discrimination is the unlawful treatment of another based on the individual’s sex that excludes an individual from participation in, separates denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

**Sexual Assault**

Sexual assault is defined as the intentional physical sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through
clothing, of the victim’s genitals, breasts, thighs, or buttocks without the person’s consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

**Sexual Exploitation**

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

**Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

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

b. **Hostile Environment**: Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee’s work performance or a student’s educational experience.

**Sexual Misconduct**

Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another’s will or at the expense of another. Sexual misconduct includes rape, sexual harassment, sexual assault, sexual exploitation, and sexual violence.

**Sexual Violence**

Sexual violence is any intentional physical sexual abuse committed against a person’s will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, and sexual battery.

**Stalking**

Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury that to that other person or to that other person’s family or household member. Such conduct can occur in person or online, but the College must first establish whether off-campus conduct has continuing effects that create a hostile environment on campus.

**Third Party**

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

**Reporting Incidents**

Members of the campus community who believe they have been subjected to crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to Campus Police at (757) 825-2732 (or, if after 5 p.m., (757) 879-3649) or dialing 911.

Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to contact the Title IX Coordinator, who will assist with the submission of any complaint. The Title IX Coordinator button can be found at the bottom of every website page at www.tncc.edu. Although strongly encouraged, a complainant is not required to submit a complaint.

**Thomas Nelson Title IX Campus Resources:**

**Title IX Coordinator for students:**

*Dr. Betsy Harrison, Dean of Student Services*

*Griffin Hall, Room 201*

*Hampton Campus*

(757)-825-2834  

harrisonb@tncc.edu
Deputy Title IX Coordinator for employees:
Dr. Lynda Byrd-Poller, Director of Human Resources
Hampton III, Room 717
Hampton Campus
(757)-825-2728
byrd-pollerl@tncc.edu

After normal business hours, members of the campus community should report alleged violations of this Policy to Campus Police at (757)-879-3649.

There is no time limit for filing a complaint with the College. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to respond adequately to the allegations.

An employee also may initiate a complaint by filing such complaint in writing directly with the College president. A written complaint may be filed directly with the Chancellor if the complainant is employed in the System Office or in the event a president is alleged to have engaged in sexual harassment in the workplace. The Chancellor or college president shall take such action as is appropriate, including conducting an investigation.

Handling of Reports and Investigations.
The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement. Under Virginia law, the College may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals. The College also is required to notify the local Commonwealth's Attorney of alleged incidents of sexual violence that constitute a felony.

Confidentiality and Anonymous Reports
Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and address its discriminatory effects. For this reason, some college employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those college and law enforcement officials who must be informed of the information pursuant to this Policy.

Responsible employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority [CSA] under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

• The seriousness of the allegation(s);
• The complainant's or alleged victim's age;
• Whether there have been other similar complaints of against the same respondent;
• The respondent's right to receive information about the allegations if the information is maintained by the College as an “education record” under the Federal Educational Rights and Privacy Act (FERPA); and
• the applicability of any laws mandating disclosure.
Therefore, the College may pursue an investigation even if the complainant requests that no action is taken, and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant’s request for no further action.

Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College’s review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

If the report of an alleged act of sexual violence would constitute a felony sexual assault, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth’s Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph I.4. The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth’s Attorney, including personally identifiable information, if such information was disclosed pursuant to Paragraph I.4. If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made. In addition, law enforcement will notify the local Commonwealth’s Attorney within 48 hours of beginning an investigation involving a felony sexual assault. Either campus police, the local law enforcement agency, or the State Police will notify the Commonwealth’s Attorney pursuant to a Memorandum of Assistance Agreement/Memorandum of Understanding (MAA/MOU).

The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint. The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

Amnesty
The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College’s primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

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

Interim Measures
Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative
leave the respondent when it is determined that the respondent’s continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant’s witnesses. The College shall provide advance notice of such measures, except in cases where the individual’s presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

Notwithstanding the above, the College may impose a “no contact” order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all college property to the extent possible.

The College may implement other measures for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

SEXUAL AND DOMESTIC VIOLENCE PROCEDURES

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

• Safely find a place away from harm.
• Call 911 or if on campus, contact campus police/security at (757)-825-2732 or, if after 5 pm, (757)-879-3649.
• Call a friend or a family member or someone else you trust and ask her/him to stay with you.
• Go to the nearest medical facility/emergency Room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.

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

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

You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.

• Do not wash your hands, bathe, or douche. Do not urinate, if possible.
• Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
• Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
• Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
• Tell someone all the details you remember or write them down as soon as possible.
• Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

Written Notification of Rights and Options

Members of the campus community who report incidents of sexual assault, domestic violence, dating violence, or stalking whether the incident occurred on or off campus, shall receive a written explanation of their rights and options, including the (i) the available law-enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and resolution under the College’s policies;
(v) the complainant’s rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a victim; (vii) information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

Support Services

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus. For information about available resources, visit Community Resources for Students on the Thomas Nelson website.

2. For some information about available resources, go to:
   - Center for Sexual Assault
   - Stalking Resource Center
   - Rape, Abuse and Incest National Network (R.A.I.N.N)
   - The Red Flag Campaign

Education and Awareness

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

The program, at a minimum, shall include:

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- The definition of domestic violence, dating violence, sexual assault, and stalking;
- The definition of consent;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
- Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.

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

Resolution of Complaints

1. The College has an obligation to the entire college community. Accordingly, the College may pursue an investigation even if the complainant requests that no action is taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant’s request for no further action.

2. The College must provide a prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to so doing. Title IX Coordinator(s), investigators, and hearing officials must receive annual training on sexual violence, domestic violence, dating violence, and stalking, and the conduct of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process.

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

4. The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence,
or stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the process, and (ii) to all matters that are not eligible for informal resolution.

**Formal Resolution Process**

1. Complainant’s Initial Meeting with the Title IX Coordinator. As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The Title IX Coordinator shall inform the complainant that he or she may be accompanied by an advisor of his or her choosing at the meeting. At this initial meeting, the Title IX Coordinator will:
   a. Provide the complainant a copy of this Policy;
   b. Provide the complainant with a Complaint Form, if necessary;
   c. Provide a written explanation of the complainant’s rights and options related to changes in academic, parking, and working arrangements;
   d. Explain avenues for formal resolution and informal resolution of the complaint;
   e. Explain the steps involved in an investigation;
   f. Discuss confidentiality standards and concerns with the complainant;
   g. Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
   h. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service with which the College has entered into a memorandum of understanding;
   i. Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes;
   j. Discuss the right to a prompt, fair, and impartial resolution of the complaint;
   k. Discuss the College’s obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth’s Attorney, or both, under certain conditions.

