SUCCESS.
IT’S CLOSER THAN YOU THINK.

Student Handbook 2015-2016
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 _______________________________________________
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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 higher 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

Ms. Carol Scheid
Chair

Mr. Everett H. Jordan, Jr.
Vice Chair

Dr. John T. Dever, President
Secretary to the Board

Ms. LaVonne P. Ellis
State Board for Community Colleges Board Liaison

Ms. Sabrina Elliott
Thomas Nelson College Board Assistant Secretary/College Board Liaison

City of Hampton Members

Mr. Robert “Bob” Harper, Jr.
Ms. Deborah R. Reese
Mr. Leonard Sledge
Ms. Stephanie White

City of Newport News Members

Ms. Christine J. Gergely
Father Ralph Haines, III
Mr. John W. McMillan, Jr.
Mr. Augustus L. Owens

City of Poquoson

Mr. Everett H. Jordan, Jr.

City of Williamsburg

Mr. Albert O. Louer

James City County

Mr. Bruce C. Goodson
Ms. Carol Scheid

York County

Ms. Elizabeth S. Tai
Ms. Belinda H. Willis

Thomas Nelson Community College
President
Dr. John T. Dever

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 its 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.
CODE OF ETHICS

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

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

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

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

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

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

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

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

DRESS CODE

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

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

COLLEGE-WIDE COMMUNICATION

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

• Virginia’s Community Colleges Gmail address is your official means of Thomas Nelson communication
• Helpdesk (Reset passwords & technical support)
• e2 Campus is a mass notification network that sends instant alerts to email and cell phones. Check with your cell phone carrier for applicable rates before you register.
• Report harmful incidents using an anonymous online tool @ www.tncc.edu

SUCCESS. It’s closer than you think.

Thomas Nelson Student Handbook 2015-2016
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### FALL SEMESTER 2015

**16-Week Session**

- Academic Year Begins ........................................... August 17
- Classes Begin ................................................... August 19
- Last Day to Add or Make Schedule Changes ................................. *August 25/August 27
- Last Day to Drop for Refund ................................. *August 27/September 4
- Census Date ........................................ *August 28/September 5
- Labor Day (College Closed) ........................................ September 7
- Fall Graduation Application Deadline .......... October 1
- Last Day to Drop Classes with a Grade of “W” ................................. *September 21/October 26
- Advising Week/Priority Registration ................................. *October 26-29/October 26-November 1
- Registration Begins ................................................ November 2
- Faculty Day (No Classes) ........................................ November 24 (College closes at 12 noon)
- Thanksgiving Break (College Closed) ................................................ November 25 - November 29
- Classes End ............................................................. *October 6/December 8
- Exams ............................................................. *October 7-9/December 9-15
- Grades Due ........................................................... *October 13 (By 12 Noon)
- Grades Due (By Noon) ........................................ December 17 (By Close of Business)
- Winter Break (College Closed) ................................................ December 24 - January 3

### SPRING SEMESTER 2016

**16-Week Session**

- College Reopens ................................................... January 4
- Classes Begin ................................................... January 11
- Martin Luther King Holiday (College Closed) ........................................ January 18
- Last Day to Add or Make Schedule Changes ........................................ January 18
- Last Day to Drop for Refund ........................................ January 18
- Census Date ........................................ January 21/January 29
- Spring Break (Non-faculty Days/No Classes) ........................................ March 7-13
- Spring Graduation Application Deadline .......... March 1
- Advising Week/Priority Registration ........................................ March 1
- Registration Begins ................................................ April 4
- Faculty Day (No Classes) ........................................ November 24
- Thanksgiving Break (College Closed) ........................................ November 25 - November 29
- Classes End ............................................................. *February 12/March 24
- Exams ............................................................. *February 29/May 2
- Grades Due ........................................................... *March 1-5/May 3-9
- Grades Due (By Noon) ........................................ *March 9/May 11
- Commencement .................................................. May 12

* = 8 week 1 session

Alternative calendars are available for Distance Learning opportunities and special programs through the Office of
the Vice President for Academic Affairs.
SUMMER 2016 SESSIONS

8-Week Session

Classes Begin .......................................................May 31
Last Day to Add or Make Schedule Changes ........................................... June 4
Memorial Day (College Closed) ..................................May 30
Last Day to Drop for Refund (By Noon) .........................June 8
Census Date .............................................................June 9
Summer Graduation Application Deadline ............June 1
Last Day to Drop Classes with a Grade of “W” .............................................July 6
Independence Day (College Closed) ............................July 4
Classes End ..............................................................July 25
Exams ........................................................................July 26-30
Grades Due (By Noon) ...........................................August 5

10-Week Session

Classes Begin .......................................................May 23
Memorial Day (College Closed) ..................................May 30
Last Day to Add or Make Schedule Changes ............May 27
Last Day to Drop for Refund (By Noon) ....................June 1
Census Date .............................................................June 2
Last Day to Drop Classes with a Grade of “W” ....... July 5
Independence Day (College Closed) .........................July 4
Classes End ..............................................................July 25
Exams ........................................................................July 26-July 30
Grades Due (By Noon) ...........................................August 5
Where to Go for Help

Academic Planning & Transfer Center
Griffin Hall, Room 201L, Hampton Campus. 825-3647
Room 117, Historic Triangle Campus .......... 253-4755

Add/Drop Information
Griffin Hall, Room 208, Hampton Campus ... 825-3689
Room 117, Historic Triangle Campus .......... 253-4882

Admissions Office
Griffin Hall, Room 208, Hampton Campus ... 825-2800
Room 117, Historic Triangle Campus .......... 258-4755

Alumni Association ........................................ 825-2719
Bookstore
Griffin Hall, Room 215, Hampton Campus ... 825-2864
Room 128, Historic Triangle Campus .......... 258-6547
www.follett.com

Business Office Administration
Diggs Hall, Room 109, Hampton Campus .... 825-2721
Room 116, Historic Triangle Campus .......... 258-6522

Business, Public Services, Information Systems & Mathematics
Diggs Hall, Room 122, Hampton Campus..... 825-2900

Campus Police
Diggs Hall, Room 153, Hampton Campus ..... 825-2732
Room 200, Historic Triangle Campus .......... 825-2732/253-4758

Career Services & Workforce Transitions
Peninsula Workforce Development Center,
Room 1014..................................................... 865-5880
Historic Triangle Campus ......................... 258-6582

Cashier/Financial Services
Diggs Hall, Room 109, Hampton Campus..... 825-2962
Room 116, Historic Triangle Campus .......... 258-6522

Change of Program (Counseling)
Griffin Hall, Room 201, Hampton Campus. .. 825-2800
Room 117, Historic Triangle Campus .......... 253-4755

College Math Center
Library, Wythe Hall, Hampton Campus ........ 825-2884
Room 106E, Historic Triangle Campus .......... 253-6522

College Success Skills (New Student/SDV 100)
Hastings Hall, Room 323, Hampton Campus 825-2827
Room 117, Historic Triangle Campus .......... 253-4755

College Writing Center
Library, Wythe Hall, Hampton Campus ....... 825-2940
Room 106F, Historic Triangle Campus .......... 258-6516

Communications, Humanities & Social Sciences
Templin Hall, Room 857, Hampton Campus ........................................ 825-2799

Counseling (New, Continuing, & Returning Students)
Room 117, Historic Triangle Campus .......... 253-4755

Counseling (New & Non-Curricular Students)
Griffin Hall, Room 201, Hampton Campus ... 825-2800

Counseling (Returning, Continuing & Student Support)
Hastings Hall, Room 323, Hampton Campus ........................................ 825-2827

Disabled Student Services
Hastings Hall, Room 323D, Hampton Campus ........................................ 825-2833
Room 117, Historic Triangle Campus .......... 253-4755

Distance Learning Courses, Hampton Campus ........................................ 825-2807

Domicile Determination
Griffin Hall, Room 208, Hampton Campus ... 825-2800
Room 117, Historic Triangle Campus .......... 253-4882

Financial Aid & Veteran Services
Griffin Hall, Room 209, Hampton Campus ... 825-2848
Room 117, Historic Triangle Campus .......... 253-4756

Fitness/Wellness Center
Hastings Hall Annex, Room 333, Hampton Campus ........................................ 825-2925

Ft. Eustis Outreach Office.
............................................................878-2083 ext. 255

Health Professions Division
Suite 207, Historic Triangle Campus .......... 258-6531

Help Desk at Thomas Nelson
Wythe Hall, Room 249, Hampton Campus ... 825-2709
Room 102, Historic Triangle Campus
helpdesk@tncc.edu

Langley Air Force Base Outreach Office
..........................................................766-1825
Where to Go for Help

Library & Learning Resource Center
Wythe Hall, Hampton Campus .................. 825-2877
Room 100, Historic Triangle Campus ... 258-6500/6501

Lost & Found
Digs Hall, Room 153, Hampton Campus .... 825-2732
Room 112, Historic Triangle Campus .......... 258-6521

Office of Student Services
Room 117, Historic Triangle Campus .......... 253-4755

Office of Student Success
Hastings Hall, Room 323, Hampton Campus 825-2827

Parking & Vehicle Registration
Digs Hall, Room 109, Hampton Campus .... 825-3593
Room 115, Historic Triangle Campus .......... 258-6521

Peer Tutoring
Wythe Hall, Room 253, Hampton Campus ... 825-2804
Room 106D, Historic Triangle Campus ...... 258-6515

Photo ID
Digs Hall, Room 155, Hampton Campus .... 825-3593
Room 111, Historic Triangle Campus .......... 258-6521

Placement Testing
Wythe Hall, Room 254, Hampton Campus ... 825-3540
Room 117, Historic Triangle Campus .......... 258-6538

Provost, Historic Triangle Campus
Room 317M, Historic Triangle Campus .... 253-4300

Regional Skills Certification Center
Peninsula Workforce Development Center
Room 1014 ....................................................... 865-5864

Registration & Records
Griffin Hall, Room 208, Hampton Campus ... 825-3689
Room 117, Historic Triangle Campus .......... 253-4755

Registration Self-Service Center
Room 117, Historic Triangle Campus .......... 253-4755

Science, Engineering & Allied Health
Hastings Hall, Room 321, Hampton Campus 825-2898

Student Activities
Griffin Hall, Room 224, Hampton Campus ... 825-2863
Room 229, Historic Triangle Campus .......... 258-6588

Technology Learning Center
Library, Wythe Hall, Hampton Campus .... 825-2993
Room 101, Historic Triangle Campus .......... 258-6503

Testing Center (Make-up, Distance Learning & Placement)
Wythe Hall, Room 254, Hampton Campus ... 825-3540
Room 117, Historic Triangle Campus .......... 258-6538

Transcript Evaluation Request
Griffin Hall, Room 208, Hampton Campus ... 825-3517
Room 117, Historic Triangle Campus .......... 253-4882

TRiO-Student Support Services
Griffin Hall, Room 222 ................................... 825-3596

Tuition & Fees
Digs Hall, Room 109, Hampton Campus .... 825-3560
Room 116, Historic Triangle Campus .......... 258-6515

Veteran Services
Griffin Hall, Room 209, Hampton Campus ... 825-2909
Modular #1 ....................................................... 825-2760
Room 117, Historic Triangle Campus .......... 253-4756

Withdrawal from College
Griffin Hall, Room 208, Hampton Campus .. 825-3689
Room 117, Historic Triangle Campus .......... 253-4755

www.tncc.edu
Where to Go for Help

Workforce Development ........................................ 825-3548

Workforce Training and Continuing Education
Hampton III, Suite 725 ............................................ 825-2937
Historic Triangle Campus, Suite 229 ............. 258-6588

Career Services & Workforce Transitions
Adult Career Coach ............................................. 865-5783
Career Resource Center ..................................... 865-5878/5880
Career Service Coordinator ................................ 865-5878
Experimental Learning Job Placement Center
Coordinator .......................................................... 865-5879
Middle College Program ...................................... 865-5882
Regional Skills Certificate Center ......................... 865-5864

Contract Courses:
Mechanical Technology/Machine Technology/Health
and Safety/Electrical Technology/Fundamental of
Organizational Leadership/Business Administration/
Industrial Engineering Technology ........................................... 825-2936

Contract Credit Courses:
Early Childhood Development ................................ 825-1825

Military Programs:
Fr. Eustis/Naval Weapons Station/Yorktown
................................................................. (757) 878-2083, ext. 255

Langley Air Force Base/Yorktown Coast Guard Training
Center ........................................................................... (757) 766-1825

Motorcycle Training Program .............................. 825-2758
www.learn2ride.com

Commercial Drivers’ License Program
................................................................. 888-878-4235
www.4CDL.com

Professional Certificate Programs:
Medical Coding & Billing Specialist/Medical Office
Assistant/Pharmacy Technician/Health Information
Technology/Nurse Aide Education/Medication Aide
Education/Personal Fitness Trainer/Clinical Medical
Assistant/EKG Technician/Information Security
Professional/Administrative Office Specialist/A+,
Network+, Security+ Certification Training/CISSP
Training/Certified Ethical Hacking Training.
........................................................................... 865-3122

Business Development and Corporate Training
........................................................................... 865-3122
Facilities .................................................................. 865-3122
Corporate Training .................................................. 865-3122
Advanced Manufacturing Center
(Welding, CNC Machining, HVAC Technician)
........................................................................... 865-3122
Apprentice Related Instruction .............................. 865-3122
ACT WorkKeys Solutions Provider
(Career Readiness Certificate) ..................................... 865-3122
SEVA Rapid Response .............................................. 865-3453
http://sevarapidresponse.org
People to Know

