Main Campus
P.O. Box 1000
1000 Dabney Drive
Clifton Forge, Virginia 24422
(Location: Interstate 64 at Exit 24)
540/863-2800
540/863-2913 (V/TDD)
1/877-73DSLCC (toll-free in the service region)
FAX: 540/863-2915

Rockbridge Regional Center
35 Vista Links Drive
Buena Vista, Virginia 24416
(Location: Interstate 81, Exit 188A, then 5 minutes east on Route 60 Midland Trail to Vista Links Drive)
540/261-1211
FAX: 540/261-1352

Greenfield Education and Training Center
37 South Center Drive
Daleville, Virginia 24083
(Location: Off Route 220 five miles south of Fincastle)
540/966-3984
FAX: 540/966-4010

DSLCC Web Site
www.dslcc.edu
Academic Calendar

Summer 2010

Eight-Week Session
Summer and Fall Registration Begins.........................................................April 5, 2010
Payment Due for All Early Registered Summer Classes Unless Financial Aid
     Has Been Awarded ...............................................................May 19, 2010
Eight-Week Summer Session Classes Begin .................................................June 14, 2010
Last Day to Add without Permission of the Division Dean and the Instructor.....June 16, 2010
Last Day to Add/Drop or Receive a Refund .................................................June 21, 2010
Independence Day (College Closed) ............................................................July 5, 2010
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....July 15, 2010
Last Day of Classes .................................................................................August 5, 2010
Final Exams ...............................................................................................August 6, 2010

First Four-Week Session
Summer and Fall Registration Begins.........................................................April 5, 2010
Payment Due for All Early Registered Summer Classes Unless Financial Aid
     Has Been Awarded ...............................................................May 19, 2010
First Four-Week Session Summer Classes Begin .................................................June 14, 2010
Last Day to Add without Permission of the Division Dean and the Instructor.....June 15, 2010
Last Day to Add/Drop or Receive a Refund .................................................June 17, 2010
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....June 28, 2010
Independence Day (College Closed) ............................................................July 5, 2010
Last Day of Classes .................................................................................July 8, 2010
Final Exams ...............................................................................................July 9, 2010

Second Four-Week Session
Summer and Fall Registration Begins.........................................................April 5, 2010
Payment Due for All Early Registered Summer Classes Unless Financial Aid
     Has Been Awarded ...............................................................May 19, 2010
Second Four-Week Session Classes Begin ......................................................July 12, 2010
Last Day to Add without Permission of the Division Dean and the Instructor.....July 13, 2010
Last Day to Add/Drop or Receive a Refund ..................................................July 15, 2010
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .....July 26, 2010
Last Day of Classes .................................................................................August 5, 2010
Final Exams ...............................................................................................August 6, 2010

Fall 2010
Fall Registration Begins ..............................................................................April 5, 2010
Payment Due for All Early Registered Fall Classes Unless Financial Aid
     Has Been Awarded ...............................................................July 27, 2010
Fall Classes Begin ....................................................................................August 23, 2010
Last Day to Add without Permission of the Division Dean and the Instructor...August 27, 2010
Last Day to Add/Drop or Receive a Refund ..................................................September 8, 2010
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” October 31, 2010
Spring Registration Begins ........................................................................November 1, 2010
Thanksgiving Holiday (No Classes) ............................................................November 22-26, 2010
Last Day of Classes ..................................................................................December 10, 2010
Final Exams ..............................................................................................December 13-16, 2010
Payment Due for All Early Registered Spring Classes Unless Financial Aid
Spring 2011

Spring Registration Begins ............................................................... November 1, 2010
Payment Due for All Early Registered Spring Classes Unless Financial Aid
Has Been Awarded ........................................................................... December 13, 2010
Spring Classes Begin .......................................................................... January 10, 2011
Last Day to Add without Permission of Division Dean and the Instructor...... January 14, 2011
Last Day to Add/Drop or Receive a Refund ....................................... January 27, 2011
Spring Break (No Classes) .................................................................. March 7-11, 2011
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .. March 25, 2011
Fall and Summer Registration Begins ................................................. April 4, 2011
Last Day of Classes ............................................................................ April 29, 2011
Reading Days/Make-up Days ........................................................... May 2-3, 2011
Final Exams ...................................................................................... May 4-10, 2011
Payment Due for All Early Registered Summer Classes Unless Financial Aid
Has Been Awarded ........................................................................... May 18, 2011
Graduation ........................................................................................ May 13, 2011

Summer 2011

Eight-Week Session

Summer Registration Begins ............................................................. April 4, 2011
Payment Due for All Early Registered Summer Classes Unless Financial Aid
Has Been Awarded ........................................................................... May 18, 2011
Eight-Week Session Summer Classes Begin ...................................... June 13, 2011
Last Day to Add without Permission of the Division Dean and the Instructor..... June 15, 2011
Last Day to Add/Drop or Receive a Refund ....................................... June 20, 2011
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .... July 14, 2011
Last Day of Classes ............................................................................. August 4, 2011
Final Exams ...................................................................................... August 5, 2011

First Four-Week Session

Summer Registration Begins ............................................................. April 4, 2011
Payment Due for All Early Registered Summer Classes Unless Financial Aid
Has Been Awarded ........................................................................... May 18, 2011
First Four-Week Session Summer Classes Begin .................................. June 13, 2011
Last Day to Add without Permission of the Division Dean and the Instructor..... June 14, 2011
Last Day to Add/Drop or Receive a Refund ....................................... June 16, 2011
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .... June 27, 2011
Independence Day (College Closed).................................................... July 4, 2011
Last Day of Classes ............................................................................. July 7, 2011
Final Exams ...................................................................................... July 8, 2011

Second Four-Week Session

Summer Registration Begins ............................................................. April 4, 2011
Payment Due for All Early Registered Summer Classes Unless Financial Aid
Has Been Awarded ........................................................................... May 18, 2011
Independence Day (College Closed).................................................... July 4, 2011
Second Four-Week Session Summer Classes Begin .............................. July 11, 2011
Last Day to Add without Permission of the Division Dean and the Instructor..... July 12, 2011
Last Day to Add/Drop or Receive a Refund ....................................... July 14, 2011
Last Day to Withdraw and Receive a Grade of “W” Instead of a Grade of “F” .... July 25, 2011
Last Day of Classes ............................................................................. August 4, 2011
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From the President

Students, Parents and Community Members,

Thank you for your interest in Dabney S. Lancaster Community College!

Our main focus is to provide the best educational opportunities for our students and community partners. Whether your goal is to transfer to a four-year college, to earn a technical degree, upgrade your current job skills or take a class simply for personal satisfaction, DSLCC will provide you with the quality you expect and the attention you deserve. Our faculty and staff are here to provide the best instruction and support services. Everything we do is focused on you and your success.

DSLCC prides itself on being a respected leader in offering quality educational and training programs. We continue to grow in both programs we offer and number of students that we serve. The College adds new courses as workforce and community needs evolve. More transfer agreements are being established, attesting to the outstanding reputation that our College has with four-year colleges and universities. DSLCC graduates who wish to earn a bachelors degree will find a growing number of options for a smooth transition to the institution of their choice.

The 2010 Catalog and Student Handbook provides an overview of DSLCC’s programs, services, facilities, and student policies and procedures. You are invited to visit our three locations—our main campus in Clifton Forge, the Rockbridge Regional Center and the Greenfield Education and Training Center.

Where is your future going? You may have a clearly defined goal, such as taking a course on a new subject, training for a career or preparing to transfer. Or, you may be enrolling in a college course for the first time and want to delay the selection of a program of study until you consider all of the options. Our dedicated and experienced faculty and staff can assist you and support the achievement of your goals, whatever they may be. At DSLCC, it’s all about where you’re going!

Please accept my personal best wishes for your every success.

Richard R. Teaff, Ph.D.
President

P.S. ...... Visit our website: www.dslcc.edu
General Information

The College
Dabney S. Lancaster Community College is a two-year public institution of higher education and a member of the statewide Virginia Community College System. The College is supported by the Commonwealth of Virginia and the citizens of the counties of Alleghany, Bath, Botetourt (northern portion) and Rockbridge as well as the cities of Buena Vista, Covington and Lexington and the town of Clifton Forge, but welcomes students from other areas as well.

DSLCC operates under the policies of the State Board for Community Colleges and the Dabney S. Lancaster Community College Board. The College is financed primarily by state funds and supported by contributions from the service area counties and cities, the federal government, businesses, individuals and student tuition.

Location and Facilities
DSLCC’s main campus is located one mile west of downtown Clifton Forge on a 117 acre tract bounded by the Jackson River on three sides. Backels and Warren Halls contain offices, classrooms and science laboratories. The Moomaw Center houses student and community activities, food services and a bookstore. McCarthy Hall houses the Center for Continuing Education and Workforce Services. It is adjacent to Moomaw Center and has classrooms, computer technology laboratories and staff offices. Scott Hall contains laboratories, classrooms and the Library. The Gary Lee Miller Armory/Hale Collins Convocation Center is a joint-use facility for the Virginia National Guard and DSLCC. It contains a gymnasium, classrooms, offices and storage space. The Physical Plant Maintenance Building contains offices and storage space for equipment and materials used for the maintenance of the College’s buildings and grounds.

The DSLCC Rockbridge Regional Center is located at 35 Vista Links Drive in Buena Vista. It houses offices, general classrooms, a computer laboratory and classrooms connected by interactive television to the main campus.

The Greenfield Education and Training Center is located off U.S. Route 220 in Botetourt County just south of Fincastle. DSLCC offers general education courses, workforce training and non credit/special interest classes at this site.

History
In September of 1964, students were admitted for the first time to the Clifton Forge-Covington Division of the Virginia Polytechnic Institute, which was later to become Dabney S. Lancaster Community College. In the first two years, this branch college offered programs available at the parent institution as well as a certificate program in secretarial science. Later, in 1965, a pre-college foundation program was added. This was expanded into the general community college program in 1966.

Beginning with the summer quarter in 1967, all programs of this community college came under the control of the Virginia State Board for Community Colleges. The College itself was renamed Dabney S. Lancaster Community College, honoring the prominent Virginia educator and longtime resident of the area served by the College.

Dr. Dabney Stewart Lancaster began his career as Associate Master of the Chamberlayne School for Boys (now St. Christopher’s) in Richmond. He was a professor of Agricultural Education at Virginia Polytechnic Institute and became Dean of Men at the University of Alabama in 1923. He served as the Virginia State Superintendent of Public Instruction in 1941 and became President of Longwood College in 1946. He became the chair of the State Council of Higher Education for Virginia in 1955. He retired to Bath County where he served on the Bath County School Board. Over his lifetime he served on the boards of Madison...
College (now James Madison University), Sweet Briar College, Virginia Theological Seminary and Episcopal High School.

**DSLCC Mission Statement**

DSLCC provides an opportunity for the extension of knowledge, skills, and personal enrichment in a forum that maintains high academic standards, is financially and geographically accessible, and respects each student’s rights and responsibilities.

The College offers programs at the associate degree level as well as a full complement of credit and noncredit courses and resources tailored to the lifelong learning needs of local residents. On-site and long-distance options incorporate up-to-date technological support. Comprehensive guidance, counseling and tutoring services assist students in achieving their potential and in making sound educational, occupational and personal choices.

The College serves the diverse needs of the community, sponsoring a wide array of cultural events, offering training to meet changing workforce demands and providing facilities for research and recreation. In cooperation with local business, industry, government, professions and other educational institutions, DSLCC prepares students for a full range of academic choices and careers.

**Mission of the VCCS**

The mission of the Virginia Community College System is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet individual, business and community needs of the Commonwealth.

Shared values influence thinking, guide decisions, mold policies, and determine courses of action as Virginia’s community colleges strive to fulfill our mission. These values include:

**Opportunity**
Serving a diverse student population through lifelong learning and student development services that are inclusive, accessible, affordable, and of the highest quality.

**Teaching and Learning**
Sustaining teaching excellence and setting high standards that promote and encourage student learning.

**Effective Learning Environments**
Maintaining innovative learning environments that encourage creativity and the acquisition of knowledge and skills that prepare students for changing work environments, responsible citizenship, and leading rewarding lives.

**Appropriate Use of Technology**
Using technology effectively to enhance instruction and learning and to expand access to educational opportunities through distance education.

**Professional Development**
Encouraging excellence and renewal in faculty and staff performance by providing on-going opportunities for professional growth and renewal.

**Community Service**
Serving our communities by providing facilities for cultural enrichment, promoting economic development and partnerships, and providing leadership and college talent to meet community needs.

**Accountability**
Demonstrating good stewardship by making effective and efficient use of resources, thereby ensuring accountability to the state and to the communities we serve.

**Academic Offerings**
DSLCC is a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level.
**Occupational-Technical Education:** These programs are designed to meet the increasing demand for technicians as well as semiprofessional and skilled workers in business, industry and government. The curricula are planned primarily to meet the occupational needs in the region served by the College.

**College Transfer Education:** These programs include freshman and sophomore courses in arts and sciences and pre-professional programs meeting standards acceptable for transfer to four-year institutions.

**General Education:** Courses in general education encompass the common knowledge, skills and attitudes needed by each individual to be effective as a person, a worker, a consumer and a citizen.

**Continuing Adult Education:** Adult education programs are offered to enable the adults in the region to continue their learning. This work includes both credit and noncredit courses offered during the day and evening hours.

**Special Training Programs:** Special training is provided where specific job opportunities are available for new or expanding industries. It is coordinated with Virginia’s economic expansion efforts and with the needs of employers.

**Developmental Studies:** Developmental courses (numbered 0-10, for example, MTH 02) are offered to prepare individuals for college-level work. These classes are designed to help the individual develop the basic skills and understandings necessary to succeed in college programs.

**Specialized Regional and Community Services:** The facilities and personnel of the College are available to provide educational and cultural opportunities for citizens of the region. Community services include faculty and staff speaking engagements, cultural events, workshops, conferences, seminars, special courses, public affairs, lectures and forums, extension programs offered by four-year institutions, films, exhibits and use of campus facilities and services, including the library, audiovisual center and recreational facilities.

**General Education Objectives**

All programs at DSLCC contain a general education component designed to provide knowledge, skills and attitudes needed by each individual to function effectively in society. To this end, DSLCC has developed a set of expectations for all graduates in nine areas.

**Communication:** Students will develop the ability to communicate effectively through speaking, active listening, reading and writing.

**Learning Skills:** Students will develop a desire for continued learning by acquiring skills needed to pursue learning and an appreciation for personal growth.

**Critical Thinking:** Students will develop problem recognition and solving skills by using critical thinking, scientific principles/methods and creativity.

**Personal Ethics:** Students will develop personal integrity by clarifying values, developing a code of ethics, maintaining a considerate attitude toward others and accepting the responsibility of becoming a contributing member of the community.

**Interpersonal Skills and Human Relations:** Students will develop interpersonal relationships by cooperating with others, maintaining a positive, accepting attitude and by recognizing the worth and dignity of others.

**Computational and Computer Skills:** Students will develop the ability to understand and apply math to the activities of daily living and to be proficient in the use of computers.
Understanding Culture and Society: Students will develop an understanding of and appreciation for cultures and ideas by developing a historical perspective and appreciation of the arts and by learning differences and commonalities among all humans.