2. Respondent’s Initial Meeting with the Assigned Title IX Coordinator. As soon as is practicable, the Title IX Coordinator will schedule an initial meeting with the respondent. The Title IX Coordinator shall inform the respondent that he or she may be accompanied by an advisor of his or her choosing at the meeting. During the initial meeting with the respondent, the Title IX Coordinator will:
   a. Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
   b. Provide the respondent a copy of this Policy;
   c. Provide a written explanation of the respondent’s rights and options related to changes in academic, parking, and working arrangements;
   d. Explain the College’s procedures for formal resolution and informal resolution of the complaint;
   e. Explain the steps involved in an investigation;
   f. Discuss confidentiality standards and concerns with the respondent;
   g. Discuss non-retaliation requirements;
   h. Inform the respondent of any interim measures that may be imposed on the respondent;
   i. Refer the respondent to campus and community resources, as appropriate;
   j. Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes;
   k. Discuss the respondent’s the right to due process and a prompt, fair, and impartial resolution of the complaint; and
   l. If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the
investigation may continue in the respondent’s absence, if possible while being afforded notice of the charges (and hearing, if applicable) and an opportunity to respond to all the evidence.

3. Title IX Coordinator’s Initial Determination.
   a. The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator’s initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified. All documents related to sexual misconduct will be stored confidentially within the College’s Conduct Management System.

   b. In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other college officials) the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final. All documents related to sexual misconduct will be stored confidentially within the College’s Conduct Management System.

   c. In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.

   d. The investigation of any alleged violation of this Policy should be completed within 60 calendar days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. The 60-calendar day timeframe refers to the entire investigation process, which includes conducting the fact-finding investigation, holding a hearing or engaging in another decision-making process to determine whether the alleged incident occurred, and determining what actions the College will take in response, including the imposition of sanctions. The 60-calendar day timeframe does not include appeals. If the process must be suspended or delayed for any
reason and more time is necessary, the Title IX Coordinator will notify the parties in writing and give the reason for the delay and an estimated time of completion. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

e. Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties’ responses thereto shall be part of the record. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

f. The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:

• The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;

• A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);

• The date that the complaint or other report was made;

• The date the respondent was interviewed;

• The names and gender of all persons alleged to have committed the alleged violation;

• The names and gender of all known witnesses to the alleged incident(s);

• The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;

• Any written statements of the complainant or the alleged victim if different from the complainant;

• The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and

• The outcome of the investigation.

• All documents related to sexual misconduct will be stored confidentially within the College’s Conduct Management System.

g. The investigator will forward the written investigative report to the Title IX Coordinator.

h. The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence in most cases should not end the College’s investigation and resolution of the complaint. The College shall continue the investigation if possible as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student’s withdrawal, the College shall place a notation on the student’s academic transcript that states, “Withdrawn while under investigation for a violation of Thomas Nelson Community College’s sexual misconduct policy.” After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the student is found not responsible or (2) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed. The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student’s academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.
The Peninsula’s Community College

Policies and Regulations

**Determination of Title IX Coordinator and Corrective Action Report**

The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The “preponderance of the evidence” standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

If the Title IX Coordinator finds that a violation has occurred, he or she also shall write a separate written corrective action report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. If interim measures as described above have been taken, the written corrective action report shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written corrective action report to the complainant and respondent concurrently. In most cases, the written corrective action report should be completed within five (5) workdays after the distribution of the written investigative report. The written investigative report and the corrective action report may be submitted concurrently. The Title IX Coordinator also shall provide the written investigative report and the written corrective action report to the appropriate College official, as described below. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

If the respondent is a student, the Title IX Coordinator will forward the reports to the Vice President for Student Affairs. Within ten (10) workdays, the Vice President for Student Affairs shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including FERPA and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

If the respondent is an employee, the Title IX Coordinator will forward the reports to the appropriate Vice President or Cabinet-level Director and the Director of Human Resources. Within ten (10) workdays, the Vice President or Cabinet-level Director shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).

If the respondent is a third party, the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a third party, the Title IX Coordinator shall forward the reports to the appropriate Vice President or Chief of Campus Police. Within ten (10) workdays, the Vice President or Chief of Campus Police shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification.
of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.

The Title IX Coordinator will advise the complainant and the respondent of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process. If the complainant or respondent does not contest the finding or recommended sanction(s), he or she shall sign a statement acknowledging such. The signed statement shall be part of the record. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

Informal Resolution

After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within three (3) workdays of such appointment, the College official, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such official to the matter. The Title IX Coordinator will consider such statements and will assign a different individual to facilitate if it is determined that a material conflict of interest exists. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall review the information that is covered in the initial meeting under the formal process, as provided in paragraphs R.1 and R.2. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party’s behalf. All documents related to sexual misconduct will be stored confidentially the College’s Conduct Management System.

The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence.

Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee’s supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.

Either party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.

Sanctions and Corrective Actions

The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

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

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

b. If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student's academic transcript shall be noted as follows: “Withdrawn while under investigation for a violation of Thomas Nelson Community College’s sexual misconduct policy.” Students are strongly encouraged not to withdraw from the College.

c. The College shall immediately remove the notation from the student’s academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence under this Policy. Upon such a finding, the Title IX Coordinator shall direct the Registrar to remove the notation from the student’s academic transcript and it will be recorded in the College's Conduct Management System.

d. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of all appeals.

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

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

Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any.

Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of an individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.

Appeals

1. Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Individuals must submit a written request for appeal to the Title IX Coordinator within ten (10) workdays of the outcome of the investigation or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence to support those reason(s).

2. Appeals shall be granted for the following reasons only:

   a. The investigator exhibited unfair bias which influenced the results of the investigation;
   b. New evidence, unavailable at the time of the investigation that could substantially impact the investigator’s finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impact the investigator’s finding;
   c. Error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness; or
   d. The sanction(s) are unjustified by the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction.

