

Southwest Virginia Community College
Adjunct Faculty Handbook
2017- 2018



Student Success is our Business

INTRODUCTION

This handbook provides a convenient reference for basic information, practices, and procedures pertaining to Southwest Virginia Community College classroom instruction. Adjunct faculty have the same responsibility for insuring academic accountability and service as full-time faculty members. Each faculty member should become thoroughly familiar with the contents of this handbook. The SWCC Catalog and Student Handbook also contain important information of which every adjunct faculty member should be cognizant.

For assistance with any questions or concerns, please contact the site coordinator at your location, your division dean, Christina Rimmer, Coordinator of Academic Outreach & Dual Enrollment or Dr. Ron Proffitt, Interim Vice President of Academic & Student Services.

Southwest Virginia Community College does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law.

The college is subject to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act; the Equal Pay Act; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Federal Executive Order 11246; Genetic Information Nondiscrimination Act of 2008 (GINA); Virginia's State Executive Order Number Two; and all other applicable rules and regulations.

Information about campus, workplace violence prevention, and Title IX (<http://sw.edu/title-ix/>) is available online. Individuals with questions or concerns about any of these regulations or related issues should contact: Cathy Smith-Cox Dean, Health Technologies, Humanities, Mathematics, Natural & Social Sciences, cathy.smith-cox@sw.edu, 276.964.7340, Russell Hall, room 122 or, Stephanie Davis Director of Career Services, Disability Services, and Title IX Coordinator, stephanie.davis@sw.edu, 276.964.7314, Dellinger Hall, DE-225.

The Purpose

Southwest Virginia Community College, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community. Believing that each person should be given an opportunity for continuing personal and intellectual development, the College assumes responsibility as a catalyst in the life of the individual and the community. SWCC provides citizens the means for improving skills; expanding knowledge as well as cultural, aesthetic, and global awareness; and encouraging economic development and responsible citizenship.

Vision

Southwest Virginia Community College transforms lives, strengthens communities and inspires excellence.

Mission

Southwest Virginia Community College, a comprehensive two-year institution, provides quality educational and cultural enrichment opportunities for lifelong learners, workforce and community.

Core Values

SWCC is guided by steadfast core values. As a community of educators we value:

- **Student Centered Learning** – SWCC believes that students are the primary reason we exist and our purpose is to help them achieve their goals and aspirations.
- **Student Success** – SWCC recognizes the potential in individuals and assists them in obtaining their highest level of attainment.
- **Excellence** – SWCC strives for excellence in instruction and service through rigorous academic and professional standards.
- **Inclusiveness and Collaboration** – SWCC reaches out to the communities and partners it serves, supporting and assisting them in achieving their goal

To implement these broadly conceived purposes, the College provides many options:

- **Career & Technical Education** meets the demand for technicians, para-professionals, and skilled craft persons for employment in industry, business, the professions, and government through curricula planned primarily to satisfy needs for and of workers within the SWCC service region.
- **College Transfer Education** offers college courses in the arts and sciences and pre-professional education designed to transfer to four-year colleges and universities.
- **General Education** encompasses the knowledge, skills, attitudes, and perspectives each student needs to improve as an individual, a worker, a consumer, and a citizen of the community and the world. General education encourages creative and critical thinking by helping students recognize the connections among bodies of knowledge through courses and special programs, such as honors seminars and across-the-curriculum programs.
- **Developmental Education Courses** help prepare individuals for admission to an occupational technical or college transfer curriculum by developing basic skills necessary for personal or academic endeavors.
- **Continuing Education** enables students to pursue learning experiences for work and personal enrichment, which include degree and non-degree programs and courses at flexible times and locations. Work-force training responds to the changing needs of local industries.
- **Specialized Regional and Community Services** help meet the cultural and educational needs of the region by offering non-classroom and non-credit programs, cultural and arts events, workshops, meetings, lectures, exhibits, conferences, teleconferences, seminars, sports and recreation, and special community projects.