Understanding Science and Technology: Students will develop a responsibility toward the global environment by understanding the uses of science and technology, their impact on the environment and one’s personal responsibility toward protecting the environment.

Wellness: Students will develop an understanding of the relationship among mind, body and maintenance of health.

Students nearing the completion of the requirements for graduation must participate in activities that will assess their achievement of these objectives.

Accreditation and Memberships
Dabney S. Lancaster Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree in Arts and Sciences and the Associate Degree in Applied Sciences. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404/679-4500 for questions about the accreditation of Dabney S. Lancaster Community College.

DSLCC is one of 23 colleges within the Virginia Community College System. The associate degree curricula have been approved by the State Council of Higher Education for Virginia. The certificate and career studies programs have been approved by the State Board for Community Colleges, and the career studies certificate programs have been approved by the DSLCC Local Board.

The College is approved by the U.S. Department of Education for various federal funding programs including Veterans Administration educational assistance.

The College is an institutional member of the American Association of Community Colleges.

The College’s Associate Degree Nursing program is approved by the Virginia State Board of Nursing and the National League for Nursing Accrediting Commission, Inc., which may be reached at 800/669-1656 and the Forest Management Technology program is recognized by the Society of American Foresters.

Institutional Policy for Equal Opportunity
Dabney S. Lancaster Community College declares and affirms a policy of equal educational opportunity and nondiscrimination in the administering of all educational programs and supporting services. It is the policy of Dabney S. Lancaster Community College to promote equal opportunity in educational programs and activities, admissions and employment, without regard to race, creed, gender, national origin, disability or any other non-merit factor. For concerns or information requests pertaining to students, call 540/863-2850. For matters related to employment, contact the Human Resources Officer (540/863-2808).

DSLCC Educational Foundation
The DSLCC Educational Foundation, Inc. is a nonprofit organization which acts as the sponsoring agency for soliciting financial support for the College.

The Educational Foundation board is composed of representatives of the counties, cities and towns which are served by the College. They volunteer their expertise and service on behalf of the College and the community.

Gifts and contributions to the Foundation are tax deductible for the donor and can be made in the form of money, negotiable securities, equipment, supplies, real estate or buildings. Donors can name the
Foundation in estate planning and as beneficiary to insurance policies. Memorial funds can be established through the Foundation on behalf of individuals and families.

DSLCC Statement of Values
From the 2007-2011 DSLCC Master Plan

The heart and soul of this College is learning and personal growth, both of which require strong personal commitment on the part of everyone at the institution. Both are dependent upon quality educational programs, appropriate services and consistently high quality performances by students, faculty, staff and administrators. The College values a job well done and believes that each individual must strive for excellence. The highest level of professionalism, competence and productivity is the standard for employees of the College. Responsible participation and high achievement are standards for DSLCC students. The College is committed to providing the following:

- comprehensive educational programs
- dedicated, caring, knowledgeable and qualified staff, faculty and administrators
- general education courses that enable students to understand their culture and environment, to develop skills needed for analysis and communication and that promote personal civic and social responsibility
- an environment conducive to scholarly activity
- high quality academic advising, career awareness and selection, and placement assistance
- resources necessary for quality teaching and learning
- opportunities for personal and professional development
- the free interchange of ideas, beliefs and cultures
- assessment activities which assure improvement in institutional effectiveness
- staff, faculty and administrators to serve as role models in the College, the community and the professions
- comprehensive academic programs which integrate liberal arts and technology education
- opportunities for recognizing outstanding achievement

We value the flexibility and diversity of human resources and realize that there are varied approaches in carrying out the College’s mission. We promote innovation and responsible experimentation.
Admission

General Admission to DSLCC
Dabney S. Lancaster Community College welcomes applications from any person who has a high school diploma or the equivalent or who is 18 years of age and able to benefit from a program at the College. Students younger than age 18 may be admitted by special arrangement.

How to Apply
The following procedures apply to all degree or certificate seeking students. Please contact Student Services if additional information is needed.

1. Submit a completed Application for Admission, including completed state residency information. The application is available on the web at www.dslcc.edu.
2. Forward official transcripts from all high schools, colleges and universities attended. High school transcripts may not be required if the record is over ten years old or the student has completed twenty semester hours (or the equivalent) at a regionally accredited college or university. Waiver of the high school transcript must be approved by the registrar.
3. Complete a placement test or provide satisfactory SAT/ACT scores. (For more information, see SAT/ACT Scores section on this page.) The test is normally administered prior to registration. The DSLCC placement test series may not be required if the student has completed appropriate English and mathematics courses at a regionally accredited college or university. Waiver of the placement test must be approved by a Student Services advisor.

After individuals have been admitted to the College as degree or certificate seeking students, they will meet with a College advisor (a) to discuss their educational interests, (b) to plan their application for admission to a specific curriculum or program at the College and (c) to schedule courses based on placement test scores. Admitted applicants may be required to submit additional information required by the College for admission to a specific program or curriculum.

For all non-degree or non-certificate seeking students (those who are taking classes which they do not intend to apply toward a degree or certificate), the following completed items are required:

1. An official Application for Admission
2. A state residency form, if the course(s) to be taken are for college credit

NOTE: Placement tests may be required prior to enrolling in some courses. Check with an advisor in Student Services for more information.

DSLCC reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the College. Students also may be denied admission if there is reason to believe that they present a danger to themselves and/or other students.

SAT and ACT Scores
Students who have taken the ACT or SAT tests within two years prior to entry to DSLCC and have obtained scores that meet or exceed those listed in the table below may request an exemption from the placement test. Documentation of the adequate scores must be received by the College. Students should consult an advisor in Student Services for information.

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<tr>
<td>Math</td>
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</tr>
<tr>
<td>Math*</td>
<td>480</td>
<td>20</td>
</tr>
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</table>

*if you are planning to take pre-calculus or higher math.
These scores may exempt the student from taking the placement test. These scores do not exempt the student from having to successfully complete the prerequisite courses for a specific math course.

**Admission to a Curriculum**

In addition to the general admission requirements, specific requirements are usually prescribed for each curriculum of the College in order to ensure that the student possesses the potential to meet program requirements. Admission to the College does not necessarily admit the student to a particular curriculum. Among the items generally considered in determining the eligibility of a student for admission to a curriculum in the College are educational and occupational experiences and other reasonable standards such as appropriate scores on the placement test.

The specific requirements for each curriculum are listed in the Programs of Study section of this catalog. Persons who do not initially meet the requirements for a specific curriculum or course may be eligible for entrance at a later time after completing the appropriate developmental studies.

**Admission to Courses**

Admission to specific courses is available only when the student meets the prerequisite requirements for the course as identified in the Course Descriptions or Programs of Study sections. Some courses are open only to students in particular programs. Contact an advisor for information.

**Admission to Independent Study Courses**

All independent study/on-line classes have the additional prerequisite of completion of 12 hours of college credit with a GPA of 2.25, or prior written instructor approval.

**Admission to Non Credit/ Special Interest Courses**

Persons applying for non credit/special interest courses do not necessarily have to meet College admission requirements.

**Admission of Veterans/National Guard**

Many of the College’s programs are approved by the State Department of Education for payment of veterans’ benefits. The College’s Financial Aid Officer, who also serves as the Veteran’s Affairs Officer, will assist students in applying for Veterans’ benefits and will certify students’ enrollment to the Department of Veterans Affairs for payment. Requests for benefits should be directed to the Veterans’ Affairs Officer/ Financial Aid Officer in Student Services. It is the lawful obligation of the Veterans’ Affairs Officer/ Financial Aid Officer to monitor the veteran’s academic program and to inform the Veterans’ Administration promptly of such matters as poor attendance, unsatisfactory progress and lapses in enrollment. It is the student’s responsibility to inform the Veterans’ Affairs Officer/ Financial Aid Officer immediately of any change in status.

Veteran students are reminded that in order to receive benefits for a course, the course must be applicable to their approved program of study, as outlined in this catalog. All veterans must fill out the Veterans’ Request for Certification Form each semester they register in order to continue to receive benefits.

**Admission of Senior Citizens**

**Senior Citizen Tuition Waiver/Credit Courses:** Legal residents of Virginia who are 60 years of age or older may register for credit and audit courses, not exceeding three courses per semester, on a space available basis, without payment of tuition or fees. Registration for credit courses without payment, either as a full-time or part-time student, requires that taxable income not exceed $15,000 the preceding year. Guidelines for eligibility are available in Student Services.

A nonpaying senior citizen may be dropped from a course if space is needed for a paying student.
Senior Citizen Tuition Waiver/Non credit Courses: Senior citizens who have reached 60 years of age, have had their legal domicile in Virginia for one year and have an annual taxable income of $15,000 or less shall be admitted to noncredit courses at no tuition on a space available basis after all tuition-paying students have been accommodated. Senior citizens are responsible for fees established for the purpose of paying for course materials and lab fees. Senior citizens whose annual income is greater than $15,000 are not eligible for the waiver.

Admission of International Students
It is the policy of the College to admit qualified international students. Contact Student Services for additional information.

Admission of High School Students
Students enrolled in high school who meet all course prerequisites may be admitted to DSLCC under one of the admission programs described below. In general, students who participate in these programs are at least 16 years old and/or have reached junior status.

1. Dual Enrollment
   “Dual Enrollment” gives high school students (including home schooled students) the opportunity to earn college credits while meeting the requirements for high school graduation. If qualified, a dual enrollment student may take courses at any DSLCC location or may take special courses that meet all DSLCC academic requirements at their local high school. College credits earned at DSLCC may meet the high school’s graduation requirements, may be applied toward graduation at DSLCC, and may be transferred to another college or university. For dual enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available in Student Services or in the high school guidance office.

2. Concurrent Enrollment
   “Concurrent Enrollment” is the enrollment of high school students (including home schooled students) in college courses for which they are receiving college credit but are not receiving high school credit. It gives students who do not need additional high school credits the ability to begin their college careers early, enjoying the challenge of college courses. For concurrent enrollment admission, the student must obtain permission from a parent/guardian, the high school guidance counselor (if enrolled in high school), and appropriate Student Services personnel. Details are available in Student Services or in the high school guidance office.

Admission of Home Schooled Students
DSLCC welcomes home schooled students! Applicants will generally be at least 16 years old and comply with the following procedures.

1. Applicants will provide a current copy of a completed and signed home schooled agreement between the appropriate school system and the authorizing parent or guardian.
2. An applicant whose home schooling does not require a home schooled agreement will generally be 18 years of age and able to demonstrate the ability to benefit from a program at the College as determined by an appropriate score on the placement test or the SAT or ACT test.
3. Applicants will submit a college application and meet with a college advisor for course approval.
4. Applicants may be required to complete placement testing in mathematics, writing and/or reading.
Contact the Director of Student Services to discuss how DSLCC can help further the education of a home schooled student.

Admission of Convicted Sexual Offenders (Policy)
DSLCC Policy Related to Legislation Regarding Admissions

Section 23-2.2:1 of the *Code of Virginia* requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the web application informs applicants that their information is being transmitted to the State Police.

In the event that the State Police determine that an applicant or an enrolled student who has attended at least one class meeting at any Dabney S. Lancaster Community College location is listed on the Sex Offender Registry, the State Police will notify a local law enforcement agency who will notify DSLCC.

When the college receives such a notification:

A. The applicant will be denied admission to DSLCC in accordance with its admission policy as published in its catalog:

*Admission Denied/Revoked: Admission to the college, or to college functions or activities, will be denied or revoked to individuals who have demonstrated unsafe and/or disruptive conduct.*

B. If the applicant has already registered for classes and attended at least one class meeting at any DSLCC location before the college receives notification from the State Police, the student will be immediately informed that he/she is being administratively withdrawn from classes and will receive a refund. The offender’s name will be listed on the main website along with a link to the Virginia Sex Offender Registry per the Campus Sex Crimes Prevention Act.

C. The student who has attended at least one class meeting may invoke his/her right to an appeal.

**Appeal Process for the Withdrawal for a Convicted Sex Offender**

When a convicted sex offender is administratively withdrawn from classes at Dabney S. Lancaster Community College, he/she may invoke the following appeal process:

A. The withdrawn offender will receive a letter from the Director of Student Services stating his/her denial of admission or administrative withdrawal.

B. The withdrawn offender may write a letter of appeal to the Director of Student Services in which he/she provides the following information:

1. Disclosure of the nature of the offense for which he/she has been convicted;
2. Justification for consideration of admission/reinstatement;
3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated.

*Note: If a student is appealing a denial of admission or an administrative withdrawal, he/she must submit the letter of appeal to the Director of Student Services within seven (7) calendar days of the denial or administrative withdrawal.*

C. A team of administrators will review the information submitted and make a
decision by a simple majority vote within seven (7) calendar days of receiving
the letter of appeal. The Director of Student Services will serve as the
moderator of the panel and will be a voting member of the panel only in the
event of a tie vote.

D. The Director of Student Services will inform the withdrawn offender by letter
of the decision of the appeals panel. The decision of the appeals panel shall
be final.

**Sex Offender Registry**

The DSLCC campus community is advised that the following site may be
accessed to obtain information on registered sex offenders: VA Sex
Offenders. This site, maintained by the Virginia State Police, provides
information about registered sex offenders in the geographical area served by
Dabney S. Lancaster Community College (as well as anywhere in Virginia).
Once the web site is reached, click on "sex offender registry" for relevant
information. Information about offenders who are enrolled as students may be
obtained through Student Services.

**Currently Enrolled Registered Sex Offenders**

To comply with federal mandates, DSLCC must inform the public of
registered sex offenders who are attending classes at DSLCC. The
individuals listed below will also be hyperlinked to their entries in the sex
offender registry itself.

**None are known to be enrolled this semester.**

Additional Information is available on the **DSLCC Web Site.**

**Residency Requirements**

A Domicile Officer in Student Services is responsible for determining residency, and guidance will be sought
where there is a question regarding a student’s residency status. Applicants must submit a residence
affidavit to determine residency for tuition purposes.

State law does not permit discretion in determining Virginia residency status. Classification must be
decided solely by reference to a student’s domicile. Domicile is a technical legal concept and is determined
objectively by established legal rules which must be applied impartially. Mere physical presence or
maintenance of a residence does not confer domiciliary status.

The following general rules are used in determining domicile: (1) a person’s domicile is the place where he
or she resides with the unqualified intention of remaining permanently; (2) persons must demonstrate that
they have been domiciled in Virginia for one year immediately prior to the commencement of the semester
for which they are seeking Virginia residency status. Two of the following documents must be presented as
evidence of the one-year residency status:

• current year Virginia income tax statement
• Virginia driver’s license
• Virginia vehicle registration
• Virginia voter registration card

Parents of students 18 years of age or less must have been domiciled in Virginia for one year. After age 19
residency is normally determined by the individual student’s domicile and not the parents’ because the age
of majority in Virginia is 18. If the student, regardless of age, is a "dependent student" as defined for income
tax purposes, then the student may claim the domicile of either parent. Students residing in the country on
a temporary or education visa are not considered permanent residents of Virginia. These are general rules, to which there are exceptions and qualifications.