President……………………………………………………………John T. Dever
Provost, Historic Triangle Campus …………………..Gregory McLeod
Vice President for Academic Affairs …………………..Lonnie Schaffer
Vice President for Administration & Finance …………Charles Nurnberger
Vice President for Institutional Advancement ………..Cynthia Callaway
Vice President for Student Affairs ……………………Daniel Lufkin
Vice President for Workforce Development …………Deborah G. Wright
Associate Vice President for Corporate Training & Workforce Services ………...Tony Farley
Associate Vice President for Financial Services ……..Teresa Bailey
Associate Vice President for Student Affairs/Title IX Coordinator ………Vicki Richmond
Associate Vice President for Workforce Training & Continuing Education ……Carmen Burrows
Dean of Business, Public Services, Information Systems & Mathematics (BPSISM) ………Charles Swain
Dean of Communications, Humanities & Social Sciences (CHSS) …………………Patrick Tompkins
Dean of Enrollment Management (interim) …………Kris Rarig
Dean of Health Professions (HP) ……………………………Christy Hawkins
Dean of Science, Engineering & Technology (SET) ………Riham Mahfouz
Dean of Student Services …………………………………………Betsy Harrison
Dean of Student Success & Retention ……………………Joyce Johnson
Director of Advanced Manufacturing Project ………..John Calver
Director of Advising & Transfer (Interim) ………………Janina Arrington
Director of AR&R, SEHEC & Recruitment (Interim) ………Tiffany Ray
Director of Career Services & Workforce Transitions ………Franz Albertini
Director of Contract Credit & Military Affairs ………….Gary Pounder
Director of Corporate Training……………………………..Michelle Manfred
Director of Development ………………………………………Lara Overy
Director of Distance & Distributive Learning ……………Ruth Smith
Director of Financial Aid, Veterans’ Affairs & Scholarships ………Kathryn Anderson
Director of Human Resources ………………………………Joy Cooke
Director of Information Technology ……………………..Wayne Davis
Director of Institutional Research, & Effectiveness ………Steven Felker
Director of Learning Resources ……………………………Richard Hodges
Director of Professional & Continuing Education ……..William Barnett
Director of Public Relations & Marketing …………………Cecilia Ramirez
Director of Student Support Services-TRiO ………………Virginia Keithley
Manager of Audio-Visual Services ……………………Thurman London
Manager of Budget Office ………………………………Lisle Wilke
Manager of Business Office - General Accounting ………Phillip Bradshaw
Manager of Business Office - Student Accounting ………Paula Maguire Tremo
Manager of Emergency/Campus Safety …………………Garth MacDonald
Manager of Facilities …………………………………………Mark Kramer
Manager of Information Technology - Client & Enterprise Services ………Alexander Greene
Manager of Information Technology - Network Services ………….Debra Hudgins
Manager of Media Design & Production Services …………Michelle Shonk
Manager of Web & Social Media Communications ………William Berry
Coordinator of Academic Planning & Transfer ……….Tonya Burton
Coordinator of Athletics & Intramurals ……………………Chad Smith
Coordinator of College Success Skills (SDV-100) …………Marilynn Starkes
Coordinator of Dental Hygiene Program …………………Harold Mariouneaux
Coordinator of Disabled Student Services ………………Richard Hurst/Nancy Bailey
Coordinator of Dual Enrollment ……………………………Monica Pinier/Jennie Patteson
Coordinator of Student Activities …………………………Kadisia Archer
Chief of Campus Police ………………………………………..Kelvin Maxwell
NEW STUDENTS

Thomas Nelson offers you a rewarding experience! Call us to arrange a campus tour of the Hampton Campus at (757) 825-3528, or of the Historic Triangle Campus at (757) 258-6551 or check us out on the web at www.tncc.edu.

Individuals are eligible for admission to the community college if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit academically from study at the College, as demonstrated by assessment in reading, writing and mathematics.

All students new to the College, and those returning after an absence of three years or more, must fulfill the following requirements:

1. APPLY FOR ADMISSION AND FINANCIAL AID
   www.FAFSA.gov
   After completing the online Thomas Nelson application, go to the Admissions Office at the Hampton campus or Student Services at the Historic Triangle campus. Bring official or unofficial copies of college transcripts if you have attended another college. Students may use computers on either campus to complete the online application.
   Apply early for Financial Aid, and apply every year!

2. TAKE THE VIRGINIA PLACEMENT TEST
   Students need to obtain an Applicant Information Form from Room 208 Griffin Hall, Hampton Campus or Room 117 Historic Triangle Campus before going to the Testing Center. Students who have qualifying SAT or ACT scores may be waived from placement testing. The scores are: SAT Reading: 500, SAT Writing: 500, SAT Math: 520, ACT English: 18, Writing: 18, and Math: 22. Scores must be less than two years old. We recommend taking the placement test over a two day period. Practice for the placement test is available online. Testing is on a walk-in basis; check holiday and summer hours online.
   Do your best; it really matters!

3. MEET WITH A COUNSELOR/ADVISOR
   It is very important to see an advisor or counselor before registering for classes. Counseling/Advising Services are offered in Room 201 Griffin Hall, Hampton Campus or Room 117 Historic Triangle Campus, and students are seen individually during walk-in hours. Before meeting with a counselor/advisor, please view the different Programs of Study available to you online. Contact the Office of Student Success, Hampton Campus at (757) 825-2827 or the Office of Student Services, Historic Triangle Campus at (757) 253-4755 for academic advising, counseling, college success seminars, etc.

4. REGISTER FOR CLASSES AND ATTEND THE NEW STUDENT EXPERIENCE
   Thomas Nelson offers Registration Workshops at the Hampton Campus for new and continuing students who need assistance navigating the Student Information System (SIS) and MyTNCC. Sessions are offered every day and students can sign up at www.tncc.edu. If you are unable to attend a Registration Workshop, instructions are available to download (pdf) or watch online. Refer to the Academic Calendar for registration dates online or in person. Consult the Thomas Nelson Schedule of Classes for course offerings each semester at the Hampton and Historic Triangle Campuses, and the Southeast Higher Education Center.
   The New Student Experience (Fall and Spring Semesters Only) is a program designed for new, degree and certificate seeking Thomas Nelson students. It serves as an introduction to all aspects of student life, campus services, resources, as well as policies and procedures. The New Student Experience complements the 1-credit hour College Success Skills (SDV 100) course. Upon successful completion of The New Student Experience, participants should have the ability to identify resources, services, and online tools that will enhance their general understanding of academic requirements and financial aid processes. Register for ONE New Student Experience session at www.tncc.edu.

5. PAY TUITION, OBTAIN STUDENT ID AND PARKING PERMIT
   For information about tuition payment plans visit www.tncc.edu. Pay on time; don’t get dropped! Students may obtain a College ID card in Room 155 in Diggs Hall in Hampton or Room 111 at the Historic Triangle Campus. All vehicles parked on campus and at all locations where Thomas Nelson...
classes are held must display a current Thomas Nelson parking permit. Submit application online and pick up in Diggs Hall, Room 109, Hampton Campus or Room 115, Historic Triangle Campus. Pick up your parking permit; you already paid for it!

6. PURCHASE TEXTBOOKS, ATTEND CLASSES, AND HAVE A SUCCESSFUL SEMESTER
Don’t wait in line; order ahead. Bookstore locations are in Griffin Hall, Room 215, Hampton Campus or Room 128, Historic Triangle Campus Consider renting your books; it’s environmentally friendly and cheaper, too!

RETURNING STUDENTS
1. Obtain or update EMPLID/Student ID/MyTNCC user name.
3. Review the courses that you have already taken by logging on to MyTNCC to examine your academic records, the schedule of classes, and the College Catalog. Check the Academic Calendar online at www.tncc.edu.
4. Consult with a faculty member, advisor or a counselor during the scheduled advising weeks to review your program of study, select your courses, and monitor your progress toward degree completion.
5. Register early for the best choices of classes and times at www.tncc.edu. If you need assistance with on-line MyTNCC registration, please go to the Registration Self-Service Center located in Griffin Hall, Room 221I, Hampton Campus, or Room 117, the Student Services Office, Historic Triangle Campus.
6. Pay for your courses. You can pay using cash, credit card, check or financial aid. If you do not pay by the published deadline, your classes are subject to cancellation.
7. Print a copy of your final schedule. Obtain parking permit.
8. Purchase textbooks.
9. Attend classes and have a successful semester.

CURRICULAR/NON-CURRICULAR STUDENTS
All students are classified according to the following categories:

Curricular Student: A student who has satisfied all college admission requirements and has been admitted to a curriculum.

Non-Curricular Student: A student who is not formally admitted to one of the curricula, but who is classified according to one of the following student goals or conditions:
- updating employment skills for present job
- developing skills for new job
- career exploration
- personal satisfaction and general knowledge
- transient student
- non-degree transfer student
- high school student (with college approval only)
- general or curricular requirements pending (with college approval only)
- restricted enrollment (with college approval only)
- auditing a course

Non-curricular students are not eligible for Financial Aid:

Freshman: A student who has fewer than 30 credits completed in the designated curriculum. Sophomore: A student who has 30 or more credits completed in the designated curriculum, including relevant transfer credits.

Student Status: Full-time – A student enrolled in courses totaling 12 or more credit hours; Part-Time – A student enrolled in courses totaling fewer than 12 credit hours.

DUAL ENROLLMENT ADMISSIONS
Dual enrollment is restricted to high school juniors and seniors and homeschool students studying at the high school junior or senior level. Homeschool students must also provide a copy of a home school agreement approved by the school district or a letter from the
local school board or a copy of the letter filed by the parent/legal guardian declaring homeschool for religious exemption. Documentation of parental permission is required for all dual enrollment students. Students enrolling in dual enrollment courses must meet all course prerequisites.

All students admitted under this section must demonstrate readiness for college by meeting the criteria listed in the Educational Services section of this catalog.

The following are requirements for admission of high school students to the College:

• The applicant must be currently attending high school (summer semester excepted).
• The applicant must furnish a completed Dual Enrollment College Registration Form. This form requires the parent’s/guardians and the high school principal’s (or designee’s) signature.
• All applicants must take the placement test.

For information call the Office of Secondary Programs at (757) 825-2706 or (757) 825-3452.

FOREIGN STUDENTS
It is the policy of the College to admit qualified foreign students already residing in the service area. Foreign credentials are accepted by the College for transfer credit, but the College does not translate or evaluate foreign documents. In addition, the College is not able to process requests of students applying from abroad or those requiring the College to initiate or maintain an F-1 student visa.

Foreign students should:

• Take the Thomas Nelson placement test, or be exempt from some or all testing by documenting college-level credit in English and Math. In addition, all new students are required to see a Counselor for assistance in selection and registration of classes, as well as planning for future semesters.
• Submit official copies of their high school transcript(s) and any other prior college transcripts with the appropriate school seal. GED students should submit official certificates. All documents should be submitted to the Admissions, Records/Registration Office or Room 117 on the Historic Triangle Campus.
• Complete the appropriate placement tests prior to registration. The exam assesses students’ abilities in math, English and reading. The results of the exam will be used to match their abilities with the appropriate course.

NON-CREDIT COURSES
The three three divisions of Workforce Development work with business and industry, community, government, military and education partners to deliver contract and open enrollment non-credit training programs to meet the hiring needs of employers in the region. There are three Divisions:

• The Division of Workforce Training and Continuing Education which offers open enrollment courses online and dedicated classrooms at the Hampton and Historic Triangle Campuses.
• The Division of Career Services and Workforce Transitions which offers free career assessment and career counseling out of College Career Centers on both the Hampton and Historic Triangle Campuses.
• The Division of Business Development and Corporate Training which offers more than 30 technical and workplace skills seminars at three Workforce Centers: The Peninsula Workforce Development Center on the Hampton Campus; the Thomas Nelson Workforce Center at Williamsburg in New Town; and the Center for Building and Construction Trades at the Goodwill Industries location on Mercury Blvd., Hampton.

Courses prepare students for national industry or state professional certifications, or Continuing Education Units (CEUs), a nationally recognized means of documenting Workforce training non-credit study hours. Many employers and licensure agencies accept them as evidence of a student’s serious commitment to career advancement and the maintenance of professional competence. One CEU is defined as 10 contact hours of participation in an organized continuing education experience, under responsible sponsorship, capable direction, and qualified instruction.
OUT-OF-STATE STUDENTS

Students whose legal residence is outside of Virginia are considered out-of-state students and charged the appropriate tuition. Active duty military members and dependents will be considered out-of-state students, until proper documentation is provided. For additional information contact the Admissions Office in Griffin Hall, room 208, Hampton Campus or the Office of Student Services room 117, Historic Triangle Campus.

RESIDENCY

Students enrolling at Thomas Nelson are classified for the purpose of determining tuition and fee rates. Evidence of resident status is provided by each applicant via the application for admission. Questions regarding classification should be directed to the Admissions, Records/Registration Office, Griffin Hall, Room 208, (757) 825-2800, Hampton Campus, or Room 117P, (757) 253-4882, Historic Triangle Campus.

SENIOR CITIZEN HIGHER EDUCATION ACT

Under the Senior Citizen Higher Education Act of 1974, students at least 60 years of age who have been domiciled in Virginia for one year are eligible to audit credit courses for free. Additionally, if their federally taxable income did not exceed $23,850 for the year preceding enrollment, they may take credit courses without cost. Registration dates are listed on the academic calendar located on the Thomas Nelson web page. Please note that classes fill early and selection is limited. The College complies with the Senior Citizens Higher Education Act of 1974. Authorization for tuition-free credit enrollment under the Senior Citizens Act is granted in the Admissions, Records/Registration Office, Room 208, Griffin Hall, or Room 117 at the Historic Triangle Office.