Accreditation

Southwest Virginia Community College is a part of the Virginia Community College System, and is approved by the State Board for Community Colleges and by the Virginia Community College System. The State Council of Higher Education for Virginia has also approved the associate degree curricula of the College. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

SOUTHWEST VIRGINIA COMMUNITY COLLEGE ACADEMIC CALENDAR 2017-2018

FALL SEMESTER 2017

AUGUST 16 [WED.] FACULTY/STAFF IN-SERVICE
 AUGUST 17 [THUR.] FACULTY WORKDAY
 AUGUST 18, 21, 22 [FRI., MON., TUES.] ADVISEMENT AND ON-GOING REGISTRATION
 AUGUST 23 [WED.] FIRST DAY OF CLASSES
 AUGUST 30 [WED.] LAST DAY TO ADD CLASSES
 SEPTEMBER 4 [MON.] COLLEGE CLOSED-LABOR DAY
 SEPTEMBER 11 [MON.] LAST DAY TO CHANGE FROM CREDIT TO AUDIT, DROP A CLASS
 AND RECEIVE TUITION REFUND
 SEPTEMBER 26 [TUES.] LATE START 10-WEEK SESSION BEGINS
 SEPTEMBER 29 (FRI.) LAST DAY TO ADD 10 WEEK CLASSES
 OCTOBER 3 [TUES.] PROGRAM ASSESSMENT DAY
 OCTOBER 9 [MON.] LAST DAY TO CHANGE FROM CREDIT TO AUDIT, DROP A CLASS
 AND RECEIVE TUITION REFUND FOR 10-WEEK SESSION

NOVEMBER 1 [WED.] LAST DAY TO WITHDRAW FROM CLASS WITHOUT ACADEMIC PENALTY
 NOVEMBER 8 [WED.] ADVANCED REGISTRATION FOR SPRING BEGINS
 NOVEMBER 14 [TUES.] LAST DAY TO WITHDRAW FROM CLASS WITHOUT ACADEMIC
 PENALTY FOR 10-WEEK SESSION
 NOVEMBER 22 [WED.] NO CLASSES-NON INSTRUCTIONAL DAY
 COLLEGE WILL CLOSE AT 11:45 AM
 NOVEMBER 23, 24 [THURS., FRI.] COLLEGE CLOSED-THANKSGIVING HOLIDAYS
 DECEMBER 12 [TUES.] LAST DAY OF CLASSES
 DECEMBER 13, 14, 15, 18 [WED., THURS., FRI., MON.] FINAL EXAMS FOR DAY AND NIGHT CLASSES
 DECEMBER 19 [TUES.] FINAL GRADES DUE BY 4:30 PM/FACULTY WORKDAY
 DECEMBER 20, 2017 [WED.] THROUGH JANUARY 1, 2018 [MON.] COLLEGE WILL CLOSE AT NOON

SPRING SEMESTER 2018

JANUARY 2 [TUES.] FACULTY WORKDAY
 JANUARY 3, 4, 5 [WED., THURS., FRI.] ADVISEMENT AND ON-GOING REGISTRATION
 JANUARY 8 [MON.] FIRST DAY OF CLASSES
 JANUARY 15 [MON.] LAST DAY TO ADD CLASSES
 JANUARY 26 [FRI.] LAST DAY TO CHANGE FROM CREDIT TO AUDIT, DROP A CLASS
 AND RECEIVE TUITION REFUND
 FEBRUARY 16 [FRI.] FACULTY STAFF IN-SERVICE DAY
 FEBRUARY 19 [MON.] LATE START 10-WEEK SESSION BEGINS
 FEBRUARY 27 [TUES.] PROGRAM ASSESSMENT DAY
 MARCH 2 [FRI.] LAST DAY TO CHANGE FROM CREDIT TO AUDIT, DROP A CLASS
 AND RECEIVE TUITION REFUND FOR 10-WEEK SESSION
 MARCH 5, 6, 7, 8, 9 [MON., TUES., WED., THURS. FRI.] NO CLASSES-FACULTY/STUDENT SPRING BREAK
 MARCH 12 [MON.] ADVANCED REGISTRATION FOR SUMMER BEGINS