When enrollments must be limited for any curriculum or course, first priority is given to qualified students who are residents of the political subdivisions supporting the College, if such students apply for admission to the program a reasonable length of time prior to registration. The priority list is as follows: (1) residents of the political subdivisions supporting the College; (2) other Virginia residents; (3) out-of-state and foreign students.

Domicile/Tuition Appeal Process
Entitlement to in-state tuition charges is based on domicile status, not residency. In cases where the State Council of Higher Education for Virginia (SCHEV) Guidelines explicitly deny a student eligibility for in-state tuition rates, the student cannot appeal the decision.

Level I: Since tuition appeals should be settled promptly, a verbal appeal should be made with the DSLCC Registrar within 10 business days following the time the student reasonably should have gained knowledge of the tuition status.

Level II: The student may appeal the disposition of Level I by filing an appeal in writing with the Director of Student Services within five business days following the Level I decision. The appeal will be reviewed within 15 business days and the student will be advised in writing within five business days of the decision.

Level III: The student may appeal the disposition of Level II by filing an appeal in writing with the Student and Community Services Committee within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level II. (Consult Student Services for the name and contact information of the chair of the Committee.) The Student and Community Services Committee Chair will communicate in writing within 30 business days the decision of the Committee.

Level IV: The disposition of Level III may be appealed in writing to the President of DSLCC within five business days following the time the student reasonably should have gained knowledge of the tuition status determined in Level III. The President’s decision is the final step in the appeals process and may not be appealed. The President will inform the student of the decision in writing within 15 business days. If the student is not satisfied with the final administrative decision, the student has the right to review in the appropriate circuit court.

Disability Students
DSLCC is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

In order to qualify for services, the student must provide clear and specific evidence that documents a formal diagnosis of a disability from a qualified professional. Except in certain cases, the documentation can be no older than three years. Students with current documentation regarding a disability that would affect academic progress should advise the Americans with Disabilities (ADA) Officer in The Achievement Center of requirements for auxiliary aids, readers, interpreters, taped materials and other services.

Transferring from Other Colleges
DSLCC welcomes students who wish to transfer credits from another college. Potential transfer students must have an official copy of the transcript from each previously attended college sent to the DSLCC registrar prior to consulting an advisor in Student Services for an assessment of credits. At the discretion of
the registrar, students transferring credits to DSLCC from other Virginia community colleges may not be required to provide a transcript, as course and enrollment history may be available via DSLCC’s computerized files. DSLCC accepts credit from regionally accredited colleges where equivalency of course material is demonstrated, provided the credits are applicable to the student’s DSLCC program. No credit will be given for courses with grades lower than “C.” A transfer student may be advised to repeat courses if it is clearly to his or her advantage to do so in order to make satisfactory progress in the chosen curriculum. Only those credits or courses applicable to the DSLCC program will be officially applied to the student’s record. The determination of the amount of credit which will transfer will be shared with the student as soon as possible, but no later than the end of the first academic term in which he/she is enrolled.

Usually, a student eligible to return to the College from which he or she is transferring is eligible for admission to DSLCC.

Students who are ineligible to return to a previous college due to academic reasons generally will not be allowed to enroll in the same curriculum in DSLCC until one semester has elapsed or until an approved preparatory program at DSLCC is completed. The admission of students who are ineligible to return to their previous college for non-academic reasons will be reviewed on a case by case basis. The Vice President for Instruction and Student Services or a designee will decide on each case and usually shall impose special conditions for the admittance of such students, including placement on academic probation.

Transfer Credits for Military Training
DSLCC welcomes students who wish to transfer credits from previous military training. Students must obtain an official copy of their military transcript from either the Community College of the Air Force (CCAF), or the Army/American Council on Education Registry Transcript System (AARTS at aarts.army.mil) or the Sailor/Marine Council on Education Registry Transcript (SMART at smart.navy.mil) which will detail their previous training and the American Council on Education (ACE) recommendation on the number of transfer credits that they should be awarded for this training. In most cases, students will receive a minimum of 2 credits for HLT 106—First Aid and Safety and 2 credits of PED electives for their basic training. Students who request that credit(s) be awarded for program-specific knowledge, skills and/or experience that they have previously acquired will require the approval of the appropriate program head and/or division dean. After approval is granted, the student may then discuss with an academic advisor how the credit(s) may apply toward the completion of a certificate or associate degree.

Waiver of Requirements
Students who have reason to believe that previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact Student Services to determine procedures before registering for classes. All waivers must be approved by the Vice President for Instruction and Student Services or a designee.

Advanced Standing Information
DSLCC adheres to the philosophy that educational development (knowledge and/or expertise gained), regardless of how or where it occurred, is worthwhile and worthy of recognition. Therefore, curriculum students may receive advanced standing for demonstrated proficiency within a particular program or course sequence. Advanced standing is the administrative placement of a student beyond the basic course(s) in a program, allowing college credit for mastery of subject matter and/or other appropriate training, upon the submission of transcripts showing previous academic study, evidence of occupational experience or credit by exam. There is no credit-hour charge for credits earned in this manner.

Credits earned by examination may be applied toward meeting degree and/or certificate requirements, but neither grades nor grade points will be awarded. A “credit-by-examination” notation will be included on a student's official transcript for each course completed in this manner.

It should be noted that, although an increasing number of colleges are accepting credits earned by examination for transfer purposes, not all colleges have adopted this policy. It is the responsibility of the student to acquire information on transfer policies at the institution he or she plans to attend.
Advanced placement may be attained in the following ways:

**Certification of Competency:** Students entering from a secondary vocational program may be eligible for advanced placement in certain occupational-technical programs based on certification of a competency (skill) level by the previous vocational teacher. Fundamental skills in selected topics are offered at the area’s career and technical education centers. Advanced placement is based on informal as well as formal articulation agreements with local educational agencies in the DSLCC service area. Students interested in this method of advanced placement should contact the advisor, respective program head or division dean.

**CLEP Examinations for Advanced Standing:** The College Level Examination Program (CLEP) from the Educational Testing Service has been approved for obtaining credit by examination. Many subjects, such as College Composition II, American History, American Government, General Psychology, Biology and Chemistry, are available. Credit is awarded depending on the score attained and if the work is applicable to the student’s program of study. Students interested in transferring CLEP credit should contact their academic advisor. Students must request that an official score report be sent to the DSLCC Registrar.

**Credit for Military Service Experience and Education:** Credit may be allowed for courses completed in military service schools if such credit is recommended in the American Council on Education’s Guide to the Evaluation of Educational Experience in the Armed Services and if the work is applicable to the student’s program of study. To receive this credit, the student must submit the appropriate documentation and an evaluation request to the appropriate academic advisor. Veterans may also receive a waiver of credit for physical education requirements by submitting a discharge certificate or other appropriate certification. This waiver carries no credit, so the student must substitute elective credits to meet the total requirements for their curriculum.

**Locally Constructed Examinations for Advanced Standing:** Tests prepared by DSLCC faculty are available for several DSLCC courses. The College will grant specific course credit for acceptable performance on these locally prepared examinations. Students interested in participating in this credit-by-examination program should consult their advisor and/or the appropriate division dean. There is no fee for locally constructed tests.

**Specialized Training:** Successful completion of armed forces schooling, industrial apprenticeship programs, Virginia law enforcement training agencies, Certified Professional Secretaries’ exam and Certified Legal Secretaries’ exam may merit credit. Individuals who can provide official documents certifying successful completion of the above programs (exams), who have declared a major in a DSLCC degree or certificate program and who are currently enrolled in classes applicable to the program may request advanced placement. The number of credit hours awarded is based upon formal documentation and agreements in force through the VCCS or locally. Students interested in this type of advanced placement should contact an advisor, respective program head or division dean.

**Advanced Placement Credit:** Students who have completed advanced work while in high school may apply to the College Entrance Examination Board to take one or more tests offered through the Advanced Placement program. DSLCC awards credit for a grade of 3 or higher, with the final determination of credit hours awarded made on the basis of the exam taken. Students interested in transferring AP credit should contact their academic advisor. Students must request that an official score report be sent to the DSLCC Registrar.

**Transfer Between Curricula**

As students proceed in their studies, they may decide to change a program or curriculum. In such cases, the student should make an appointment with an advisor to arrange for any necessary testing or other requirements. No changes in program or curriculum may be made without the recommendation of an advisor or, in select programs, the division dean.

**Transfer to Other Institutions**
Depending on the program of study, DSLCC students may transfer credits to a four-year institution. DSLCC has many Guaranteed Admissions Agreements with four-year colleges and universities; these agreements provide for a smooth transfer for students who meet specific requirements. Consult an academic advisor in Student Services for information on Guaranteed Admissions Agreements.

A student who is interested in transferring to another college should work closely with that college’s advisor to ensure that DSLCC courses will transfer. Students should become familiar with the requirements of their chosen major at the four-year college and should work with a DSLCC academic advisor in choosing courses. DSLCC maintains a file of catalogs of many four-year institutions. While the academic advisor will attempt to guide a student into the right courses, the ultimate responsibility belongs to the student.

**Associate of Arts and Sciences Programs**

The Associate of Arts and Sciences Degree Programs are designed for students who plan to complete a baccalaureate degree program at a four-year institution. An academic advisor in Student Services will assist the student in the selection of an appropriate institution and aid in the interpretation of requirements.

**Associate of Applied Science Programs**

The Associate of Applied Science Degree Programs are designed as two-year programs preparing for employment in specific career fields. However, many four-year institutions do accept credits earned in such programs when a student transfers into a comparable technical program. Students interested in transferring to a four-year institution after enrolling in an A.A.S. program should work closely with their advisor to identify four-year institutions that will accept these credits and to ensure that they enroll in general education courses which are transferable.

**Guaranteed Admissions/Articulation Agreements**

Dabney S. Lancaster Community College and the Virginia Community College System have entered into guaranteed admissions/articulation agreements with many four-year colleges and universities. These agreements may entitle students to certain benefits, including:

- Status as a junior similar to students who began as freshmen (native students)
- Equal access to financial aid, scholarships, and housing availability
- Equal access to junior level classes which may have enrollment limits
- Access to academic advisors who maintain a relationship with students during their freshman and sophomore years at DSLCC
- Admission to certain student activities at the four-year institution while they are still attending DSLCC

Under the terms of these guaranteed admissions/articulation agreements, students must follow certain guidelines, such as adhering to the institution’s deadline for declaring their intention to enroll and maintaining a specified grade point average.

Students interested in participating in the guaranteed admissions/articulation agreements should contact DSLCC’s Student Services for details and requirements, which vary by institution.

**Transcripts**

A student may request that a copy of his/her student permanent record from DSLCC be forwarded to other educational institutions, state or federal agencies, employers or any person(s) designated by the student. The request must be made by the student in writing. Request forms may be obtained from Student Services or the Registrar’s Office or on the DSLCC website, [www.dslcc.edu](http://www.dslcc.edu). Requests from valid VCCS student emails will also be honored.

Fax requests are honored and must have the full name of the requestor, the Social Security number or student identification number, complete address where the transcript is to be sent and the student’s signature authorizing transcript release. The fax request should be directed to the Registrar’s Office.
Due to student information limitations under the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), telephone and third-party requests for transcripts cannot be honored.

During periods when the registrar receives a high volume of transcript requests, typically at the beginning and end of a semester, there will be a three (3) day waiting period on requests. Students with immediate needs will be addressed on a case-by-case basis.

**Release of Student Information**

All requests for official information about students should initially be referred to the registrar. Student records are treated as confidential information as provided by the Family Rights and Privacy Act of 1974, Sec. 438, Pub.L. 90-247 as amended. Information from student records cannot be released (with very limited lawful exceptions) except to the student who may authorize release.

The colleges of the VCCS will share student education records in accordance with current and any future amendments to the Family Educational Rights and Privacy Act regulations. Specifically, colleges must receive permission from the student to share information, except for a situation where the student seeks or intends to enroll at another college within the VCCS. The ability to disclose personal data for this situation is allowed under 34 CFR 99.31(a)(2) and 99.34(FERPA). Colleges will insure that all data transfers among colleges of the VCCS, related to this policy, are based on business processes approved by the Chancellor.

Employees of the College may have access to student records when acting in the student’s educational interest and within the limitations of their need to know. These persons may include faculty, academic advisors and personnel in Student Services.

Directory information including name, participation in officially recognized activities and sports, address, telephone number, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, degrees and awards received, number of credits for which the student is enrolled, and the most recent educational agency or institution attended may be released without the consent of the student.

A student may request that this directory information be kept confidential by notifying the registrar each semester by the last day to add/drop.

Emergency requests for information will be handled by the registrar after consultation with another appropriate college official.

Students have the right to inspect, review and challenge the information contained in their own records.

**Retention of Student Records**

The College retains student records in accordance with the policies established by the State Library of Virginia. The College will retain on a permanent basis an official record of a student’s academic history (transcript).

The College also will maintain a separate student academic folder which may include, but not be limited to, the following: application forms, standardized test results, drop/add forms and faculty grade reports. Information contained in the student academic folder will be retained in accordance with the aforementioned policy and may be destroyed three years from the date of the student’s separation from the College.
Tuition and Fees

General Tuition: Tuition rates are set by the State Board for Community Colleges. Tuition rates are subject to change and do not include student activity fees or technology fees. Different tuition rates are established for Virginia residents and non-Virginia residents. A Virginia resident is one who has lived in, is and has been a legal resident of Virginia for a period of at least one year prior to the commencement of the semester for which he or she is enrolling. (See Residency Requirements.) Specific classes may have additional fees which will be noted in the semester class schedule.

Non-documented residents of the United States are not eligible for Virginia resident tuition rates or any form of financial aid.

Payment of tuition enables the student to use the library, bookstore, student center and other facilities of the College.

Veterans: Veterans who wish to receive education benefits must contact the Financial Aid Office located in Student Services. The Veterans’ Tuition Waiver provides free tuition and fees at state supported institutions for the children of permanently disabled or deceased veterans of the United States Armed Forces. Requests for applications should be directed to the DSLCC Financial Aid Office.

Refunds

Students shall be eligible for a refund for those credit hours dropped during the add/drop period. Refunds are made in accordance with state policy. Exceptions must be approved by the Vice President for Financial and Administrative Services. Tuition refunds are processed after the end of the add/drop period. These refunds are disbursed by the Commonwealth of Virginia Treasury Department and are mailed directly to the student’s address of record. Students are responsible for seeing that their correct mailing address is on record with Student Services and the business office for proper receipt of refunds.

For information on refunds for students on financial aid, see Refund and Repayment Policy under the Student Financial Aid section.

Other Costs

Capital Fee: A capital fee is charged for all out-of-state students and out-of-state contract students who are not classified as in-state residents.

Special Items: Some programs may require students to purchase additional program-related items.

Student Activity Fee: A student activity fee will be charged in addition to tuition. This fee is refundable during the add/drop period.

Technology Fee: A technology fee is charged to all students for each credit hour taken. This fee is refundable during the add/drop period.

Fines

Students who damage or lose school property (laboratory or shop equipment, supplies, library materials, etc.) are expected to pay charges for such losses.

Transcripts, certificates, diplomas or degrees will not be issued, nor will a student be permitted to register until all of the student’s accounts at the business office, bookstore or library have been paid in full.