TRANSFER SERVICES

Students interested in transferring to a four-year institution should meet with the Transfer Coordinator or Academic Advisors to discuss the requirements necessary to transfer successfully to a four-year college or university.

Transfer services are offered to assist students with choosing a major and career planning by providing information on:

- Articulation and Guaranteed Admission Agreements
- Four-year college/university transfer admissions requirements
- Academic program transfer course equivalencies

The following are some steps to make transferring to a four-year college or university a seamless transition:

- Speak to an academic advisor to assist you with choosing your program of study
- Decide on a career or major for the four-year institution
- Discuss college or university options
- Determine classes that will transfer to your chosen college or university
- Apply for admission and financial aid
- Transfer

Students are encouraged to use Virginia’s Education Wizard, (https://www.vawizard.org/vccs/TransferGAA.action), a helpful interactive website which helps them choose a career, plan how to pay for college, and transfer to a four-year college or university.

Students should consult with the Transfer Coordinator or Academic Advisors in Room 201, Griffin Hall at the Hampton campus or an Academic Advisor in Room 117-Student Services at the Historic Triangle campus.
# 2015-16 FULL-TIME FACULTY

## Business, Public Services, Information Systems & Mathematics (BPSISM)

**825-2900**

### ACCOUNTING
- Hines, K.
- Hitotellis, S.

### ADMINISTRATION OF JUSTICE
- Coffey, D.

### ADMINISTRATIVE SUPPORT TECHNOLOGY
- Putnam, D.
- Somerset, C.

### BUSINESS
- Jones, B.

### EARLY CHILDHOOD EDUCATION
- Frazier, T.

### ECONOMICS
- Brown, J.
- Mooradian, P. *(HT)*
- Muzia, R.

### HUMAN SERVICES
- Andrews, A.

### INFORMATION SYSTEMS TECHNOLOGY
- Aukland, C. *(HT)*
- Cotman, S.
- Hahn, N. *(HT)*
- Lupico, C.
- Mann, M.

### MARKETING
- Robertson, S.

### MATHEMATICS
- Byrd, E.
- Duvall, J.
- Edradan, A.
- Feygelson, R.
- Golub, T. *(HT)*
- Indika, S.
- Karminska, K.
- Maria-Fagundez, S.
- Maule, A. *(HT)*
- McLaughlin, K.
- Nestor, D.
- Nystrom, T.
- Shimizu, M.
- Spain, S.
- Struble, E. *(HT)*
- Tessier, P.
- Varbalow, J.
- Byrd, E.
- Duvall, J.
- Edradan, A.
- Feygelson, R.
- Golub, T. *(HT)*
- Indika, S.
- Karminska, K.
- Maria-Fagundez, S.
- Maule, A. *(HT)*
- McLaughlin, K.
- Nestor, D.
- Nystrom, T.
- Shimizu, M.
- Spain, S.
- Struble, E. *(HT)*
- Tessier, P.
- Varbalow, J.

## Communications, Humanities & Social Sciences Division (CHSS)

**825-2799**

### ART/FINE ARTS
- Wampler, M.

### COMPUTER ARTS
- Hathaway, J.
- Rueckert, D.
- Wheeler, C.

### EDU 200
- Savage, D.

### ENGLISH
- Barnett, S.
- Beaasley, B.
- Bechet-Benjamin, K.
- Blackwell, J.
- Dollieslager, R.
- Dubbés, M.
- Hayden, D.
- Hundley, C.
- Kerns, M.
- Kleinman, D.
- Pongratz, S.
- Ray, J. L.
- Rockson, T.
- Weiser, M.
- Williams, L.

### FOREIGN LANGUAGE
- Giron-Simmons, A.
- Kessel, I.
- Poosson, S.

### HISTORY
- Goldberg, R.
- Hancock, D.
- Horton, J.
- Schneider, S.

### HUMANITIES, PHILOSOPHY & RELIGION
- Allen, B.

### MUSIC
- Sundblad, M.

### PHOTOGRAPHY
- Layton, C.

### POLITICAL SCIENCE
- Keenally, L.

### PSYCHOLOGY
- VanDeventer, A.

### SOCIOLOGY
- Preble, P.

### SPEECH
- Caldenon, S. *(HT)*
- Fotinos, A.
- Ventura, B.

## Health Professions (HP)

**258-6531**

### DENTAL HYGIENE
- Marioneaux, H. *(HT)*
- Campen, K. *(HT)*
- Williams, K. *(HT)*
- Woods, T. *(HT)*

### EMERGENCY MEDICAL
- Carter, L. *(HT)*
- Edwards, J. *(HT)*

### NURSING
- Clark, C.
- Draper, L. *(HT)*
- Greene, L.
- Howard, M.
- Keating, J.
- Ruff, H.
- Sledge, A. *(HT)*
- Stainback, S.
2015-16 FULL-TIME FACULTY

Science, Engineering & Technology (SET) 825-2898

AUTOMOTIVE
Burge, M.

BIOLOGY
Abrahams, S. *(HT)
Evans, A.
Hannon, R.
Martin, J.
Reynolds, L.
Song, P.
Spencer, J.
Zahn, K.
Zahn, M. *(HT)

CHEMISTRY
Mahfouz, R.

Spryn, L.

ADDITIONAL Full-Time Faculty

LEADERSHIP
BPSISM ............................................................ Sandra Dashiell
CHSS .............................................................. Ursula Bock
SET ............................................................. Beth Dickens

*(HT) is the Historic Triangle campus.

Academic Division Assistant Coordinators

BPSISM ............................................................ Sandra Dashiell
CHSS .............................................................. Ursula Bock
SET ............................................................. Beth Dickens

Students may contact faculty at their respective division office by telephone or consult the website at www.tncc.edu for individual telephone numbers.
ACADEMIC ADVISING

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, professional counselors, instructional faculty, support staff, and administrators to support each student's growth in these areas. Students should meet with an academic advisor, counselor, or 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 resources, and academic and support services.

New students at Thomas Nelson should meet with an academic advisor or counselor to explore program options to meet their educational and career objectives. Continuing and/or returning students should meet with a faculty advisor to discuss courses for subsequent semesters and the progress required for degree completion.

FACULTY ADVISING

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 faculty advisors is to assist their advisees in designing a program of study that supports the student's interests and academic and professional goals.

Students are assigned a faculty advisor based on the following criteria:

- No requirement for Developmental English
- Completed 15 credits or more
- A 2.0 or greater GPA

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.

ACADEMIC HONORS

1. Merit List: Students who enroll for fewer than 12 grade point credits during a semester and earn a grade point average (GPA) of 3.2 or above without any “F” or “U” grades will be placed on the Merit List.
2. President’s Honor Roll: Students who have accumulated 24 grade point credit hours or more at Thomas Nelson Community College and whose cumulative grade point average is 3.8 or above will be placed on the College President’s Honor Roll.
3. Vice President’s List: Students who have earned a cumulative grade point average (GPA) of 3.5 or above without any “F” or “U” grades during a semester in which they completed 12 or more grade point credit hours will be placed on the Vice President’s List.

ACADEMIC LOAD

A full-time load is 12 semester hours, and the normal maximum full-time load is 18 credit hours. A curricular student wishing to carry an academic load of 19 credits or more (excluding the SDV 100 orientation) must have a 3.0 average or higher and the approval of his or her division dean.
If the student has received academic warning or is on academic probation, he or she may be required to take less than the normal course load.

**TYPES OF PROGRAMS**

**Career/Technical Education**

Career/technical education programs are designed to meet the increasing demand for technicians, semiprofessional workers, apprentices, and skilled crafts persons for employment in industry, business, the professions, and government. These programs normally require two years or less of training beyond high school. They may include preparation for business, engineering technology, health and medical professions, industrial, public service, and other technical and occupational fields. CTE awards offered by Thomas Nelson include:

- **Associate of Applied Arts degree (AAA):** A two-year degree designed to give students a strong foundation in one of the arts-related curricula as preparation for employment immediately following graduation from Thomas Nelson.
- **Associate of Applied Science degree (AAS):** A two-year degree designed to give students a strong foundation in one of the career and technical fields as preparation for employment immediately following graduation from Thomas Nelson.
- **Certificate (C):** An award representing one year of study (30-59 credits) designed to prepare students for entry-level positions and/or advancement in a variety of technical, semiprofessional and skilled craft fields in business and industry.
- **Career Studies Certificate (CSC):** An award representing less than one year of study (9-29 credits) designed to provide just-in-time training and prepare students for certification and/or immediate employment in a number of technical fields.

**College Transfer Education**

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

- **Associate of Arts degree (AA):** A two-year degree program that parallels the first two years of a Bachelor of Arts degree at a four-year institution. Liberal studies focus on the fine arts, languages, literature, philosophy, humanities and the development of critical thinking skills.
- **Associate of Science degree (AS):** A two-year degree program that parallels the first two years of a Bachelor of Science degree at a four-year institution. Courses focus on preparing students for entry into education, business, science, engineering, and social science fields.

**ACADEMIC STANDING**

The College keeps students informed of their academic standing. An appropriate statement will be placed on their Grade Reports when students are academically deficient and when they have regained acceptable academic standing. The College will assist students to increase their effectiveness in meeting the academic standards of the institution and ultimately to graduate. Students are in good academic standing if they maintain a 2.0 semester grade point, are eligible to re-enroll, and are not on academic warning, probation, suspension or dismissal status.

- **Academic Warning:** Students will be placed on academic warning when their semester grade point average is less than 2.0. The statement “Academic Warning” will appear on the student’s permanent record. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the College. See educational services in College Catalog.
- **Academic Probation:** Students will be placed on academic probation when they have attempted twelve or more credit hours and their cumulative grade point average is less than 1.5. The statement “Academic Probation” will appear on the student’s permanent record until their cumulative average is 1.75 or better. While on probation, the student is encouraged to see a counselor before registering to ensure academic success. While a grade point average between 1.75 and 1.99 may not result
in formal academic probation, the student must earn a minimum of 2.0 in his/her curriculum to receive an associate degree, certificate, or career studies certificate. Students placed on academic probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Director of Enrollment Management or an appointed designee.

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

The statement “Academic Suspension” will appear on the student’s permanent record. Academic suspension is usually imposed for a minimum of one semester. Once the student is informed (in writing or orally), he or she can submit an Application for Re-Admission to the Admissions Committee. Applications are available in the Admissions, Records/Registration Office, Hampton, and Student Services Office, Historic Triangle.

The completed Re-Admission application must be submitted to the Admissions, Records/Registration Office. The recommended dates for submission will ensure timely review by the Admissions Committee are: July 10 – Fall Semester, October 31 – Spring Semester, and March 31 – Summer term.

In the event the committee is unable to meet or lacks a quorum, the application for readmission may be reviewed and acted upon by the Committee Chair and the Director of Enrollment Management.

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

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

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

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

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

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

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

- **Academic Suspension or Dismissal from other Institutions:** Students who were placed on Academic Dismissal or Academic Suspension at their previous institution and are seeking to attend Thomas Nelson Community College must follow the policy outlined above.

- **Academic Renewal Policy:** Enrolled students who have returned to the College after a separation of five
years or more and who have completed 12 or more grade point credit hours with a minimum 2.5 grade point average, may petition for academic renewal. The Academic Renewal Petition form must be submitted to the Admissions, Records/Registration Office, Griffin Hall, Room 208 on the Hampton campus or Room 117 on the Historic Triangle campus.

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

a) Prior to petitioning for academic renewal, the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) grade point credit hours completed after re-enrollment.

b) All grades earned by the College remain a part of the student’s official transcript.

c) Students will receive degree credit only for courses in which grades of “C” or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.

d) Academic renewal may be granted only once and cannot be revoked once approved.

e) Academic renewal may affect financial aid or leadership eligibility. These issues should be explored before the student petitions for academic renewal.

**ACADEMIC COMPLAINT RESOLUTION**

The Academic Complaint Resolution Form allows students to file an official complaint on academic issues and work with the College for a resolution. To obtain a copy of the resolution form, contact the involved academic division dean on the Hampton campus or Room 117 on the Historic Triangle Campus.

**ADMINISTRATIVE WITHDRAWAL**

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

**ARMED SERVICES SCHOOL**

Academic credits may be awarded for military courses of formalized instruction. Generally, Thomas Nelson Community College may assign lower-level credit as recommended by the American Council of Education in those programs for which Thomas Nelson Community College offers instruction. Students who wish to have any courses evaluated should submit a DD295 (Military Education Record), an AARTS transcript, SMART transcript, CCAF transcript, or DD214, listing the complete name of service schools, course numbers (if applicable), and dates.

**ATTENDANCE**

Regular attendance is required in all classes. Students who enroll in a course but do not attend a minimum of one class meeting or the distance learning equivalent by the drop with a refund date, or earlier date as defined and published in the academic calendar, will be administratively deleted from the course by the college. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence. Any instructional material missed and not subsequently obtained will affect the grade of the student, regardless of the reason for the absence. It is the responsibility of each instructor to explain his or her attendance policy in the course syllabus.

