TABLE OF CONTENTS

CONDITIONS OF COLLEGE ENROLLMENT ....................................................... 1

- Attendance ............................................................................................ 1
- Registration Procedures ...................................................................... 1
- Add/Drop Procedures .......................................................................... 1
- Course Withdrawl Procedures ............................................................. 2
- College Withdrawl Procedures ............................................................ 2
- Audit ..................................................................................................... 2
- Change of Program .............................................................................. 2
- Sex Offender Policy ............................................................................. 2
- Contagious Disease Policy ................................................................. 4
- Confidentiality Statement .................................................................... 4

GENERAL INFORMATION & POLICIES ..................................................... 5

- Alcohol and Drug Policy ...................................................................... 5
- Bus Transportation ............................................................................. 5
- Campus Crime Policy .......................................................................... 5
- Emergency Contacts ............................................................................ 5
- Student Dress Code ............................................................................. 6
- Name and/or Address Change ............................................................ 6
- Fire ...................................................................................................... 6
- Email Accounts .................................................................................... 6
- Food for Thought ................................................................................ 6
- Food Services and Student Lounge .................................................... 6
- Head Start Center ................................................................................ 7
- Inclement Weather Policy .................................................................... 7
- Insurance ............................................................................................. 7
- Loitering Policy ................................................................................... 7
- Parking and Traffic Regulations .......................................................... 7
- Service Animal Policy ......................................................................... 8
- Student Identification Cards ............................................................... 11
- Tutoring ............................................................................................... 12
- Unpaid Fines and Bills ......................................................................... 12
- Veterans Information ........................................................................... 12

ACADEMIC STANDING .............................................................................. 17

- Good Standing .................................................................................... 17
- Academic Warning .............................................................................. 17
- Academic Probation ........................................................................... 17
- Academic Suspension ......................................................................... 17
- Academic Dismissal ........................................................................... 18
- Academic Renewal ............................................................................. 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS WITH DISABILITIES</td>
<td>40</td>
</tr>
<tr>
<td>TOBACCO-FREE POLICY</td>
<td>41</td>
</tr>
<tr>
<td>BOOKSTORE</td>
<td>41</td>
</tr>
<tr>
<td>THREAT ASSESSMENT TEAM</td>
<td>41</td>
</tr>
<tr>
<td>TRANSCRIPTS</td>
<td>41</td>
</tr>
<tr>
<td>OBLIGATIONS – HOLD ON STUDENT RECORDS</td>
<td>42</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
<td>43</td>
</tr>
<tr>
<td>• Federal and State Aid Programs</td>
<td>44</td>
</tr>
<tr>
<td>o Student Financial Aid Status</td>
<td>45</td>
</tr>
<tr>
<td>o Evaluating Progress</td>
<td>46</td>
</tr>
<tr>
<td>o Regaining Eligibility for Financial Aid</td>
<td>47</td>
</tr>
<tr>
<td>o Appeals</td>
<td>48</td>
</tr>
</tbody>
</table>
Conditions of College Enrollment

Attendance

Students are expected to prepare for and attend each class. When absence becomes necessary, the student is responsible for making up all missed work in alignment with each faculty member’s published attendance policies.

Registration Procedures

Students may register for courses only during the official registration period. Requests for entry after that time must be approved by the instructor of the class and the Division Dean. Registration dates will be announced on the college web page (www.sw.edu). In the event that a class is closed, the student must see the division dean to determine whether additional class seats may be made available.

Students have the capability to register online using the MySouthwest portal and selecting Navigate. Students may also access registration tools via the Student Information System (SIS). Instructions for self-registration are available online, or you can contact the office of Admissions and Records at 276.964.7238.

All students are encouraged to meet with their Student Success Advisor and/or Faculty Advisors for assistance in course selection to ensure progress toward graduation and transferability of coursework.

**Students receiving financial aid should check with the financial aid office prior to making any registration changes as their aid amounts may be affected, and/or they may have to return a portion of their aid.**

Add/Drop Procedures

Students should follow established procedure for making any change in their schedules by the deadlines published on the website. Courses may be added or dropped online, via the MySouthwest portal using SIS, prior to the end of the published add/drop period. Students may also elect to complete a hard copy of the Add/Drop form in Admissions and Records. If a student drops a class prior to the end of the add/drop period for the semester or term, the student’s name is removed from the class roll and no grade is awarded.

Classes with different start or end dates will also have different add/drop and withdrawal dates. Students are responsible for knowing these dates, and should check with the Office of Admissions and Records or view the Academic Calendar online for details.
Course Withdrawal Procedures

Once the add/drop deadline has passed, a student may withdraw from a course without academic penalty during the first 60% of a session. This deadline is published as the “last day to withdraw without academic penalty” on the academic calendar.

After that deadline, if a student withdraws from a course, a grade of "F" shall be assigned. Exceptions to this policy may be made under mitigating circumstances; such circumstances must be documented and a copy of the documentation placed in the student's academic file.

College Withdrawal Procedure

A student who wishes to withdraw from the College is encouraged to meet with an advisor prior to withdrawal in order to make sure they are aware of the academic and financial consequences that may follow such action. If a student just stops attending courses but fails to officially withdraw in Admissions and Records, he or she will receive a grade of “F” for that course. A student’s official date of withdrawal is considered to be the date upon which the student’s electronic or written notification of withdrawal is received by the Office of Admissions and Records.

Audit

Students who wish to audit a course should register in the usual manner, indicate audit status on the registration form, and have the instructor sign the form. Full tuition and fees must be paid to audit a course. Audited courses do not count as a part of the student’s course load. A change from credit to audit must be completed within the add/drop period at the beginning of the semester.

Change of Program

A student desiring to change programs after acceptance or enrollment in a specific program of the College should contact an advisor for assistance. A Program Change Request form must be completed, signed by the student, and submitted to the Office of Admissions and Records. An email from a student to an advisor making the request may also be accepted, but only if the email is sent from the student’s VCCS email account.

Sex Offender Policy

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 to Southwest Virginia Community College is listed on the Sex Offender Registry, the State Police will notify Southwest. When the college receives such a notification, the following procedures apply:

A. The applicant will be denied admission to Southwest in accordance with its admission policy as published in its catalog: Admission Denied/Revoked: Admission to the college, or to college functions or activities, may be denied or revoked to individuals who are unable to demonstrate safe and/or non-disruptive conduct.

B. If the applicant registers for classes and becomes a student 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.

C. An applicant may invoke his/her right to an appeal process.

Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied admission to or is administratively withdrawn from classes at Southwest Virginia Community College, he/she may invoke the following appeal process:

A. The applicant or withdrawn student will receive a letter from the Dean of Student Success stating his/her denial of admission or administrative withdrawal.

B. The applicant/withdrawn student may write a letter of appeal to the Dean of Student Success 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 Dean of Student Success within seven (7) calendar days of the administrative withdrawal.

C. A panel of three (3) full-time faculty or administrators will review the information submitted and make a decision by a simple majority vote within fourteen (14) calendar days of receiving the letter of appeal. The Dean of Student Success will serve as the convener of the panel and will be a member of the panel.

D. The Dean of Student Success will inform the applicant/withdrawn student by letter of the decision of the appeals panel. The decision of the appeals panel shall be final.
Contagious Disease Policy

Southwest has a policy on contagious diseases for the purpose of preventing the spread of communicable/contagious diseases using safety, prevention, and education. Contagious disease is defined for the purpose of this policy as an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic situation and threaten the health of the campus community. These diseases include but are not limited to:

- Tuberculosis (TB)
- Measles or German Measles (rubella)
- Certain strains of hepatitis and meninges
- SARS and certain strains of influenza

Other potentially less serious infectious diseases, such as chicken pox and pneumonia, will be addressed on a case-by-case basis. Persons who know or have reason to believe they are infected with a contagious disease:

- should seek expert medical advice;
- are encouraged to advise local health authorities of a possible public health threat;
- must follow the directions of local health authorities in order to prevent the spread of infection and to protect their own health.

Students who know or suspect they are infected with a contagious disease must notify the Dean of Student Success. All records regarding this medical information must remain confidential and be filed separately from all other general student records and/or personnel files.

Confidentiality Statement

No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of the student, employee, or other College community member unless required by state and/or federal law. Furthermore, all medical information relating to contagious diseases of students, employees, or other College community members will be kept confidential, according to applicable state and federal law. Medical information relating to contagious diseases of persons within the College community will only be disclosed to responsible College officials on a need-to-know basis.
General Information & Policies

Alcohol and Drug Policy:

The College accepts responsibility for creating a responsible environment for its student body in reference to drugs and alcohol on campus. There shall not be any unlawful possession, use, sale, or distribution of any type of controlled drug or substance on any campus location. There shall be no possession or use of alcoholic beverages on college property or at any function sponsored or supervised by the College, except by state permit.

The College has the right to notify parents of students who are under the age 21 when alcohol or drug policies are violated. The policy on substance abuse has these basic premises:

1. All federal, state, and local statutes and laws in reference to the use of legal and illegal substances in public areas will be enforced in their entirety.
2. A Substance Abuse Awareness program will be offered on campus so that students may fully understand the dangers of substance abuse.
3. An ongoing network with local mental health agencies is in place so that students in need of assistance may be assured of prompt referral.