Fines for illegal parking in fire lanes, handicapped parking spaces or “No Parking” designated areas at DSLCC facilities may be imposed by the appropriate Sheriff’s Department.

Library Fine Policy
The library does not charge a late fee for overdue books. When a book is thirty days overdue, the borrower is considered delinquent and cannot check out more library materials until he or she has paid the fine and has returned or paid for the book. The delinquent account is sent to the Business Office for collection. Students may not graduate or register for classes until all obligations are satisfied.

**Books and Materials**

Students are expected to obtain the books, supplies and materials needed in their studies.

**Failure to Meet Financial Obligations**

Students failing to meet a financial obligation to the College are placed on financial suspension. Failure to meet financial obligations to the College also may result in placement of the delinquent account with a collection agency, withholding from subsequent tax returns, litigation and other collection procedures as are necessary to settle the account. The student is responsible for any additional costs incurred in the collection of delinquent accounts. A service charge will be assessed for all returned checks.

**Student Financial Assistance**

**Financial Aid:** The purpose of the College’s financial aid program is to provide financial assistance to qualified students who, without such aid, would be unable to attend college. Non-documented residents of the United States are not eligible for any form of financial aid.

DSLCC offers several programs of financial aid funded by the Federal Government, the Commonwealth of Virginia, the DSLCC Educational Foundation, the College itself, area organizations, clubs, businesses and private citizens.

**How and When to Apply for Financial Aid:** The best time to apply for financial aid is during the months of January and February preceding anticipated fall semester entrance into the College. The DSLCC priority application deadline for college-based aid is March 1. Students who wish to be considered for college-based funds should apply by this deadline. Eligible students who apply after March 1 may receive an award of college-based aid if funds are still available. Awards are given on a first-come, first-served basis until the funding is exhausted.

Spring entrants should apply for financial aid before November 1 to allow ample time for financial aid to be processed. Students may apply after this date; however, financial aid may not be processed in time to be available at the start of the semester.

Students interested in applying for financial aid must do all of the following:

1. Apply as a curricular student to DSLCC.
2. Complete the Free Application for Federal Student Aid (FAFSA) directly on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students first apply for a PIN number which becomes an electronic signature. The application process may be completed on a home computer or on a computer at DSLCC in the Library, Student Services and at the Rockbridge Regional Center. To have the report sent to the College, students must enter DSLCC’s Title IV school code (004996) in the school section of the FAFSA.

Students are encouraged to utilize the electronic option. This method is simple and user friendly, reduces errors and most importantly, greatly reduces processing time.

When the FAFSA has been processed, the student will receive a Student Aid Report (SAR). Schools listed by Title IV code (004996 for DSLCC) on the FAFSA will receive an electronic version of the SAR.

After the application for financial aid is reviewed, the Financial Aid Office will send the student a letter explaining the status of the application. Additional information may be requested in order to complete the file. Students should respond promptly to requests for additional information; failure to do so will result in delays with the completion of the student’s file.
Ability to Benefit Procedure

Students must be high school graduates and have a regular high school diploma or GED in order to receive financial aid or must be able to show an ability to benefit. In order to show an ability to benefit, a student must receive a passing score on a DSLCC Placement Test as established by the U.S. Department of Education. Test results will serve as official documentation of the student’s ability to benefit from college-level classes.

Students not eligible for financial aid because they cannot demonstrate the ability to benefit may enroll at their own expense. Students who are still in high school are not eligible for financial aid.

Satisfactory Progress for Financial Aid Recipients

Federal regulations require that students receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College. Exclusive of developmental studies, degree seeking students may receive financial aid for no more than 150 percent of the time frame for program completion. These limitations include all terms of enrollment, not only those terms when aid was awarded or received. Developmental study courses are limited to one academic year, 30 semester hours, of enrollment.

Student aid recipients will also be required to maintain a minimum cumulative grade point average (GPA) and credit completion rates. GPA requirements will be evaluated after each term and credit completion rates will be evaluated after each academic year.

For further information on the DSLCC Satisfactory Academic Progress Standards or to obtain a copy of these standards, contact the Financial Aid Office or visit our web site at www.dslcc.edu.

Students who lose financial aid eligibility can submit an appeal. The Student Financial Aid Committee, composed of representatives of the administrative, counseling and instructional staff, is appointed by the President for the purpose of reviewing student appeals concerning financial aid matters. If reinstated, students will be placed on contract until they are back in good standing.

Refund and Repayment Policy

Title IV Returns

Title IV funding includes Federal Pell Grant, Federal SEOG Grant, Federal Stafford Loan and the CSAP and HETAP Grants. Students who receive Title IV funding may have to return money to the College if they withdraw from all of their classes or stop attending without official withdrawal.

After calculations are performed, there will be a portion the College will be required to return from the amount retained to cover tuition and/or book charges. After the College returns the required amount, an unpaid balance will be created on the tuition/book account. The student will be billed for these unpaid charges and given a deadline to pay. If not paid by the deadline, the College will turn the debt over to the state for collection.

In some rare cases the student could owe additional funds back to the Title IV programs from the checks received. In this case the student has 45 days to return their part to the College and the College will also return the student portion to the Department of Education (DOE). After 45 days, the College must turn the debt over to the Department of Education (DOE) for collection. Once submitted to the DOE, the student becomes ineligible to receive financial aid from any school until the DOE is repaid.

Adjustment to Financial Aid When Classes Are Never Attended: Financial aid will not pay for classes that the student never attends. If a student signs up for classes, but never begins attendance, financial aid cannot be used and the student will be dropped from the class.
Financial aid students who do not begin attendance in all classes will have their financial aid cut to the level appropriate to their actual class attendance level. The student will be responsible for paying any difference that results from the adjustment.

**Financial Aid Disbursements**

Disbursements of financial aid awards (minus appropriate tuition, fees and bookstore charges) are processed no later than the fifth week of classes each semester. Financial Aid checks will be mailed to the address listed in the Student Information System.

**Bookstore Charges**

Eligible financial aid recipients may choose to charge textbooks and/or supplies in the DSLCC Bookstore up to a maximum of $800 or less if the amount of remaining financial aid is limited. Charges may be made during the designated period each semester.

**Veterans’ Services**

Applications for VA benefits and assistance in applying are available from the College’s Financial Aid Office. All students receiving VA benefits must be enrolled in an approved curriculum that leads to a certificate or degree.

All students receiving VA benefits must report class registrations and adjustments to class schedules (such as add/drop, withdrawal from classes, changes in academic program, etc.) to the College’s Financial Aid Office. These changes may affect a student’s VA benefits. When certifying the enrollment status of veteran students, only those courses applying to their curricula will be certified to the Veterans’ Administration for payment of benefits.

In addition to monthly benefits, the Veterans’ Administration will pay for tutorial assistance. Veteran students are urged to visit the Achievement Center, which provides free tutoring to students.

Veterans’ educational benefits will be suspended when the veteran student fails to maintain minimum standards of academic progress. A copy of the Veterans’ Standards of Academic Progress Policy may be obtained from the College’s Financial Aid Office.

DSLCC is designated as an institutional member of Service Opportunity Colleges (SOC). The SOC, composed of over 1,000 colleges and universities, functions in cooperation with the Department of Defense and the Military Services, including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of service members.

**HOPE Scholarship Tax Credit**

This tax credit may be taken by eligible students for tuition paid during the freshman and sophomore years. To obtain additional information about the requirements for claiming this tax credit, contact Student Services or visit the financial aid page of the DSLCC web site at www.dslcc.edu. To determine specifically if you qualify, you must seek the advice of a tax expert.

**Educational Foundation Scholarships**

Each year, the DSLCC Educational Foundation awards thousands of dollars in merit scholarships to qualified students from the College’s service area. Applications are available from high school guidance counselors or from the Educational Foundation Office. Not all scholarships are awarded every year. For more information regarding available scholarships, please contact the DSLCC Educational Foundation at 540/863-2837. Or visit their web site.

Additional scholarships may be offered through civic and business organizations. For more information on scholarships, qualifications and how to apply, contact the DSLCC Educational Foundation by calling 540/863-2835 or 2837 or by visiting the Educational Foundation Office in rooms 104-105 in Backels Hall.
Student Financial Assistance Programs

Please refer to the [Student Financial Aid](#) web site for all the assistance programs that are offered to students.

**NOTE:** All selected applicants and those students applying for educational student loans must provide a copy of their parent's and/or their own Federal Income Tax Return (1040, 1040A, 1040EZ) for the prior year. Priority deadline for student aid applications is March 1.

### Academic Awards

**Academic Awards**

Dabney S. Lancaster Community College offers the following degrees or certificates for students who successfully complete approved programs at the College.

**Associate of Arts and Sciences (A.A. and S.):** awarded to students majoring in one of the transfer curricula (Business Administration, Education, General Studies and Science) who plan on transferring to a four-year college or university after completing their respective program.

**Associate of Applied Science (A.A.S.):** awarded to students majoring in one of the occupational-technical curricula who may either plan to obtain employment immediately upon graduation from DSLCC or transfer to an appropriate bachelor's degree program.

**Certificates:** awarded to students who complete an approved curriculum with a minimum of 30 semester hours.

**Career Studies Certificates:** awarded to students completing approved curricula with nine to 29 semester hours.

### Associate Degree Requirements

To be awarded an associate degree from the College, a student must have

1. completed the required semester hours in the degree program, of which 25 percent (excluding those received through advanced placement or credit by exam) must be acquired at DSLCC.
2. fulfilled all of the course requirements of the particular curriculum as outlined in the College catalog.
3. been recommended for graduation by the appropriate instructional authority in the curriculum.
4. completed the general education requirements (course work in English, Health, Mathematics/Science, College Success Skills, Physical Education, Humanities and Social Science) for an associate degree.
5. earned a grade point average of at least 2.0 on all studies which are applicable toward graduation in the particular curriculum.
6. filed a Graduation Credentials Checklist with an advisor by November 1 and an Application for Graduation in Student Services before December 1.
7. resolved all financial obligations to the College and returned all materials, including library books.
8. completed all required assessment projects including a test(s) of competency in general education.

### Certificate Requirements

DSLCC offers several certificate programs, which are described by category in this catalog. To be awarded a certificate, the student must have completed all academic requirements for the particular certificate and also have completed numbers six through eight above.

### Continuing Education Units

CEUs can be granted for participation in the continuing education experiences provided by the College and do not carry regular academic credit. Further information concerning CEUs may be obtained from the Continuing Education and Workforce Services Division.
Academic Policies

Academic Policies and Procedures

Credits: A credit is equivalent to one collegiate semester hour. Each credit given for a course is based on approximately three hours of study in that course weekly by each student. The course may consist of lectures, laboratory or shop, and various kinds of out-of-class study such as technology–based learning. Combinations of these types of course components may include

1. One hour of lecture plus an average of two hours of out-of-class study.
2. Two hours of laboratory or shop study plus an average of one hour of out-of-class study.
   -or-
3. Three hours of laboratory or shop study.

Fixed credit and variable hours with behavioral objectives are assigned to each developmental course (courses numbered 01-99). Variable credit is granted for all supervised study, seminar and project and coordinated internship courses.

Grading System for Curriculum Students

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. An I is an interim grade. Grades of P, R, S, W and X carry no credits.

Usually, if a student transfers to a four-year college or university, only grades of A, B and C will be accepted for credit in courses equivalent to those offered at the four-year college or university.

The quality of performance in any academic course is reported by a letter grade, the assessment of which is the responsibility of the instructor. These grades denote the quality 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    
P - Passing    0 grade points per credit    
S - Satisfactory 0 grade points per credit

Re-enroll (R): This grade is to be used for developmental courses (numbered 01-99) or special courses as approved by the Vice President for Instruction and Student Services. The “R” grade will be given in only those courses in which the student can re-enroll the following semester and complete the remaining objectives without taking the entire course over. The Vice President for Instruction and Student Services keeps a list of courses in which the “R” grade may be used and must approve each course eligible for an “R” grade. When students re-enroll for a course, they must pay for the course again. No credit is awarded until the course objectives are finished.

Incomplete (I): Students must complete at least 80 percent of the course requirements to be eligible for an “I” grade. No credit is awarded; the grade denotes that the student did not complete the class for verifiable, unavoidable reasons. Since the “Incomplete” extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of “I” has been awarded must be completed by the date designated by the instructor but no later than the end of the subsequent semester or another grade (A, B, C, D, F) must be awarded by the instructor based upon course work which has been completed. With mitigating reasons, the Vice President for Instruction and Student Services may approve the extension of an “I” grade.
Withdrawal (W): A grade of "W" conveys no credit and is awarded to students who withdraw from a course after the add/drop period but prior to the completion of 60 percent of the session. After this time, the student will receive a grade of F except under mitigating circumstances which must be documented. A copy of that documentation is placed in the student's academic file.

Audit (X): A student who audits earns no credit. Permission of the instructor or other appropriate administrator is required to audit a course. An auditing student may be dropped from the course if that student's place is needed for a student taking the course for credit. Full tuition and fees apply.

Pass (P) and Unsatisfactory (U): Grades of Pass (P) or Unsatisfactory (U) may be used as a grading option in Developmental Studies and special interest classes. Permission of the division dean or another appropriate academic administrator is required.

Pass grades in courses numbered 10-299 carry academic credit but are not included in grade point average calculations.

A maximum of seven (7) credit hours in courses for which the “P” grade has been awarded may be applied toward completion of a degree, diploma or certificate.

Satisfactory (S): A grade of “S” is assigned for satisfactory completion of each course in developmental studies numbered 01-99.

Developmental Studies
Developmental studies are classes in basic reading, writing and mathematics. Instructors of these classes give much personal attention to students and frequently work one-on-one with them during class times and office hours.

The Achievement Center (A-Center) provides facilities for extra support of students in developmental studies classes. The A-Center has an impressive collection of reading, writing and math software in a computer lab. Computers in the Achievement Center also have word processing programs for writing papers. The A-Center offers a blend of modern technology and a genuine concern for the individual student who needs additional support.

Grading Developmental Courses
Courses numbered 01-99
Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental studies shall be graded with an “R” and will be able to re-enroll in the course to complete the instructional objectives.

Students not making satisfactory progress in developmental studies shall be graded Unsatisfactory and advisors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of “U.”

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. While the permanent record must reflect the full history of all courses taken, a curriculum GPA including only those courses applicable to the student’s curriculum must be computed for graduation.

When a course is repeated, only the last grade earned is counted by DSLCC in computing the curriculum GPA for graduation purposes. The grades, credits completed, credits attempted and quality points for previous enrollments are no longer used by DSLCC but remain on the student's transcript.

Grade Reports
Final grade reports are available on-line through the student information system at the end of each semester. All final grades are part of the student’s permanent record and will be recorded on his or her official transcript.

**Appealing Final Grade**

Students must seek to resolve all grade problems with their instructors. If such problems cannot be resolved at that level, students may further appeal a grade through the Grade Appeals Committee if they believe it has been awarded in other than the prescribed manner. Grounds for the appeal are limited to the following:

1. A computational error in the grade
2. Grade computation in a manner other than that listed in the course of study or as amended with advance notice
3. Computation of grade in a manner other than that used for other students in the class

Grade appeals are resolved in this manner:

1. The grade appeal must be submitted in writing to the division dean within two (2) weeks of the availability of the grade report and must indicate clearly the reason for the grade appeal.
2. A committee of three faculty members: one appointed by the division dean from outside the division; one by the student; and one by the instructor involved, will determine the facts of the case, which are then to be forwarded to the Vice President for Instruction and Student Services. The committee does not have the authority to change a grade.
3. The decision of the Vice President for Instruction and Student Services may be further appealed to the President, whose decision is final.