3. Within five (5) workdays of receipt of the written request for appeal, the Title IX Coordinator shall notify the parties whether the appeal is granted. This decision is final and may not be appealed. If the appeal is granted, the parties shall be notified in writing. The Hearing Committee Chair will be notified to schedule a hearing when the parties are notified that the appeal has been granted. The Hearing Committee Chair will notify the parties of the time and place of hearing before the Hearing Committee concurrently. Within three (3) workdays, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest with the Hearing Committee Chair or Committee members. The Title IX Coordinator will consider such statements and will assign a different individual if it is determined that a material conflict of interest exists. Such hearing typically will be scheduled within fifteen (15) workdays of the decision to grant the appeal. If an extension beyond fifteen (15) workdays is
necessary for good cause, both parties will be notified of the expected time frame concurrently.

4. Within five (5) workdays of scheduling the hearing, parties must submit a written statement to the Hearing Committee Chair that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; and (iii) requests a specific remedy. A party not appealing the findings or sanction(s) may choose not to submit information. If a non-appealing party elects not to participate in the hearing, the Hearing Committee shall use evidence and statements from the record.

5. The Hearing Committee Chair shall provide the witness list and copies of any documents that will be used as evidence at the hearing to each party no later than five (5) workdays prior to the hearing.

6. The Title IX Coordinator shall forward the written investigative report and the written corrective actions report to the Chair of the Hearing Committee as soon as possible, but no later than ten (10) workdays prior to the hearing.

7. Each party may retain an attorney at his or her own expense or designate a non-attorney advisor to accompany him or her at the hearing. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the Hearing Committee Chair of such and provide contact information. The role of the attorney or advisor for the parties shall be limited to advice and consultation with the parties or the parties’ witnesses. Attorneys and advisors may not question witnesses, raise objections, or make statements or arguments to the Hearing Committee at the hearing. If either party is represented by an attorney, the College may receive assistance from the Office of System Counsel of the VCCS System Office.

8. The Hearing Committee Chair shall preside over the hearing. The rules of evidence shall not be strictly applied. All evidence and testimony relevant to whether a violation of this Policy occurred and whether the grounds for appeal are met by a preponderance of evidence shall be considered. The hearing shall be conducted in a fair and impartial manner. The Hearing Committee Chair and its members will question the parties and witnesses. The parties may not question one another, but may submit questions to be asked by the Hearing Committee, not later than (5) workdays prior to the hearing. The Hearing Committee Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

9. The past sexual history of either party with anyone other than each other is not admissible. Either party may call character witnesses, however.

10. The Hearing Committee Chair will arrange for the hearing to be recorded. Each party will receive a copy of the recorded hearing upon request. Parties may prepare a transcript of the recording at their own expense.

11. Within ten (10) workdays of the hearing, the Hearing Committee Chair will submit a written decision to the parties, the Title IX Coordinator, and the president of the College, concurrently. The decision shall include: (i) a description of the grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Committee’s decision to uphold or reject the findings of the written investigative report and/or the sanction(s) and the rationale for such determination; (iv) if the written investigative report’s findings and/or sanction(s) are rejected, the findings of the Committee and resolution.

12. Either party may appeal the Hearing Committee’s decision to the president of the College. The president’s decision is final.

**Academic Freedom and Free Speech**

1. This Sexual Misconduct Policy does not allow censorship of constitutionally protected expression. As a “marketplace of ideas,” the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee’s work performance or a student’s educational experience. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault.
2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

False Allegations

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

Consensual Relationships

Pursuant to VCCS Policy 3.14.2 and Thomas Nelson APM 3.32, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Record Keeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least five (5) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, review committee records, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken by College personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

STUDENT COMPUTER ETHICS GUIDELINES

Thousands of users share Virginia Community College Net computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt Virginia’s Community Colleges business or the work of others. Therefore, ethical behavior must be exercised when using Thomas Nelson Net resources. State Law (Articles 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (1 8.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies. Thomas Nelson’s internal procedures for enforcement of its policy are independent of possible prosecution under the law. Thomas Nelson Net resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities, and related supplies. The following guidelines shall govern the use of all VCCNet resources:

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

2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.

3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move, or remove information, proprietary software, or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization. The College or VCCNet data trustee, security officer, appropriate College official, or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright law, and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.

5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging, or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as freeware, onto official systems without prior approval.

6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the information security officer or the Internal Audit Department.

**STUDENT GRIEVANCE PROCEDURE**

**I. Purpose**

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

**II. Definitions**

1. **Student:** A student is defined as one who has been duly and legally registered as either a part-time or full-time student at Thomas Nelson.

2. **Grievance:** A complaint of improper treatment charged by a student against any person employed by the College with respect to the application of the provisions of rules, policies, or procedures. A grievance is a formal complaint. A complaint may exist and be resolved without initiating formal grievance procedures.

3. **A school day:** Any school day in session, but not to include Saturdays or Sundays.

**LEVEL 1**

If the grievance cannot be resolved informally, the student may file a written grievance with the person grieved against through the Vice President for Academic Affairs, if the grievance involves faculty or other instructional personnel, the Vice President for Student Affairs for all other grievances. Within ten (10) school days of receipt of the written grievance, the person grieved against shall respond with a written response to the student through the appropriate Vice President.

**LEVEL 2**

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

**LEVEL 3**

If the student or person grieved against is not satisfied with the disposition at Level 2, he or she may file a written appeal through the Vice President within ten (10) days of receipt of the Level 2 reply. The Vice President will determine the appropriate dean to hear the grievance. The dean serving as Hearing Officer shall meet with the student, the person grieved against, and any other appropriate persons to ascertain the validity of the grievance and the appeal from Level 2. The dean will give a written decision through the appropriate Vice President to the student and person grieved against within twenty (20) school days of the initial filing of the appeal at Level 3. If the initial grievance is directed against the dean who would normally be the Hearing Officer at Level 3, the grievance process will bypass Level 3 and move immediately to Level 4.
LEVEL 4
If the student or person grieved against is not satisfied with the disposition of the grievance at Level 3, he or she may file a written appeal through the appropriate Vice President to the President for the College within ten (10) days of receipt of the Level 3 reply and request that the appeal be heard by a grievance panel. That appeal will include a statement of grievance and a summary of the decisions made at previous levels and specify the relief requested.