MARCH 22 [THUR.] LAST DAY TO WITHDRAW FROM CLASS WITHOUT ACADEMIC PENALTY
 APRIL 2 [MON.] PREREGISTRATION FOR FALL SEMESTER BEGINS
 APRIL 9 [MON.] LAST DAY TO WITHDRAW FROM CLASS WITHOUT ACADEMIC
 PENALTY FOR 10-WEEK SESSION
 APRIL 12 [THURS.] NO CLASSES-NON INSTRUCTIONAL DAY
 APRIL 13 [FRI.] FACULTY WORK DAY
 MAY 4 [FRI.] LAST DAY OF CLASSES
 MAY 7, 8, 9 10 [MON., TUES., WED., THURS.] FINAL EXAMS FOR DAY AND NIGHT CLASSES
 MAY 10 [THURS.] GRADUATION
 MAY 11 [FRI.] FACULTY WORKDAY
 MAY 14 [MON.] FINAL GRADES DUE BY 10:00 AM/FACULTY WORKDAY

SUMMER SESSION 2018

JUNE 1 [FRI.]ADVISEMENT AND ON-GOING REGISTRATION

JUNE 4 [MON.].....FIRST DAY OF REGULAR TERM AND TERM I CLASSES

JUNE 8 [FRI.]LAST DAY TO REGISTER FOR TERM I CLASSES/ ADD A CLASS/

..... CHANGE FROM CREDIT TO AUDIT/DROP A CLASS AND RECEIVE TUITION REFUND

JUNE 12 [TUES.] LAST DAY TO REGISTER FOR REGULAR TERM CLASSES/ADD A CLASS/

..... CHANGE FROM CREDIT TO AUDIT/ DROP A CLASS AND RECEIVE TUITION REFUND

JUNE 21 [THUR.].....LAST DAY TO WITHDRAW FROM TERM I CLASS WITHOUT ACADEMIC PENALTY

JULY 3 [TUES.].....LAST DAY OF TERM I CLASSES AND ADVISEMENT AND ENROLLMENT FOR TERM II

JULY 4 [WED.]..... COLLEGE CLOSED-OBSERVANCE OF INDEPENDENCE DAY

JULY 5 [THUR.].....FIRST DAY OF TERM II CLASSES

.....FINAL GRADES DUE FOR TERM I BY 10 AM

JULY 10 [TUES.].....LAST DAY TO REGISTER FOR TERM II CLASSES/ADD A CLASS/

..... CHANGE FROM CREDIT TO AUDIT/DROP A CLASS AND RECEIVE TUITION REFUND

JULY 10 [TUES.]LAST DAY TO WITHDRAW FROM REGULAR TERM CLASS WITHOUT ACADEMIC PENALTY

JULY 23 [MON.].....LAST DAY TO WITHDRAW FROM TERM II CLASS WITHOUT ACADEMIC PENALTY

AUGUST 3 [FRI.].....LAST DAY OF CLASSES

AUGUST 6 [MON.]..... FINAL GRADES DUE FOR REGULAR AND TERM II BY 10:00 AM

Disclaimer

Southwest Virginia Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your general guidance. The college does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registrations of sw.edu is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic advisor. In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links or references to other materials and websites provided in the above-referenced sources are also for information purposes only and do not constitute the college's endorsement of products or services referenced.

FINAL EXAMINATION SCHEDULE
FALL SEMESTER 2017
(DAY CLASSES)

EXAM PERIOD	Wednesday DECEMBER 13	Thursday DECEMBER 14	Friday DECEMBER 15	Monday DECEMBER 18
8:00 – 9:45	M-W – 8:00*	T-R – 8:00*	M-W – 10:50*	T-R – 4:00*
10:00 – 11:45	M-W – 9:25*	T-R – 9:25*	T-R – 10:50*	**
12:00 – 1:45	M-W – 3:05*	T-R – 1:10*	M-W – 12:15*	M-W – 4:30*
2:00 – 3:45	M-W – 1:40*	T-R – 2:35*	**	**

*Class meeting time during current term

** Possible make up period

Classes meeting for multiple periods on one day will have their final exams at the time scheduled for the first hour of the class.

Instructors wishing to give a longer exam, with the permission of their *Division Dean*, should use a make up period indicated by [**].

All regular daytime final examinations should be administered as scheduled above. Exceptions must be *in writing* and have the approval of the *Division Dean*.

Students finding it necessary to request an early examination should see their *Instructor and Division Dean*.

Classes in which exams are not planned will meet during the scheduled exam period for regular class activities.