**Auditing**

Students desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course will register in the regular manner and pay the regular tuition and fees. Audited courses carry no credit and do not count as part of the student’s course load. Students desiring to change from audit to credit must do so within the official add/drop period. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. A student auditing a course may be dropped from the course if that student’s place is needed for a student taking the course for credit.

**Repeating a Course**

Normally, a student is limited to two (2) enrollments in the same credit course. The limitation also includes students receiving grades of “R”, “W” or “X”. A student desiring to take a course more than twice should formally request permission through an advisor in Student Services. This request will be forwarded to the Vice President for Instruction and Student Services or a designee.

**Classification of Students**

**Curricular Student:** A curricular student is one who has satisfied all college admission requirements and has been admitted to one of the curricula of the College.

**Non-Curricular Student:** A non-curricular student is one who is not formally admitted to one of the curricula, but who is classified according to the following student goals or conditions: (1) upgrading employment skills for present job, (2) desiring skills for new job, (3) career exploration, (4) personal satisfaction and general knowledge, (5) transient student, (6) non-degree transfer student, (7) high school dual enrollment student, (8) general or curricular requirements pending and (9) auditing a course.

**Full-Time Student:** A full-time student is carrying twelve or more credits of course work.

**Part-Time Student:** A part-time student is carrying less than twelve credits of course work.

**Freshman:** Students are classified as freshmen until they have completed 30 credits in a designated curriculum.
Sophomore: Students are classified as sophomores after they have completed more than 30 course credits in a designated curriculum. Transferred credits are included, providing they apply toward meeting the requirements of the student’s curriculum.

**Academic Standing**

**President’s List:** Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.91 and do not have a grade of I, D or F will be on the President’s List for that semester.

**Vice President’s List:** Students who carry a minimum of twelve non-developmental credit hours, earn a grade point average of 3.25 or higher and do not have a grade of I, D or F will be on the Vice President’s List for that semester.

**Graduation**

Students are encouraged to contact their academic advisor or their faculty advisor to review their graduation credentials two semesters prior to graduation. An Application for Graduation must be received by the registrar before December 1 for spring graduation. Attendance at the commencement ceremony is required of graduating students unless special permission to be absent is obtained from the Vice President for Instruction and Student Services. DSLCC degrees are only conferred in May of each year.

**Graduation Honors**

Appropriate honors are awarded for degrees and certificates based upon the student’s cumulative grade point average as follows:

- **3.8 grade point average**—Summa Cum Laude (with highest honors)
- **3.5 grade point average**—Magna Cum Laude (with high honors)
- **3.2 grade point average**—Cum Laude (with honors)

**Dual Majors**

In awarding students an additional degree, diploma, certificate, or career studies certificate, the College may grant credit for all completed applicable courses which are requirements of the additional degree, diploma, certificate, or career studies certificate. However, the awards must differ from one another by at least 25% of the credit. (VCCS Policy Manual: 5.1.2.0 Credits Applicable to Second Degree, Diploma, or Certificate)

**Academic Warning**

Any student who fails to maintain a grade point average of 2.0 for any semester or who fails any course will receive an “Academic Warning.”

**Academic Probation**

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.5 or better. The statement “Academic Probation” shall be placed on their permanent records. Generally, students on probation are ineligible for appointed or elected office in student organizations unless special permission is granted by the Director of Student Services or other appropriate college administrator. Students may be required to carry less than a normal course load the following semester and must consult with their advisor about appropriate courses and academic support. Students shall be placed on probation only after they have attempted twelve (12) semester credit hours.

**Academic Suspension**

Students on academic probation who fail to attain a GPA of 1.5 shall be placed on suspension only after they have attempted twenty-four (24) semester credit hours. Academic suspension normally shall be for one semester unless the student reapplications and is accepted for readmission to another curriculum of the College. The statement “Academic Suspension” shall be placed on the student’s permanent record. Students who have been informed that they are on academic suspension may submit an appeal in writing to the Director of Student Services for reconsideration of their cases. Suspended students may be readmitted after termination of the suspension period and upon formal written petition to the Director of Student Services.
**Academic Dismissal**

Students who do not maintain at least a 2.0 GPA for the semester of reinstatement to the College after academic suspension shall be academically dismissed. Students who have returned from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement, at which time they will be placed on academic probation.

Students remain on probation until their cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 shall result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Director of Student Services. The statement “Academic Dismissal” shall be placed on the student’s permanent record.

**Readmission Procedures**

Students seeking to appeal their academic suspension status or gain readmission after their suspension period must complete the following procedures:

1. Make an appointment with the program advisor and obtain an application for reinstatement
2. Submit a completed application for reinstatement to the Director of Student Services
3. Attend a personal interview or appeal before a committee, at the Director’s discretion

The student will be notified of the decision in writing. If the student is readmitted, the notification letter will include a Reinstatement Contract. Students who are denied readmission may appeal to the Vice President for Instruction and Student Services.

Academic dismissal is permanent. Students who believe that they have extenuating circumstances may appeal by using the aforementioned proceedings. It should be noted that without clear documentation of special circumstances, appeals of dismissal may be denied without an interview or appearance before a committee.

**Academic Renewal**

Students whose past academic record may indicate a lack of academic progress and who have not enrolled in the College for five consecutive years, may adjust their grade point average by applying for Academic Renewal. Students interested in Academic Renewal should contact Student Services for more information.

**Registration**

Students must follow the regular registration procedures as described in the current schedule of classes. Registration takes place at the beginning of each semester and during announced periods in the preceding semester. Students should follow established procedures for making any change in their programs after registration.

**Academic Advising**

Upon full admission to a specific curriculum, most students are assigned an academic advisor. That person oversees the student’s academic progress, offers consultation on academic schedules, registration and dropping classes and assists the student to meet graduation and/or transfer requirements.

**Course Load**

The normal academic load carried by students is 15-17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits. A student wishing to carry an academic load of more than 18 credits should have a 3.0 cumulative GPA or higher and must have the approval of both the Vice President for Instruction and Student Services, or his designee, and the appropriate advisor.

Students who have received academic warning or academic probation may be required to take less than the normal semester course load. Since the maximum academic load is 18 credits, no curriculum may officially list in any publication more than 18 credits per semester.
**Addition of a Course**
In most cases a student may not enter a new class after the add/drop period of a semester. Any request for entry after that period must be approved by the instructor and either the Vice President for Instruction and Student Services or the Division Dean.

**Attendance**
Regular class attendance is required. If 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 instruction missed and not subsequently completed will necessarily affect the grade of the student, regardless of the reason for the absence. Instructors may establish a definitive attendance policy for their courses.

A student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal).

**Examinations**
All students are expected to take course examinations at the regularly scheduled times. No exceptions will be made without the permission of the Vice President for Instruction and Student Services and the class instructor.

**Withdrawal from Class**
A student may withdraw from a course within the first 60 percent of the semester and receive a grade of “W” instead of an “F” (see Academic Calendar for exact date). They must contact instructors prior to requesting withdrawal. Students should contact Student Services for the correct procedures and forms.

However, a student may be withdrawn administratively for prolonged, unexcused absences from a course. (See Administrative Withdrawal).

**Administrative Withdrawal**
As announced by each instructor at the beginning of each course and specified in the course of study, a student can be withdrawn from a course on the written recommendation of the instructor for prolonged, consecutive, unexcused absences. After consulting with the instructor, the Vice President for Instruction and Student Services or an official designee may also administratively withdraw a student from a course for prolonged, consecutive, unexcused absences.

During fall and spring semesters an absence of one week is considered prolonged. For classes not meeting 15 weeks, this time period will be shorter. A student withdrawn from a course in this manner will receive written notification. During a one-week grace period beginning with the date of the administrative withdrawal, the student will be allowed to return to class. At the end of the seven-day period, the student’s name will be removed from the class roll. The student may appeal his or her removal to the Vice President for Instruction and Student Services within one week of the effective date of the withdrawal. Withdrawal procedures will be applied equally to all enrolled students.

**Withdrawal from the College**
A student who wishes to withdraw from the College must contact Student Services to determine the appropriate procedure. Failure to follow established procedures could place the student's college record in jeopardy and prejudice his or her return to this or another college.

**Cancellation of Classes**
Students registered for classes which are cancelled due to lack of enrollment or other reasons must contact Student Services to be sure they are dropped from the class. A refund of tuition will be refunded.

**Scholastic Dishonesty**
The value of the College’s degrees and certificates depends on the academic integrity of the work done by each student; therefore, it is imperative that students maintain a high standard of individual honor in their scholastic work. Scholastic dishonesty, as a general rule, involves one of the following acts:

1. Cheating on an examination or quiz.
2. Giving or receiving, offering or soliciting information on any quiz or examination, including the following classes of dishonesty:
   (a) Copying another student’s work.
   (b) Use during the examination of prepared materials, notes or tests other than those specifically permitted by the instructor.
   (c) Collaboration with another student during the examination.
   (d) Buying, selling, stealing, soliciting or transmitting an examination or any material purported to be the unreleased contents of a coming examination or the use of any such materials.
   (e) Substituting for another person during an examination or allowing such substitutions for one’s self.
   (f) Bribery of any person to obtain examination information.
3. Plagiarism, the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of these passages as one’s own in written work offered for credit.

It is always assumed that the written work offered for credit is the student’s own unless proper credit is given the original author by the use of quotation marks or other explanatory inserts. This includes the copying of laboratory reports and homework or the unchanged use of the essential ideas or conclusions of such work as well as the use of other themes, theses, books, web pages or pamphlets without credit.

4. Collusion, collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit.
Examples of collusion include extensive use of another’s ideas for preparing a creative assignment or undue assistance in the preparation or editing of written materials. Collusion may be specifically approved in advance by the instructor.

**Catalog Requirements**

The catalog to be used to determine graduation requirements is the one in effect at the time of initial enrollment in the curriculum from which the student is graduating. However, the student may elect to meet the requirements as published in a subsequent catalog. The graduation requirements as stated in this catalog shall remain in effect for no more than six (6) years.

**Assessment**

Students may be required to participate in one or more tests, projects or capstone courses designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluation of academic programs. Program assessment test results will remain confidential and will be used for the sole purpose of improvement of the College. Students may have access to their own test scores upon request. Occupational competency and performance evaluations must be successfully completed for graduation.

**VCCS Computer Competency Policy**

The Virginia Community College System believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. The VCCS endorses the principle of computer competency for all students who are intent on completing a curriculum in excess of 45 semester credits. Students must demonstrate proficiency in specific computer competencies defined within programs and by individual institutions.

This requirement is typically satisfied by the successful completion of ITE 115-Introduction to Computer Applications and Concepts. Students may also prove their computer competencies by passing the credit-by-exam for ITE 115.
Student Support

Student Support Services/
Achievement Center

Student Support Services is a grant program funded by the U.S. Department of Education through Title IV of the Higher Education Act of 1965 under the TRiO Programs (Student Support Services is one of seven). Housed in The Achievement Center, the program provides academic and personal support services to eligible students in an effort to assist them in achieving their personal and career goals. The services help to engage students throughout their college experience and support them while completing their chosen program of study through graduation. Student Support Services include:

- career and academic advising for students needing assistance with college or career planning, resume writing, job interviewing skills, and interest inventories
- computer lab usage for word processing needs (reports, essays, and resumes), skill-building tutorial programs (math, reading, and writing), and Internet access (class research, college or career searches, and interest inventories)
- cultural activities, such as reduced-priced or free tickets and transportation to concerts, plays, museums, and historic sites around the region
- mentoring and personal advising for students struggling with academic issues
- specialized services, such as tutoring, note-taking assistance, modified test administration, taped texts, test readers, and scheduled computer usage for students with documented physical or learning disabilities
- study skills instruction in note taking, test taking, time management, and stress management
- transfer assistance in choosing a school, selecting courses, completing admissions applications, financial aid forms, and touring four-year college campuses in the nearby area
- free tutorial services for students enrolled in DSLCC classes (group and individual sessions are available).

Career Exploration and Job Placement

The College offers career exploration and assistance with job placement. Occupational information is available for those individuals who wish to select or change a career. Notices of job openings and employment needs of area employers are posted. Special tests and inventories are available for students who desire help in determining their future occupational and educational plans.

Career exploration and job placement assistance are available in the Achievement Center and in the Library. Individuals are encouraged to make use of these services.

Talent Search

The Educational Talent Search (ETS) program provides a professional staff through a federally funded grant from the Department of Education. The ETS staff works with potential first generation students and their parents. The staff encourages the students to consider college as a viable option, and supports them in making certain they are enrolled in the appropriate college preparatory (or high school career and technical) courses for the post secondary educational pathways of their choice. The ETS grant funds provide day trips to visit selected colleges and universities for cultural enrichment and campus experience. The staff is present in the target high schools on a regular basis to work with ETS students individually and in small groups. The staff also assists student and parents in completing admissions and financial aid applications.

TECH PREP

Tech Prep….Opening Minds, Opening Doors
The Tech Prep office is located at Dabney S. Lancaster Community College’s (DSLCC), Armory/Convocation Center. Tech Prep staff work collaboratively with DSLCC faculty and staff, as well as teachers and administrators in every public school division within the College’s service area.

The Tech Prep curriculum is a planned sequence of secondary courses which have a common core of mathematics, science, communications and technology. As the student progresses into higher grades, he/she enrolls in courses that concentrate on a career path offered at the local technical center or high school. After high school graduation, the student is ready to enroll at a community college or in an apprenticeship program.

Tech Prep sponsors many specific events that promote student career planning and progression through high school, community college, and beyond. For additional information concerning Tech Prep, please contact the Tech Prep Office at (540)863-2923.

Counseling and Advising
DSLCC will make referrals in special circumstances to the Alleghany Highlands Community Services Board (CSB) or the Rockbridge Community Services Board for personal counseling services to students at DSLCC. The CSB will accept referrals from DSLCC only in writing from the Vice President for Instruction and Student Services or the Director of Student Services.

DSLCC will pay the CSB for one intake session and up to three one-hour counseling sessions per student. If the CSB therapist believes that additional sessions are needed, the CSB will contact the Vice President for Instruction and Student Services or the Director of Student Services to obtain written authorization for additional sessions.

DSLCC also has advisors to assist students in making informed decisions regarding their vocational, educational and personal/social plans. As a part of this assistance, students have available appropriate tests, inventories, occupational and educational information and information regarding financial assistance or employment.

The advising available provides individual attention and supplementation to the instructional program of the College.

The College cooperates with the high schools in the region to provide pre-college advising to those students planning to attend the College. Students in the vicinity will be kept informed of the offerings of the College. In addition, the College works closely with organizations in the community to determine the educational needs and interests of adults in the region. A College representative will respond to requests for information from anyone in the community.