III. Grievance Panel
The President shall within fifteen (15) days after the receipt of the appeal, appoint a grievance panel consisting of the following:
1. One dean nominated by the Vice President for Academic Affairs or the Vice President for Student Affairs, as applicable.
2. Two faculty members nominated by the Faculty Senate Executive Committee.
3. Students nominated by the President for the Student Government Association to serve only in an advisory capacity.
4. One member of the administration, faculty, staff or student nominated by the grieving student. If a student is appointed, he or she will serve only in a non-voting, advisory capacity.
5. One classified person nominated by the personnel officer.

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

IV. General Provisions
A. MATTERS PRELIMINARY TO HEARING
In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel. No later than ten (10) school days before the scheduled hearing, the grievant shall furnish the Panel Chairman in writing with the following:
1. The name of each witness the grievant wants to appear. It is the grievant’s responsibility to contact the witnesses and arrange for their appearance.
2. A specific description of all documentary and other evidence possessed by the College which the grievant wishes produced. Any institutional or public records consistent with the College’s policy on the release of student academic records and the release of college employee personnel records may be requested by the grievant if these records are pertinent to the grievance. Requests for records shall be made in writing by the Grievance Panel Chairperson to the appropriate College official who is responsible for the maintenance of the subject records. In no event will such records be released in violation of law or college policy.
3. The College employee involved will be given a copy of all material which is submitted or requested.
4. No later than ten (10) school days before the scheduled hearing, the College employee named in the grievance shall furnish the panel Chairperson in writing with the following:
   a. The name of each witness the College employee wants to appear. It is the responsibility of the College employee to contact the witnesses and arrange for them to appear.
   b. A description of all pertinent public documentary evidence the College employee wishes reproduced from college files for the perusal and consideration of the panel. In addition, in accordance with the Family Education Rights and Privacy Act (Buckley Amendment), before the record of any student may be released for panel use, written permission to release the record must be granted by that student. In no event will such records be released in violation of law or College policy.
   c. The student involved will be furnished a copy of all of the aforementioned documentary evidence furnished to the College employee.
B. PROCEDURE FOR CONDUCTING THE HEARING

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

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

3. The Panel shall proceed generally as follows during the hearing:
   a. The Chairperson reads the grievance and informs all parties of the hearing procedures.
   b. The grievance or appeal is presented by the appropriate party.
   c. The Panel questions the grievant, the person grieved against, and the witnesses.
   d. Both the student and the person grieved against will be afforded the opportunity to make statements and to ask questions of the witnesses and of each other.

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

1. The decision of the Grievance Panel (including the vote tally) is made in writing by the Chairperson to the President for appropriate dissemination and action.

2. Within the limits indicated in IV.B.1, the Grievance Panel may include any recommendation it desires as part of its decision. Examples are shown below:
   a. Review the action upon which the grievance is based by the person who made the official decision.
   b. Review the procedures and/or policy used by the College employee making the decision which is in question.
   c. Review the College policies and/or procedures by appropriate officials.
   d. Make to appropriate officials recommendations which might assist in preventing future actions causing the grievance.
   e. Recommend disciplinary procedures be initiated against the person grieved against if the Grievance Panel decided that there have been violations of college policies or regulations.
   f. Find no basis for grievance.

3. Copies of the President's decision, if that final appeal process is activated, will be forwarded by the President to the student, the person grieved against, the Vice President for Academic Affairs and the Vice President for Student Affairs, the Grievance Panel Chairperson and other appropriate administrators.

4. All written grievances shall include the name of the student filing the grievance, date of filing, and a brief but particularized statement of the nature of the grievance and the redress sought.

5. Any previously unobtainable written information pertaining to the grievance may be presented by the grievant throughout the grievance process, but where an official of the College was the subject of the grievance initiated at Level 1, that person shall have the right to copies of all information presented by the grievant at subsequent levels.

6. At Level 4, minutes will be recorded for the meeting of the Grievance Panel. A copy of the minutes of the Level 4 meeting will be made available to any appropriate persons, at their expense, as determined by the President. These minutes will be filed in the President's Office.

7. The grievant shall be informed that his or her action against a college employee is a serious matter and the matter should be given a great deal of thought.

8. Revision of the deadline for filing appeals and rendering responses may be made in writing by mutual agreement among the grievant, the person grieved against, and the responsible college officials.

9. It should be understood that the filing of a grievance against a college employee or even a final decision in favor of the student is not in itself necessarily an unfavorable comment on an employee's performance of his or her duties. It should also be understood that the filing of a grievance against a college employee by a student will not result in any arbitrary, unreasonable, or capricious actions against that student.
STUDENT ILLICIT DRUG USE & ALCOHOL ABUSE POLICY

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

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

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

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

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

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

Institutional Policy on Drug and Alcohol Abuse

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

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

1. Any student alleged to be in violation of this policy will be subject to disciplinary action as described in the Student Code of Conduct.

2. The Coordinator of Student Life and Leadership will offer a drug and alcohol abuse prevention program for students.

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

STUDENTS RIGHTS AND RESPONSIBILITIES

Students’ Rights

A. None of the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the Commonwealth of Virginia shall be denied any student.

B. Within the limitations imposed by the College’s mission, purpose, finances, and curricula, students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Students have the right to freedom of expression, inquiry, and assembly, subject to reasonable rules and regulations regarding time, place, and manner.

D. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through their instructors, the Vice President...
Who is the author of college works?

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

What is copyright infringement?

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

Examples of Copyright Infringement

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

What is Fair Use?

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

1. The purpose and character of the use, including whether the material is used for nonprofit educational purposes rather than commercial gain;
2. The nature of the copyrighted work;
3. How much of the entire work is used; and
4. The effect of the use upon the potential market for or value of the copyrighted work.
Examples of Fair Use:
Quoting passages from, rather than a significant portion of, a book in a report for a class assignment. Providing a link to someone else’s webpage in a report for a class assignment.

What are the Penalties for Copyright Infringement?
Legal action available to the owner of the copyright includes obtaining an injunction preventing future infringement activity, as well as monetary compensation that may exceed $150,000.

Who should you contact to report a claim of copyright infringement?
Contact the Thomas Nelson Information Security Officer at (757) 825-3546 or the Director of Information Technology at (757) 825-3513.