EVENING INSTRUCTORS WILL GIVE FINAL EXAMS FOR ON CAMPUS AND OFF CAMPUS CLASSES AS INDICATED BELOW:

TUESDAY	DECEMBER 12
WEDNESDAY	DECEMBER 13
THURSDAY	DECEMBER 14
MONDAY	DECEMBER 18

FINAL EXAMINATION SCHEDULE
SPRING SEMESTER 2018
(DAY CLASSES)

<u>EXAM PERIOD</u>	<u>Monday MAY 7</u>	<u>Tuesday MAY 8</u>	<u>Wednesday MAY 9</u>	<u>Thursday MAY 10</u>
8:00 – 9:45	M-W – 8:00*	T-R – 8:00*	**	T-R – 4:00*
10:00 – 11:45	M-W – 9:25*	T-R – 9:25*	M-W – 10:50*	T-R – 10:50*
12:00 – 1:45	M-W – 3:05*	T-R – 1:10*	M-W – 12:15*	**
2:00 – 3:45	M-W – 1:40*	T-R – 2:35*	M-W – 4:30*	**

*Class meeting time during current term

** Possible make up period

Classes meeting for multiple periods on one day will have their final exams at the time scheduled for the first hour of the class.

Instructors wishing to give a longer exam, with the permission of their *Division Dean*, should use a make up period indicated by [**].

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Classes in which exams are not planned will meet during the scheduled exam period for regular class activities.

EVENING INSTRUCTORS WILL GIVE FINAL EXAMS FOR ON CAMPUS AND OFF CAMPUS CLASSES AS INDICATED BELOW:

MONDAY	MAY 7
TUESDAY	MAY 8
WEDNESDAY	MAY 9
THURSDAY	MAY 10

ADJUNCT INSTRUCTORS

Selected Policies and Procedures

Southwest Virginia Community College values the quality and dedication of its adjunct faculty. It must be clearly understood, however, that employment of an adjunct faculty member by the College on a "Contract" basis for a single semester does not imply automatic renewal for future semesters. All adjunct instructors, at initial appointment, will be hired at the initial appointment pay rate for their category. See SWCC Procedures for Preparing and Processing AF Contracts in Appendix for more information.

All new adjunct faculty members or those returning after an absence of a year or more, must complete the employment process 10 days prior to the beginning of the semester. Official college transcripts and/or other requested credentials must be turned in to the appropriate division dean or to the Coordinator of Academic Outreach & Dual Enrollment within thirty (30) days after employment to be considered for further employment in subsequent semesters.

The Chancellor's Directive: Affordable Care Act Limits for Part-Time Employees effective May 1, 2014 states: Adjunct faculty members will teach no more than 12 credit hours in the fall semester, 12 credit hours in the spring semester, and no more than 8 credit hours in the summer semester.

Students wishing to take approved college courses by independent study must gain approval of one of the full-time instructors of the course and must complete a written contract before registration. **Adjunct Faculty cannot conduct Independent Studies.**

SWCC conducts an adjunct faculty/staff in-service program at the beginning of each academic year. All adjunct instructors and site coordinators are expected to attend and participate in this informative workshop. Adjunct faculty members may be asked to attend special division meetings.

Adjunct Faculty Personnel File

A complete personnel file will be kept for each adjunct faculty member in the Human Resources Office containing the following items:

- Official transcripts (to certify teaching field)
- State "Application for Employment"
- USA Background Check
- "Employee Data Sheet"
- "Employee Emergency Contact Form"
- Tax forms
- "Proposal for Initial Temporary Part-Time Faculty Appointment"
- "Employment Eligibility Verification" (I-9) to include two different copies of identification ("signed" social security card and driver's license). If original social

security card has been lost, a copy of the application for the new social security card must be presented until receipt of new social security card.

- "Child Support Withholding Form"
- "Information Technology Employee Ethics Agreement"
- "Selective Service Form" (for male applicants only)
- Direct Deposit Form and Voided Check

Southwest Virginia Community College now uses an online process (Onboarding) to complete employment paperwork. To begin the process potential adjuncts need to turn in a State Application for Employment, USA Background Check Form and two forms of identification (even if not used as a form of identification, a copy of a signed social security card is necessary to complete the payroll process).

Inclement Weather Policy

On days when inclement weather or other emergencies threaten area highway conditions SWCC officials maintain close telephone contact with highway maintenance personnel, State Police, Tri County bus drivers, and with College Administration. If, in the judgment of the College administration, conditions justify a decision to close or to operate on a late schedule, the radio and TV stations listed at <http://sw.edu/inclement-weather/> will be notified as early as possible.