**AUDITING A COURSE**

With permission of the appropriate division dean, a student may register for a course on an audit basis without taking the examination or receiving credit. The regular tuition rate is charged. Requests for credit enrollment in a class will be given priority over audit enrollment. Audited courses carry no credit and do not count as part of one’s course load. Audited courses are not eligible for financial aid.
Academics

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

**CHANGE OF REGISTRATION (ADDING OR DROPPING A CLASS)**

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

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

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

**COURSE CREDITS**

Each semester hour of credit given for a course is based on the “academic hour,” which is 50 minutes of formalized, structured instructional time in a particular course weekly for fifteen weeks. Courses may include lecture (instruction, discussion), laboratory (including clinical training, studio, or internship), out-of-class study/activities or a combination thereof, depending on the discipline. Students should expect the following:

- One academic hour of lecture plus an average of two hours of out of class study for each lecture credit per week.

- Two to five academic hours of laboratory and at least one hour of out-of-class study for each laboratory credit per week.

**COURSE NUMBERING SYSTEM**

1-9 Developmental courses.

Credits earned in these courses are not applicable toward associate degree programs; however, upon approval by the Chief Academic Officer, some developmental courses may provide credit appropriate for certificate programs.

10-99 Basic non-degree courses for certificate programs.

Credits earned in these courses are applicable toward certificate programs, but are not applicable toward an associate degree. (ESL courses may also be numbered 10-99 but are not applicable to a certificate or degree.)

100-199 Freshman-level courses applicable toward associate degrees and/or certificates.

200-299 Sophomore-level courses applicable toward associate degrees and/or certificates.

**CREDIT FOR PRIOR EXPERIENCES**

**Proficiency Examinations** - Proficiency exams are given at Thomas Nelson for specific Thomas Nelson Community College courses in several divisions. If a student wishes to receive credit by examination he/she should contact the proper divisional chairperson for information about what is available.

**Advanced Placement** - Credit may be granted to students who have participated in the AP program sponsored by the College Entrance Examination Board at their high school. Credit is awarded based on the test score(s). Credit will not be recorded on a student’s transcript until at least six credit hours have been earned at Thomas Nelson, and official AP results are submitted to the Admissions, Records/Registration Office, Griffin Hall, Room 208, Hampton Campus for evaluation or Room 117, Historic Triangle Campus.
DISTANCE LEARNING

The purpose of distance learning at Thomas Nelson Community College is to support the mission and core values of the College by increasing access to educational programs and services. Thomas Nelson Community College distance learning options improve accessibility by minimizing enrollment barriers due to time constraints, geography, job obligations, and/or family commitments.

Thomas Nelson offers degrees, diplomas, or certificates in a variety of occupational/technical and university/college transfer areas. Distance learning course options provide students with access to many courses which can further their completion of the course requirements in many of these degrees. Students should visit the Academic Planning and Transfer Center online regarding the availability of distance learning options and also to earn about transfer of specific courses to other colleges.

GRADING SYSTEM

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

A = Excellent
4 grade points per credit

B = Good
3 grade points per credit

C = Average
2 grade points per credit

D = Poor
1 grade point per credit

F = Failure
0 grade points per credit

I = Incomplete
No grade point credit. The “I” grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade, (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course, (3) specifies the date by which the work must be completed, and (4) identifies the default (B, C, D, F, P, R or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

R = Re-Enroll
No grade point credit; the “R” grade may be used as a grade option in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. In order to complete course objectives, students receiving an “R” grade must re-enroll and pay the specified tuition.

P = Pass
No grade point credit; applies only to non-developmental studies courses. Only seven credit hours of “P” grade may be applied toward graduation.

S = Satisfactory
No grade point credit. Used only for satisfactory completion of a developmental studies course (numbered 01-09).

U = Unsatisfactory
No grade point credit; applies only to developmental studies, non-credit courses and selected credit courses.
W = Withdrawal
No credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. To ensure that students remain in good standing, they must initiate the withdrawal via the student information system (SIS) prior to the completion of 60% of the session. After that time, the student will receive a grade of “F.” Exceptions to this policy may be made under mitigating circumstances that must be documented and approved by the instructor, division dean, and Vice President for Academic Affairs. A copy of the documentation must be placed in the student’s academic file.

X = Audit
No credit. Permission of the division dean or another appropriate academic administrator is required for a student to audit a course. Students may change courses from audit to credit or credit to audit within the add/drop period of the course. See Auditing a Course for additional information. The grades of A, B, C, D, P, and S are passing grades. Grades F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

In selected credit courses, students may have the option of receiving a final grade of Pass (P) or Unsatisfactory (U) instead of a traditional letter grade. To determine what restrictions apply, a student is advised to see a counselor or an advisor.

GRADE REPORTS
Final grade reports are available to the student after the end of each semester at MyTNCC via www.tncc.edu. Final grades are a part of the student’s permanent academic record. Errors should be reported to the Admissions, Records/Registration Office within six weeks of the end of the semester in which the grade was given. Normally, a change of grade(s) cannot take place after the semester following the issuance of the grade.

Grade Point Average
The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. (Developmental credits are not included in this computation.) An overall GPA including all courses completed is computed each semester. See the next section for repeated course grade point averaging. Grade points are computed by multiplying the number of credits completed by the points for the grades earned. For example, for BIO 102-01 (4 credits), the student earned a B grade (3 points) = 12 grade points.

The following is an example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOL 105-01 Physical Geology I</td>
<td>4</td>
<td>B</td>
<td>12</td>
</tr>
<tr>
<td>ENG 111-01 College Composition I</td>
<td>3</td>
<td>C</td>
<td>6</td>
</tr>
<tr>
<td>PED 121-96 Raquetball I</td>
<td>1</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>MTH 163-95 Precalculus</td>
<td>3</td>
<td>A</td>
<td>12</td>
</tr>
<tr>
<td><strong>Semester Totals</strong></td>
<td></td>
<td></td>
<td><strong>33</strong></td>
</tr>
<tr>
<td><strong>Totals from previous terms</strong></td>
<td></td>
<td></td>
<td><strong>60</strong></td>
</tr>
<tr>
<td><strong>CUMULATIVE TOTALS</strong></td>
<td></td>
<td></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

Semester GPA - Divide the total number of points for the semester (33) by the total number of credits attempted (11): 33/11=3.0
Cumulative GPA - Divide the total number of points for all terms (33+60=93) by the total number of credits attempted for all terms (11+20=31): 93/31=3.0.

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 outline 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.
• **Formal Procedure** — If unresolved, see the Final Course-Grade Appeal Procedure on page 42 of this student handbook.

**HONORS PROGRAM**

The goal of the Honors Program at Thomas Nelson is to create an educational environment that facilitates learning through a curriculum that broadens perspectives, leads to responsible citizenship, and sets standards that support the highest level of performance.

The Honors Program is available to students who have demonstrated high scholastic achievement, clear educational goals, and high levels of self-direction and motivation. The student accepted into the Honors Program will undertake honors quality work in designated honors classes. A student can also complete the requirements for the Honors Program by fulfilling contracts for course credit which are developed with the instructors of regular courses that are not offered at the honors level.

Under limited circumstances, a qualified student may receive permission to register for an honors section of a course without requesting admission to the Honors Program.

Students interested in pursuing coursework as part of the Honors Program can contact the Honors Coordinator at 825-2929 or email spencerj@tncc.edu.

**INSTITUTIONAL EFFECTIVENESS**

In order for the College to measure the effectiveness of academic services to students and the community on a regular basis, a variety of assessment activities are conducted. Since assessment is a mechanism by which improvements can be accomplished, it is in the best interests of everyone involved to provide sincere and meaningful input when called upon to take part in any of these activities. Those selected to take part in assessment activities will be given timely notification so that arrangements can be made to complete the required activity. Some academic programs and indeed, the College, may choose to require students to take part in exit interviews, to complete surveys, to take license examinations, to prepare portfolios, or to complete some other activity to demonstrate the acquisition of program and/or general education competencies. Such activities may be required by Virginia’s Community Colleges and/or the State Council of Higher Education for Virginia (SCHEV) guidelines or policies. If the student is called upon to take part in such an activity, it becomes part of the institution’s requirement for graduation. Input received from such assessments is confidential and may be used by the College only for the purposes of institutional improvement.

**REGISTRATION**

A student must follow the registration procedures established by the College to register initially for a course or to change his or her schedule after initial registration.

Continuing students may register via the web on MyTNCC. Information about the use of MyTNCC is available online. All students have access to MyTNCC for general information and for tuition payment, and each student should access the system at least once to change his or her personal identification number (PIN) to a unique 6-10 character alphanumeric PIN. The PIN is preset to the date of birth (MMDDYY format).

**REPEATING A COURSE**

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

• Effective Fall 1996, only the most recent course attempt (taken in Fall 1996 or later) will be calculated into the cumulative GPA, and credit for all previous attempts will be forfeited.

• For courses taken the first time during or after Summer 1994 and repeated before or during Summer 1996, only the most recent course attempt was
calculated into the cumulative GPA, and credit for all previous attempts was forfeited.

• When both/all attempts were made before Summer 1994, all semester grades were averaged into the cumulative GPA, and all semester credits earned were retained.

• For a course taken before Summer 1994 and repeated once during or after Summer 1994 (but before Fall 1996), all semester grades were averaged into the cumulative GPA, and all semester credits earned were retained.

• Certain courses, including general usage courses and those identified as “may be repeated for credit” are exempt from this procedure.

• Repeated courses affect the completion of a degree in the following way: Only the most recent course attempt will be applied to the Program of Study. Please note that grades of “X,” “I,” and “W” will not count as a first or subsequent attempt for the purpose of GPA calculation, although they do count as attempts toward the two-enrollment limit rule.

COLLEGE SUCCESS SKILLS (SDV 100)

College Success Skills (SDV 100)

All curricular students are required to take the one-credit College Success Skills course during their first semester of attendance. The objective of the College orientation program is to assist incoming students in becoming adequately acquainted with college life. More information on the orientation program may be obtained in the Office of Student Success located in Room 323 Hastings Hall or at (757) 825-2827.

College Success Skills Waiver

Applicants to the College, who have completed a two-year or four-year academic degree at a regionally accredited U.S. institution of higher education, may request a waiver of the College Success Skills (SDV 100) course. Students requesting a waiver of SDV 100 will be required to fulfill the program requirements by the election of additional credit hours to compensate for the course waiver. Students receiving a waiver for the SDV 100 course assume all responsibility for knowledge of the college's policies on curricular requirements, scholastic honesty, and standards of conduct for the student body. The College may substitute other transfer credits earned to satisfy the total credit hour requirement of the degree. Students who have completed SDV 100 at other Virginia community colleges will receive, upon request, a copy of the college catalog and the current schedule. Transfer students who determine that they need additional information from the college may enroll in the SDV 100 course.

STUDENT RECORDS

The student is responsible for notifying the Admissions, Records/Registration Office, Griffin Hall, Room 208, Hampton Campus, or Room 117, Historic Triangle Campus of any change in name, address, social security number, telephone number, and/or any other information on his/her record. The student must update their address and phone number online at MyTNCC via www.tncc.edu. It is imperative that this information be kept current and accurate. All questions should be directed to Admissions, Records/Registration Office, Griffin Hall 208, (757) 825-3689 or Room 117, Historic Triangle Campus (757) 253-4882.

TRANSCRIPTS

A student may request that a copy of his or her Student Permanent Record from the College be forwarded to other educational institutions, employers, or any person(s) designated by the student. If the student attended Thomas Nelson after 1977, requests to send transcripts to another member of the Virginia Community College System (VCCS) will not be honored. Electronic transcripts available via the VCCS Student Information System will be sufficient for colleges within the VCCS. The request must be authorized by the individual student by completing and signing a Transcript Request Form available in Admissions, Records/Registration Office at the Hampton campus or 4601 Opportunity Way, Historic Triangle campus, or by writing a request which includes the student’s current and former names, Social Security number, dates of attendance, and signature. Transcript requests will generally be processed within 7-10 business days. There is no fee for transcripts. This form is available online.
Due to limitations on access to student information under the Family Educational Rights and Privacy Act (FERPA) of 1974, telephone and third party requests for transcripts cannot be honored.

Financial aid transcripts are available at no cost through the Financial Aid Office.

**TRANSCRIPTS FROM INSTITUTIONS OUTSIDE THE US**

Foreign credentials are accepted by Thomas Nelson Community College for transfer credit; however, the College does not translate or evaluate foreign documents. Applicants with educational documents from outside the U.S. are referred to Josef Silny & Associates, Foreign Education Consultants, 7101 SW 102 Avenue, Miami, FL 33173 info@jsilny.com or to a professional organization or agency that is a member of the National Association of Credential Evaluators, or is approved by the Virginia Department of Education for a course-by-course evaluation. Forms are available in the Admissions, Records/Registration Office, Griffin Hall, Room 208 or Room 117, Historic Triangle Campus.

**TRANSFER OF CREDITS**

To request an official transfer credit evaluation, the student must complete and submit a Request for Transfer Evaluation form to the Admissions Office, Room 208 Griffin Hall at the Hampton campus or the Office of Student Services, 4601 Opportunity Way at the Historic Triangle campus. An official transcript must be on file from each institution previously attended; transcripts should be sent directly from each institution to the Admissions Office. The evaluation process can take 10-12 weeks to complete.

Thomas Nelson Community College accepts credits for courses completed with a grade of “C” or better at other institutions where the courses are equivalent to Thomas Nelson Community College courses as determined by the College. Courses meeting these criteria from institutions that are accredited by a regional accrediting body (such as the Commission on Colleges of the Southern Association of Colleges and Schools) are normally accepted. Courses from all other institutions are considered on a case-by-case basis. No credit with a grade of “D” or “Pass/Fail” transfers. It must be emphasized that the appropriateness of transfer credits to a particular degree program is dependent upon approval and acceptance by the division dean or designee in the student’s program.
DISTANCE LEARNING

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

In addition to fully online courses, Thomas Nelson also offers “hybrid courses” ---- courses that are partly classroom-based and partly online.