Bus Transportation

As a service to students, bus transportation to the College is provided by Four County Transit. Inquiries regarding bus transportation should be directed to the Office of Admissions & Records or directly to Four-County Transit at 276.963.1486 or 1.888.656.2272.

Campus Crime Policy

Southwest Virginia Community College complies with state and federal regulations and fully cooperates with civil authorities in assuring that the campus is a safe place to learn and work. Annually, a report on campus security and completion rates is made available to all current students and employees. Paper copies of the report are available from the Chief of Police or the Dean of Student Success.

Emergency Contacts

If there is a risk of imminent danger, students should call 911. In an emergency situation other than imminent danger, students should contact Campus Police at ext. 7221 from a campus phone, or by going to Buchanan Hall, room 113. You may also dial 4357 (HELP) from a campus phone, which provides direct radio contact with a campus police officer. HELP phones are located at the outside entrances to Buchanan Hall, Tazewell Hall, Davis Hall, Dickenson Hall, Russell Hall, and the Community Center. Additional HELP phones are located in the student parking areas of Davis Hall,
Buchanan Hall, Dickenson Hall, Physical Plant, and Pavilion #4 near the recreational field. Personal emergencies regarding a need for a referral to an outside agency should be directed to the Office of the Dean of Student Success at extension 7677.

Student Dress Code

Student dress will be a matter of individual taste, except for restrictions as needed for safety, physical fitness classes, and laboratory settings. Students should show respect and awareness for what others may find lewd, profane, or obscene.

Name and/or Address Change

Report name and/or address changes to the Office of Admissions and Records in order to receive correspondence from the College.

Fire

In case of fire, the alarm will sound. If this happens, leave the building in an orderly manner by the diagrams posted in classrooms and labs. Exit signs are posted in the halls.

Email Accounts

Electronic mail or email is the official method of communicating at the Virginia Community College System (VCCS). All official email communication is distributed to VCCS email accounts only. Students are required to use their campus email accounts as the official communication with their instructors and the college.

Food for Thought

Southwest provides a food pantry free of charge for all students, located in Buchanan Hall, room 122. For more information or assistance, stop by the Advising Center in Buchanan Hall, room 100.

Food Services and Student Lounge

Vending services are available in Buchanan Hall, as well as other areas on campus. Student lounge areas are present in all academic buildings in order for students to relax between classes. The Eagle Café is open in Buchanan Hall and serves a variety of hot meal options. Please visit the cafeteria for current hours.
Head Start Center

Through a regional partnership, Clinch Valley Community Action, Inc., operates a regional Head Start Center on campus. On a limited basis, this Center is available to eligible children of students and staff of the College’s service region.

Inclement Weather Policy

Decisions concerning altered hours of the College due to inclement weather will be published on the institution website and shared via the Southwest Alert notification service.

Insurance

Information and application regarding student insurance available to purchase may be obtained from the Office of Admissions and Records in Dellinger Hall, room 220. Students who are enrolled in certain programs, classes, or clubs will be required to show proof of insurance for injury and accident coverage. Industrial/vocational students, health technologies students, club sports athletes, and students in high-risk activities are examples of those who may need such insurance.

Loitering Policy

Non-students who wish to visit the campus are welcome. Repeated visits without an appropriate purpose will be discouraged. Prospective students coming to campus for the first time should report to the Office of Admissions and Records for information and assistance.

Parking and Traffic Regulations

Students may use all student designated parking areas. Students may not park in handicapped, reserved, or visitor parking unless authorized.

Campus Police issue tickets for traffic violations such as speeding, reckless driving, and illegal parking. A fine of $15 will be assessed for a parking violation. If the fine is not paid within fifteen (15) working days, the fine will double. Unpaid fines will be submitted to the Commonwealth of Virginia.

• Parking for Individuals with Disabilities

Parking spaces are reserved for persons with state-issued handicapped permits obtained from the Department of Motor Vehicles. Offenders of parking for persons with disabilities are in violation of state law.
• Special Parking Permits

Special permits may be obtained from the Office of Campus Police to allow access to designated areas. Requests for this permit must be accompanied by a physician’s statement regarding the nature and extent of the disability.

Service Animal Policy

In compliance with applicable law, Southwest generally allows service animals in its buildings, classrooms, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

Under Code of Virginia 51.1-44.1, any person who knowingly and willfully fits a dog with a harness, collar, vest, or sign, or uses an identification card commonly used by a person with a disability, in order to represent that the dog is a service dog or hearing dog to fraudulently gain public access for such dog pursuant to provisions in 51.5-44 is guilty of a Class 4 misdemeanor.

Southwest may not permit service animals when the animal poses a substantial and direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. Southwest will make those determinations on a case-by-case basis.

We encourage students to register their service animal with the Disability Services office, to ensure that our documentation supports the student’s rights under ADA regulations. Specific questions related to the use of service animals on the Southwest campus by visitors can be directed to the Disability Services Manager via e-mail, melissa.stiltner@sw.edu, or phone, (276) 964-7706. You may learn more about service animals and the ADA at the following website: http://www.ada.gov/service_animals_2010.htm

Definitions

1. Service Animal – Any dog* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under the Americans with Disabilities Act (“ADA”) regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136 (i), a miniature horse may qualify as a service animal.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent
effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

2. Service Dogs in Training - A dog being trained has the same rights as a fully trained dog when accompanied by a trainer and identified as such in any place of public accommodation (as defined in ORS 659A.400). Handlers of service dogs in training must also adhere to the requirements for service animals and are subject to the removal policies as outlined in this policy.

3. Comfort Animal - Under ADA, comfort animals are not service animals. Comfort animals of any species, which may provide emotional support to a person but are not trained to perform work or tasks related to a person’s disability, are not permitted inside College building and facilities.

4. Place of public accommodation – A place of public accommodation as defined in ORS 659A.400: “a place or service offering to the public accommodations, advantages, facilities or privileges whether in the nature of goods, services, lodgings, amusements or otherwise.” A place of public accommodation does not include any institution, bona fide club or place of accommodation which is in its nature distinctly private.

5. Assistance Animals (including Emotional Support Animals) - Southwest Virginia Community College is a non-residential institution and does not offer dormitory or other housing services for students. Southwest is considered a place of public accommodation; therefore, Assistance animals (including emotional support animal) are not allowed on Southwest’s campus or any associated physical facility.

6. Handler – A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

Southwest Virginia Community College Procedures Regarding Inquiries

In general, Southwest will not ask about the nature or extent of a person’s disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Southwest may ask:

1. If the animal is required because of a disability and;
2. What work or task the animal has been trained to perform.

Southwest cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, Southwest may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Responsibilities of Handlers

Students who wish to bring a service animal to campus are strongly encouraged to partner with Disability Services, especially if other academic accommodations are required. Students who intend to bring a service animal to campus on a regular basis (e.g., for regularly scheduled classes and co-curricular activities) are required to notify Disability Services so that the service animal’s regular presence on campus is known. Staff and faculty with service animals are strongly encouraged to
contact Disability Services and required to do so if the service animal will be present on campus on a regular basis.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

**Service Animal Control Requirements**

1. The animal should be on a leash when not providing a service that requires them to be off leash to the handler.

2. The animal should respond to voice or hand commands at all times, and be in full control of the handler.

3. To the extent possible, the animal should be unobtrusive to the other individuals and the learning, living, and working environment.

4. It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.

**Animal Etiquette**

To the extent possible, the handler should ensure that the animal does not:

1. Sniff people, food tables or the personal belongings of others.

2. Jump on people.

3. Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.

4. Block an aisle or passageway for fire or other emergency egress.

**Waste Cleanup Rule**

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

1. Always carry equipment sufficient to clean up the animal’s waste whenever the animal is on campus.

2. Properly dispose of waste and/or litter in appropriate containers.

3. Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.
Removal of Service Animals

Service Animals may be ordered removed by the Chief of Police or College Administration for the following reasons:

1. Out of Control Animal: A handler may be directed to remove an animal that is out of control if the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any college facility until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.

2. Non-housebroken Animal: A handler may be directed to remove an animal that is not housebroken.

3. Direct Threat: A handler may be directed to remove an animal that Southwest determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like an allied-health facility, certain laboratories or mechanical or industrial areas.

4. Conflicting Disabilities: Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. Southwest will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students, staff, and faculty requesting allergy accommodations should contact Disability Services.

Where a service animal is properly removed pursuant to this policy, Southwest will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

Appeals and Grievances: Any person dissatisfied by a decision concerning a service animal may appeal using the Student Grievance Procedure found on the Southwest website.

Public Etiquette towards Service or Assistance Animals

It is okay to ask someone if she/he would like assistance if there seems to be confusion. However, faculty, staff, students, visitors, and members of the general public should avoid the following:

1. Petting a service animal, as it may distract them from the task at hand.

2. Feeding the service animal.

3. Deliberately startling a service animal.

4. Separating or attempting to separate a handler from his/her service animal.

Student Identification Cards

Southwest campus ID cards are prepared in the Library. The ID cards are full color and contain a photograph. All students and staff should obtain an ID card and carry it on them at all times. There is no charge for the first card, but there is a $5 replacement charge for lost ID cards. Any registered student is eligible for a free ID card.
**Tutoring**

Tutoring is available free-of-charge for all students. Please contact Student Support Services in Buchanan Hall, room 152 or by phone at 276.964.7624 for more information. Online options may be available.