This information is also listed on the SWCC web site on the home page and a text/email status alert sent to those who are signed up with the SWCC Alert system at <http://alert.sw.edu>

Off-campus classes held in local schools will follow the local system's inclement weather schedule. Instructors and students at off-campus sites should note that when the school is closed during the day, the school will not reopen for evening classes.

Student Disability Services

Southwest Virginia Community College is committed to ensuring that all qualified individuals with disabilities have the opportunity to take part in educational programs and services on an equal basis. The aim is to provide this opportunity in an integrated setting that fosters independence and meets the guidelines in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act. See ADA & Section 504 pdf: Laws Relating to Students with Disabilities

Reasonable accommodations are identified for each student on an individual basis and are provided based on the student's documented disability and functional limitation in the academic environment. All documentation, medical information, and any other information are confidential according to HIPPA and FERPA Federal Confidentiality laws.

It is the responsibility of the individual with disabilities to make their needs known and to provide appropriate documentation of a disability. Visit sw.edu/disability-services to learn more and download the Eligibility and Documentation Requirements.

In order to receive the accommodation needed, the institution requires the student meet with the disability counselor at least two weeks prior to the beginning of classes. The following accommodations are provided by Southwest Virginia Community College:

- Adaptive technology
- Tests read to the student
- Special seating during classroom lectures
- Extra time for testing
- A private room for test taking (proctored)
- Tape recording of lectures
- Note-taking assistance
- Service animals
- An interpreter
- Books on tape
- Other accommodation will be evaluated on a case-by-case basis.

The Disability Services Office located in the Learning Assistance Center (LAC) will work with faculty to insure that the accommodation needs of the student are met. Please contact Melissa Stiltner at 276-964-7706 or email at Melissa.stiltner@sw.edu

Equal Employment and Education Opportunity

Southwest Virginia Community College does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law.

The college is subject to Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act; the Equal Pay Act; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Federal Executive Order 11246; Genetic Information Nondiscrimination Act of 2008 (GINA); Virginia's State Executive Order Number Two; and all other applicable rules and regulations.

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Workplace Violence Policy

In accordance with Department of Human Resource Management (DHRM) Policy 1.80 Workplace Violence, it will be the policy of SWCC to follow the DHRM guidelines along with the steps outlined in the SWCC Emergency Plan developed by the Health, Safety & Security Committee.

Workplace violence can be expressed in many ways, and it is the policy of SWCC to prohibit all such conduct. Any such conduct will not be tolerated and perpetrators of this conduct will be subject to disciplinary action up to and including discharge, and may be subject to criminal charges if circumstances warrant.

As part of the annual review of the SWCC Emergency Plan, the Health, Safety & Security Committee will review occurrences of workplace violence. The annual review will include a threat assessment. The Emergency Plan includes as part of the post-incident analysis a review/evaluation of the incident by the Health, Safety & Security Committee to make recommendations/ revisions/additions to the emergency plan. In addition, comments will be solicited from faculty, staff, and students.

The campus maintains a HELP line for faculty, staff, students, visitors, or others to notify Campus Police of an emergency. All incidents of Workplace Violence should be reported immediately to Campus Police. In case of a serious incident requiring campus wide action the Emergency Command Center will be activated. The following individuals are all involved in the Emergency Command Center: President, Vice-Presidents, Campus Police, Director of Facility Management, Information Technology Manager, Human Resources Manager, Health, Safety & Security Committee, the Threat Assessment Team, Public Relation Officer, and any other employees as determined by the President.

Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

TITLE IX

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

The purpose of this policy is to establish that the College prohibits discrimination, harassment, sexual assault, domestic violence, dating violence, stalking, bullying, hazing, relationship violence, negative actions motivated by gender or sexual orientation, and retaliation and to set forth procedures by which such allegations shall be filed, investigated and resolved.

This policy applies to all campus community members, including students, faculty, staff, and third parties, e.g., contractors and visitors. **Conduct that occurs off- campus (including field trips and any other college sponsored events) can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.** Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the Department of Education's Office for Civil Rights. The Title IX Coordinator is Stephanie Davis whose office is located at 220 Dellinger Hall, and may be contacted by phone at 276-964-7314 or by email at Stephanie.davis@sw.edu.