The college also offers a variety of courses for students through Shared Distance Learning (SDL). SDL courses are Thomas Nelson courses offered in partnership with Northern Virginia Community College (NVCC). These courses allow students to earn Thomas Nelson credit while taking an online course with an NVCC instructor, and use Thomas Nelson’s testing centers to take proctored tests. SDL course information is available online.

The student can determine what type of distance learning course is being offered when looking in the Thomas Nelson “Schedule of Classes.” Each type of course is coded differently, following the course registration number after the “#” identifier:

D = distance/online at Thomas Nelson Community College
DN = distance/online through shared distance learning with NVCC
B = hybrid, (partly classroom, partly online) at Thomas Nelson Community College

Technology Expectations

Distance learning courses require students to have access to personal computers or other electronic devices, as well as access to reliable Internet services. Distance learning students should be comfortable using educational technology, software, and e-learning tools such as Bb.

Attendance

The same policy and procedures for attendance in a face-to-face class apply to classes delivered in the online environment. Students in distance learning courses are required to “attend” class and participate just as if they were in a face-to-face course. What constitutes participation and late work will be outlined by the instructor in the distance learning course syllabus.

Students must login to their online course within the first week of class or they will be dropped. Students who do not participate in class (after the last date to add or change a course), and who consistently do not complete assignments and quizzes, respond to forums or turn in other work will be notified that they may be dropped from the class for non-participation. Please remember that without the weekly routine of attending classes it will be necessary for distance learning students to practice a high degree of self-discipline and allow for a significant time commitment in order to successfully complete the coursework.

Some courses may have a few required meetings, typically for proctored tests or exams, while others have some optional meetings. Students need to check the course syllabus to see if the course has any meetings that the student needs to plan to attend. Proctored testing requirement information may also be found in the course description within the Student Information System (SIS) course listing, in the “notes” field of the description.

Communication with the Instructor

All distance learning students use the Virginia Community College System (VCCS) email to communicate with their instructors. Students must know and use their VCCS provided email and communicate with their instructor via Blackboard. After enrollment, the student may locate their student email address at http://tncc.my.vccs.edu.

The student should check their instructors’ syllabi for their preferred method of contact.

Student Support Services

Distance learning students have access to library services, including online library collections and databases, and can communicate with Thomas Nelson librarians via
email, chat, or telephone. Not all on-campus support services are available at a distance and may require a visit to one of the Thomas Nelson campuses.

**Blackboard (Bb)**

Blackboard is a web based learning management system used for online delivery of Thomas Nelson course material. Blackboard allows instructors to put their syllabi, lecture notes, PowerPoint presentations, and assignments online for students to access at any time. The Bb system also includes interactive features such as discussion boards and a virtual chat room. Once students have an account, they may log on to Bb at: http://tncc.my.vccs.edu.

**Orientation Session**

Orientation sessions for distance learning courses at Thomas Nelson are available and strongly recommended. Both on-campus and online orientation provide the student with a general introduction to distance learning. Orientation sessions are available online. Date, time and place for on-campus distance learning orientation sessions can be found in the course description within the Student Information System (SIS) course listing, in the “notes” field of the course description.

**Proctored Testing**

Many distance learning courses require proctored exams as part of the course assessment process. Proctored exams are typically administered at an on-campus location, or at an approved remote site or institution. The Make-up and Distance Learning Testing Center provides a quiet and proctored setting for student testing. 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. 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 online.

**Hampton Campus:** Located in Wythe Hall, Room 254; (757) 825-3540

**Historic Triangle Campus:** Located in Room 117; (757) 258-6538

Additional information may be obtained by visiting www.tncc.edu, by calling the Office of Distance and Distributed Learning at (757) 825-2807, or from Thomas Nelson counselors and academic advisors.
FINANCIAL AID SERVICES

Thomas Nelson Community College is committed to the belief that all eligible residents in its service area should have the opportunity to obtain a post-secondary education, regardless of their financial status. As a result, the College offers a variety of financial aid programs for students who qualify. Such aid is funded through federal and state agencies, local organizations, businesses, and the college itself. There is an aid program for every income level.

Financial aid is any grant, scholarship, loan, or paid employment offered to students for the purpose of helping them meet education-related expenses. Grants and scholarships are regarded as “gift” aid and need not be repaid, although they may carry certain provisions to which a student must adhere. Loans and employment (jobs) are referred to as self-help aid and require the student to fulfill an obligation in return (repay the loan or perform a job skill).

Most financial aid programs are based on the philosophy that the primary responsibility of paying college expenses rests with the student and his/her family. Therefore, most financial aid resources serve to supplement, rather than replace, the resources of the family. The College subscribes to this philosophy in administering its programs.

To qualify for federal and state financial aid and maintain your eligibility, you must:

- Be accepted for admission to the College on a degree-seeking basis in a curriculum at least 16 credits in length
- Be enrolled in good standing in at least one credit course and maintain satisfactory academic progress
- Be a United States citizen, permanent resident of the United States or its trust territories, or an eligible non-citizen
- Not be in default on any student loan (Stafford, PLUS, SLS, or Perkins Loan)
- Not owe a refund or overpayment on financial aid received at any institution of higher learning
- Have a high school diploma or GED
- Not exceed 1.5 times the number of credits required to graduate from your selected curriculum
- Not have a drug conviction while receiving aid
- If male between ages 18-25, must be registered with the Selective Service

TO APPLY FOR FINANCIAL AID

Students interested in applying for federal, state, and institutional financial assistance must adhere to the following steps:

- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. The Federal Title IV School code for Thomas Nelson Community College is 006871.
- Return any requested information and/or verification forms to the Financial Aid office. This might include you and your parent’s federal income tax transcript, verification of citizenship status, verification of household size and number in college, Leave and Earnings Statement (LES), and other documents to confirm the information provided on your FAFSA application.

Priority deadlines by which the FAFSA must be completed for financial aid to be processed by the tuition deadlines are:

- May 1 for Fall Semester
- November 1 for Spring Semester
- May 1 for Summer Semester

These dates are established for equitable distribution of limited funds and to establish application dates by which students can expect that they will be awarded financial aid for which they are eligible in time to meet tuition deadlines.

Students who apply for financial aid and register for classes but decide not to attend must officially withdraw from college to avoid personal liability for any funds later awarded and charged for tuition, other institutional costs, and any funds received. Funds awarded are contingent on remaining fund balances. On occasion, due to funding reduction and other changes, an award is made to a student for which funds are no longer available. Awards for which there are no remaining funds will be cancelled.
Financial Information

SUMMER AID
To receive consideration for summer aid, students must complete the Summer Aid Application that is available when summer registration begins. The application can be found on the Financial Aid Services homepage on the website.

GPA
- Students who have attempted at least 1-15 credit hours must maintain at least a 1.5 cumulative GPA.
- Students who have attempted at least 16-30 credit hours must maintain at least a 1.75 cumulative GPA.
- Students who have attempted at least 31 credit hours must maintain a cumulative GPA of 2.0.

COURSE WITHDRAWALS
If students receive financial aid and withdraw before the end of the semester or stop attending classes, they may be liable under Title IV funding regulations to pay back a portion of financial aid that was awarded.

Students are responsible for any portion of institutional charges left outstanding after Title IV funds are returned.

The Financial Aid Policy on page xx provides complete details.

ELIGIBILITY FOR IN-STATE TUITION RATES
The Dean of Enrollment Management or his/her designee is responsible for making determinations of eligibility for in-state tuition rates based on information provided by the student on the “Domicile Determination Form” included with the College application materials. Eligibility is determined in accordance with Section 23-7.4 of the Code of Virginia.

“Domicile: is a technical legal term, which means more than simple residency in the Commonwealth of Virginia. A legal domiciliary must demonstrate his or her intention of remaining in Virginia indefinitely. Generally, in order to be eligible for in-state tuition rates, the student or the person on whom the student is dependent must have been a legal “domiciliary” of Virginia for a period of at least one full year prior to the planned term of enrollment at the college.

Demonstration of intent is usually accomplished through objective evidence such as a Virginia driver’s license, automobile registration, voter registration, payment of Virginia state income taxes, ownership of real property, etc.

A student under the age of 24 is presumed to be a dependent of the parent(s) for domicile purposes, unless the student provides clear and convincing evidence of independence. A student over the age of 24 may establish his or her own domicile independent of the parent(s).

Additional information about eligibility can be obtained from the Admissions Office in Room 208 on the Hampton campus or in the Office of Student Services, Room 117 on the Historic Triangle campus or on the College’s web site. A copy of the domicile law and guidelines for its use are also available for reference in the College library.

Upon receipt in the Admissions Office, the domicile application will be reviewed for a decision. If the applicant has been determined to be a non-resident for tuition purposes, he or she will be notified of the out-of-state classification in person and in writing.

If the applicant disagrees, he or she may request an immediate appeal, in writing. The Associate Vice President for Student Affairs or designee will respond to the appeal within ten business days after receipt of the appeal. If the applicant disagrees with the second level decision, he or she may request a final appeal. This request must be written and addressed to the Associate Vice President for Student Affairs. Submit the appeal to the Admissions Office, Room 208 on the Hampton campus. An independent domicile appeals committee will review the case. The student may be present at the committee’s meeting, if desired. A written determination will be sent to the applicant within ten business days of the hearing.

Should the applicant disagree with the final determination, he or she then has 30 days to take this matter to the appropriate circuit court. In all cases, domicile determination and changes are made for subsequent semesters.

Domicile reclassification must be requested and determined on or before the first day of classes for the semester of eligibility.
TUITION PAYMENT PLAN: NELNET

To help you meet your educational expenses, Thomas Nelson is proud to offer Nelnet as a convenient budget plan. This is not a loan program. You have no debt, there are no interest or finance charges assessed, and there is no credit check. You may budget your tuition and fees in the following ways:

- Automatic Bank Payment (ACH) - ACH payments are those payments you have authorized Nelnet to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have preapproved for your expenses at Thomas Nelson. Payments may be made from either your checking or savings account. Payments are processed on the 20th of each month and will continue until the balance is paid in full.

- Credit Card Option - Paying with your credit card gives you the option of taking advantage of any bonus programs that may be offered by your credit card company. If you elect to use this option, your monthly payment, along with a convenience fee, will be automatically charged to the credit card you designate. The convenience fee is in addition to the nonrefundable Nelnet Enrollment Fee. Payments will be charged on the 20th of each month until the balance is paid in full. Payments are processed by American Card Services, Inc.

Visit www.tncc.edu for more information.

FINANCIAL AID & STUDENT RESPONSIBILITY

Students have the responsibility to apply for aid on time, provide accurate and complete data, attend classes, and make satisfactory academic progress. Students must enroll in a timely manner, declare an eligible curriculum and officially withdraw from classes if they decide not to attend. Students must inform the Financial Aid Office of any outside assistance received, such as scholarships.

Students must be aware that many awards have minimum enrollment requirements and that changing the enrollment level may reduce and/or void an award and cause the student to be responsible for all charges.

Students must promptly repay financial aid overpayments that occur to avoid loss of aid eligibility and collection action. Students must follow Thomas Nelson Bookstore procedures for charging books and supplies and may not charge books or supplies for other students on their aid account. Only the student may make charges to his or her account. Refund checks that are sent to students are made payable to the student only. Students are responsible for maintaining accurate addresses on MyTNCC to ensure that any refund checks mailed to the student arrive at the proper address. Students who are suspended from the financial aid program must pay for their classes and may regain aid eligibility once their record meets academic progress requirements. Students may appeal a financial aid suspension. Successful appeals will be based upon documented circumstances beyond student control.

FINANCIAL AID DEBT

Students who must repay a financial aid debt must repay the debt within thirty (30) days of being billed. Students who fail to repay will be subject to collections referral and may lose aid eligibility at Thomas Nelson and all other colleges until the debt is repaid.

FINANCIAL AID OPTIONS

The Financial Aid Office can provide students with information about financing their education through grants, scholarships, loans, and student employment.

FINANCIAL - TUITION AND FEES

Thomas Nelson Community College charges the following fees during 2015.

Registration fee per semester

Virginia Domiciliary $128.50/credit hour
Out-of-State Domicile $305.10/credit hour
Institutional Fee $16.85/semester (Fall/Spring)
In-State Contract Rate $128.50/credit hour
Out-of-State Contract Rate $305.10/credit hour
Capital Outlay Fee $18.00/credit hour (Out-of-State students only)

Return Check Fee $35.00-$50.00
Technology Fee $8.50/credit hour
LABORATORY FEES
Certain courses require expendable materials that are used. A lab fee is charged to partially cover this extra expense. The specific fees are listed in the online Thomas Nelson Class Schedule at www.tncc.edu.

NON-CREDIT ACTIVITIES, COURSES, AND SEMINARS FEES
Fees vary depending on the services provided for non-credit offerings. Refer to the online Community Education Class Schedule for specific fees.

PAST-DUE OBLIGATIONS AND BAD CHECKS
Continued attendance at the College is dependent upon proper settlement of all debts owed the institution. A check not honored by the bank on which it is drawn is considered to be a bad check, regardless of the reason initially provided by the bank. In the event that the bad check results from a bank error, the bank must acknowledge this fact in writing before the student can be relieved of the obligation. A $35 processing fee will be imposed for each returned check submitted to the Cashier’s Window for tuition, bookstore, parking, library and club fee charges. If the payment is for an account that has been submitted to collections, the processing fee is $50.00. Future payments must be made either by cash, money order or credit card.