WEAPONS POLICY
Pursuant to State Board for Community Colleges Regulation 8VAC95-10-20 effective January 30, 2013. “Possession or carrying of any weapons by any person, except a police officer, is prohibited on college property in academic buildings, administrative office building, student centers, child care centers, dining facilities and places of the kind where people congregate, or while attending any college-sponsored sporting, entertainment or educational events. Entry upon the aforementioned college property in violation of this prohibition is expressly forbidden.” Students who violate this policy will be subject to disciplinary action under the student conduct code up to and including, dismissal.
AFTER-HOURS CONTACT PROCEDURE

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

ALUMNI AFFAIRS

Thomas Nelson Community College actively seeks to stay in contact with graduates and former students of the college. When you take classes at Thomas Nelson you become a partner for life. Thomas Nelson wants to make sure your relationship with the College remains active and mutually beneficial. Through our alumni outreach efforts, we will keep you informed about issues and events relating to Thomas Nelson Community College. You will meet new friends who share a common educational bond. We will link you with former friends, staff, and faculty who assisted you through your Thomas Nelson experience.

Information about current college events and activities are posted on tncc.edu and published in an alumni newsletter. For further information, contact the Office of Development and Alumni Affairs at alumniaffairs@tncc.edu. We want members who are willing to share ideas and support through involvement both on campus and in the community. With your help, Thomas Nelson will continue to grow and fulfill its vital role in the community.

Thomas Nelson Community College actively seeks to stay in contact with graduates of the college. Thomas Nelson alumni have a lifelong relationship with the College. Through our alumni outreach efforts, we will keep you informed about issues and events relating to Thomas Nelson Community College. As a member of the Thomas Nelson Alumni Council, you will meet new friends who share a common educational bond. We will link you with former friends, staff, and faculty who assisted you through your Thomas Nelson journey.

Information about current college events and activities are posted on tncc.edu. For further information, contact the Office of Development and Alumni Relations at alumni@tncc.edu. We welcome you to share ideas and support through involvement both on campus and in the community. With your help, Thomas Nelson will continue to grow and fulfill its vital role in the community.

BUILDING HOURS

College buildings are unlocked by 7:00 a.m. Monday-Friday except Holidays, Weekends and when school is closed. Buildings are locked at 10:00 p.m. on Monday-Thursday and 6:00 p.m. on Fridays (with some exceptions on Fridays). Those who need to get into any building at times other than when the buildings are open must contact Campus Police for information concerning access procedures. For access students, staff and faculty should contact Campus Police at (757) 825-2732.

BUS SERVICE

Hampton Roads Transit provides bus service to the Hampton Campus. Call 222-6000 for bus routes and schedules. For HANDI-RIDE and MAXI-RIDE, call 455-8010. HRT 30-day Farecards are available at a discount rate to students and sold at the Cashier’s Window in the Business Office, located in Diggs Hall on the Hampton Campus.

CAREER PLANNING

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

CAMPUS POLICE

The Thomas Nelson Community College Campus Police Department is a certified professional organization staffed by highly trained personnel. The department operates 24 hours a day, 7 days a week, providing police and security-related services to the entire college community.
All sworn police personnel have successfully completed a certified basic police-training academy and are state certified. They are sworn in through the jurisdictional circuit court and are empowered to enforce all federal, state and local laws on campus and adjacent properties. They have full authority to arrest and carry firearms. In addition to investigating criminal complaints, routine vehicle, bike and foot patrols and crime prevention, the Campus Police Department also provides other services, including locking and unlocking classrooms and buildings, administering the lost and found property program and the posting of signs.

The college community is encouraged to immediately report all emergencies, criminal and/or suspicious activities to the Thomas Nelson Campus Police Department, Office of Student Services, Office of the Vice President for Academic Affairs, or the designated on-duty Evening Facilitator. Victims and witnesses are encouraged to report criminal and/or suspicious activities on a confidential, voluntary basis through the Office of Campus Police or the Office of Student Services.

**CAMPUS THREAT ASSESSMENT TEAM**

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

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

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

**CARE TEAM**

The Thomas Nelson Care Team is composed of students, faculty, and staff who wish to make create a culture of caring on our campuses. The Care Team has focused its efforts thus far on developing a Food Pantry on both campuses, as well as creating a Thomas Nelson Resource Guide. The Resource Guide is located on our website and is full of community resources that may help students on issues such as domestic violence, drug and alcohol addictions, food insecurity, and homelessness----just to name a few. The Care Team meets monthly on the Hampton Campus. Notices of upcoming meetings are shown on the college-wide TVs. All are welcome to attend and to share ideas on how the Care Team can create a culture of caring at Thomas Nelson. Contact persons Richard Hurst (Hampton Campus, Griffin Hall Room 201, (757)-825-2833) and Nancy Bailey (Historic Triangle Campus, Suite 117, (757)-253-4331) can also provide information on upcoming meetings and events.

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

**CHILDREN ON CAMPUS**

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

**COOPERATIVE EDUCATION**

Cooperative Education provides program support activities and career services to students who are seeking practical work experience in their career field while completing course requirements for an associate degree or certificate at the College. With faculty co-op coordinators within the academic divisions of the College, cooperative education coordinates the enrollment of students in an approved co-op course and the supervision of co-op students who are placed with employers under a cooperative education training agreement with the College. As a form of experiential education, co-op students are expected to complete learning goals and objectives specified in the course syllabus provided by the respective faculty co-op coordinator. The coordinator will visit the student’s worksite each semester to receive feedback from the employer and the student’s on-site supervisor about the student’s job performance as part of the information used to evaluate the learning outcomes.
Career Services and Workforce Transitions
is located in the Peninsula Workforce
Development Center, Room 1014.

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

COUNSELING
The goal of counseling support service is to assist students
in developing skills to make intelligent decisions regarding
their educational, 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, 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) 253-4331.

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

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

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

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

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

For further information, contact Disability Support
Services on the Hampton Campus, Griffin Room
201D or (757) 825-2833. On the Historic Triangle
Campus, a Disability Support Services counselor is
available in Room 117 or at (757) 253-4331.