Family Educational Rights and Privacy Act

1. What is FERPA?

FERPA is the Family Educational Rights and Privacy Act and is a federal law that was enacted in 1974. FERPA protects the privacy of student education records for all students from kindergarten to university. All educational institutions that receive federal funding must comply with FERPA.

2. Why should I care about FERPA?

If you're an employee with access to student education records, you're obligated to comply with FERPA and to protect those records according to the law. The consequences could include a loss in federal funding for your institution.

3. What are students' rights under FERPA?

FERPA gives students four basic rights with respect to their education record:

- The right to control disclosure of their education record
- The right to review their education record
- The right to request amendment of inaccurate or misleading portions of their education record
- The right to file a complaint regarding non-compliance of FERPA with the Family Policy Compliance Office of the U.S. Department of Education

4. What are "education records"?

Education records are defined as records, files, documents, and other materials that contain information directly related to a student and are maintained by SWCC or by a person acting for the College. Education records take many forms, including paper and electronic. Education records include:

- Grades
- Class lists
- Any notes submitted in the Student Assistance and Intervention for Learning Success system (SAILS)
- Student course schedules
- Disciplinary records
- Student financial records
- Payroll records for employees who are employed as a direct result of their status as students (e.g. work study, assistantships)

5. Are there any records that are not considered education records?

The following records are excluded from the definition of education records:

- "Sole possession" records made by faculty and staff for their own use as reference or memory aids and not shared with others
- Personal observations
- College law enforcement records
- Medical and mental health records used only for the treatment of the student
- Alumni records
- Peer graded papers and exams prior to the grade being recorded in the instructor's grade book

It is important for anyone recording notes regarding an interaction with a student to understand that unless these notes fall into the category of "sole possession" records (see definition in question 5 above), then they are part of the student's education record and subject to FERPA. Since FERPA gives the student the right to review any or all of his/her education record, these notes could be included in that review. Therefore, it is important that notes or comments be factual and objective and that College employees who are recording notes or comments avoid making value judgments or using inappropriate language.

6. What does the law mean when it says that students have the right to control disclosure of their education records?

It means that a student's education records may be disclosed only with the student's prior written consent. The prior written consent must:

- Specify the records to be released
- State the purpose of the disclosure
- Identify the party(ies) to whom disclosure may be made
- Be signed and dated by the student

7. Does "written consent" have to be collected on paper?

No. In recent years, the U.S. Department of Education has clarified that an electronic signature may substitute for a written one. In order to qualify as an electronic signature, appropriate authentication must occur. SWCC's email access account satisfies the requirements for an electronic signature. An e-mail note from a student's SWCC e-mail address satisfies FERPA's written consent requirement. However because security measures for other e-mail systems are not as strict, an e-mail received from a Gmail, Yahoo mail, or AOL mail account for example would NOT qualify as written consent.

8. Are there any conditions under which student education records may be disclosed without the student's consent?

Yes, FERPA does contain some exceptions to the written consent rule. Those exceptions allow disclosure without consent:

- To College officials (including third parties under contract) with legitimate educational interests

- To comply with a judicial order or lawfully issued subpoena
- To appropriate parties in a health or safety emergency in order to protect the student or others
- To parents in cases of drug or alcohol violation when the student is under the age of 21
- To the provider or creator of a record to verify the validity of that record (e.g. in cases of suspected fraud)
- To organizations conducting research studies on behalf of the College, provided there is a written agreement between the College and the research organization
- To officials at an institution in which the student seeks or intends to enroll or is currently enrolled

9. Who are "College officials"?

"College officials" are College employees with general or specific responsibility for promoting the educational objectives of the College or third parties under contract with the College to provide professional, business and similar administrative services related to the College's educational mission.

10. What constitutes "legitimate educational interest"?

FERPA permits College employees to have access to student education records in which they have "legitimate educational interest." Such access does not require prior written consent of the student.

But what constitutes "legitimate educational interest"? Essentially, legitimate educational interest is necessary for employees to carry out their responsibilities in support of SWCC's educational mission. You can also think of legitimate educational interest as a "need to know" that is essential to carrying out your job responsibilities related to education.