Student Activities
Student activities cover a wide spectrum, ranging from intramural athletics to presentations in the fine arts. Events at the Moomaw Center planned for students’ leisure time on campus include tournaments, lectures, dances and holiday celebrations. Programming provided by the Student Activities Office enhances general education goals of the College, especially wellness information and multicultural events.

Intramural and/or Club Sports: Students may participate in a variety of club and intramural sports. All participants in the intramural sports program participate at their own risk and are responsible for treatment of their own injuries.

Orientation: New student orientation sessions are offered near the start of fall and spring semesters. Information is provided on topics such as academic advising, support services, financial aid programs, campus security and student safety issues, academic calendar, email accounts, students IDs, and assistance with instructional software packages used by instructors. Orientation is also an opportunity for
new students to take campus tours, visit the Bookstore, receive information on transfer agreements with four-year institutions and meet some members of the College’s faculty, staff and administration.

A one-credit student development (SDV) course is required of all curricular students. This course includes important information that all students should have regarding ways in which to increase the chances for a successful college experience.

**Student Senate:** The Student Senate serves as a vital link of communication among students, administration and faculty. It works to provide the leadership necessary for the welfare of the students and DSLCC. The Senate has the responsibility of initiating services and activities for the benefit of the students.

**Student Housing Information**
Students will find a variety of housing options in the area. The College assists students and families by sharing information about rooms, apartments and houses available to rent. Individuals and businesses listed as housing contacts have indicated their interest in sharing information with students. Please call Student Services at 540/863-2815 or the Rockbridge Regional Center at 540/261-1211 for more information.
Please note that DSLCC provides this information as a services for students and does not recommend or promote any specific listings. Students will want to explore possibilities and select the housing arrangement, location and price range best suited for their needs. The College assumes no responsibility for the arrangements made between students and any of these property owners/agents, including financial matters and/or safety issues.

**Veterans’ Affairs**
The Financial Aid Office is prepared to provide veterans and their dependents with information on Veterans’ Administration programs, certification for VA educational benefits and counseling and referrals to outside agencies.

**Academic Services**

**Distance Education:** Responding to the increasing needs of its students, DSLCC plays an active role in using cutting-edge innovations to reach students in a variety of environments. Through the Virginia Distance Education Network, the Library brings media based, independent learning courses from all VCCS campuses to provide breadth and depth to DSLCC’s curriculum. By studying at home and testing at convenient locations, students can attain their educational goals within the flexibility of their personal schedules.

DSLCC broadcasts courses over state-of-the art telecommunications equipment to reach off-campus sites and participates in the VCCS statewide compressed video network. This classroom environment allows an instructor to teach to multiple sites at the same time, which in turn affords the student all the benefits of asynchronous learning without some of the long-distance travel inconvenience.

The DSLCC computer network has become an integral part of distance education. Students are given the opportunity to participate in web-based learning either in an entirely distance learning format or as a supplement to traditional courses. Through the use of the Virginia Community College System implementation of an Enterprise Blackboard course management system, students can be given the opportunity to complete course work synchronously or asynchronously. DSLCC continues to seek opportunities to advance and enhance distance learning formats.

A closed circuit system and facilities are also available to receive teleconferences, international television broadcasts and tele-courses via satellite, providing global access and perspective to an ever-changing world.

**Library:** The Library provides a variety of informational services to students, faculty and the community in a modern, comfortable setting with state-of-the-art materials, equipment and services; it also provides leadership and assistance in the use of technology to improve the quality of instruction. Normal hours are from 7:30 am to 9:00 pm, Monday through Thursday; 7:30 am to 5:00 pm on Friday; and 2:00 pm to 6:00
pm Sunday. Summer hours are Monday, Tuesday, and Thursday from 8:00am to 5:00pm; Wednesday from 8:00am to 9:00pm; and Friday from 8:00am to 3:30pm. There are no weekend hours during the summer session which generally is from mid-May until mid-August.

The Library contains a large collection to support DSLCC’s curriculum as well as provide for a wide range of interests. It subscribes to several hundred serials and has extensive holdings of DVDs, video cassettes, computer software, compact discs and other non-print materials. Equipment for the use of media is available to viewers in the Library. A professional staff is ready to assist with research, library orientations and a variety of skill programs, including training on the World Wide Web via Internet. Audio-Visual materials and test proctoring services for “independent learning” and distance education courses are also available. The staff is equally committed to participate in the Commonwealth’s initiative to prepare students in information literacy as a core requirement to transfer to a four-year college or university.

As a member of the Virtual Library of Virginia, the DSLCC facility shares access to over 600 databases with its sister schools. Sponsored by the State Council of Higher Education for Virginia (SCHEV), the project ensures that Virginia Community Colleges have equal access with the Commonwealth’s research universities.

Special Programs

Cooperative Education and Coordinated Internships: The concept of learning through paid or volunteer work in community organizations related to a student’s area of study is an integral part of the curriculum offerings at DSLCC. Cooperative Education may serve as elective courses in the respective degree or certificate program or may be a program requirement. Depending on the nature and number of hours per week involved in the paid employment or volunteer service, students may earn from one to five college credits per semester. Students are assigned a site supervisor who evaluates job performance and job duties. Students become involved in the program through their respective faculty advisor.

Auxiliary Services

Bookstore: Textbooks and school supplies are sold in the bookstore, located in the Moomaw Center. Miscellaneous items are also in stock, including DSLCC clothing and gift items. For classes held at the Rockbridge Regional Center, books may be purchased there.

Students may purchase computer software through the bookstore at special academic pricing during enrollment and up to six months after graduation.

Beginning July 1, 2010, textbook ISBN information will be available on the Schedule of Classes link.

Bookstore Return and Exchange Policy
1. The original sales receipt is required for all refunds and exchanges.
2. No refund will be given if the shrink-wrap is removed from the text.

Food Service: Vending machines for snacks and drinks are located in Moomaw Center, in the Armory/Convocation Center and at the Rockbridge Regional Center.
Continuing Education and Workforce Services

The Continuing Education and Workforce Services Division administers programs at DSLCC to provide continuing educational opportunities and experiences for all college area residents. The division offers a variety of educational opportunities and experiences and is committed to providing a comprehensive workforce services program for business and industry that includes world-class training to develop the workforce for today and the future. The facilities and personnel of the College are also available to provide specialized services to help meet the cultural and educational needs of the service region.

Continuing Education: Continuing Education at DSLCC is a process of lifelong learning for individuals who are not enrolled in a formally structured curriculum. Continuing Education includes credit courses offered independent of a curriculum to enable individuals to continue their learning experiences, as well as non credit courses and specialized services providing for the educational needs of the region. These services are offered in formalized classroom instruction, conferences, workshops and seminars and are held on-campus or at convenient off-campus locations.

Workforce Development: DSLCC offers a comprehensive package of workforce services designed to enhance the ability of business and industry to gain and maintain the competitive edge in the marketplace. These services range from training needs assessment to training delivery and evaluation and are offered both for credit and non credit. DSLCC can customize training programs to fit the needs of individuals and organizations and can be offered at the business site or one of the College’s training centers. DSLCC is committed to developing partnerships with business, government and the community to promote the economic vitality of the region and improve the overall quality of life.

Non credit Program: DSLCC offers a wide variety of non credit classes, seminars, workshops and activities for individuals seeking to enhance occupational skills or enrich personal and professional development. Also, through a wide variety of recreational offerings, area residents have the opportunity to start new hobbies, learn new skills in sports camps and participate in activities for personal enjoyment. From gaining skills in riding motorcycles and horses to learning how to quilt and garden more effectively, people of all ages can benefit. The non credit program is offered on a self-supporting basis. For current non credit classes, call 540/863-2863.

Economic Development: DSLCC plays an active role in economic development by collaborating with local and state economic development offices to recruit new business and industry to the service region and encourage the expansion of existing business and industry. As a partner in economic development, DSLCC is focused on the goal of enhancing productivity and employment in the College’s service area by providing a comprehensive workforce services program.
**Miscellaneous Information**

**Accident and Health Insurance:** Certain courses at the College include field/laboratory experiences which require safe and prudent behavior on behalf of students and instructors during travel to and from activities, as well as at on-site activities.

DSLCC does not provide accident or health insurance for individual students in these activities. The College assumes no financial responsibility for medical care or emergency services required due to accident or illness of enrolled students.

Students are encouraged and may be required to obtain accident or health insurance or to provide certified proof of such coverage before participating in certain classes and activities.

**Bulletin Boards:** Glass-enclosed bulletin boards are for official use. All notices posted must have the approval of the President or, in his absence, the Vice President for Instruction and Student Services. All notices posted on the board will stay for a period of no more than one week. Unofficial bulletin boards in the Moomaw Center are used by the Office of Student Services. Students may place notices on these boards after securing approval from the Coordinator of Student Activities.

**Children:** Children are not permitted to accompany their parents to classes and are not to be left unattended on campus. Arrangements should be made for off-campus child care.

**Contagious Diseases:** DSLCC is committed to the safety, health and well-being of students, especially during the winter season when illnesses are most prevalent. Students should protect themselves and be respectful of others, both at college facilities and throughout the community. Students who are ill should take care of themselves. Students should not attend classes or other large gatherings if they are ill, and should visit a doctor if it appears that a serious condition may be developing. If college officials observe a student exhibiting symptoms of an illness that may be contagious to others, they may ask that the student leave and return when their symptoms subside.

**HIV/AIDS Policy:** Discrimination against persons who are HIV positive or who may have AIDS is incompatible with the goals of DSLCC and will not be tolerated. Students, staff and faculty who are HIV positive or who have AIDS will be able to remain in the College as long as they are physically and mentally able to perform their role.

Persons in the college community who need assistance in dealing with issues of HIV/AIDS are encouraged to seek the confidential services of an advisor in Student Services, who will refer the person to an appropriate community agency. Information concerning an individual’s HIV status will not be provided to anyone without the expressed written permission of the individual.

**Inclement Weather/ Emergency Closing Policy:** Decisions concerning the closing or late opening of DSLCC due to inclement weather or other emergency will be made by a college official early each day. Students registered with the college’s emergency alert system, ROAM Secure, will be notified of closings or emergencies by share text messages or email (specified by student when registering for ROAM Secure). All students are encouraged to register at [https://alert.dslcc.edu](https://alert.dslcc.edu) or by sending a text message,(DO NOT DIAL), from a cellular phone to 411911 and enter keyword, DSLCC. The following radio and TV stations will be contacted as soon as it is decided to close school or delay opening (in all probability, prior to 6:30 am for day classes and 3:30 pm for night classes:

**Radio Stations**

- WKEY/WIQO-Covington
- WXCF-Clifton Forge
- WSLC 610 AM/WSLQ 99 FM-Roanoke
Students are urged to listen for information concerning school closing or delayed opening. Each student must ultimately decide whether it is possible or safe to come to class when the College is open. Every attempt will be made to work with students who are forced to be absent due to weather.

Day Classes: During inclement weather or other emergency, the College either will be closed or operate on a delayed class schedule. If newscasts state that DSLCC will have a delayed opening, students should check class meeting times for that day by referring to the official Delayed Opening Class Schedule found on the College’s website or in various print media distributed throughout the year.

Evening Classes: Decisions concerning cancellation of DSLCC on-campus and off-campus evening classes will be made between 3:00 and 3:30 pm and will be announced on the radio and television.

Lost and Found: Found items should be turned into Student Services where they may be claimed for up to two weeks before being discarded.

Parking Regulations: Parking space is provided for the students subject to the following regulations:
1. No vehicles shall be parked on the campus more than 12 consecutive hours without prior written permission.
2. All motorized vehicles shall be operated in compliance with Virginia state law.
3. The maximum safe speed on campus is indicated by speed limit signs.
4. Illegal parking will be monitored by the Alleghany County Sheriff’s Department and ticketed as appropriate.

Photographs: Photographs taken of individual students or groups of students in buildings or outdoors on campus may be used by the College for release to newspapers or other media and for reproduction in the College’s publications. If a student does not want a photograph to be used in promotion of the College, that student must notify the photographer at the time the photo is taken or notify the College Public Relations Officer within 24 hours after the photograph is taken.

Room Use: In order to avoid confusion in the use of rooms for extracurricular activities, all student groups requesting facilities should make application through the Student Activities Office. The request should include the name of the group, time, room number and any special facilities required. There is no charge for campus and course-related usage.

Sexual Harassment and Assault: DSLCC will not tolerate sexual harassment or sexual assault in any form. Sexual assault is a flagrant violation of the values and behavioral expectations for the college community and all reported violations will be investigated. Sexual assault is punishable through civil and criminal proceedings, as well as through college disciplinary processes.

Since sexual harassment and assault may involve students, staff and faculty, specific policies have been developed that affect each group. These policies can be found in the catalog, in the Personnel Handbook and the VCCS Policy Manual (Sec. 3.11). For more information on these policies, contact the Director of Student Services.
Substance Abuse: Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs or controlled substances are prohibited from campus or campus-related functions by both state and federal laws. Students who violate state or federal laws may be referred by college authorities for criminal prosecution.

Whether or not a criminal charge is brought, a student is subject to college discipline for illegally manufacturing, distributing, possessing or using any alcoholic beverage, illegal drug or controlled substance. Any student found to have engaged in such conduct is subject to the entire range of sanctions specified by the College, including suspension or expulsion.

Telephones: Office telephones should not be used by students. Student cell phones must be turned off during class and in the Library. Students should be courteous to others in their use of cell phones at all times.

Tobacco Use: DSLCC buildings are tobacco free. Smoking and the use of all other tobacco products are prohibited. Designated smoking areas are identified throughout the campus grounds and should be used by smokers.

Title IV Crime Statistics Reporting Requirement: The following information is applicable to the Campus Security Act section of Title IV of the Higher Education Act of 1965. This information sets forth the provisions of compliance of this act to strengthen the security concerns applicable to campus life at DSLCC.

The College administration is concerned with the well being and safety of all students and will strictly enforce regulations necessary for the protection of all. Specific policies and crime figures are found on the DSLCC web site at www.dslcc.edu/sservice/CrimeAct.htm. Upon request to the Vice President for Finance and Administration or the Director of Student Services, a copy of the policy and statistics will be provided.

Weapons Policy: Firearms and other dangerous weapons are not permitted on campus unless secured in a locked vehicle. Under no circumstances are such items to be removed from a vehicle and carried on the grounds or into the buildings.

Written Student Complaints: DSLCC students may file a written complaint with any college employee. Upon receiving a written complaint, the receiving employee will forward the complaint to the appropriate administrator for response and disposition. Information on the complaint shall be considered confidential and shall be shared only on a “need to know” basis. If the student does not consider the response and disposition concerning the complaint to be adequate, it may be appealed first to the appropriate Vice President and then to the President, whose decision is final.
**Student Policies and Procedures**

**Code for Student Rights Responsibilities and Conduct**

**Preamble:** The faculty, staff and administrators of Dabney S. Lancaster Community College are devoted to offering the highest quality education for all citizens of the service region and to developing the scholarly and human potential of each student. We also believe that the students at DSLCC are devoted to these principles and wish to pursue learning in an atmosphere which encourages serious study and human growth.

In attempting to foster this scholarly atmosphere, DSLCC adheres to the standards of the Virginia Community College System. This code for student rights, responsibilities and conduct is intended to clarify within the VCCS framework the standards of the College and the procedures guaranteeing students’ rights.