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

If an evacuation is necessary, then faculty, staff, and
students, other than those assigned specific duties, will:
• Ensure that all lights, office machines, electrical devices, etc., are turned off.
• Close and lock all safes, file cabinets, and other record repositories.
• Evacuate all buildings, closing office/classroom doors as they leave their respective areas, taking all personal belongings with them. In the event that a physically challenged student is in a class during an emergency, the instructor conducting the class will be responsible for ensuring that the individual is evacuated along with the rest of the students. Remember that the elevator is reserved for physically challenged persons. Do not use the elevator in case of fire.
• Comply with directions issued by authorized college personnel. All personnel will be directed to the nearest area assembly point until further instructions are received.
• Remain calm and move promptly from their areas assembly points.
• Remain on campus and do not enter the building until a verbal all-clear signal has been given by Campus Police or Physical Plant.

E2CAMPUS ALERT SYSTEM
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. This emergency notification system is used by more than 150 community colleges and universities to increase campus safety. In order to take advantage of this free service, you must register with e2Campus to receive text emergency alerts and/or email alerts. Please check with your cell phone carrier for applicable rates before you register. To create an account to receive email alerts only: Visit: www.e2campus.com/my/tncc/.

FOOD SERVICES
Subway, located in Griffin Hall, provides hot and cold entrees. Food vending machines are available in Griffin Hall, Diggs Hall, Moore Hall, Hastings Hall, Hampton III, and at the Historic Triangle Campus in the Student Commons.

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

GREAT EXPECTATIONS
(757) 825-3452 or www.tncc.edu/greatexpectations
The Great Expectations coach reaches out to current and former foster youth (ages 17-24), helping them consider their career options and what community colleges have to offer. Together they explore the person's skills, values, and interests, and match them to higher education options. They help with college applications and guide young people through the financial aid maze. Once a student has enrolled, the coach provides intensive, “high touch” support to ensure these students' success. This active support includes regular check-ins, curriculum advising, mentoring, tutoring, direct financial assistance in the case of emergencies, incentives for success, and peer connections through group activities. Key components include:
• Individualized tutoring
• Help applying for college admission and financial aid
• Career exploration and coaching
• Help applying for and keeping a job
• Life skills training, including managing finances, healthy relationships
• Personalized counseling and academic advising
• Peer mentors
• Summer Prep Program
The Great Expectations Coach also focuses on ways to help at-risk youth overcome well-documented barriers to life success, including housing, transportation and medical and child-care issues. Great Expectations helps Virginia's foster youth complete high school, gain access to a community college education, and transition successfully from the foster care system to living independently. Thomas Nelson offers foster youth a feasible path to a four-year degree, a wide range of general and technical two-year degrees, or other workforce credentials that provide skills with the goal of earning a family-sustaining income in the future. Contact the Great Expectations Coach at (757) 825-3452.
HANDICAPPED ACCESSIBLE ENTRANCES

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

- A Harrison Hall-Rooms 1-12
- B Diggs Hall-Rooms 100-151
- C Moore Hall-Rooms 152-175
- D Griffin Hall-Rooms 200-221
- E Wythe Hall-Rooms 222-255
- F Hastings Hall
  - First Floor-Rooms 300-355
  - Second Floor-Rooms 400-437
- G Templin Hall
  - First Floor-Rooms 800-899
  - Second Floor-Rooms 900-999
- H Peninsula Workforce Development Center
  - First Floor-Rooms 1000’s
  - Second Floor-Rooms 2000’s
- I Hampton III-Rooms 700’s
INCLEMENT WEATHER
When the weather creates hazardous travel conditions, the College administration will notify the following television and radio stations regarding the cancellation of classes and operations of the College:
• WTKR-TV (Channel 3)   • WAVY-TV (Channel 10)
• WVEC-TV (Channel 13)   • WNIS (790 AM)
• WTAR (850 AM)   • WAFX (106.9 FM)
• WNOV (90.3 FM)   • WHRV (89.5 FM)
• WGH-FM (97.3 FM)   • WJCD (105.3 FM)
• WCMS (100.5 FM)   • WKOC (93.7 FM)
• WOWI (102.9 FM)   • WXGM (99.1 FM)
• WHRO (90.3 FM)

The College will also post information on the web at www.tncc.edu and send a text message via the e2Campus alert system. Please do not call Campus Police because you may be hindering a person that has an emergency.

LACTATION ROOMS
A Lactation Room is available on the Hampton Campus in Moore Hall, Room 165. The room is usually unlocked. If you should find it locked, telephone Campus Police at (757) 825-2732, and an officer will unlock it.

On the Historic Triangle Campus, the Lactation Room is located in 317R. If the room is locked, telephone Campus Police at (757) 825-2732, and an officer will unlock it.

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

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

Unclaimed property will be handled in the following manner:
• Property valued at $100 or less will be held for three months.
• Property valued in excess of $100 will be held for five months.

MIDDLE COLLEGE
(757) 865-5882
Middle College is an educational and career development training program offered to young adults ages 18-24 years who have not completed high school and have a desire to improve the quality of their lives. The Middle College program allows students to simultaneously pursue their GED, enroll at Thomas Nelson Community College, earn college credits, explore career pathways, and complete a workforce preparation course to earn a Career Readiness Certificate. This program is offered free of charge to those students who qualify and are ready to make a commitment to the program and their future.

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

MEDICAL EMERGENCIES
If a medical emergency arises between 8 a.m. - 10 p.m. Monday - Friday, call the Office of Campus Police, (757) 825-2732. After 10 p.m. Monday – Friday, or on weekends and holidays, the Office of Campus Police can be reached by dialing 911/3649. Call boxes are located throughout the Hampton campus.
The hearing impaired should use the Virginia Relay System, **1-800-828-1120**. If the caller is unable to get help when calling either of these numbers, contact the Rescue Squad by dialing 911 or 9-911 from any College office or classroom telephone.

**PARKING PERMITS/VEHICLE REGISTRATION**

All vehicles parked on the campus 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. 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.

Visitors may park either in a Visitor's parking space or in any non-designated student parking space. Visitors choosing to park in a non-designated parking space must obtain a Visitor’s Parking Permit from the Business Office and display it on the front dashboard of the vehicle. Temporary Parking Permits are also available in the Office of the Campus Police. The Business Office is located at the Hampton Campus, Diggs Hall, Room 109 and at the Historic Triangle Campus, Room 112. The Office of the Campus Police are located at the Hampton Campus, Diggs Hall, Room 153 and at the Historic Triangle Campus, Room 115.