It is important to understand several points related to "legitimate educational interest:"

- Curiosity is not a legitimate educational interest. Just because you have access to SIS and are able to view the record of your neighbor's son, does not mean that you have a legitimate educational interest in his grades and cumulative GPA.
- Simply the fact that you are a College employee does not constitute legitimate educational interest. Your need to know must be related to your job responsibilities in support of the College's educational mission. In other words, records should be used only in the context of official business in conjunction with the educational success of the student.

11. Is there any student information that can be released without the student's permission?

FERPA permits each institution to define a class of information as "directory

information." FERPA permits public disclosure of directory information without the student's consent.

12. What is directory information?

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. For SWCC, they are: name, address, telephone number, major field of study, dates of attendance, degrees, honors and awards received; participation in officially recognized activities and sports; electronic email address, weight and height of members of athletic teams, grade level, the most recent educational agency or institution attended, course credit load, and photos.

13. Is the College required to release a student's directory information?

No. The only required disclosure of education records is to the student. All other disclosures, including those with student consent and disclosures of directory information are at the discretion of the institution.

14. Can a student prevent the release of their directory information?

FERPA requires each institution to allow students to block disclosure of their directory information. The following are consequences of a student placing a confidentiality hold on their record:

- Student name will not appear in the commencement program.
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers and insurance companies.
- No information will be released to any person on the telephone or via e-mail.

Requests for confidentiality are permanent until removed in writing by the student. These requests can be made online through the Student Center or at the Admissions Office.

15. When do student's FERPA rights begin?

According to the law, a person becomes a student for purposes of FERPA when they are "in attendance" at an institution. This includes attendance in person or remotely by videoconference, satellite, Internet, or other electronic and telecommunications technologies. We define a student as someone currently or previously enrolled in any academic offering of the College. This does not include prospective students or applicants to any academic program of the College.

FERPA becomes effective on the first day of classes for those newly admitted students who have scheduled at least one course. A student who accepted an admission offer but did not schedule at least one course, or a newly admitted student who canceled his/her registration either before or after the semester begins, is not covered by FERPA.

16. Do College employees have to obtain the student's permission before reviewing a student's education record?

"College officials" are permitted access to student education records without student consent as long as those officials have a "legitimate educational interest" in that student's record. The student's permission is not required.

17. Do parents have any rights under FERPA?

In primary and secondary educational institutions (i.e. K-12), all FERPA rights belong to the parent. However, when the student reaches the age of 18 *or* begins to attend a post-secondary institution *regardless of age*, all FERPA rights transfer to the student. **We cannot release information to parents unless the student and/or parents have proven that the student is dependent. Check with the Admissions Office to see if such proof is on file.**

18. Where can I get more information about FERPA?

More information is available through the Family Policy Compliance Office at <http://familypolicy.ed.gov/>

VCCS Technology & Security Awareness Standards

Every employee of Southwest Virginia Community College is required to complete the awareness and accountability training included in the core set of materials contained in MOAT annually. All employees must check their SWCC college email account regularly to keep the account active. You will receive your notification through your SWCC email account when it is time to renew your MOAT training as well as other important information. Each employee should become familiar with the MOAT website location, and the Knowledge Center where future information releases will be distributed.

The VCCS encourages the creative and innovative use of electronic communication systems to enhance its teaching, research, and public service mission.

The confidentiality of electronic communication systems cannot be assured. They can easily be modified, saved, copied, forwarded to other recipients or illegally intercepted by those who would use the information for unlawful purposes. Official VCCS communications sent by electronic systems are subject to the same public information, privacy and records retention requirements and policies as other official communications. All VCCS employees and other authorized users should exercise extreme caution when using electronic communication services and should not assume their service providers can guarantee that private, sensitive, or confidential messages will be automatically afforded the appropriate protection. No user of electronic communication services should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by the System Office or College services.

The System Office and Colleges retain the right to monitor any and all aspects of their electronic communication systems including email sent or received by VCCS users or stored on any System Office or College owned equipment (for example; servers, notebooks or desktop computers). Such monitoring may occur at any time, without notice, and without the user's permission.