A student who has a financial obligation to the College, for any reason, beyond the due date or who has books or materials outstanding from the Learning Resource Center beyond the due date will be denied all services, including the issuance of transcripts and permission to register. If the student’s obligation involves an unpaid bad check for tuition, the student will be deleted from all classes. For all other outstanding obligations, it is established college policy to pursue the collection through the debt set-off program involving a student’s state tax refund and the use of a collection agency. If an obligation is sent to a collection agency, the student must pay the collection fee.

Paychecks of students in the College work-study program or employed by the College may be withheld until the obligation is paid or some other arrangement is established to satisfy the obligation.

PAYING TUITION AND FEES
By registering for a credit course, the student agrees to pay the required tuition and fees for that course.

Registration is complete only when the student has paid for his/her courses. Tuition is charged per semester hour and varies depending upon residency. Tuition rates and fees are subject to change without prior notice.

The student may choose the payment method: cash, credit card, check or financial aid. Payments can be made online or at Diggs Hall Cashier’s window, or at Room 116, Historic Triangle. Payment not received by the published deadline may result in cancellation of classes.

Payment is due in the Cashier’s Office by the payment due date (see the Registration Calendar online). If payment is not made at registration, a bill will be mailed to the address the student has on file with the Admissions Office. Students will receive a bill within weeks of registering for course(s). Failure to make payment by the deadline may result in the cancellation of classes. It is important to note that failure to receive a bill does NOT affect the payment due date. If the student does not receive a bill, he/she should contact Accounts Receivable at (757) 825-2744.

REFUND POLICY/BOOKSTORE
Students have five days from the start of each semester or within two days of the date purchased to receive a full refund on textbooks purchased at the bookstore. All textbooks must be in original condition and/or shrink-wrap. All computer and electronic products must be returned unopened. All purchases made with a check must wait ten days for a cash refund. A valid receipt is required for any refund. In addition, upon proof of drop/add, the bookstore will accept course material returns (textbooks) from students who have dropped a course up to the end of the official drop/add period. No exceptions to this policy will be made.

Due to recent changes in Federal law governing credit usage, Thomas Nelson Community College bookstore institutes the following credit card policy: All credit card purchases must be accompanied by card and card owner (name on credit card) at the time of purchase OR the cardholder must provide written permission detailing allowable charges and photocopies of front and back of
card if card owner is not present. A photo ID must be provided at the time of sale. If you have any questions on this policy, please contact the bookstore at (757) 825-2864.

**TUITION REFUNDS**

Students enrolled in classes that are canceled, who officially withdraw from the college, or drop individual classes by the “drop with a refund” date using the process set forth in this college catalog, will receive a full refund, within six to eight weeks after the “drop with refund date”. Please refer to the academic calendar for the specific dates for each session.

- Thomas Nelson does not issue partial or pro-rated refunds.
- If a class was paid at the cashier’s window by cash, check, or credit card, a refund check will be mailed to the student, from the Commonwealth of Virginia’s Department of the Treasury to the address on file in Thomas Nelson’s Student Information System (SIS).
- If a class was paid online using the WEB, the refund will be batch processed back to the credit card used.
- Students may also bring the same credit card to the cashier’s window to receive the refund to their credit card.
- Enrollment cancellation does not guarantee students will be dropped from class for non-payment of tuition.
ACADEMIC HONORS

Students who have attended Thomas Nelson Community College for a minimum of 25% of the total credits acquired and who have fulfilled the requirements of degree or certificate programs (with the exception of career studies certificates) are eligible for graduation honors. Appropriate honors based upon cumulative scholastic achievement are recorded on the student’s permanent record as follows:

3.2 Grade Point Average: cum laude (with honor)
3.5 Grade Point Average: magna cum laude (with high honor)
3.8 Grade Point Average: summa cum laude (with highest honor)

PRESIDENT’S AWARD AND VICE PRESIDENT’S AWARD

The President’s Award and the Vice President’s Award, presented at commencement ceremonies each spring, will be based on the following criteria:

The President’s Award recipient will be the graduating student who:

• Attained the highest cumulative grade point average (GPA)
• Completed at least 60 semester credits of course work with the traditional grading system of quality points in his or her respective curriculum at the College
• Received associate degree in the current academic year (summer, fall or spring)
• Has neither repeated any courses nor has substituted an alternate course or courses resulting in an elevation of the grade point average

In the event of ties, the following criteria will be applied in descending order to break the tie:

• First, preference will be given to individuals with credits obtained solely at Thomas Nelson Community College.
• Then, preference will be given to individuals who have successfully completed honors contract work as verified by the Honors Studies Program Coordinator.
• Finally, preference will be given to the individual who has taken the most active role in college activities which can be documented.

Should all the above criteria result in multiple recipients, the President will make the final decision regarding the awards.

The Vice President’s Award is presented by the Vice President for Academic Affairs to the student who places second in the selection of the recipient of the President’s Award.

GRADUATION CEREMONY

Graduation exercises are held once each year at the end of the spring semester. All students who will complete graduation requirements at the end of the spring semester or summer immediately following, as well as those who completed their requirements the previous summer or fall semesters, are encouraged to participate in graduation. Students who decide to participate in the commencement ceremony are notified about picking up their cap and gown during the spring semester. All students who complete graduation requirements are issued a diploma free of charge. Duplicate copies are issued at a cost of $25.

GRADUATION REQUIREMENTS

Catalog of Record

The catalog to be used in determining graduation requirements is the one in effect at the time of the student’s initial program placement into the curriculum, or any subsequent catalog of the student’s choice. The catalog to be used in certifying the student’s graduation shall have been in effect no more than seven years prior to the time of graduation.

PROGRAM REQUIREMENTS

To graduate, students must successfully complete all courses listed for a given curriculum. Any course substitutions must have the prior written approval of the division dean responsible for the curriculum. (Course substitution forms are available in Admissions, Records/Registration Office.) Students must maintain a grade point average of 2.0 for all courses required in the curriculum for graduation.

Some academic programs may require students to take part in exit interviews, to complete surveys, to take licensure exams, to prepare portfolios, or to complete some other activity to demonstrate the acquisition of programs.
APPLICATION FOR GRADUATION

Students should apply for graduation according to the dates listed on the Thomas Nelson website. Applications are available in the Admissions, Records/Registration Office, Room 208, Hampton Campus or the Office of Student Services, Room 117, Historic Triangle Campus. The annual graduation ceremony is held in May. Students are strongly encouraged to meet with an academic advisor, degree program head, or division dean, prior to applying for graduation.

ASSOCIATE DEGREE REQUIREMENTS

To be eligible for graduation with an associate’s degree from the College, a student must have:

• Met graduation requirements as described in the catalog of record. A student must have successfully completed all requirements listed in the catalog of record. Substitutions must be approved by the division dean.
• Been recommended for graduation by the appropriate instructional authority in his or her curriculum.
• Completed all course and credit-hour requirements applicable to an associate degree. At least 25% of credit semester hours must be acquired at the College.
• Met the general education competency requirements.
• Earned a grade point average of at least 2.0 on all coursework applicable toward graduation in his or her particular curriculum.
• Participated in additional activities of the academic program as required. Some academic programs may choose to require students to take part in exit interviews, to complete surveys, to take license exams, and to prepare portfolios.
• Filed an application for graduation in Admissions, Records/Registration Office at the Hampton campus or 4601 Opportunity Way, the Historic Triangle campus by the required deadline.
• Resolved all financial obligations to the College and returned all materials, including library books.

CAREER STUDIES CERTIFICATE REQUIREMENTS

To be eligible for graduation with a career studies certificate from the College, a student must have:

• Met program requirements as described in the catalog of record. A student must have completed all requirements listed in the catalog of record.
• Been recommended to receive the career studies certificate by the appropriate instructional authority.
• Fulfilled all course and credit hours required of the career studies certificate as specified in the college catalog of record with a minimum of 25% of the credits acquired at the college.
• Earned a grade point average of at least 2.0 on all coursework attempted or applicable toward graduation in his or her particular curriculum.
• Filed an application for graduation in the Admissions, Records/Registration Office at the Hampton campus or at the Historic Triangle campus by the required deadline.
• Resolved all financial obligations to the College and returned all materials, including library books.

CERTIFICATE REQUIREMENTS

To be eligible for graduation with a certificate from the College, a student must have:

• Met graduation requirements as described in the catalog of record. Substitutions must be approved by the division dean.
• Been recommended for graduation by the appropriate instructional authority.
• Fulfilled all of the course and credit hour requirements of the certificate curriculum as specified in the college catalog of record, with a minimum of 25% of the credits acquired at the College.
• Earned a grade point average of at least 2.0 on all coursework applicable toward graduation in his or her particular curriculum.
• Participated in additional activities of the academic program as required.
• Filed an application for graduation which may be waived in the case of the General Education Certificate in the Admissions, Records/Registration Office at the Hampton campus or 4601 Opportunity Way, the Historic Triangle campus by the required deadline.
• Resolved all financial obligations to the College and returned all materials, including library books.
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 Disabled Student Services of their disabilities that require such accommodations. Reasonable accommodations may include, but are not necessarily limited to

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 Disabled Student 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 Disabled Students Services coordinator has been designated as the College’s ADA coordinator and may be reached in Hastings Hall, Room 323 or by phone at 825-2833 or 825-2827.

1. The complainant may file an informal complaint by contacting the ADA Coordinator within 20 working days after the complainant becomes aware of the alleged violation.

2. An investigation conducted by the ADA Coordinator, as may be appropriate, shall follow a filing of a complaint. The investigation shall be informal but thorough and afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint. Upon completion of the investigation the ADA Coordinator shall advise the complainant of the determination of the investigation within 10 working days.

3. The ADA Coordinator shall maintain the files and records relating to the complaints filed.

4. If the complainant desires further action, he/she may file a formal grievance with the Equal Employment Officer/Academic Affairs Officer (EEO/AA) within 10 working days from receipt of the determination. The EEO/AA officer will conduct a prompt and thorough investigation. The EEO/AA officer will consult with other resources, as deemed appropriate, in 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 ensure that Thomas Nelson Community College complies with the ADA and implementation of the regulations. OTHER REMEDIES INCLUDE THE FILING OF AN ADA COMPLAINT WITH THE FEDERAL OFFICE OF CIVIL RIGHTS-DEPARTMENT OF EDUCATION (EEOC) OR OTHER RESPONSIBLE FEDERAL AGENCY, OR STATE EMPLOYEES MAY ALSO FILE A COMPLAINT WITH THE STATE EEO OR INITIATE A GRIEVANCE UNDER THE STATE GRIEVANCE PROCEDURE.

COMMUNITY DRUG AND ALCOHOL TREATMENT FACILITIES

Students experiencing problems with drugs or alcohol are advised to contact the Counseling Staff in Hastings Hall, Room 323, Hampton Campus or Room 117 at the Historic Triangle Campus. In addition to the counselors on staff, the College maintains a complete list of local and regional treatment facilities.

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. 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.

EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Thomas Nelson Community College to maintain and promote equal employment and educational opportunity without regard to race, color, sex, or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, or other non-merit factors. Inquiries concerning this policy should be addressed to the College’s Affirmative Action Officer, whose office is located at Thomas Nelson Community College, 99 Thomas Nelson Drive, Hampton, VA 23666, and who can be reached at (757) 825-2728, voice or TDD (757) 825-2853. Inquiries concerning compliance with regulations of Section 503/504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act should be addressed to the ADA/504 Coordinator who can be reached at (voice) (757) 825-2827 or TDD (757) 825-2853.

OTHER REMEDIES INCLUDE THE FILING OF AN ADA COMPLAINT WITH THE FEDERAL OFFICE OF CIVIL RIGHTS-DEPARTMENT OF EDUCATION (EEOC) OR OTHER RESPONSIBLE FEDERAL AGENCY, OR STATE EMPLOYEES MAY ALSO FILE A COMPLAINT WITH THE STATE EEO OR INITIATE A GRIEVANCE UNDER THE STATE GRIEVANCE PROCEDURE.
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 Admissions, Records/Registration Office, Room 208 Griffin Hall on the Hampton campus; or Room 117 at the Historic Triangle 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
policies of the College not to publish a student directory; however, name, address, telephone number, 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 involves their son or daughter, 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.

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 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:
   • Plant Services
   • Diggs Hall
   • Hastings Hall Annex
   • Moore Hall near seating area
   • Griffin Hall near seating area
   • Templin Hall/Hastings Hall (parking lot side)
   • Hampton III near student parking lot

c. Smoking on the Historic Triangle campus will comply with the state-approved guidelines. Smoking gazebo(s) will be placed at a distance of 25 feet from entry and exit ways; location(s) will be determined at a later date.

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

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

ENFORCEMENT

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

2. Specifically, the enforcement that will be followed by Campus Police:
   a. First Violation: The student or employee will receive a No Smoking Awareness warning.
   b. Second Violation: The student or employee will be reported to the Vice President for Student Affairs or to the supervisor respectively, in a written report. Code of Conduct actions will result if the violator is a student and disciplinary action will be taken by the supervisor if the violator is an employee.
   c. Third and Subsequent Violations: The violator will be reported as appropriate and will be subject to a Virginia Uniform Summons which may result in a fine of up to $25.00 and/or court appearance.

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 go to Diggs Hall (Campus Police) and fill out an overnight parking form. If you do not complete an overnight form your car is subject to be towed at the owner’s expense. All vehicles must display current Department of Motor Vehicles registration plates.