**PHOTO ID**

Thomas Nelson Community College photo ID’s are required and are available in the Photo ID Office. To obtain a photo ID, faculty, staff, and students must present picture identification and an assigned employee EMPLID/student number.

The Photo ID offices are located on the Hampton Campus, Diggs Hall, Room 155 and on the Historic Triangle Campus, Room 111. For additional information, please call (757) 825-3593 in Hampton and (757) 258-6521 at the Historic Triangle Campus.

**SCHOLARSHIPS**

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

Thomas Nelson Community College Educational Foundation scholarship opportunities and the application can be found online at https://tncc.edu/scholarships. An original completed application, essay, and any required supplemental material as stated by the specific scholarship (such as letters of recommendation), must be received in the Financial Aid Office by April 1 for the fall semester and November 1 for the spring semester to be considered for scholarship opportunities. Applications received after the deadline will be reviewed case by case and are contingent on the availability of scholarship funds. Students who receive financial aid grants or loans must report all public and private scholarship aid to the Financial Aid Office.

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

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

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

**SMALL BUSINESS DEVELOPMENT CENTER**

(757) 865-3128

The Small Business Development Center provides educational resources, public and private sector referrals,
and one-on-one counseling services for businesses of 100 or fewer employees. The center offers NxLevel and other workshops and seminars such as business planning, tax law, business finance, and labor law. For additional information, call (757) 865-3128 or visit www.hrsbdc.org. Look under Programs and Benefits.

**SWITCHBOARD**
Should a student need to reach a faculty or staff member or an administrative office and not know the phone number, the student may call the switchboard at (757) 825-2700. Operation hours are from 8 a.m. - 5 p.m. Monday - Friday.

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

**TELEPHONES**
On-campus calls may be made from any phone in any office. Pay phones are no longer available on campuses.

**TESTING CENTERS**
The Testing Centers provides a quiet and proctored setting for student testing. Proctoring is provided for make-up tests 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. The Virginia Placement Test is administered to new and returning students in the Testing Centers. Students who need to take a Foreign Language test for placement or English as a Second Language can also be tested. Students must arrive at least one hour prior to closing and must present photo identification. Hours vary according to the Academic Calendar and are posted on the Thomas Nelson website.

Hampton Campus, Wythe Hall, Room 254  
(757) 825-3540

Historic Triangle Campus, Room 124  
(757) 258-6538

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

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

**TUTORING**

**Tutor Zone**
Hampton Campus, Wythe Hall  
Historic Triangle Library, Room 101

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

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

Check the Tutor Zone webpages for additional information and hours of operation: tncc.edu/tutoring
Math Tutoring
Hampton: (757) 825-2933 or 825-2884
Historic Triangle: (757) 258-6500
The Math Zone provides a variety of instructional support to help students review and improve their mathematical skills.
- Provides professional assistance for all levels of math
- Supplies computers for on-line math assistance
- Offers walk-in service, no appointment needed

Peer Tutoring
Hampton: (757) 825-2804
Historic Triangle: (757) 258-6500
Peer Tutoring hires 20-25 student tutors each semester to collectively represent an average of 17-22 different subjects which encompass 75 specific Thomas Nelson classes. Peer tutors are successful students who can help other students succeed.
- Provides peer tutors for most-requested subjects
- Utilizes student tutors who have successfully completed the courses they tutor
- Offers tutoring by appointment only.

Writing Tutoring
Hampton: (757) 825-2940
Historic Triangle: (757) 258-6500
All Thomas Nelson students may use the Writing zone for assistance with writing skills. Individualized sessions are offered to include development, grammar, analysis, and research. There are also online resources, sample student essays, and tutorial books available for student use.
- Provides professional assistance with all writing assignments
- Help with revision of rough drafts based on an instructor's written comments
- Supplies information for all styles of documentation (MLA, APA, and others)
- Offers walk-in service, no appointment needed

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

Tips for College Veterans
- Fill out the admissions application at www.tncc.edu/apply.
- Apply for financial aid at www.fafsa.gov.
- Get your veteran benefits: www.gibill.va.gov.
- Take the CLEP to see what you have learned through on-the-job training. Visit www.tncc.edu for more information.
- Meet with an academic advisor or counselor.
- Register for classes.
- Meet the School Certifying Official in the Financial Aid Office on either campus.
- Get career training and develop skills.
- Connect with other veterans on campus.

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

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

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

The Wellness Centers are open to all Thomas Nelson students, staff, and faculty. It is advisable to consult a physician before starting a regular workout. A signed waiver of liability form will be required. Patrons are asked to check-in and-out of the center noting the time of each visit. Read the directions on each piece of equipment before using it. The Wellness Center at the Hampton Campus, Hastings Hall Annex, (757) 825-2924 or at the Historic Triangle Campus, Room 224, (757) 258-6587. Hours will vary.

WORKFORCE DEVELOPMENT

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

WORKFORCE TRAINING AND CONTINUING EDUCATION

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

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

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

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

WORKFORCE BUSINESS DEVELOPMENT AND CORPORATE TRAINING

(757) 865-3125

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

WORKFORCE CENTER FOR BUILDING AND CONSTRUCTION TRADES (TNCBCT)

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

WORKFORCE CONTINUING EDUCATION UNITS

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

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

WORKFORCE CONTRACT CREDIT COURSES

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

WORKFORCE DEVELOPMENT CENTER, HAMPTON

The Peninsula Workforce Development Center programs and training activities to aid them in creating a world class workforce. Services provided include company startup, pre-employment or market
Student Services

training for new employees, enhancing employee skills in high tech fields, world-class manufacturing and office systems technologies. The facility, which includes classrooms, flexible manufacturing space and computer labs, is available for use by area companies. The PWDC is located at 600 Butler Farm Road in Hampton. For additional information, call (757) 865-3122 or www.tncc.edu/workforce.