**Unpaid Fines and Bills**

Students who damage or lose school property (laboratory or shop equipment, supplies, library materials, audio visual equipment, etc.) are expected to pay for such losses. Lost Library books and other materials should be reported immediately since fines are charged up to the time the loss is reported. Lost books and other materials are billed at the current replacement value.

Students owing fines or lost materials at the end of the semester will not receive grades and will not be permitted to register in any succeeding term until all financial obligations are met. Grade transcripts will not be released until all financial obligations are paid.

**Veterans Information**

This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency. The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

**Title 38 United States Code Section 3679(c) Form**

Training time for degree programs is computed as follows:

- 12 or more semester hours  
  - Full-time benefits
- 9 to 11 semester hours  
  - Three-quarter time benefits
- 6 to 8 semester hours  
  - One-half time benefits

Information and assistance regarding veterans’ benefits may be obtained from the Office of Veterans Affairs in Dellinger Hall, Room 215. Veterans will be required to furnish documents such as discharge records, family status legal records (divorce, marriage, birth, and health certificates), or other Veterans Administration (VA) eligibility forms to be certified for VA educational benefits. Some forms must be acquired through the VA, but the Veterans Affairs Certifying Official of the College has many of the necessary forms.
College policy concerning veteran certification is: Veterans will be certified only for courses which apply directly to the educational objective (certificate, diploma, or degree); acceptable elective courses must meet the division chairperson’s approval; students cannot be certified for courses not in the curriculum. The Veterans Affairs Certifying Official will verify that each veteran is only certified for approved courses each semester.

Developmental courses may be repeated one time.

Absences

Veterans who are eligible for the Montgomery GI Bill, Chapter 30, must verify their attendance on the last calendar day of each month. Verification may be submitted online at https://www.gibill.va.gov/wave/default.cfm or by calling 1.877.823.2378 and following the instructions. Excessive absences may jeopardize continued receipt of VA benefits.

Veterans Responsibility

It is the veteran’s responsibility to notify the Veterans Affairs Officer of any changes which might affect the enrollment status, e. g., changes in course load, add/drop, withdrawal, termination, re-enrollment, changes in dependent status, address, etc.

Military Tuition Assistance Policy

Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Southwest Virginia Community College, will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.
Schedule for returning unearned TA to the government

5-week Course Withdraw submitted:
  Day 1-7 100% return
  Day 8 77% return
  Day 9 74% return
  Day 10 71% return
  Day 11 69% return
  Day 12 66% return
  Day 13 63% return
  Day 14 60% return
  Day 15 57% return
  Day 16 54% return
  Day 17 51% return
  Day 18 49% return
  Day 19 46% return
  Day 20 43% return
  **Day 21 40% return (60% of course is completed)**
  Day 22 0% return

  *Note:* The educational institution’s week of instruction is counted as 7 days.

16-week Course Withdraw submitted:
  Before or during weeks 1-2 100% return
  During weeks 3-4 75% return
  During weeks 5-8 50% return
  During weeks 9 40% return (60% of course is completed)
  During weeks 10-16 0% return

10-week Course Withdraw submitted, the 60% of course completed at 6 weeks

8-week Course Withdraw submitted
  Before or during week 1 100% return
  During week 2 75% return
  During weeks 3-4 50% return
  **During week 5 40% return (60% of course is completed)**
  During weeks 6-8 0% return

5-week Course Withdraw submitted, the 60% of course completed at 3 weeks

100% of Tuition Assistance (TA) received will be returned if the student withdraws within the first week of class, but before submission of the first assignment. The student’s request will be processed as a drop for the purpose of returning TA funds only, not for Financial Aid attendance or recalculating of aid.
75% of TA received will be returned if the student withdraws after submitting the first assignment and through the end of the second week of classes.

50% of TA received will be returned if the student withdraws after the second week of classes, but before the end of the fourth week of classes.

25% of TA received will be returned if the student withdraws after the fourth week of classes, but before the end of the sixth week of classes. (60% of course is completed)

No TA received will be returned if the student withdraws after the sixth week of classes.

Section 103 Compliance

SEC. 103. DISAPPROVAL FOR PURPOSES OF EDUCATIONAL ASSISTANCE PROGRAMS OF DEPARTMENT OF VETERANS AFFAIRS OF CERTAIN COURSES OF EDUCATION THAT DO NOT PERMIT INDIVIDUALS TO ATTEND OR PARTICIPATE IN COURSES PENDING PAYMENT.

IN GENERAL.—Section 3679 of title 38, United States Code, is amended by adding at the end the following new subsection:

“(e) (1) Notwithstanding any other provision of this chapter, beginning on August 1, 2019, a State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with any of the following:

“(A) A policy that permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title and ending on the earlier of the following dates:

“(i) The date on which the Secretary provides payment for such course of education to such institution.

“(ii) The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

“(B) A policy that ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.
“(2) For purposes of this subsection, a covered individual is any individual who is entitled to educational assistance under chapter 31 or 33 of this title.

“(3) The Secretary may waive such requirements of paragraph (1) as the Secretary considers appropriate.

“(4) It shall not be inconsistent with a policy described in paragraph (1) for an educational institution to require a covered individual to take the following additional actions:

“(A) Submit a certificate of eligibility for entitlement to educational assistance not later than the first day of a course of education for which the individual has indicated the individual wishes to use the individual's entitlement to educational assistance.

“(B) Submit a written request to use such entitlement.

“(C) Provide additional information necessary to the proper certification of enrollment by the educational institution.”.

PROMPT PAYMENTS.—

(1) IN GENERAL.—The Secretary of Veterans Affairs shall take such actions as may be necessary to ensure that the Secretary makes a payment to an educational institution on behalf of an individual, who is entitled to educational assistance under chapter 31 or 33 of title 38, United States Code, and who is using such assistance to pursue a program of education at the educational institution, not later than 60 days after the date on which the educational institution certifies to the Secretary the applicable tuition and fees for the individual.

(2) SEMIANNUAL REPORTS.—Not later than May 1 and October 1 of each year, the Secretary shall submit to the Committee on Veterans' Affairs of the Senate and the Committee on Veterans' Affairs of the House of Representatives a semiannual report summarizing any cases in which the Secretary failed to make a payment described in paragraph (1) within the period set forth in such paragraph and an explanation for each delayed disbursement of payment.

(a) RULE OF CONSTRUCTION.—In a case in which an individual is unable to meet a financial obligation to an educational institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of such title and the amount of such disbursement is less than anticipated, nothing in section 3679(e) of such title, as added by subsection (a), shall be construed to prohibit an educational institution from requiring additional payment or imposing a fee for the amount that is the difference between the amount of the financial obligation and the amount of the disbursement.
**Academic Standing**

**Good Standing**

A student is considered to be “in good academic standing” if he or she maintains a semester minimum GPA of 2.00, is eligible to reenroll at the College, and is not on academic suspension or dismissal status.

**Academic Warning**

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning are encouraged to consult with their instructors and advisors, and take advantage of academic support services provided by the college.

**Academic Probation**

Students who fail to maintain a cumulative grade point average of 1.50 will be placed on academic probation until such time as the cumulative average is 1.75 or better. The statement “Academic Probation” will be reflected on the student’s record. Students on probation are ineligible for appointed or elected office in any student organization unless special permission is granted by the Vice President of Academic & Student Services. Students may be required to carry less than a normal course load the following semester and will be required to consult with their advisor(s). Students shall be placed on probation only after they have attempted 12 semester credits.

**Academic Suspension**

Students on academic probation who fail to attain a semester GPA of 1.50 will be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement “Academic Suspension” will be reflected on the student’s record. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college.

Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ records. Students who have been reinstated from academic suspension will remain subject to dismissal until the cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor(s).
Academic Dismissal

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement “Academic Dismissal” will be reflected on the student’s records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated by following the process established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor(s).

Academic Renewal

Students who return to the College after a separation of five (5) years/60 months or more may petition for academic renewal. To qualify for academic renewal a student must receive a GPA of 2.5 or higher for the first twelve credits (not counting developmental courses) after they return to college. If a student is determined to be eligible for academic renewal, “D” and “F” grades earned prior to re-enrollment will not be used in the cumulative and curriculum grade point average (G. P. A.), subject to certain conditions. Courses where the student received a “D” previously cannot be used for graduation. The request must be in writing and submitted to the Office of Admissions and Records. Once granted by the College, academic renewal cannot be revoked.

Dean's List and Honor's List

The Dean’s List and the Honor’s List are compiled at the end of each term. To earn Dean’s List status, a student must have completed twelve (12) or more credits and earned a grade point average of 3.20. To earn Honor’s List status, a student must be enrolled for at least six (6) credit hours and attain a grade point average of at least 3.50. Developmental course work will not be included in fulfillment of the twelve hours requirement for the Dean’s List and the six hours requirement for the Honor’s List.