**Obligations of a Student:** The attendance of a student at DSLCC is a voluntary entrance into the academic community. By such voluntary entrance, the student assumes obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes and functions. These obligations are appropriate for scholars; the College is obligated to provide an atmosphere conducive to learning for all students and will act to discipline those persons whose behavior interferes with this obligation.

This code is established to assure that all students are familiar with the conduct and responsibilities expected of them as members of this community. In addition, students should be cognizant of college disciplinary procedures and their rights as DSLCC students.

**Student Bill of Rights:**

1. The faculty, staff and administration of DSLCC respect the students who enroll in the College. The following rights are guaranteed to students as part of membership in this learning community:

   A. Free inquiry, expression and assembly, except as noted in number 7 below.
   B. The free pursuit of educational goals
   C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures.
   D. The right of appropriate disciplinary procedures when necessary

   No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him/her and the assistance of a person of his or her own choosing.

   A student, pending a hearing, may be suspended by the President or the President's designee and barred from the campus if the student's presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the College.

   Before a student may be suspended, the student will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as is practicable.

   E. The right of a hearing before a judicial body when a student is accused of violating institutional regulations

   The judicial body shall be composed of five voting members and one nonvoting member. The voting members shall be three members of the faculty and two students. The faculty members shall be appointed by the Division Deans as directed by the Vice President for Instruction and Student Services
and the student members shall be appointed by the President of Student Government. The nonvoting member shall be an ad-hoc member and provide administrative and organizational support.

Nothing in procedures D and E above should be construed to prevent the President from taking such official steps as deemed necessary. However, final action should be in accordance with the above procedures.

Definitions of Terms Used in this Code:
2. When used in this code,

A. The term "creed" means personal beliefs.
B. The term “group” means a number of persons who have not yet complied with the formal requirements for becoming an organization.
C. The term “institution” means Dabney S. Lancaster Community College (DSLCC) and, collectively, those responsible for its control and operation.
D. The term “instructor” means any person hired by DSLCC to conduct classroom activities. In certain situations a person may be both “student” and “instructor.” Determination of his/her status in a particular situation shall be determined by the facts of the situation.
E. The term “legal compulsion” means a judicial or legislative order which requires some action by the person to whom it is directed.
F. The term “may” is used in the permissive sense.
G. The term “organization” means a number of persons who have complied with the formal requirements of institution recognition as provided in Section 10.
H. The term “shall” is used in the imperative sense.
I. The term “student” includes all persons taking courses at DSLCC both full-time and part-time.
J. The term "student press" means either a formally recognized organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.

Access to Higher Education:
3. Within the limits of its facilities, DSLCC shall be open to all applicants who are qualified according to its admission requirements.

A. The institution shall make clear the characteristics and expectations of students which it considers relevant to its program.
B. Under no circumstances may an applicant be denied admission because of race, creed, gender, national origin, disability or any other non-merit factor. Specific program admittance may be limited due to space, academic history and factors relevant to career job performance.

Classroom Expression:
4. Discussion and expression of all views relevant to the subject matter are permitted in the classroom, subject only to the responsibility of the instructor to maintain order.

A. Students are responsible for learning the content of any course for which they are enrolled.
B. Requirements may include participation in classroom discussion and submission of written exercises.

5. Academic evaluation of student performances shall be neither prejudicial nor capricious.

6. Information about student views, beliefs and political associations acquired by persons in the course of their work as instructors and counselors is confidential and is not to be disclosed except with the student’s permission or under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section except that notice of disclosure must be made to the student.

Campus Expression:
7. Discussion and expression of all views are permitted within DSLCC subject only to reasonable restrictions to ensure that the mission of DSLCC is not disrupted and to maintain order.

8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities. (See sections 7 and 13.)

9. Organizations and groups may be established within DSLCC for any legitimate and legal purpose. Affiliation with an extramural organization shall not, in itself, disqualify the institution branch or chapter from institution privileges.

10. The following regulations apply to organizations on campus.

A. A group shall become an organization when formally recognized by DSLCC. All groups that meet the following requirements shall be recognized.

1. A group shall submit a list of officers, including an advisor selected from the faculty or staff and copies of the constitution and bylaws to the appropriate institution official or body. All changes and amendments shall be submitted within one week after they become effective.

2. Where there is affiliation with an extramural organization, that organization’s constitution and bylaws shall be filed with the appropriate institution official or body. All amendments shall be submitted within a reasonable time after they become effective.

3. All sources of outside funds shall be disclosed.

B. Upon recognition of the organization, the institution shall make clear that said recognition infers neither approval nor disapproval of the aims, objectives and policies of the organization.

C. Organizations of a continuing nature must annually institute proceedings for formal recognition if they are to continue receiving the benefits of Sections 14, 15, 16 and 17.

D. Any organization may conduct on or off campus activities subject to the approval of the SGA and the appropriate college administrators.

E. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institution recognition for a period not exceeding one year.

11. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institution community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.

12. Membership lists are primarily for the use of the organization. Names and addresses of officers and members may be required as a condition of access to institution funds.

13. Institution facilities may be assigned depending on availability to organizations, groups and individuals within the institution community for regular business meetings, for social programs and for programs open to the public.

A. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use and to insure proper maintenance.

B. Preference shall be given to programs designed for audiences consisting primarily of members of the institutional community.

C. Allocation of space shall be made based on priority of requests and the demonstrated needs of the organization, group or individual.

D. The institution may delegate the assignment function to an administrative official.

E. Charges may be imposed for any unusual costs for use of facilities.

F. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damages.
G. The individual, group or organization requesting space must inform DSLCC of the general purpose of any meeting open to persons other than members and must provide the names of outside speakers. 

H. Solicitation of funds on or off the college campus will be permitted only with prior approval.

14. The authority to allocate student activity funds or institutional student fees for use by recognized organizations shall be delegated to a body in which student participation in the decisional process is assured.

A. Approval of requests for funds is conditioned upon submission of budgets to and approval by this body.

B. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis. Failure of an organization to submit an accurate financial statement may result in withdrawal of future funding. Otherwise organizations shall have independent control over the expenditure of allocated funds.

15. No individual, group or organization may use the institution’s name without the express authorization of the institution except to identify the institutional affiliation. Institution approval or disapproval of any policy may not be stated or implied by an individual, group or organization.

Publications:

16. A student, group or organization may distribute written material on campus without prior approval providing such distribution does not disrupt the operations of DSLCC.

17. The student press is to be free of censorship. The editors and managers shall not be subject to disciplinary action because of student, faculty, administration, alumni or community disapproval of editorial policy or content. Similar freedom is assured oral statements of views on an institution controlled and student operated radio or television station.

This editorial freedom entails a corollary obligation under the canons of responsible journalism, the First Amendment and applicable regulations of the Federal Communications Commission.

18. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

19. All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. Clearly defined means shall be provided for student expression on all institutional policies affecting academic and student affairs.

Student Participation and Demonstration:

20. The role of student government and its responsibilities shall be made explicit. There should be no review of student government actions except where review procedures are agreed upon in advance or those that are required by state or college policy.

21. On questions of educational policy, students are entitled to a participatory function.

A. Faculty-student committees shall be created to consider questions of policy affecting student life.

B. Students shall be designated as members of standing and special committees concerned with institutional policy affecting academic and student affairs, including those concerned with curriculum, discipline, admissions and allocation of student funds.

22. The right of peaceful protest is granted. DSLCC retains the right to assure the safety of individuals, the protection of property and the continuity of the educational process.
23. Orderly picketing and other forms of peaceful protests are permitted on institution premises with the following qualifications.

   A. Such activities must not interfere with entrance or exit from facilities, movement within institution facilities or interrupt classes or damage property.
   B. The institution may choose to impose its own disciplinary sanctions without involving local enforcement bodies.

24. Orderly picketing and orderly demonstrations are permitted in public areas subject to the requirements of noninterference.

25. Every student has the right to be interviewed on campus by any organization that has been approved to recruit at DSLCC.

   Any student, group or organization may protest against any such organization provided that protest does not interfere with any other student’s right to have such an interview.

Violation of Law and Institutional Discipline:

26. If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to DSLCC unless the student is incarcerated and unable to comply with academic requirements or the student represents a clear threat to any member of the college community.

   The institution may impose sanctions for grave misconduct off campus demonstrating flagrant disregard for the rights of others. In such cases expulsion is not permitted until the student has been adjudged guilty in a court of a law.

27. The institution may institute its own proceedings against a student who violates a law on campus which is also a violation of a published institution regulation. (Note: Institutional rules and regulations differ from civil and criminal laws.)

Sexual Harassment:

28. Dabney S. Lancaster Community College prohibits the harassment of any male or female, full- or part-time students by any and all DSLCC employees or students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct or written communications of an intimidating, hostile or offensive sexual nature, regardless of where such conduct might occur. Sexual harassment also shall be construed as repeated verbal, physical or written acts that may create a sexually uncomfortable atmosphere.

29. Complaints of unwelcome sexual advances or repeated sexual expressions creating a hostile environment, threats of penalties in order to gain sexual favors or promises seeking to induce sexual favors may be raised through the following procedures:

   A. A report of the incident should be made to the Director of Student Services if the accused is a student; if the accused is an employee, the report should be made to the employee’s divisional supervisor. The director/supervisor will inform the accuser of the options for resolution that are available. The options may include mediation, invoking procedures as set forth in the DSLCC Code of Conduct, the involvement of law enforcement officials and advising the accuser to seek the advice of an attorney.

   B. The director/supervisor will meet with the accused to review the incident and, based on the director’s/supervisor’s findings and options selected by the accuser, take appropriate action. Action taken may include documentation, referring the case to the College’s disciplinary process and/or involving law enforcement officials.

   C. If either the accuser or the accused is not satisfied with the decision of the director/supervisor, then an appeal may be made to that person’s supervisor, up to and including the President of the College or designee.
Sexual Assault:
30. Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed by force, threat of force, intimidation or through the use of the victim’s mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentionally touching either directly or through clothing, of the victim’s genitals, breasts, thighs or buttocks without the victim’s consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

31. Sexual assault is a crime and as such carries severe penalties as prescribed by law. Due to the criminal nature of the sexual assault, both the accuser and the accused should seek legal advice. It should be noted, however, that the College’s disciplinary proceeding is not a court of law; and as a result, legal representation is not permitted.

32. The reporting and disciplinary procedures for sexual assault are similar to those for sexual harassment with the following notable exceptions:

A. The accused may be suspended from the College prior to the start of disciplinary procedures. If the accused is an employee, the suspension will be with pay until such time that guilt is adjudged. If the accused is a student and adjudged not guilty, then the student will incur no financial loss resulting from lost tuition.
B. The College may close the disciplinary procedure to the College community.
C. The College may involve law enforcement officials immediately upon notification that an incident has occurred.
D. The College’s disciplinary procedure may be suspended pending the outcome of criminal proceedings.
E. An individual convicted in a court of law of a sexual assault that occurred at the College or at a College supported activity may be expelled regardless of whether charges are brought through the College’s disciplinary procedures.

Privacy:
33. Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community.

34. The institution is neither arbiter nor enforcer of student morals. No inquiry is permitted into the activities of students away from the campus where their behavior is subject to regulation and control by public authorities.

Student Records:
35. The privacy and confidentiality of all student records shall be reserved. Official student academic records, supporting documents and other student files shall be maintained only by members of the institution staff employed for that purpose. A separate student academic folder will be maintained which may include, but not be limited to, academic records, supporting documents and general educational records; records of disciplinary proceedings; psychiatric records; and financial aid records.

36. No entry may be made on a student’s academic record and no document may be placed in his or her file without actual notice to the student. Publication of grades, announcement of honors and written correspondence shall constitute notice.

37. Access to his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place and supervision.
A student may challenge the accuracy of any entry or the presence of any item by bringing the equivalent of an equitable action against the appropriate person before the judicial body to which the student would be responsible under Section 1.E.

38. No record may be made in relation to any of the following matters except upon the express written request of the student. The completion of an admission or employment application constitutes permission.

A. Race  
B. Religion  
C. Political or social views  
D. Membership in any organization other than honorary and professional organizations directly related to the educational process.

39. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

A. Members of the faculty, staff and administration may have access for internal education purposes as well as routinely necessary administrative and statistical purposes.  
B. The following data may be given any inquirer: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field and date.  
C. If an inquiry is made in person or by mail, the following information may be given in addition to that in Subsection B: address and telephone number, date of birth and confirmation of signature.  
D. Properly identified officials from federal, state and local government agencies may be given the following information upon express request in addition to that in Subsections B and C: name and address of parent or guardian if a student is a minor and any information required under legal compulsion.  
E. Unless under legal compulsion, personal access to a student's file shall be denied to any person making an inquiry.  
F. The Family Educational Rights and Privacy Act of 1974 provides for the denial of the release of information in Section B and C by written notification by the student. Notification shall be provided to the registrar at the beginning of each semester.

40. Upon graduation or withdrawal from DSLCC, the information contained in the student academic folder will be retained in accordance with the above policy and may be destroyed three years from the date of the student’s separation from the College.

Sanctions:

41. The following sanctions may be imposed upon students:

A. Admonition: An oral statement to a student that he/she is violating or has violated institution rules.  
B. Warning: Notice orally or in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.  
C. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.  
D. Disciplinary probation: Exclusion from participation in privileged or extracurricular institution activities as set forth in the notice for a period of time not exceeding one school year.  
E. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.  
F. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.  
G. Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.
42. No sanctions may be imposed for violations of rules and regulations for which there is not actual or constructive notice.

Forbidden Conduct:
43. Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community’s pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

A. All forms of dishonestly including cheating, plagiarism, knowingly furnishing false information to the institution and forgery (alteration or use of institution documents or instruments of identification with intent to defraud).
B. Intentional disruption or obstruction of teaching, research administration, disciplinary proceeding or other institutional activities.
C. Physical or verbal abuse of any person on institution premises or at institution sponsored or supervised functions.
D. Theft from, damage to or misuse of institution premises or property or damage to property of a member of the institutional community on institution premises.
E. Failure to comply with directions of institution officials acting in performance of their duties.
F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, computer usage and any other regulations which may be enacted.
G. Unauthorized manufacture, distribution and/or possession of alcoholic beverages, illegal drugs, firearms or other weapons or controlled substances on campus or at campus sponsored activities. Students who violate local, state or federal laws may be referred by College authorities for criminal prosecution.
H. Violation of law on institutional premises in a way that affects the institutional community’s pursuit of its proper educational purposes.

Procedural Standards in Discipline Proceedings:
44. Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time.

45. The institution may make a preliminary investigation to determine if the charges can be disposed of informally by mutual consent without the initiation of disciplinary proceedings. Such disposal will be final and there shall be no subsequent proceedings or appeals.

46. All charges shall be presented to the accused student in written form and he/she shall respond within seven school days. The time may be extended for such response. A time shall be set for a hearing which shall not be less than seven or more than fifteen school days after the student’s response.

47. A calendar of the hearings in a disciplinary proceeding shall be fixed after consultation with the parties. DSLCC shall have discretion to alter the calendar for good cause.