WORKFORCE DEVELOPMENT CENTER, WILLIAMSBURG

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

WORKFORCE MANUFACTURING EXCELLENCE CENTER

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

WORKFORCE ONLINE LEARNING

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

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

WORKFORCE PARTNERSHIP PROGRAMS

Two licensing programs are offered in conjunction with sponsoring organizations:

1. Commercial Driver’s License Course
   (757) 825-3861

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

2. Motorcycle Rider Course
   (757) 825-2758

   Individuals who successfully pass this course receive a 30-day provisional motorcycle classification to use until they convert to a DMV motorcycle endorsement. For more information, visit the Virginia Department of Motor Vehicles website at https://tncc.edu/programs/commercial-driver-license-cdl-training-workforce-credential. Course schedules can also be found under Classes and Programs at www.tncc.edu/workforce.

WORKFORCE REGIONAL SKILLS CERTIFICATION CENTER

(757) 865-5864

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

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

(757) 865-5880

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

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

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

Thomas Nelson’s Career Services and Workforce Transitions does not operate as an employment agency in that it does not guarantee that it will secure a position or place an individual. Most importantly, Career Services and Workforce Transitions provides programs and services that assist individuals in determining and realizing career goals as part of their overall career development. Visit www.tncc.edu/workforce for more information.
STUDENT LIFE AND LEADERSHIP
The Office of Student Life and Leadership offers activities, workshops, and opportunities for students at the Hampton and Historic Triangle campuses. Students can participate in student government, clubs and organizations, and earn scholarships for community service.

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

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

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

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

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

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

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

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

**DISCOUNT 30-DAY**

**Bus Fare Cards**

HRT Fare Cards can be purchased at a $5.00 discount at the Cashier’s Window, Hampton Campus, Diggs Hall, Room 109. Documentation for a disabled/ senior citizen pass must be obtained from HRT. Historic Triangle students can purchase Williamsburg Area Transit Authority (WATA) tickets at a $5.00 discount at the Cashier’s Window, Room 116. A Thomas Nelson Student ID is required for purchase of 30-day Fare Cards at either campus.

**Discount Tickets**

Tickets to area attractions are offered to students throughout the year at special discounted prices. Attractions may include Regal Cinema, Hampton Roads Charter Fishing, Wintergreen Ski Resort and others. Tickets are available at the Cashier’s Window, Hampton Campus, Diggs Hall, Room 109, and at the Historic Triangle Campus, Room 116. Tickets are sold to currently enrolled students with a Thomas Nelson student ID.

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**CAMPUS BULLETIN BOARDS**

**Hampton Campus**

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

**Historic Triangle Campus**

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

**EMPLOYMENT OPPORTUNITIES**

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

**Office Locations and Contact Information**

**Hampton Campus**

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

Hours of Operation:
Monday - Friday - 8:00 a.m. - 5:00 p.m.

**Historic Triangle Campus**

Room 106D, (757) 258-6582

Hours of Operation:
Monday - Thursday - 9:00 a.m. - 3:00 p.m.

studentlifeandleadership@tncc.edu.

Scan the QR Code for quick access to the Student Life and Leadership web page and to sign up for our monthly drawing for a Thomas Nelson Bookstore gift card.

https://lh4.googleusercontent.com/
OFFICE OF ATHLETICS & INTRAMURALS
In support of Thomas Nelson Community College’s mission, the Office of Athletics recruits and develops a diverse population of student athletes that will compete at the National Junior College Athletic Association (NJCAA), club/recreational, and intramural levels of athletics. The office is committed to supporting student athletes to reach their full potential in their pursuit of achieving academic and athletic success. By providing engaging experiences through athletic participation, student athletes are afforded opportunities to develop skills for lifelong learning to become positive contributors in their respective communities.

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

COMPETITIVE SPORTS
• Baseball (Men/Official Member of the NJCAA)
• Basketball (Men and Women)

Academic Eligibility Requirements:
• Enroll in 12 credits hours for each semester
• Possess a current grade point average (GPA) of 2.0 if you have enrolled in classes at Thomas Nelson Community College prior to participation
• Maintain a 2.0 GPA for each semester of enrollment
• Complete 24 credit hours within an academic year
• Participation is limited to 2 years of competition

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

CLUB/RECREATIONAL SPORTS
• Cheerleading
• Soccer (Men and Women)
• Softball (Women)

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

INTRAMURAL SPORTS
• Golf
• Running/Track
• Volleyball
• Any sport that is expressed as an interest for students to participate

Academic Eligibility Requirements:
• Enroll in a minimum of 6 credits hours for each semester
• Possess a current GPA of 2.0 if you have enrolled in classes at Thomas Nelson Community College prior to participation
• Maintain a 2.0 GPA for each semester of enrollment

Participation Requirements:
• Games will be scheduled based on student interest and participation
• There is not a limitation on the number of years of participation
• There are additional fees to participate

Office Location & Contact Information
Hampton Campus
Griffin Hall, Room 201
(757) 825-3888
athletics@tncc.edu
tncc.edu/life
COLLEGE HELP DESK

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

Helpdesk Hours of Operation

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

For immediate assistance please contact the Help Desk:

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

Historic triangle Campus
Suite 102, (757) 253-4683

helpdesk@tncc.edu

INFORMATION TECHNOLOGY

STUDENT/PATRON ACCEPTABLE USE AGREEMENT

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

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

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

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an expressed or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions.

They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college’s network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.


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

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

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

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

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

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

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

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

**NETWORK ACCESS**

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

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

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

All use must be in compliance with the Computer & Network and Security Policy.

**WIRELESS NETWORK**

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

**WIRELESS SECURITY**

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


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

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

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

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

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

The following are considered misdemeanor crimes.
(18.2-152.4) Damage to computer hardware or software.
(18.2-152.5) Unauthorized examination.
(18.2-152.6) Unauthorized use.

The following are felony crimes.
(18.2-152.3) Computer fraud.
(18.2-152.14) Computer used as an instrument of forgery.
ACADEMIC CAMPUSES AND OTHER LOCATIONS

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

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

PENINSULA WORKFORCE DEVELOPMENT CENTER
600 Butler Farm Road
Hampton, VA 23666
(757) 865-3122

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

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

CENTER FOR BUILDING & CONSTRUCTION TRADES
1911 Saville Row
Hampton, VA 23666
757.865.3122

DR. MARY T. CHRISTIAN AUDITORIUM
Templin Hall
99 Thomas Nelson Drive
Hampton, VA 23666
(757) 825-2779

HISTORIC TRIANGLE

THOMAS NELSON WORKFORCE CENTER-WILLIAMSBURG

SOUTHEAST HIGHER EDUCATION CENTER
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