Advising

Students should meet with their student success advisor for assistance in the registration process and in the proper course selection for their program of study. Admissions personnel will also assign a faculty advisor based on the selected program of study who will partner with the student’s student success advisor.
Grading

College students may receive the following grade marks:

<table>
<thead>
<tr>
<th>GRADE/MEANING</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A    Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B    Good</td>
<td>3</td>
</tr>
<tr>
<td>C    Average</td>
<td>2</td>
</tr>
<tr>
<td>D    Below average</td>
<td>1</td>
</tr>
<tr>
<td>F    Failing</td>
<td>0</td>
</tr>
<tr>
<td>I    Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>P    Pass</td>
<td>0</td>
</tr>
<tr>
<td>R    Re-enroll</td>
<td>0</td>
</tr>
<tr>
<td>S    Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>U    Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>W    Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>X    Audit (no credit)</td>
<td>0</td>
</tr>
</tbody>
</table>
Classes have assigned credit hours and each grade has set quality points, with the exception of developmental courses. To determine the grade point average, divide the number of grade points earned by the number of credits taken. For example:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding 21</td>
<td>A</td>
<td>x 3</td>
<td>= 12</td>
</tr>
<tr>
<td>Welding 51</td>
<td>B</td>
<td>x 3</td>
<td>= 9</td>
</tr>
<tr>
<td>Welding 14</td>
<td>B</td>
<td>x 2</td>
<td>= 6</td>
</tr>
<tr>
<td>Mech 46</td>
<td>C</td>
<td>x 2</td>
<td>= 4</td>
</tr>
<tr>
<td>English 01</td>
<td>S</td>
<td>X 0</td>
<td>= 0</td>
</tr>
<tr>
<td>SDV 108</td>
<td>B</td>
<td>X 1</td>
<td>= 3</td>
</tr>
<tr>
<td>Drafting 76</td>
<td>F</td>
<td>X 2</td>
<td>= 0</td>
</tr>
</tbody>
</table>

13 34

34 divided by 13 = Semester GPA of 2.615

Grades are available online via MySouthwest in SIS at the end of each semester.

Incomplete Grades

An “I” grade means incomplete course work. The student must complete the course requirements for removal of the “I” grade prior to the end of the following semester. The “I” grade will change to a “F” grade if the course work is not completed by the stated date. In order to be eligible to receive an “I” grade, students have to complete at least 60% of the required coursework.

Examinations

Students are expected to take final examinations at the regularly scheduled times. No exceptions will be made without the permission of the instructor of the course and the Vice President of Academic & Student Services.

Enrollment Status

The Associate of Arts & Sciences (AA&S) degree and the Associate of Applied Science (AAS) degree require the completion of 60-69 credits with a minimum grade point average of 2.00. A student will be considered full time if he or she enrolls in 12 or more credits, three-quarter time if enrolled in 9-11 credits, and half-time if enrolled in 6-8 credits.
Cancelled Classes

A student who has a class cancelled and who is on financial aid may owe a refund to the College due to a change in the total number of credits. Change of enrollment status, full- to three-quarter time or to half-time status or below half-time status, reduces the amount of financial aid for which the student is eligible.

Student Course Load

The normal academic course load is 15-17 credit hours. The minimum full-time load is 12 credit hours and the normal maximum full-time load is 18 credit hours, excluding College Survival Skills (SDV 100). A minimum of two hours of study and preparation is normally needed for each hour of regular classroom work. Additional credit hours may be achieved through credit by experience, examination, or taken as an overload if appropriate and approved. Students placed on academic warning or academic probation may be required to take less than the normal course load.

Maximum Attempts Per Course:

A student may repeat courses previously taken in an attempt to earn a higher grade; however, repeats in most courses shall be limited to one, unless approved by the Vice President of Academic & Student Services or division dean. When students repeat a course, the grade of the last attempt will be used for the cumulative grade point average and for satisfying curriculum requirements. However, all courses taken and the grades received will be reflected on the student’s record. It should be noted that some senior institutions count all hours attempted and all quality points earned. Also, some types of financial aid do not cover repeat course attempts; the student should check with the Office of Financial Aid to determine his/her status.

Military Reinstatement:

Pursuant to 23-9.6:2 of the Code Virginia, and corresponding SCHEV Guidelines, Southwest Virginia Community College provides for the tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. Service in the uniformed services is defined as service (whether voluntary or involuntary) on active duty in the Armed Forces, including such service by a member of the National Guard or Reserve, for a period of more than 30 days under call or order to active duty of more than 30 days. The College provides for the following:

Tuition and Required Fees

Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia Section 23-9.6:2, and the State Council’s Virginia Tuition...
Relief, Refund, and Reinstatement Guidelines, and he/she requests to be withdrawn with no refund and assigned a grade of “W”.

The College will provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

The College will process refunds for textbooks according to established refund policies of the College Bookstore.

**Academic Credits and Grades**

Students who are called to active duty or are mobilized, meaning serving in the uniformed services, as described in Virginia Tuition Relief, Refund, and Reinstatement Guidelines should have the opportunity to receive an incomplete grade (“I”) until released from active duty (for reservists) or mobilization (for active Military personnel). All course requirements shall be completed within one year from the of release from active duty or mobilization.

Students may be given the option of taking their examinations prior to regularly scheduled times as an exception to VCCS policy 5.6.1 in accordance with the Virginia Tuition Relief, Refund, and Reinstatement Guidelines.

**Reinstatement**

Students who are called to active duty or are mobilized will be assured a reasonable opportunity to be reinstated in the same program of study without having to reapply for admission if they return to the College after a cumulative absence of not more than five years so long as the student provides notice of intent to return to the institution not later than three years after the completion of the period of service. If student does not register for courses within three years of last enrollment, they will need to reapply for admission.
Graduation

Applying for Graduation

Students should apply for graduation during the Fall semester for the Spring semester graduation date. Students should register for their final semester and consult with their advisor prior to submitting the graduation application to the Office of Admissions and Records. Graduation applications may be obtained from the Office of Admissions and Records or online at https://sw.edu/graduation. No fees are required for the graduation apparel or diplomas.

Graduation Eligibility

In order to determine eligibility for graduation or the specific courses needed to meet graduation requirements, students should consult with their advisor or check with the Office of Admissions and Records.

Commencement Exercises

Commencement exercises are conducted only at the end of spring semester. Students completing degree requirements during spring semester are urged to attend commencement unless extenuating circumstances justify their absence. Diplomas will be mailed to students after confirmation that their degree requirements have been completed.

Participation in Commencement

Southwest Virginia Community College restricts participation in commencement to those students who will complete their degree requirements by the spring semester commencement date or who can complete the requirements during the immediately following summer term. Those who wish to participate in commencement ceremonies who will not have met all requirements at the time of commencement must submit a letter of intent to participate along with the application for graduation.

Posthumous Award Policy

A deceased student who did not complete all requirements for his/her degree, diploma, certificate or other Southwest Virginia Community College-conferred award at the time of death may be thus awarded posthumously provided the following conditions are met:

1. The student was enrolled and in good academic and disciplinary standing at the time of death.

2. The student had completed a minimum of 50% of the program requirements for his/her degree.
3. The academic division dean of the deceased student’s primary program of study will initiate a written request for the posthumous award within 12 months of the student’s death. The request shall be submitted to the Office of Admissions & Records after ascertaining that Conditions 1 and 2 have been met. Admissions will then submit the request to the president for final approval.

4. This policy is in effect for students enrolled in Fall of 2018 and all subsequent terms.
**Student Government Association**

The Student Government Association (SGA) at Southwest represents the College’s commitment to participation by students in decision making for programs, committees and other issues that directly affect students. The College is dedicated to student involvement in these matters. SGA serves as the student’s voice.

SGA may administer up to 10% of the anticipated revenue under approval of the Dean of Student Success. This budget may be utilized for projects to benefit the student body and enhance engagement among Southwest students. The Dean of Student Success has official oversight of the entire student activities budget. Funding is utilized to sponsor clubs and organizations, intramural and club sports, special programs for students, improvements to student programs and areas, and other special events.

The SGA senate is comprised of eight sophomore senators elected in the spring and six freshmen elected in early fall. The elected body then becomes the student voice at Southwest. More information about the SGA can be found online at sw.edu/sga.

**Student Clubs and Organizations**

<table>
<thead>
<tr>
<th>Campus Crusade for Christ</th>
<th>Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epsilon Pi Tau</td>
<td>Project ACHIEVE</td>
</tr>
<tr>
<td>Game Room</td>
<td>Red Cross</td>
</tr>
<tr>
<td>Helping Minds</td>
<td>Registered Nursing</td>
</tr>
<tr>
<td>InterVoice</td>
<td>Sports</td>
</tr>
<tr>
<td>Lambda Alpha Epsilon</td>
<td>Student Government Association</td>
</tr>
<tr>
<td>Latent Image</td>
<td>Student Occupational Therapy Assistant</td>
</tr>
<tr>
<td>Music</td>
<td>Student Veteran’s Association</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>SW Adventure Team</td>
</tr>
</tbody>
</table>

A procedure checklist and model constitution are available as a guide to start a new club and may be obtained in the Recruitment and Student Engagement office, Buchanan Hall, Room 101.