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 Vice President for Academic Affairs.
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. Vicki C. Richmond, whose office is located at 12A Harrison Hall, and may be contacted by phone at 757-825-3519 or by email at richmondvc@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 institution promotes and maintains education 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 factions. The purpose of the policy is to establish that the College prohibits discrimination, sexual 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.

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 sexual harassment, sexual assault, sexual exploitation, and sexual violence. Dating violence, domestic violence and stalking are also forms of sexual misconduct.

Sexual Assault

Sexual assault is defined as the intentional 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 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 issued as the basis for educational decisions affecting the student either explicitly or implicitly; or

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

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 Violence

Sexual violence is any intentional physical sexual abuse committed against a person’s will. Sexual violence includes rape, sexual assault, and sexual battery.
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.

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 to that other person or to that other person’s family or household member.

Reporting Incidents

Reporting Incidents of Sexual Assault. Members of the campus community who believe they have been subjected to crimes of sexual violence 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/Security at 757-825-2732 or local police by dialing 911.

Thomas Nelson Community College Title IX Campus Resources:

Title IX Coordinator for students:
Dr. Vicki C. Richmond
Associate Vice President for Student Affairs
12A Harrison Hall
Hampton Campus
757-825-3519
richmondvc@tncc.edu

Deputy Title IX Coordinator for students:
Dr. Betsy Harrison
1401 Opportunity Way
Historic Triangle Campus
757-253-4881
harrisonb@tncc.edu

Deputy Title IX Coordinator for students and employees:
Mr. Kelvin Maxwell
Chief of Police
Hampton Campus
757-825-2732
maxwellk@tncc.edu

After normal business hours, members of the campus community should report alleged violations of this Policy to Campus Police at 757-825-2732.

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 adequately respond to the allegations.

Resolution of Complaints

The College has an obligation to provide 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.

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.

Informal Resolution Process

After receiving a request from both parties to resolve the complaint with the informal resolution process,
the Title IX Coordinator or Deputy Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within three (3) workdays of such appointment, 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 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.

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. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.

Informal resolution remedies might include mandatory education, counseling, 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.

There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

**Formal Resolution Process**

**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 complainant may be accompanied by an advisor of his or her choosing. At this initial meeting, the Title IX Coordinator will:

1. Provide the complainant a copy of this Policy;
2. Provide the complainant with a Complaint Form, if necessary;
3. Provide a written explanation of the complainant’s rights and options related to changes in academic, parking, and working arrangements;
4. Explain avenues for formal resolution and informal resolution of the complaint;
5. Explain the steps involved in an investigation;
6. Discuss confidentiality standards and concerns with the complainant;
7. Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
8. Refer the complainant to campus and community resources, as appropriate; and
9. 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.

**Respondent's Initial Meeting with the Assigned Title IX Coordinator.** As soon as is reasonably practicable, the Title IX Coordinator will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator will:

1. Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
2. Provide the respondent a copy of this Policy;
3. Provide a written explanation of the respondent’s rights and options related to changes in academic, parking, and working arrangements;
4. Explain the College’s procedures for formal resolution and informal resolution of the complaint;
5. Explain the steps involved in an investigation;
6. Discuss confidentiality standards and concerns with the respondent;
7. Discuss non-retaliation requirements;
8. Inform the respondent of any interim measures that may be imposed on the respondent;
9. Refer the respondent to campus and community resources, as appropriate; and
10. 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.

**Title IX Coordinator’s Initial Determination**

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. 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.

**Appointment of the Investigator and Conduct of the Investigation**

1. If the Title IX Coordinator or Deputy Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings.
2. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator’s appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties.

The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party’s behalf. The results of the investigation will be submitted to the Title IX Coordinator or Deputy Coordinator.

3. The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation.

**Determination of Title IX Coordinator or Deputy Coordinator and Corrective Action:**

1. The Title IX Coordinator or Deputy 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.
2. If the Title IX Coordinator or Deputy 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.
3. If the Title IX Coordinator or Deputy Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator or Deputy Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently.
4. When the Title IX Coordinator or Deputy Coordinator finds that a violation has occurred, he or she also shall write a separate report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. The Title IX Coordinator or Deputy 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.
5. The Title IX Coordinator or Deputy 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.

6. The Title IX Coordinator or Deputy Coordinator will advise the respondent and the complainant of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process. If the respondent does not contest the finding or recommended sanction(s), the respondent shall sign a statement acknowledging such. The signed statement shall be part of the record.

Sanctions & Corrective Actions
1. 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.

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

3. 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.

STUDENT ACTIVITIES AND 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 & PROCEDURE

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 student’s participation in the class.
- Eating in class.
- Failing to respect the rights of other students who express their viewpoints.
- Talking when the instructor or others are speaking.
- Constant questions or interruptions which interfere with the instructor’s presentation.

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).
Policies and Regulations

- 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 escort an individual 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 Dean. 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 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 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 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 Associate Vice President for Student Affairs or designee.

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

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

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.

Thomas Nelson Community College has found the following Virginia Polytechnic Institute and State University’s amplified definition to be useful:

**Language:** Plagiarizing the words of another consists of copying single words without acknowledging your indebtedness to the author.

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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs or designee;
   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, Associate Vice President for Student Affairs, 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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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 an 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 Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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: Grievance 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 Grievance Committee. The student must submit a written request for a hearing to the Associate Vice President for Student Affairs 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 Grievance 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 persons 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 Grievance Committee must hear the case within fifteen (15) days of their being selected.

4. The Grievance 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 Grievance 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 Grievance Committee shall set the date, time, and place for the hearing, and the Associate Vice President for Student Affairs 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) work days of the receipt of the student’s request for a hearing. (See Section Six, subparagraph 4, for the content of the notice.)

2. The Associate Vice President for Student Affairs 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 Grievance 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 Vice President for Student Affairs or designee reads the complaint.
   b. The Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs or designee.
   d. The Associate Vice President for Student Affairs 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 Associate Vice President for Student Affairs 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 Vice President for Student Affairs or designee. A minority report may be submitted by those Committee members who do not agree.
   k. The Vice President for Student Affairs 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 Grievance 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 Associate Vice President for Student Affairs 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, Associate Vice President for Student Affairs, and the Chairman of the Grievance 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 Associate Vice President for Student Affairs or designee shall send the record to the Vice President on 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 Associate Vice President for Student Affairs prior to the day of the appeal.
E. The Vice President shall take such action as determined to be appropriate at any time during the process.

Section Ten: Authorized Disciplinary Penalties.
The Grievance Committee may recommend and the Associate Vice President for Student Affairs, 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 Associate Vice President for Academic and Student Affairs 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.
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.

**STUDENT COMPUTER ETHICS GUIDELINES**

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

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

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

3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCNet must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

4. Other than material known to be in the public domain, you must not access, alter, copy, move, or remove information, proprietary software, or other files (including programs, members of subroutine libraries, data, and electronic mail) without prior authorization. The College or VCCNet data trustee, security officer, appropriate College official, or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright law, and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.

5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying, or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging, or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources.
sources, such as free-ware, 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, other instructional personnel, Academic Dean or the Vice President for Student Affairs. For all other grievances, within ten (10) school days following oral response from the person against whom the grievance is directed. Within ten (10) school days of receipt of the written grievance, the person grieved against shall respond with a written decision to the student through the appropriate Vice President.

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

LEVEL 3
If the student or person grieved against is not satisfied with the disposition at Level 2, he or she may file a written appeal through the appropriate Vice President within ten (10) days of receipt of the Level 2 reply. The Vice President will determine the appropriate dean to hear the grievance. The dean serving as Hearing Officer shall meet with the student, the person grieved against, and any other appropriate persons to ascertain the validity of the grievance and the appeal from Level 2. The dean will give a written decision through the appropriate Vice President to the student and person grieved against within twenty (20) days of the initial filing of the appeal at Level 3. If the initial grievance is directed against the dean who would normally be the Hearing Officer at Level 3, the grievance process will bypass Level 3 and move immediately to Level 4.

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 griefed 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 griefed.

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 in light of 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 as 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;
Policies and Regulations

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 Student Activities Coordinator 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 for Academic Affairs and Vice President for Student Affairs, established student government procedures, campus committees, and college offices. Appropriate time, place, and manner need to be considered in such inquiries and proposals.

E. The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, provides safeguards regarding the confidentiality of and access to student records, and this act will be adhered to by the College. Students and former students have the right to review their official records and to request a
hearing if they challenge the contents of these records. No student records that are confidential pursuant to FERPA shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except as required by law.

F. Students shall be entitled to such due process of law as may be required by law or the Student Code of Conduct.

**RESPECT FOR COPYRIGHTS, INCLUDING SOFTWARE OR DIGITAL MEDIA**

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

Members of the college community who violate this policy may be subject to discipline as defined by the Scholastic Dishonesty section of the 2011-2012 Student Handbook, Section 3.12.0 of the VCCS Policy Manual, or Section 1.60 of the Department of Human Resource Management’s Human Resource Policy on Standards of Conduct. Individuals engaged in the unauthorized copying, transfer, or use of software may also face civil suit, criminal charges, and/or penalties and fines. Subject to the facts and circumstances of each case, such individuals or departments shall be solely responsible for their defense and any resulting liability.

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

**Who is the author of college works?**

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

**What is copyright infringement?**

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

**Examples of Copyright Infringement**

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

**What is Fair Use?**

The “fair use” of copyrighted works does not constitute infringement under copyright law. Fair use extends to the reproduction of copyrighted material for purposes such as criticism, comment, news reporting, teaching, scholarship or research. 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 Campuses (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.

BOOKSTORE
The college contracts with Follett Higher Education Group to provide bookstore services to students, faculty, and staff. Textbooks, school supplies, college apparel, and giftware, and other course-related materials are available. The bookstore’s operating hours are listed in the College Schedule of Classes, the bookstore’s Web page, and voice mail system. The bookstore’s web page is www.efollett.com or call Hampton Campus (757) 825-2735 or Historic Triangle Campus call (757) 258-6547

REGULAR HOURS
Monday - Thursday: 8:30 a.m.- 6:30 p.m.
Friday: 8:30 a.m. - 4:00 p.m.
Consult Thomas Nelson’s online Schedule of Classes and the Thomas Nelson website for special hours.

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.

BULLETIN BOARDS
Notices pertaining to College functions and activities are posted regularly on designated bulletin boards around campus. Any items to be posted must be approved by the Vice President for Student Affairs or designee. Defacing or destroying signs, posters, notices, etc. that have been approved for posting is a violation of the Student Code of Conduct; all violators are subject to disciplinary action, or in the case of a non-student, criminal action.

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.

BOOKS AND SUPPLIES
Students are expected to obtain their own books, supplies, and consumable materials needed for their studies. The estimated cost of these items is $650.00 per semester for the average full-time student.
BUS SERVICE
Hampton Roads Transit provides bus service to all campuses. 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 Digs Hall.

CAREER PLANNING AND ADVISING
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 Suite 234 (757) 258-6582.

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 Success, 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, the Office of Student Success or the Office of Student Services.

CAMPUS THREATS
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 homepage. In the top banner, click on Safety. This will take you to the Safety page. Click on Threat Assessment Team, then click on Report Disruptive Behavior, Threats, or a Person who may be a Threat to Himself/Herself. This link will direct you to the TIPS website.

Please report all behaviors that concern you. The Threat Assessment Team will ensure every referral is addressed.

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 campus, 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.

**COLLEGE SUCCESS SEMINARS**

The Offices of Student Success and Student Services offer multiple workshops throughout the year to help students find success at Thomas Nelson. These seminars are offered free to any interested Thomas Nelson student. If interested in attending one (or more) of these **Free Seminars**, please call the Office of Student Services at (757) 253-4755 on the Historic Triangle Campus. Register on-line at www.tncc.edu or call (757) 825-3564 at the Hampton Campus.

**COUNSELING**

The goal of counseling support service is to assist students in developing skills to make intelligent decisions regarding their educational, career, personal and social issues. Counselors work closely with community agencies and resources to refer students when appropriate and based on the needs of the student. Students have an opportunity to discuss confidentially, their personal concerns in a non-judgmental environment. Counselors are available to assist students throughout their college experience at Thomas Nelson with educational, career, and personal planning concerns. Services are free to all currently enrolled Thomas Nelson students. For information or counseling, call and make an appointment at the Hampton Campus, (757) 825-2827 or Historic Triangle Campus, (757) 253-4755.

**DISABLED STUDENT SERVICES**

Thomas Nelson Community College is committed to creating an accessible environment for students with disabilities, while allowing students the opportunity for growth, greater responsibility and empowerment. Students who will require more extensive accommodations, such as Sign Language Interpreters or textbooks in alternate formats, should contact Disabled Students Services at least four weeks prior to the start of classes. The student with a disability should contact the Office of Disabled Student Services (voice (757) 825-2833 or 825-2867 and TDD (757) 825-2853) at least two weeks prior to the start of classes to ensure there is adequate time to discuss any necessary and appropriate accommodations.

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

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

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

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

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

The Thomas Nelson Community College Educational Foundation, Inc. is a private, non-profit, tax-exempt organization dedicated to advancing and financially supporting educational excellence at Thomas Nelson. It also enhances access to higher educational opportunities at the College by reducing financial barriers for Thomas Nelson students.

The Thomas Nelson Educational Foundation helps Thomas Nelson through scholarship opportunities for students and the upgrading of Thomas Nelson facilities and classroom equipment. A continued top priority is the support of core campus needs. Unrestricted support allows the College to apply resources in areas of greatest need, such as classroom technology and faculty development or other unfunded needs.

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.

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

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. But first, 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.