48. Hearings shall be conducted in such manner as to do substantial justice.

A. Hearings shall be private if requested by the accused or accuser. If hearings involve more than one student, severance shall be allowed upon request.
B. An accused student has the right to be represented by counsel or an adviser who may come from within or without DSLCC. The adviser has no procedural standing nor any right to be heard.
C. Except for such simple announcements which may be required covering the time of hearings and similar matters, public statements, including those that may be made in the classroom and publicity about a case shall be prohibited so far as possible until all proceedings have been completed.
D. Any party to the proceeding may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.
E. Production of records and other exhibits may be required.

49. In the absence of a transcript, there shall be both a digest and a verbatim record, such as a tape recording, of the hearing in cases that may result in the imposition of the sanctions of restitution, suspension or expulsion as defined in 37.

50. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer the charges or appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered.

51. An appeal from a decision by the initial hearing board may be made within ten days of the decision by any party to the President or designee.

A. An appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether it acted fairly in light of the charges and evidence presented.

B. An appeal by the institution, in which the decision is reversed, shall be remanded to the initial hearing board for a determination of the appropriate sanctions.

Judicial Authority:

52. Appropriate judicial bodies as described in Section 1.E. shall be formed to handle all questions of student discipline.

53. The judicial bodies may formulate procedural rules which are not inconsistent with the provision of this Code.

54. The judicial bodies may give advisory opinions, at their sole discretion, on issues not before any judicial body and where no violation of institutional regulations has taken place. Such opinions shall not be binding on the party making the request nor may it be used as precedent in future proceedings.

55. A judicial body may be designated as arbiter of disputes within the institutional community. All parties must agree to arbitration and agree to be bound by the decision with no right of appeal.
DSLCC Student Complaint and Grievance Policy

It is the goal of Dabney S. Lancaster Community College to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting an educational institution. Therefore, this policy is presented in two sections. Section I deals with resolving disagreements and complaints. Special policies for grade appeals are included at the end of Section I. Section II deals with filing a grievance, which can only be done after a student has completed the process for resolving disagreements and complaints.

SECTION I. PROCEDURES FOR RESOLVING COMPLAINTS

A. Step One.

If you wish to file a complaint about the actions of a person, with a policy, or with a procedure of the College, you must first discuss your concern with the person with whom you have a complaint. If your complaint involves harassment by another individual, you should file your complaint directly with the Director of Student Services. Since disagreements should be raised and settled promptly, a complaint shall be filed with the person with whom you have a complaint within 20 calendar days either of the event giving rise to the complaint or within 20 calendar days of the time when you reasonably should have gained knowledge of its occurrence. For the time limit for making a complaint about a grade, see below.

B. Step Two

If, after discussing your complaint with the person with whom you have a complaint, you are not satisfied with the disposition of the complaint, you may appeal to the person’s supervisor with a formal complaint. Obtain a copy of the Student Formal Complaint Form in the office of the Director of Student Services. Complete this form, clearly describing the nature of the complaint. Submit this form to the Director of Student Services. If the complaint is against the Director of Student Services, submit the form to the Vice President for Instruction and Student Services. You must do this within 10 calendar days after talking with the person with whom you have a complaint. The following individuals will hear your complaint:

1. Academic matters (e.g., grades, course requirements, etc.) will be heard by the Vice President for Instruction and Student Services. The Vice President for Continuing Education and Workforce Services will hear complaints regarding non credit courses.

2. Complaints regarding admissions matters, such as enrollment and transfer of credits, financial aid matters, and other student services will be heard by the Director of Student Services.

3. Complaints in other areas should be submitted to the Director of Student Services, who will forward the complaint to the appropriate person(s)

It is the responsibility of the appropriate administrator to hear your complaint within 10 calendar days of your appeal. The administrator must notify you, in writing, of the disposition of your appeal within 10 calendar days of hearing your appeal.

Policies Specific to Grade Appeals:
Grades issued by members of the College faculty can be appealed only if the grade is alleged to be arbitrary and capricious. Arbitrary and capricious grading is defined as the following:

1. The assignment of a course grade to a student on some basis other than performance in a course, or
2. The assignment of a course grade to a student by resorting to unreasonable standards different from those that were applied to other students in that same course, or.
3. The assignment of a course grade by a substantial, unreasonable, and unannounced departure from the faculty member’s previously published standards.

The appeal of a grade must be made to the faculty member who issued the grade no later than the last day of the full semester that follows the semester in which the grade was given. If the faculty member who issued the grade is no longer at the College, the appeal must be made to the supervisor of the faculty member. If you are not sure who is the faculty member’s supervisor, contact Student Services for the correct name and contact information. If the faculty member with whom you have the complaint has not responded to your multiple attempts to contact him/her over a period of time, the appeal may be made to the supervisor of the faculty member.

SECTION II. PROCEDURES FOR FILING A GRIEVANCE

In rare instances, a situation may arise in which you are not satisfied with the response that you have received to your complaint. In such an instance, after you have completed the complaint procedure, you have the right to file a grievance. The following are the procedures for filing a grievance.

A. Obtain a copy of the Student Formal Grievance Form in the office of the Director of Student Services. Complete this form, clearly describing the nature of the grievance. Submit this form to the Director of Student Services. If the grievance is against the Director of Student Services, submit the form to the Vice President for Instruction and Student Services.

B. Grievable Action – a complaint of unfair treatment may be determined to be grievable if you are able to demonstrate reasonable evidence that a College policy or procedure was applied to you unfairly, in a different manner than application to others, and that you have experienced some damages or injury as a result. Determination of grievability will be made, in order, by the Director of Student Services or, if you are not satisfied, by the Vice President for Instruction and Student Services or, if you are still not satisfied, by the President.

C. If it is determined that you have a grievable complaint, your grievance will be heard by a Grievance Panel. The Vice President for Instruction and Student Services will, within 10 calendar days of the determination of grievability, appoint a Grievance Panel with the following membership:

1. One academic administrator, who will serve as a chair of the panel. This may be a dean or other administrator who works in an academic division or in an academic support area.
2. One teaching faculty member.
3. One member of the Student Senate, to be selected by the President of the Student Senate.
Within 10 calendar days after the Grievance Panel has been designated by the Vice President for Instruction and Student Services, the chair of the Grievance Panel shall set a time and place for the hearing and notify you in writing. The hearing shall be held within 14 calendar days after the Grievance Panel has been designated. The Grievance Panel shall make its decision by simple majority vote and will notify the Vice President for Instruction and Student Services of its decision within 10 calendar days after the hearing is completed. The Vice President for Instruction and Student Services will notify you, in writing, of the decision of the Grievance Panel within 10 calendar days of the receipt of the Panel’s recommendation.

The decision of the Grievance Panel may be appealed, in writing, by you to the Vice President for Instruction and Student Services within 10 calendar days of the postmark of the panel’s decision that is sent to you by the Vice President for Instruction and Student Services. Either party in the grievance procedure has the right to appeal. If you appeal the decision of the Grievance Panel to the Vice President for Instruction and Student Services, a decision will be made within 10 calendar days of the postmark of the appeal. The decision of the Vice President for Instruction and Student Services may be appealed, in writing, by you to the President within 10 calendar days of the postmark of the decision.

D. If you appeal the decision of the Vice President for Instruction and Student Services to the President, the President’s decision will be made within 10 calendar days of the postmark of the appeal and this decision will be final.

SECTION III. GENERAL PROVISIONS

A. In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel.

B. When filing a grievance, you may have an advisor present at the hearing; however, you must so inform the chair of the Grievance Panel five calendar days prior to the hearing. You may receive advice, but this person may not speak for you. In like manner, the person with whom you have a grievance may have an advisor present at the hearing.

C. If the person with whom you have a grievance chooses not to attend the hearing, the person’s written statements shall be reviewed in her/his absence.

D. All parties shall have the opportunity to present to the panel any written and/or oral information relevant to the grievance. The panel may also request information from other sources. Signed written statements may, when necessary, be submitted by individuals and witnesses who are unable to attend.

E. The Grievance Panel will have the responsibility of interpreting the grievance in light of College policies and procedures. The panel will determine whether or not there is sufficient evidence to support the grievance. The Grievance Panel cannot formulate or change College policies or procedures nor commit state resources.

F. The Grievance Panel shall make its decision by simple majority vote. All members must be present. The chair of the panel is a voting member. All decisions of the panel must be supported by the weight of the evidence. The panel’s decision will be communicated in the form of a recommendation to the Vice President for Instruction and Student Services.
G. Copies of the Grievance Panel’s recommendation, if approved by the Vice President for Instruction and Student Services will be forwarded to the complainant and the other administrative offices that have been involved in the grievance.

H. Any new information pertaining to the grievance may be presented by you through the grievance process, but where an official of the College was the subject of the grievance, the person shall have the right to receive copies of all information that you present.

I. The Vice President for Instruction and Student Services shall have the authority to accept and implement or modify the recommendation of the panel. If a grievance alleges arbitrary and capricious grading and the panel finds in favor of the grievant, the Vice President for Instruction and Student Services may exercise her/his authority to alter the grade.

J. An audio recording of the meeting with the Grievance Panel will be made by the College. You shall be entitled to a copy of the tape of the meeting at your expense.

K. All hearings are closed to the public.

L. Calendar day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.

M. During the procedure, if there are additional grievances directly related to the original grievance, they will be noted but usually will not be acted upon until the original disagreement has been resolved.

N. Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Vice President for Instruction and Student Services reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the person against whom the grievance is filed does not respond within the deadline, the Vice President for Instruction and Student Services will ensure that a response is issued. If the grievant does not respond within the deadline, the grievance is ended. In the case of injury, illness or other mitigating circumstance on either part, a deadline revision will be considered appropriate.

**Student, Parent, and College Communication**

DSLCC’s Mission Statement emphasizes the commitment of the College to student support that “respects each student’s rights and responsibilities” and assists students “in achieving their potential and in making sound education, occupational and personal choices.” The College believes that a supportive college environment is a good place for students to learn sound decision-making skills, and our faculty and staff members work to supply the environment needed for these skills to grow in a positive manner.

Students are responsible for their educational choices, meeting college requirements for course and program selection and completion. They are also responsible for communicating openly with their parents and other family members to the extent they feel necessary. The College encourages students to discuss their educational choices and progress openly with their parents, especially when the parents are supporting the student financially. Parents are asked to encourage their student to stay informed about DSLCC policies, procedures, and deadlines; respond promptly to College communications; and take advantage of College services and activities. In addition, they are asked to listen to student concerns and encourage the student to
discuss any concerns with Student Services personnel. Parents are especially encouraged to let their student accept responsibility for their actions and educational progress. The College publishes on its website a wealth of general information on each program, including course requirements, the academic year calendar, inclement weather schedule, and schedule of classes. Parents should refer to this source for information that may apply to their student. Under the Family Educational Rights and Privacy Act (FERPA), if the student is age 18 or older, the College policy is to communicate only general information about College standards, policies, and procedures to parents who call with questions, unless the College has written student permission to discuss personal student information.

Executive Summary of Microcomputer Use Policy

Purpose: This document is a summary of the Dabney S. Lancaster Community College’s full Internet and Microcomputer Use Policy. The full policy establishes rules and prohibitions that govern the appropriate use of the Dabney S. Lancaster Community College’s microcomputer resources which support academic research and instructional activities. The resources are intended for the sole use of DSLCC faculty, staff, students and service area members. This policy must be read before users can operate any of the DSLCC microcomputer resources.

Acceptable and Unacceptable Use: DSLCC reserves the right to monitor its microcomputer resources to protect the integrity of the computing systems, to track problems and to insure equal and appropriate access to all microcomputer lab and Library users. Acceptable use of these facilities is categorized in a usage prioritization.

Acceptable Use:

Highest Priority - Education, research and administrative purposes of DSLCC, especially classes scheduled to meet in the microcomputer laboratories. Included are students completing work for credit classes and pursuing other DSLCC educational activities.

Lowest Priority - Recreational and personal purposes.

Unacceptable Use:

Because it is impossible to predict or anticipate all the ways in which individuals can misuse these microcomputer facilities, this policy focuses on a few simple and basic rules. They include the following:

1. Users are not allowed to eat or drink in the Library or the microcomputer laboratories.
2. Users will not physically damage equipment or furniture of the computer stations located throughout DSLCC.
3. Users will not attempt to access, modify or delete files; modify system facilities; or subvert any restrictions associated with DSLCC equipment, software or data.
4. Users will utilize the DSLCC equipment, software and data only for the purposes for which they are intended.
5. Users under the age of 14 are not permitted to use unsupervised DSLCC computers unless they are accompanied by an adult.
6. Users may not use the DSLCC computer resources for the following:
   • Malicious or intentional misuse, including, but not limited to, harassment, unsolicited advertising, misrepresenting one’s self in correspondence, distribution of viruses or worms or transmitting data that is prohibited by federal, state or local laws.
   • Activity not related to the mission of the institution.
7. Users may not attach personal computer equipment except headphones.
8. Users may not detach college equipment.
9. Users must abide by all copyright laws, license agreements and vendor restrictions.
10. Users will respect the privacy of others.
Violation of the Above Policies:
Violations will be handled following the Student Conduct Code or the State Standards of Conduct, whichever is appropriate.
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- Administration of Justice with Specialization in Forensic Science AAS
- Administrative Support .................................................. C
- Advanced Health Care .................................................. C
- Advanced Manufacturing and Packaging Fundamentals .......... CSC
- Business Administration ............................................... AA&S
- Business Administration with Specialization in
  - Business Foundations ............................................... AA&S
  - Business Leadership and Communications ........................ C
  - Business Leadership .................................................. CSC
  - Business Management ................................................ AAS
- Culinary Arts .............................................................. C
- Culinary Arts and Management ...................................... AAS
- Education ................................................................. AA&S
- Emergency Medical Services ......................................... CSC
- Forensic Science .......................................................... C
- Forest Management Technology ..................................... AAS
- General Education ..................................................... C
- General Studies .......................................................... AA&S
- Golf Operations ......................................................... CSC
- Hospitality Management .............................................. CSC
- Hospitality Services ................................................... C
- Information Systems Technology ................................. AAS
- Introductory Health Care ............................................. CSC
- Law Enforcement ....................................................... C
- Massage Therapy ....................................................... C/CSC
- Microcomputer Operations .......................................... C
- Networking Technologies ............................................. CSC
- Nursing ................................................................. AAS/C
- Office User ..................................................................... CSC
- Office Management .................................................... C
- PC Repair ....................................................................... CSC
- Practical Nursing Program (Rockbridge area) ..................... C
- Private Security Services ............................................ CSC
- Recreational Leadership ............................................... CSC
- Science ......................................................................... AA&S
- Small Business Management ....................................... CSC
- Urban Technology ......................................................... CSC
- Web Page Design ........................................................ CSC
- Welding ........................................................................ AAS/C/CSC
- Wind Turbine Service Technology ................................. AAS/C/CSC
- Wood Technology ....................................................... CSC

**Code:**

- AA&S ............................................................... Associate of Arts and Sciences Degree
- AAS ................................................................. Associate of Applied Science Degree
- C ........................................................................ Certificate
- CSC ................................................................. Career Studies Certificate
DSLCC Local Board Members

VCCS State Board Members