**Club Solicitation**

Club fund-raising activities require the approval of the Recruitment and Student Engagement Specialist. Sale of commercial items by staff or students not affiliated with a recognized campus club shall not be permitted on Southwest’s property unless authorized.
Scheduling Facilities

The King Community Center schedules the use of outdoor facilities. Contact Edna Sizemore @ 276.964.7369, or email edna.sizemore@sw.edu.
Student Rights and Responsibilities:

An application for admission to the College represents a voluntary decision by the student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the State Board for Community Colleges. Approval of that application represents the extension of a privilege to join the College community and to remain a part of it as long as the student meets the required academic and behavioral standards.

Each individual student is guaranteed the privilege of exercising his rights without fear or prejudice. Such rights include the following:

1. Students are free to pursue educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the College.
2. No disciplinary sanctions may be imposed upon any student without due process.
3. Free inquiry, expressions, and assembly are guaranteed to all students provided their actions do not interfere with the rights of others or the effective operation of the institution.
4. Academic evaluation of student performance shall be neither arbitrary nor capricious.
5. The College and members of the College community have the right to expect safety, protection, and the continuity of the educational process.

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

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

Expressive Activity Policy

6.5.1 Policy on Expressive Activity

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

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

6.5.2 Policy Statement
College property is primarily dedicated to academic, student life and administrative functions. But it also represents the “marketplace of ideas,” and especially for students, many areas of campus represent a public forum for speech and other expressive activities. Colleges may place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

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

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

6.5.2.0 Procedures

a. Reserving Campus Facilities:

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator. Colleges normally may not require more than twenty-four hours advance notice for reservation requests. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.

2. If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus.

3. Colleges may designate certain indoor facilities as not available for expressive activity, such as administration offices, libraries, and (during instructional hours) classrooms. Colleges shall make the campus community aware of such areas. Any other restrictions on expressive activities occurring in indoor facilities must (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

4. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
   a. The requested venue is an indoor facility that the college has designated as not available for expressive activity under section 6.5.2.0(a)(3) of this policy;
b. The requested venue is an indoor facility and the request conflicts with restrictions enacted pursuant to section 6.5.2.0(a)(3) of this policy;

c. The venue is already reserved for another event;

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

e. The activity will substantially disrupt another event being held at a neighboring venue;

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

g. The activity is a clear and present threat to public safety, according to the college’s police or security department;

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

i. The activity is unlawful.

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

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

b. Spontaneous Expressive Activity:

1. Colleges are not required to designate any indoor area as available for spontaneous expressive activities. In the event that colleges elect to do so, college officials shall prominently post the areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities. Any areas so designated must (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and
present threat to public safety, according to the college’s police or security department.

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

c. Implementation; Report:
1. Each college must include this policy in its student handbook, on its website, and in its student orientation programs.

2. Each college must develop a process for members of the campus community and invited guests to report incidents of disruption of constitutionally protected speech. Such a process may include, but is not limited to, providing online incident reporting, providing contact information for a designated college official, and in cases of emergency, contact information for campus or local police or campus security.

3. All colleges must maintain materials on the policy and provide such materials to any employee responsible for the discipline or education of enrolled students. Colleges may provide such materials to other employees if so desired.

4. All college policies and materials on expressive activities must have prior approval from the Office of System Counsel.

5. Colleges must develop policies and procedures to comply with the requirements of Va. Code 23.1-401.1, and notify the Office System Counsel as soon as practicable, but no later than 20 days after being served with a complaint that alleges a violation of the First Amendment.

Public Art Policy

PURPOSE:
The Southwest Virginia Community College Committee on Public Art encourages and oversees the installation of art in public spaces around the campus, and works to educate the College community about the value of art in public spaces. This committee is comprised of student, faculty, and staff members whose responsibility it is to create a welcoming environment for people passing through public spaces, to stimulate conversation about art among community members, to challenge perceptions of art, and to illuminate diverse cultures. It also advises those individuals and departments responsible for works of public art on campus.

DEFINITION OF PUBLIC ART:
The committee is guided by the following definition of public art: art objects placed in a public, shared, and/or an accessible space. Moreover, the committee recognizes that as institution of learning, the visual arts are central to aesthetic and intellectual development, and opportunities should be made for creative expression. Works of art may be 1) temporary, semi-permanent, or permanent; 2) created by students, faculty, staff, or
professional artists; 3) installed inside the KCC Art Gallery, Booth Center Art Gallery, Appalachian Arts Center or other designated areas on campus; either inside or outside.

CHARGE OF THE COMMITTEE:
All works of art in public spaces must relate to the academic, intellectual, or aesthetic life of the College, and meet the professional criteria and requirements set forth by the Committee on Public Art. The committee will make recommendations to the senior staff concerning 1) petitions from members of the College community to install works of art; 2) donations of works of public art to the College; and 3) the inclusion of works of public art on campus or at off-campus sites.

CATEGORIES OF PUBLIC ART:
1. Expressive works of art
2. Works of memory
3. Works of art by Southwest students
4. College community art works
5. Functional works of art
6. Installation art
7. Local artisans works of arts and/or crafts

ART MEDIA MAY INCLUDE:
1. Gardens, including fountains and seating
2. Sculpture
3. Paintings and Murals
4. Sketches
5. Graphic arts, prints, and drawings
6. Photography
7. Video and electronic media
8. Objects in clay, fiber, textiles, wood, metal, plastic, and other material
9. Mixed or conceptual media, including collage.

COMPOSITION OF THE STANDING COMMITTEE:
- Senior Art Instructor
- Art Installation Coordinator
- Director of Appalachian Arts Center
- Other faculty member, nominated by Faculty Senate
- Staff member, nominated by PSSA

OPERATING PROCEDURES FOR THE PUBLIC ART COMMITTEE:
The Public Art Committee will consider the audience for such works to be the entire College community and will take into account the mission of the institution, which will be reflected in the acquisition, siting, and interpretation process. Works of art will be acquired for exhibition in public places following the guidelines established by the Public Art Committee for its collection.
Distinctive works of art chosen, acquired or created for the public spaces on the campus (or at off-campus sites) will represent a broad range of artistic styles and be of sufficiently high quality to merit their inclusion in the College’s permanent collection.

All works will be reviewed for site specifications, functions of the site, primary users of the site, site-specific maintenance, and safety questions, and appropriateness of a loan or permanent placement. Loans of works to be exhibited in public places will be considered, especially as they allow for experimental and challenging works to be shown.

The Public Art Committee will be fiscally responsible in accepting works for loan exhibition, reviewing financial and legal obligations regarding the acquisition of art, artist fees, travel costs, transportation of work, site preparation, signage, potential repair and restoration costs, insurance and security costs and costs for an educational program designed around the work and for publicity to introduce the work to the community. A procedure for exhibition of works of public art and loan will be established before the loan is accepted.

AUTHORITY OF THE COMMITTEE:
The Public Art Committee advises the Executive Director of the Foundation who will in turn advise the Administrative Cabinet on matters relating to the installation of art in public spaces. The final decision on the disposition of public art rests with the Administrative Cabinet.

- The Committee recommends policies to guide the Office of Development in accepting gifts of art.
- The Committee recommends policies for the security and care of public art objects.
- The Committee recommends policies for dealing with proposals for the siting of art in public locations on campus.
- The Committee makes recommendations to the Executive Director (and Administrative Cabinet) to accept or deny a proposed art installation
- The Committee encourages the inclusion of public art in major renovations or new construction of campus buildings.
- The Committee oversees the proper signage of works of public art.
- The Committee oversees annual inspection of works of public art.
- The Committee ensures safekeeping of permanent art collection for Southwest.

METHODS OF SELECTION/ACQUISITION:
The following types of acquisitions are to be made in consultation with the Public Art Committee:

- Donation: A work of Public Art is donated to the College or Educational Foundation in consultation with the Public Art Committee.
- Direct Selection: An individual artist is chosen by the committee either to be purchased or commissioned
- Student artists: A student working with a faculty advisor proposes an installation of work connected to his or her academic program.
- Community-based project: Members of the College community and/or campus organizations enlist an artist to work with the college and local community members to create a work of art on/for campus.
**Code of Classroom Courtesy**

In an adult teaching/learning environment, there are behavioral expectations and performance standards. The members of the Southwest faculty are eager to foster an atmosphere of scholarly inquiry and sharing, trust, acceptance, mutual respect, and safety. The faculty believes that providing quality instruction under these conditions is foremost among Southwest’s mission and that the classroom is the primary focus for that instruction. The faculty also believes that the classroom environment can positively or negatively affect the learning process. The following code is an effort to ensure that every student has a positive learning experience.

**Class Time**

Every class at Southwest has a designated beginning time and ending time. While there are always legitimate institutional reasons for class to end early (snow, for example), the College will make that decision. There are also legitimate personal reasons for a student to leave class early (a doctor’s appointment, for instance). Prior to the beginning of class, a student should inform the instructor if he or she needs to leave early and then should do so in a discreet manner.

**Missing Class**

Students missing designated class times have a number of responsibilities. They should check with the instructor and find out what they have missed during the absence. Generally, students are responsible for participating in a class’s activities the first day back from any period of absence.

**Class Interruptions**

Southwest requires a number of administrative responsibilities of both instructors and students, such as signing drop forms, attendance sheets, and so on. Students should ask instructors to attend to these tasks during their office hours, not during class.