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)
- WNOR (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)
- WWDE (101.3 FM)
- WXGM (99.1 FM)
- WHRO (90.3 FM)
The College will also post information on the web at www.tncc.edu. Please do not call Campus Police because you can be hindering a person that has an emergency.

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 the Campus Police, Diggs Hall, Room 153 or Room 112 Historic Triangle Campus. 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.

MAKE-UP & DISTANCE LEARNING TESTING CENTER
The Make-up and Distance Learning Testing Center 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 Center. Students who need to take a Foreign Language test for placement or English as a Second Language can also be tested. Limited lockers are provided for personal belongings. 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.

Hampton Campus: Located in Wythe Hall, Room 254; (757) 825-3540
Historic Triangle Campus: Located in Room 124; (757) 258-6538

MATH CENTER
The College Math Center is located on the Hampton Campus in Room 256 Wythe Hall, (757) 825-2884 and at the Historic Triangle Campus in Room 106-E, (757) 258-6500. The College Math Center offers individual tutoring to all students of the College who use mathematics in their classes and who require assistance. In addition, a variety of instructional materials are available to help students review and improve their mathematical skills. Computer tutorials include pre-algebra, algebra, precalculus, calculus, geometry, technical math, math for liberal arts, and statistics. Hours vary according to the academic year, and are posted in the facility and on the College Math Center webpage.

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 9/897-3649. Call boxes are located throughout the Hampton campus.

The hearing impaired should use the Virginia Relay System, 1-800-828-1120. If the caller is unable to get
help when calling either of these numbers, contact the Rescue Squad by dialing 911 from any pay phone 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 in Diggs Hall, Room 109, Hampton Campus and Room 112 at the Historic Triangle Campus. The Office of the Campus Police is located in Diggs Hall, Hampton Campus, Room 153 and Room 115, Historic Triangle Campus.

Potential students are requested to display a temporary parking permit available from the Admissions Office in Griffin Hall, Room 201.

**PEER TUTORING CENTER**

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

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

**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 in Room 155, Diggs Hall on the Hampton Campus and Room 111 on the Historic Triangle Campus. For additional information, please call (757) 825-3593 in Hampton and (757) 253-4882 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. 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.

**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. On the Historic Triangle Campus, the student may call (757) 253-4300 between the hours of 9 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 Student Services and its use of technology on all campuses.

**TELEPHONES**

On-campus calls may be made from any phone in any office. A TDD is available through Disabled Student Services located in Hastings Hall, Room 323, for those individuals who are hearing impaired.

**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.

**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 for more information.

**VETERAN SERVICES**

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

**9 Tips for College Veterans**

1. Fill out the admissions application at www.tncc.edu/apply.
4. Take the CLEP to see what you have learned through on-the-job training. Visit www.tncc.edu for more information.
5. Meet with an academic advisor or counselor.
6. Register for classes.
7. Meet the School Certifying Official.
8. Get career training and develop skills.
9. 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 the Thomas Nelson community and with the greater electronic community around the world. The organization of these servers is designed to
1. Support the education 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 Center is 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 is in Hastings Hall Annex, (757) 825-2924 or at the Historic Triangle Campus in room 224, (757) 258-6587.

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 Suite 229, Second Floor (757) 258-6588

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.

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.

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. Examples of programs include:
- Early Childhood Development
- Health and Safety
- Industrial Management
- Leadership and Supervision
- Machine Technology
- Mechanical Technology
- Public Administration
- Quality Control
MILITARY PROGRAMS
WTCE offers onsite admission and registration assistance at four military locations on the Peninsula:
• Coast Guard Station-Yorktown
• Ft. Eustis
• Langley Air Force Base
• Naval Weapons Station

CONTINUING EDUCATION AND WORKFORCE TRAINING COURSES
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. These include: healthcare professions, computer technology and software training, transportation safety, energy efficiency and professional development. Visit www.tncc.edu/workforce for detailed information.

PROFESSIONAL CERTIFICATE PROGRAMS
The following professional certificate programs are available:
• Administrative Office Assistant
• Medical Coding & Billing Specialist
• Medical Office Assistant
• Information Security and Healthcare IT
• Office Applications Specialist
See additional professional certificate programs under “Online Learning.”

INDUSTRY CERTIFICATION PROGRAMS
In addition, programs are offered to prepare participants for the following:
• A+ Certified Professional (CompTIA A+)
• Certified Ethical Hacker (CEH)
• Certified Information Systems Security Professional (CISSP)
• Certified Nurse Aide (CNA)
• Clinical Medical Assistant (CCMA)

• Medical Coding and Billing Certified Professional Coder (CPC)
• Microsoft Office Specialist (Certiport MOS)
• Network+ Certified Professional (CompTIA Network+)
• Pharmacy Technician (Pharmacy Technician Certification Board-PTCB)
• Personal Fitness Trainer (World Instructor Training Schools – WITS)
• Security+ Certified Professional (CompTIA Security+)
• American Welding Society (AWS)
• HVAC (EPA 608)

IN PERSON COURSES
• Building and Construction Trades
• Business Administration, Management and Communication

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.

PARTNERSHIP PROGRAMS
Two licensing programs are offered in conjunction with sponsoring organizations:
1. Commercial Driver’s License Course
   Tel: (888) 878-4235
   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
   Tel: (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 www.learn2ride.com. Course schedules can also be found under Classes and Programs at www.tncc.edu/workforce.

**BUSINESS DEVELOPMENT AND CORPORATE TRAINING**
Tel: (757) 865-3122

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. The 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. Business Development and Corporate Training provides nationally recognized services, such as Achieve Global training, DDI, Vital, EDU, Myers-Briggs and DISC, and can establish state-approved apprenticeship programs. To have the BDCT provide an assessment of targeted training needs, companies should contact the center for additional information at (757) 865-3122 or visit www.tncc.edu/workforce.

**THOMAS NELSON CENTER FOR BUILDING AND CONSTRUCTION TRADES (TNCBT)**

The Workforce Development programs will include HVAC, residential electrician, and facilities maintenance technician. The focus is on adults seeking to earn certification for in-demand employment. Working collaboratively with Goodwill Industries Thomas Nelson realizes Goodwill is an organization that works to enhance the dignity and quality of life by helping people through education, skills training and the power of work. Our vision is to have a strategic partnership with Goodwill Industries Inc. of Hampton Roads, as 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. TNCBT is located at 1911 Saville Row, Hampton (previous Target Store location).

**THE ADVANCED MANUFACTURING EXCELLENCE CENTER**
Tel: (757) 865-3122

The Advanced Manufacturing Excellence Center, including the newly opened Precision Welding Center and Precision Machining Center, offers customized 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. Current certificates include:
- Apprentice Training
- CNC Machining
- Electrical Technician
- Heating, Ventilation & Air Conditioning (HVAC)
- Mechanical Assembler
- Precision Welding

Credit and non-credit programs through the center are offered for organizations seeking company-wide training on a contract basis. For additional information, call (757) 865-3122 or http://manufacturingtraining.tncc.edu.

**THE PENINSULA WORKFORCE DEVELOPMENT CENTER**
(757) 865-3122

The Peninsula Workforce Development Center assists business and industry by designing customized programs and training activities to aid them in creating a world-class workforce. Services provided include company startup, pre-employment or market training for new employees, enhancing employee skills in high tech fields, world-class manufacturing and office systems technologies. The facility, which includes classrooms, flexible manufacturing space and computer labs, is available for use by area companies. The PWDC is located at 600 Butler Farm Road in Hampton. For additional information, call (757) 865-3122 or www.tncc.edu/workforce.
THE THOMAS NELSON WORKFORCE CENTER, WILLIAMSBURG
(757) 345-2855

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 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 Boulevard, Suite 102. For additional information, call (757) 345-2806.

THE SMALL BUSINESS DEVELOPMENT CENTER
Tel: (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.”

WORKFORCE TRANSITION AND CAREER SERVICES
Tel: (757) 865-5873

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 e-Recruiting website where 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 Workforce Transition and Career Services 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, Workforce Transition and Career Services provides a program of services that assists individuals in determining and realizing career goals as part of their overall career development. Visit www.tncc.edu/workforce for more information.

MIDDLE COLLEGE
Tel: (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.

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 the 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. The Cooperative Education Office 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-in-industry externships), contact (757) 865-5882 or visit www.tncc.edu/workforce.

REGIONAL SKILLS CERTIFICATION CENTER
Tel: (757) 865-5864

The Regional Skill 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 Skill Certification Testing Center can assist you attain nationally- and internationally-recognized skill certifications to propel you into your desired career. Exams are administered in a professional, quiet, high-service surrounding 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.

A variety of exams for global testing vendors such as Comira, the National Healthcareer Association, Pearson VUE, Performance Assessment Network (PAN), etc., are administered right here on campus at the Regional Skill Certification Testing Center.

Some of the tests that are administered include (but are not limited to):
- Certified Clinical Medical Assistant (CCMA)
- Certified Culinary Educator (CCA)
- EPA (Environmental Protection Agency) - Section 608 Exam (HVAC)
- FBI (Federal Bureau of Investigation) - various jobs
- GED (General Educational Development) - all tests
- Information Technology Certifications (CISCO, CompTIA Security, Microsoft, just to name a few)
- National Registry of Certified Medical Examiners (NRCME)
- Personal Trainer Certification (PTC)
- Transportation Security Administration (TSA)
- USA Hire (a variety of exams for federal government jobs)
- VCLA (Virginia Communication & Literacy Assessment for educators)

The Regional Skills Certification Center is located in the Peninsula Workforce Development Center, 600 Butler Farm Road, Room 1014, Hampton, VA 23666.

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

WRITING CENTER

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

The Office of Student Activities offers activities and opportunities for students at the Hampton and Historic Triangle campuses, and the Southeast Higher Education Center. Students can earn scholarships for community service, participate in student government, athletics, clubs and organizations, and much more. For information on events and activities refer to campus bulletin boards, campus TV monitors and the Events Calendars on the Thomas Nelson Website and Student Activities web pages.

ATHLETICS AND INTRAMURALS

In support of Thomas Nelson Community College’s mission, the Office of Athletics and Intramurals (OAI) will recruit, motivate, develop, and promote graduation to a diverse population of student-athletes that will compete at the NJCAA, recreational, and intramural levels of athletics.

This office is committed to assisting student-athletes in achieving success in academics and athletics. By providing engaging experiences both in and out of the classroom, student-athletes are afforded opportunities to develop skills for lifelong learning to become positive contributors in their respective communities.

The following athletic sports are offered for students to participate:

- Baseball
- Basketball (Men and Women)
- Cheerleading
- Flag Football
- Soccer (Co-Ed)
- Women’s Softball

CAMPUS EVENTS

The Student Activities 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. Campus events are intended to be accessible to all students. Students who require special accommodations due to a disability should notify the Student Activities 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 located in Hastings Hall, Room 323 or by calling 825-2833.

CLUBS AND ORGANIZATIONS

Students form clubs and join 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 Student Government Association and Office of Student Activities.

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 on the Student Activities webpage.

DISCOUNT 30-DAY BUS FARE CARDS

- HRT Fare Cards can be purchased at a $5.00 discount at the Cashier’s Window, Room 109, Diggs Hall, Hampton Campus. 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 via the cashier’s window located in room 116, Historic Triangle Campus.
- 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, Cinebistro, Busch Gardens, Water Country, Wintergreen Ski Resort and others. Tickets are available in the Cashier’s Office, Diggs Hall 109, Hampton and Room 116, Historic Triangle Campus.
PHI THETA KAPPA (PTK),
PHI SIGMA CHAPTER
PTK is the international honor society which recognizes and encourages scholarship and community service among two-year college students. Members must have completed 12 semester hours of Associate degree coursework with at least a 3.5 GPA and possess qualities of citizenship.

STUDENT AMBASSADORS
The Student Ambassador program consists of Thomas Nelson student volunteers who support special events hosted by the Student Government Association and campus offices. These students provide assistance on campus and in the community.

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 Activities to provide services and activities for students. The SGA office is located in Room 223, Griffin Hall, Hampton Campus and Room 229B, Historic Triangle Campus.
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
M-F 7:30 a.m.-10:00 p.m.

For immediate assistance please contact the Help Desk:

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

Historic Triangle Campus
(757) 253-4683
Suite 102
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, I understand and agrees 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 the student a necessary privilege in order to perform authorized functions at the college where they are currently enrolled. The student will not knowingly permit use of his or her entrusted access control mechanism for any purposes other than those required to perform authorized functions related to his or her status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

The student 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 I observe any incidents of non-compliance with the terms of this agreement, he/she is responsible for reporting them to the Information Security Officer and/or management of his/her college.

The student understands that he/she must use only those computer resources that he/she have the authority to use. The student 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. The student must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.

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

The student understands that it is his/her responsibility to read and abide by this agreement, even if he/she does not agree with it. If the student has any questions about the VCCS Information Technology Acceptable Use Agreement, he/she understands that he/she will need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, the student hereby certifies that he/she understands the preceding terms and provisions and that he/she accepts the responsibility of adhering to the same. The student further acknowledges that should he/she violate this agreement, he/she 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.
Technology Information

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.
CONTACT INFORMATION
email: studentactivities@tncc.edu.

HAMPTON CAMPUS
Room 224, Griffin Hall Phone: (757) 825-2863
Hours of Operation:
Monday - Friday - 8:00 a.m. - 5:00 p.m.

HISTORIC TRIANGLE CAMPUS
Suite 229, Second Floor Phone: (757) 258-6588
Hours of Operation:
Tuesday – Thursday - 9:00 a.m. - 3:00 p.m.

ACADEMIC CAMPUSES
AND OTHER LOCATIONS

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

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

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

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

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

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