The instructor is the designated spokesperson in each classroom. He or she may design in class activities that require student response or even student conversation, but continual unsolicited talking in the classroom disrupts classroom quality and deprives all students of their right to a quality educational environment.

Some activities, such as bringing children to class, typing on the computer instead of listening to the instructor, chewing gum, sleeping, listening to headphones, doing homework for other classes, or refusal to carry out assignments, generally disrupt classroom continuity. The instructor may ask students to stop such activities should they occur during class. For repetitive disruptions, the teacher may elect to take further action to stop the behavior, such as ask the student to leave the classroom or in extreme cases drop the course altogether.
Peer Respect

Students share a classroom with many peers. These peers deserve not only a quality learning environment but an environment free from fear and intimidation.

Open Labs and the Library

Open Labs and the Library offer unstructured learning opportunities for students. These facilities offer both academic and social experiences, but the academic experience is primary. In order to maximize this experience, students should avoid creating a noisy environment. In an open lab, students engaged in recreational computer use should be willing to surrender their spaces to students completing required class work. Students sending email should employ the same courtesy required by face-to-face communications, including abstaining from using offensive language or making personal attacks.

Electronic Devices

Any electronic devices, with headphones or not, are not allowed in class unless specified by the instructor.

Plagiarism

A student must complete his or her own work. Tutors are available to assist when help is needed, but no one should do an assignment for someone else. To use someone else’s words or ideas without proper credit is called plagiarism which is against the law and could bring dismissal from college.
Student Code of Conduct

Generally, College punitive action shall be limited to conduct which adversely affects the College community’s pursuit of its educational objectives or behavior that disrupts the teaching/learning process. Violation of classroom courtesy guidelines above and the following examples of misconduct are subject to disciplinary action.

- Sleeping in class.
- Failure to maintain reasonable hygiene.
- Conduct that is lewd, indecent, or obscene.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- Persistent or gross acts of willful disobedience or defiance toward College personnel.
- Intrusive use of personal sound amplification equipment.
- Committing illegal acts.
- Gambling, holding a raffle, or lottery on the campus or at any College function.
- Littering, defacing, destroying, removing, or damaging property of the College or property under its jurisdiction.
- Computer and lab abuse in violation of College policy.
- Violation of the Alcohol and Drug Policy.
- Assault, battery, or physical abuse of a student or college personnel. Physical and/or psychological abuse or threat of such abuse toward any person on college premises or at college activities. Includes sexual harassment and/or assault and other behavior addressed by the Southwest’s Title IX policy.
- Possessing on College property or at any College activity any dangerous chemical, explosive element, or component parts thereof, not used for lawful College studies.
- Possessing a rifle, shotgun, pistol, revolver, other firearm or weapon as defined in section 18.2-308 of the Code of Virginia on College property without authorization of the President of the College.
- Seizing, holding, commandeering, or damaging any property or facility of the College or a threat to do so, or refusing to depart from any property or facility of the College upon direction by College officials or other persons authorized within the regulations of the College.
- All forms of dishonesty, cheating, plagiarism, knowingly furnishing false information to the College, forgery, and alteration or the use of altered College documents.
- Failure to identify oneself on College property or at a College event when asked to do so by College personnel acting in the performance of his or her duties.
- Participating in or inciting a riot or an unauthorized or disorderly assembly. All forms of sexual harassment or racial discrimination other than such forms as constitute protected speech.
- Possession of an animal on campus that is not a service animal.
In cases where there is definite and imminent risk of physical harm or fear for safety, the student will be reported to Campus Police and the Dean of Student Success. At off-campus locations, students should call 911 and notify the site coordinator for the College, who will contact College administration.

Procedure for Enforcing the Student Code of Conduct

Any student and/or visitor impeding classroom instruction or disrupting any college activity may be removed from the premises using the following procedure:

1. The determination of disruptive behavior is at the discretion of the college employee (instructor, administrator, or staff).
2. Ask the student/individual to leave the instructional site, campus or activity area. Specify criteria for his/her return.
3. Inform the student/individual that he/she has the right to appeal to your supervisor.
4. If the student refuses to leave, dismiss the class or adjourn the activity, and call security.
5. Report the incident to your supervisor immediately who will follow-up with a report to the Dean of Student Success.

Penalties for Misconduct

The following sanctions may be imposed for misconduct.

1. **Admonition**: An oral or written statement to a student that he or she is violating or has violated College rules and may be subject to more severe disciplinary action unless the violation ceases, or is not repeated. An admonition is an immediate action which may be administered by the Dean of Student Success without further review.
2. **Disciplinary Probation**: A contract governing student behavior is required stating conditions of probation. Exclusion from participation in the extracurricular activities of the College, including the holding of a student office, for a period of time not to exceed one school year.
3. **Restitution**: Required reimbursement for damage to or misappropriation of property.
4. **Suspension**: Exclusion from attending the College as a student for a definite period of time not to exceed one year.
5. **Dismissal**: Termination of student status for an indefinite period. The conditions of re-admission, if any, will be stated in the offer of dismissal.
6. **Interim Suspension**: If in the opinion of the Dean of Student Success, the presence of a student poses a serious threat of harm to person or property, the Dean of Student Success may immediately suspend the student.
**Suspended Student Restriction:** No student who has been suspended for disciplinary reasons from the college will be permitted on the campus of the college during the suspension period without prior written approval of the Dean of Student Success. In addition, any student who wishes to transfer to Southwest but is under a misconduct penalty from another institution will not be considered for admission until 1 term after the penalty expires.
Grievance Procedure for Students

The Student Grievance Procedure is designed to provide students due process when they believe college policy has been compromised. Grieveable issues must be related to interpretation or application of college policy. Personal opinions, matters of taste or preference, and circumstances covered by external rules, laws, or guidelines are not typically grieveable under the Student Grievance Procedure.

Definitions
A grievance is defined as a written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee or a student involving the application of a specific provision of a college rule/regulation or a board policy/procedure. This policy does not cover issues of sexual harassment or misconduct, which should be referred to the Title IX Coordinator, Dyan Effler Lester, at 276-964-7677, or dyan.lester@sw.edu, or reported online via the Southwest TIPS Line.

Procedure
Students are encouraged to maintain open, direct contact with faculty, counselors, and others who work with them in achieving educational goals. Concerns or questions are best resolved by direct, positive contact with the individual(s) concerned. A Student Grievance Form, available on the Public Forms page of the Southwest website, is required for each grievance and will need to be submitted to the appropriate party as detailed below.

The steps to be followed in the grievance process are as follows:
1. The student is encouraged to discuss his or her concern directly with the other party within ten (10) business days of the precipitating event.
2. If the student remains dissatisfied with the results of the discussion, the student may initiate a formal grievance by using the Student Grievance Form to document the issue. The student should submit the form to the Dean of Student Success, again within the ten (10) day time frame. The Dean of Student Success may make a preliminary investigation to determine if the concerns can be resolved by mutual consent. If the issue cannot be resolved, the Dean of Student Success will contact the other party’s immediate supervisor, who will conduct an investigation and render a written decision within ten (10) calendar days.
3. If the decision of the immediate supervisor is not satisfactory, the student may file a written appeal within ten (10) calendar days with the vice president of academic and student services. The vice president will render a written decision within ten (10) calendar days.
4. If the vice president’s decision is not satisfactory, the student may file a written request for appeal to the judicial review committee within ten (10) business days after receiving the decision from the vice president. The written request must be attached to the Student Grievance Form and include any documentation that has been presented in the prior steps. These documents shall be submitted to the dean of student success, who will convene the judicial committee.
5. Copies of the grievance will be provided to all parties of the grievance. The student will be scheduled to meet with the judicial review committee within 30 calendar days following the request to the committee. (*If more time is needed to convene the committee, the parties involved will be notified in writing.) Both parties shall have the right to have present, at their own expense, legal counsel or others who may advise, but may not present to the committee. In reaching its decision, the judicial review committee shall consider only the evidence...
presented at the hearing and such oral or written arguments as the judicial committee may consider relevant. The Board shall make a written decision within ten (10) business days of the meeting.

6. Either party may appeal in writing the decision of the judicial committee to the president within ten (10) business days of the decision. The president will review the judicial committee findings and make the final decision.

**Student Complaints Under State Authorization Reciprocity Agreements (SARA)**

Southwest Virginia Community College accepts oversight from the State Council of Higher Education for Virginia (SCHEV), the Commonwealth’s coordinating body for higher education, in resolving complaints from students taking distance education under the aegis of the State Authorization Reciprocity Agreements (SARA).

All student complaints will be addressed through the Southwest Student Grievance Procedure. Subsequently, if the complaint has not been resolved internally, the student may submit the Student Complaint form to SCHEV. More details on the formal SCHEV student complaints procedure may be found on the SCHEV agency page at www.schev.edu. Students may also seek resolution through the Office for Civil Rights of the United States Department of Education (“OCR”). A complaint filed with OCR must be filed within 180 calendar days of the alleged discrimination. Or, if the college complaint procedure was utilized by the student, the OCR complaint must be filed within 60 calendar days from the date of the final decision, unless the time for filing is extended by the OCR for good cause shown. Information on how to proceed may be accessed on OCR’s website at http://www2.ed.gov/about/offices/list/ocr/index.html.
Students with Disabilities

The College is committed to providing equal access to educational opportunities for individuals with disabilities. Southwest Virginia Community College recognizes that individuals with disabilities may need reasonable accommodations to have equally effective opportunities to participate in or benefit form educational programs. The college maintains compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). With respect to student privacy, information regarding the student’s disability will be held confidentially and only shared with student consent.

1. It is the responsibility of the student to identify themselves as a person with a disability and present the proper documentation of the disability for which they seek accommodation. The documentation should be current (usually within the last three years) and from a qualified professional. It is preferred that this be done prior to the beginning of each semester.

2. It is the responsibility of the student to notify the faculty member(s) of approved accommodations needed for each class.

3. Where course substitutions or curriculum changes are requested as accommodations by students with disabilities, approval must be obtained from the appropriate division dean and/or Vice President of Academic and Student Services.

4. Students with a complaint should file it in writing to the Dean of Student Success. A description of the alleged violation and the name and address of the person filing the complaint should be included. Persons should file within the semester the alleged violation occurred.

5. Students with disabilities will be expected to abide by the same college rules, policies, and due process procedures that apply to all other students.

Disability Services is located in Dellinger Hall, room 101 or online at [www.sw.edu/disability-services](http://www.sw.edu/disability-services).
TOBACCO-FREE Policy

The college prohibits the use of tobacco (smoking, chewing, dipping) in all college owned or leased buildings and vehicles. Notices to this effect are posted in all buildings. Students may use tobacco outside the buildings at a distance of 25 feet and proper disposal of used tobacco products is required. E-cigs (vapor) devices are also prohibited in college owned or leased buildings and vehicles.

Bookstore

The College’s Bookstore is located in Buchanan Hall adjacent to the cafeteria. It is open from 7:45 a.m. to 4:30 p.m., Monday through Friday, and sells required textbooks, supplies, and Southwest insignia clothing. Extended hours are kept during rush periods.

Students are encouraged to attend classes prior to purchasing books to avoid unnecessary returns. A schedule with course number and course name helps to simplify finding the correct text. The bookstore will accept checks (with the student’s social security number and driver’s license number) for the amount of purchase only. MasterCard, VISA, American Express cards, and financial aid are accepted, also. Returns must be made within ten (10) days from the first day of class and be accompanied by a receipt. Do not write in textbooks in the event they may have to be returned.

The Bookstore has an extensive book buy-back program to buy and sell used textbooks. The Bookstore will buy back (based on demand) textbooks for the current wholesale value during exam week in May and December.

Threat Assessment Team

In accordance with § 23-9.2:10, Code of Virginia, Southwest Virginia Community College’s Threat Assessment Team will develop policies and procedures for the prevention of violence on campus, including assessment and intervention with individuals whose behavior poses a threat to the safety of the campus community. See http://sw.edu/tat

Transcripts

Transcript requests may be made in writing and forwarded to the Office of Admissions and Records or students active in the SIS system may request transcripts online. The student’s signature, social security number, and/or EMPLID must be included on the request. Telephone requests for transcripts cannot be accepted. Normal processing time for transcript requests is five (5) working days, except at peak registration and grade-recording periods. There is no charge for a transcript, but the student’s transcript will not be released until all financial obligations to the College are met.
Obligations — Hold on Student Records

Obligations to the College usually prevent a student from registering for courses, receiving their degree, diploma, or certificate (if graduating), and/or receiving a copy of grades or transcripts (VCCS Policy Manual, Sec. 4.3.2.2.). The Business Office currently enters the appropriate obligation code for students obtaining short-term loans, returned checks, and other student debt to the College. Student loan co-signers and recipients are not obligated until the loan is due.

Letters of notification of obligation are sent to the students from the office of origin. Student debts to clubs are not treated as obligations to the College.

The personnel in the office of origin shall be responsible for a follow-up contact with the student (or co-signer) if the obligation is still owed one month after the initial notification to the student concerning the obligation. Co-signers for short-term loans are also considered to be obligated to the College when the debt is due, until such time when the debt is paid. Correspondence concerning any follow-up contact should be forwarded to the Business Office, for inclusion with the Notice of Obligation.

Set-Off Debt Collection

The Business Office forwards a listing of persons with obligations to the College to the State Tax System Office for collection through the STARS System set-off debt collection process which captures any tax refunds or lottery winnings for persons who owe debts to state institutions.

Student Financial Aid Satisfactory Progress Standards at Southwest Virginia Community College

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by Southwest and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. At Southwest Virginia Community College (Southwest), Satisfactory Academic Progress (SAP) standards apply also to non-federal aid, including state funds. Progress is measured throughout the academic program by the student’s cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150% of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and again after most grades are posted for every term, starting with the first term of enrollment. Some career studies certificate programs are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.
Financial Aid

It is the desire of the College that no qualified student be denied the privilege of attendance because of financial need. Determination of need is based upon the student’s financial resources and allowances for tuition, fees, books, supplies, meals, room, transportation, and other expenses. In order to be eligible to receive aid, a student must be enrolled in a curriculum which is approved by the DOE. The student must maintain satisfactory academic progress, as determined by the College and the Federal Government in order to continue to be eligible to receive aid. Federal student aid funds must be used for expenses related to college attendance. A part of the satisfactory academic progress requirement relates to completion of courses. Courses with a W or F grade are counted into this measure. Therefore, students considering withdrawal are advised to consult with the financial aid office to check whether this will affect their aid in future terms.

Students must sign a statement of educational purpose agreeing to only use federal student aid funds for expenses related to college attendance. Students wishing to apply for financial aid should contact the Financial Aid Office in Dellinger Hall, Room 133. It is strongly encouraged that all students access financial aid applications and resources through Southwest’s website (https://sw.edu).

Financial aid is available to students year round (summer, fall, and spring). Financial aid applications must be filed each year. The summer term is the beginning of a new financial aid year so new applications should be filed two months prior to summer term. A student can receive financial aid from only one college per semester. About 30 percent of applications are marked for verification by the federal government. Verification is a process that needs to be completed by a financial aid officer. When performing this process, the financial aid staff is ensuring that the information the student entered on their FAFSA is correct. Students are randomly selected for verification by the Central Processing System (CPS) or are selected by the College if certain error messages exist on their ISIR.

Colleges are required to verify all applicants selected by the Central Processing System (CPS). When a student is selected for verification, they will be mailed a “Missing Information Letter” (MIL) by the College stating what documentation is required, the deadlines for completing any required actions, and the consequences for missing the deadlines. If applicable, the student will also be sent a “Verification Worksheet” that they must complete and return by the deadlines stated in the letter. The letter will state that the Financial Aid Office cannot move forward with the awarding process until all required documentation is received.

Financial aid consists of several different programs, but is, generally, divided into three major categories: grants, scholarships, and work programs. A listing of the various programs offered is listed below.
Federal and State Aid Programs

Pell Grant

Students may apply for this federally funded aid program by completing the Application for Federal Student Aid. This non-repayable grant is available to eligible students enrolled in a regular program. Awards depend on expected family contribution, the cost of education, full- or part-time status, and the length of enrollment in the academic year.

Supplemental Educational Opportunity Grants (SEOG)

SEOG, a non-repayable grant, is awarded to students having the greatest financial need; priority is given to Pell Grant recipients. Students who are eligible for SEOG funds may be awarded up to $1,000 a year based on need, the availability of funds, and other aid received.

Commonwealth Grants (COMA)

Commonwealth Grants are awarded to in-state students who are enrolled at least half time (six (6) credits or more) and who have extreme financial need.

Part-Time Tuition Assistance Program (PTAP)

The Part-Time Tuition Assistance Program is a state-funded grant provided for students who are enrolled between one and six (1-6) credits per semester in a curriculum leading to the completion of a degree or certificate program.

Federal Loans

Southwest does not participate in Federal Family Student Loan Programs.

Short Term Loans (STL)

Short-term loans, offered by the College, may meet the emergency needs of a student with regard to the payment of tuition and the purchase of books. The short-term loan must be repaid within 60 days at no interest and requires a co-signer who is 21 years of age or older. Apply in person at the Office of Financial Aid.

Work Study Program

College Work Study is a federally funded program that permits the College to create jobs for students who are eligible for financial aid. These part-time jobs, awarded to full-time students only, generally will not exceed eight (10) hours per week with pay equal to the minimum wage. Most college work study jobs are located on campus, but in some instances, a student may be placed off-campus working for a public or private non-profit agency. Students must maintain a 2.0 (+) GPA to be eligible for work study.
Mary Marshall Nursing Scholarship was established by the General Assembly for Virginia residents in the nursing program who have financial need. Sophomore nursing students must apply by March 15. The application deadline for freshmen nursing students is June 15.

Scholarships – Local
The Foundation & Institutional Scholarship application is available online and you will be considered for all scholarships for which you qualify. Unless otherwise indicated, applicants must have a minimum of a 2.0 GPA and enroll as a half-time student (min. 6 credit hours). Deadlines vary and are advertised on our website. A list of all general Southwest Educational Foundation & Institutional Scholarships followed by the criteria necessary to apply is published on the Scholarship application site accessible at https://sw.edu/scholarships.

Community Based Awards
Since other community based groups may award scholarships, interested students should contact their high school counselor or the College Financial Aid Office.

I. Student Financial Aid Status

A. Financial Aid Good Standing (GS) – Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.

B. Financial Aid Warning Status (WS) – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.

C. Financial Aid Probation Status (PS) – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was preapproved by the College Financial Aid Office. (See “IV. Appeals” for additional information.)

D. Financial Aid Suspension Status (SS) – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.

E. Academic Suspension (AS) – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid
screens in SIS. Any student suspended from Southwest Virginia Community College for academic or behavioral reasons is automatically ineligible for financial aid.

II. Evaluating Progress

A. Quantitative Standards or Pace of Completion - Completion Rate (67% Rule): Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at Southwest (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned. Note: Federal student loan borrowers must meet satisfactory academic progress requirements at the point of loan certification and again prior to the disbursement of any loan proceeds.

Maximum Hours (150% Rule): In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the College plus all applicable transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

Transfer Students: In order to properly calculate satisfactory academic progress, transfer students who apply for financial aid must request official transcripts from all other colleges attended. Official transcripts must be submitted directly to Admissions/Records Office for evaluation. Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility. The College has the option on an individual student basis to put a transfer student in Financial Aid Warning Status immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.

Second Degree Students: Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.

ESL and Developmental Studies: Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.
Additional Considerations for Quantitative or Pace of Completion Standards

Withdrawals (W grades) that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.

Incomplete Grades: Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.

Repeated courses enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed, but repeating courses adversely affects the student’s ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

B. Qualitative Standards

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid consideration, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded from GPA evaluation. In order to graduate, a minimum cumulative grade point average of 2.0 is required.

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>1.5</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31+</td>
<td>2.0</td>
</tr>
</tbody>
</table>

III. Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for
Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment. Unless extenuating circumstances exist and an appeal is granted (see “IV. Appeals” for additional information), a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met. Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should consult their campus financial aid advisors for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

IV. Appeals

Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid can appeal the financial aid suspension. Students must clearly state what caused the suspension and must also clearly indicate what has changed that will now allow the student to succeed. Appeals are encouraged if:

- Extenuating circumstances exist (e.g., student’s serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another, or
- The student on suspension for other than Maximum Hours (150%), who has not yet met SAP requirements, has during suspension enrolled in and successfully completed at least 12 semester credits at the College with a minimum GPA of 2.0.

Students appealing a suspension must:

- Complete the appropriate Southwest Virginia Community College satisfactory progress appeal form in entirety.
- Attach documentation in support of the appeal, including an advisor statement showing remaining credits to graduation for 150% appeals, and
- Submit all items to the College Financial Aid Office, Southwest Virginia Community College, PO Box 1101, Richlands, VA 24641.

Only complete appeal submissions, with appropriate documentation, such as doctor’s excuse, hospital admission papers, obituary, etc., will be evaluated by the Financial Aid Appeals Committee. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The
reasonableness of the student’s ability for improvement to again meet SAP standards and complete
the student’s program of study will be carefully considered.

Students who have appeals approved will be in probationary status for the coming term. *During
probationary status, all attempted credits must be successfully completed with at least C or S grades,
and any additional requirements of probation must be met, or the student will return to suspension.*

If an academic progress plan has been pre-approved by financial aid, continuing to meet the
requirements of that plan will put the student back into good standing.

**Repayment of TITLE IV aid when a Student withdraws**

When a recipient of Title IV grant (Pell or FSEOG) assistance withdraws from the College
during a semester in which the recipient began attendance, the College must determine the
amount of Title IV grant assistance that the student earned as of the student’s withdrawal
date in accordance with federal regulations (34 CFR, Part 668, Section 668.22, November 1,
1999). If the student never begins attendance, a full refund of all charges assessed (tuition,
fees, bookstore charges) against the Pell Grant or FSEOG programs will be returned by the
College.

If the total amount of Title IV grant assistance that the student earned is less than the
amount of Title IV grant assistance that was disbursed to the student as of the date of the
institution’s determination that the student withdrew, the difference between these
amounts must be returned to the Title IV programs.

If the total amount of Title IV grant assistance that the student earned is greater than the
total amount disbursed to the student, the difference between these amounts must be
treated as post-withdrawal disbursement.

If outstanding charges exist on the student’s account, the College may credit the student’s
account with all or a portion of the post-withdrawal disbursement, up to the amount of the
outstanding charges.

The College must offer any amount of a post-withdrawal disbursement that is not credited to
the student’s account to the student within 30 days of the date of the college’s
determination that the student withdrew. The College must provide written notification to
the student identifying the type and amount of the Title IV funds that make up the post
withdrawal disbursement. The written notice must explain that the student may accept or
decline some or all of the post-withdrawal disbursement and that no post-withdrawal
disbursement will be made to the student if the student does not respond within 14 days of
the date that the institution sent the notification. If no response is received from the
student, no portion of the post-withdrawal disbursement may be disbursed to the student.

See also Return of Unearned Military Tuition Assistance Policy
Withdrawal Date for a Student Receiving Title IV Aid

For a student who ceases attendance the withdrawal date is:

1. The date that the student began the withdrawal process by submitting a completed withdrawal form to Office of Admissions and Records.
2. The date, as determined by the College, that the student otherwise provided official notification to Office of Admissions and Records, in writing or orally, of his or her intent to withdraw.
3. If the student ceases attendance without providing official notification to Office of Admissions and Records of his or her withdrawal, the mid-point of the semester or period of enrollment.
4. If the College determines that a student did not begin the College’s withdrawal process or otherwise provides official notification because of illness, accident, grievous personal loss, or other such circumstances beyond the student’s control, the date that the College determines is related to that circumstance.
5. The student’s last date of attendance at an academically-related activity, provided that the College documents that the activity is academically related and documents the student’s attendance at the activity. An academically-related activity includes, but is not limited to, an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the College.

The College must document a student’s withdrawal date and maintain the documentation as of the date of the College’s determination that the student withdrew. “Official notification to the College” is a notice of intent to withdraw that a student provides to Office of Admissions and Records.

Calculation of Amount of Title IV Aid Earned by the Student

The amount of Title IV grant assistance that is earned by the student is calculated by:

1. Determining the percentage of payment period completed. The percentage of the payment period completed is determined by dividing the total number of calendar days in the payment period into the number of calendar days completed in that period as of the student’s withdrawal date. The total number of calendar days in a payment period includes all days within the period, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the calculation.
2. Determining the percentage of assistance earned by the student. The percentage of the Title IV assistance that has been earned by the student is equal to the percentage of the payment period that the student completed as of the student’s withdrawal date, if this date occurs on or before completion of 60 percent (60%) of the payment period. The amount of aid earned is considered to be 100 percent (100%) if the student’s withdrawal date occurs after completion of 60 percent (60%) of the payment period.
3. Determining the percentage of assistance unearned by the student. The percentage of Title IV grant assistance that has not been earned by the student is calculated by determining the complement of the percentage of Title IV grant assistance earned by the student.

4. Determining the percentage of unearned Title IV assistance to be returned. The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student from the amount of Title IV aid that was disbursed to the student as of the date of the College’s determination that the student withdrew.

Return of Unearned Title IV Aid by the College

The College must return the lesser of:

1. The total amount of unearned Title IV assistance to be returned as calculated above; or
2. An amount equal to the total charges by the College incurred by the student for the payment period multiplied by the percentage of Title IV grant assistance that has not been earned by the student as calculated in (3) above. Charges by the College are tuition, fees, and bookstore charges assessed by the College.

Return of Unearned Title IV Aid by the Student

After the College has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Title IV assistance to be returned. However, a student is not required to return 50 percent (50%) of the grant assistance that is the responsibility of the student to repay.

A student who owes an overpayment of Title IV assistance remains eligible for Title IV program funds through and beyond the earlier of 45 days from the date the College sends a notification to the student of the overpayment, or 45 days from the date the College was required to notify the student of the overpayment if, during those 45 days, the student:

1. Repays the overpayment in full to the College or
2. Signs a repayment agreement with the U.S. Secretary of Education.

The College must send the student a notice within 30 days of the date of determination of withdrawal, if the student owes a Title IV overpayment. If the student does not repay the overpayment in full, the College must refer the student overpayment to the Secretary of Education for collection. A student wishing to enter into a repayment arrangement with the U.S. Secretary of Education should call 1.800.621.3155. Referral to the Secretary must take place within the earlier of 45 days from the date the College sends a notification to the student of the overpayment, or 45 days from the date the College was required to notify the student of the overpayment. A student who owes an overpayment is ineligible for Title IV program funds.
Order of Return of Title IV Aid

Unearned funds returned by the College or the student must be credited to any amount awarded for the payment period for which a return of funds is required in the following order: Federal Pell Grants and Federal SEOG Program aid.

Timeframe for Return of Title IV Aid

The College must return the amount of Title IV funds for which it is responsible as soon as possible, but not later than 30 days after the date of the College’s determination that the student withdrew. The College must determine the withdrawal date for a student who withdraws without providing notification to the College no later than 30 days after the end of the payment period.

Appeal Process

Students or parents who believe that individual circumstances warrant exceptions from the published refund and repayment policies may appeal in writing to the Office of Admissions and Records.