The following describes prohibited and acceptable use of VCCS email:

Prohibited Use:

- VCCS electronic communications systems shall not be used for the creation or distribution of any messages that could be construed as disruptive or malicious.
- VCCS electronic communications systems shall not be used for fund raising, political campaign activities, or public relations activities not specifically related to college activities.
- VCCS electronic communications systems shall not be used to conduct any activity which adversely affects the availability, confidentiality or integrity of VCCS's technology.
- VCCS electronic communications systems may not be used for commercial enterprises.
- VCCS electronic communication systems users are prohibited from accessing, downloading, printing or storing information with sexually explicit content as prohibited by law (see Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001).
- VCCS electronic communication systems users shall not download or transmit fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminating, or otherwise unlawful messages or images.
- VCCS electronic communication systems users shall not send messages using another user's identity, an assumed name, or anonymously.
- VCCS electronic communication systems users are prohibited from knowingly sending or forwarding chain letters, illegal contests, pyramid schemes, or any other types of email spam from or to a VCCS account.
- The VCCS electronic communication systems shall not be used for any activity that violates any provision of this standard, any supplemental standard adopted by VCCS, or any other policy, regulation, law or guideline as set forth by local, State, or Federal law.
- The use of VCCS email distribution or mailing lists for commercial and personal purposes is prohibited.

Acceptable Use:

- VCCS electronic communications systems may be used for personal communication, but this may not take priority over intended business and academic uses. Priority for using these systems will always be given to members of the college communities.

- The System Office and colleges may develop internal guidelines and procedures to support personal use of the electronic communications services for non-work related purposes. All personal communications must be created in such a way that it is clear to the recipients that the communication is personal and does not represent a communication from the agency or the Commonwealth.
- Electronic communication messages that are designated as personal should be maintained, filed, or stored separately from those that are directly related to the work activities. Maintaining personal messages in a unique and identifiable folder structure is recommended. Employees are highly encouraged to use personal accounts for receiving or sending non-work related email or other communications, such as: subscriptions, personal financial information, and personal health information.

Official Communications with Students

VCCS has established email as the **primary** vehicle for official communication with students. An official VCCS Gmail email address has been established and assigned by the VCCS and the colleges for each registered student, current faculty and staff member. All communications sent via email will be sent to this address. Faculty members will use the official VCCS Gmail email address or their SWCC email address to communicate with students registered in their classes and administrative units will also correspond with students via this address. Please note that VCCS Gmail can be forward to the instructor's SWCC email. Forwarding of the Gmail account needs to be limited to your SWCC account due to security concerns. If you need assistance with this, please contact Paula Owens at paula.owens@sw.edu.

The VCCS expects that students will receive and read email in a timely manner. **Students are expected to maintain their accounts and check their email periodically** so that new mail will be properly received and read. A student's failure to receive and read official college communications delivered to their Gmail address in a timely manner does not absolve that student from knowing and complying with the content of such communications. **Please make sure your students are aware of their SWCC Gmail accounts and understand that this is the only email from which you will accept assignments and communications.**

Access to SIS:

Go to www.sw.edu
Click on Faculty/Staff
LOGIN MYSOUTHWEST

If you have not been on the system before or if it has been a while since you have logged into the system, you will need to set up a system of security questions once you are logged into the system. Under the log in boxes, you can click on “Forgot Password” or “Forgot Username” and you will be prompted to provide information.

For more information about MYSouthwest and who to contact for assistance, go to <http://sw.edu/students/mysouthwest/> or call the Admissions Office at 276-964-7238.

Entering Grades

To enter grades once you have access to SIS and have logged on:
Click on VCCS SIS: Student Information System
Click on Self Service and then click Faculty Center
Click on Grade Roster

Please enter a grade for all students, if you have a student who has withdrawn from the class, you will enter an I and complete a change of grade form (Example in the Appendix). On the form, you will check the first option. Then enter the reason for the W on the form above your signature. Please scan or fax the form back the division dean or the Coordinator of Academic Outreach & Dual Enrollment.

If you have a student who has failed the class (not withdrawn) you will have to enter a placeholder date. The date for students, who completed the class, did not withdraw, failed the class but quit attending before the last day to withdraw is 01/01/1900. The date for students, who completed the class, did not withdraw, failed the class but quit attending after the last day to withdraw is 12/31/9999.

After all grades are entered in the system you will click on save, then you will pull down the option Ready for Review. After you review the grades click save again and pull down the option of Approved. When you are sure the grades are correct you will click on save for the third and final time.

Again, if you have trouble accessing the system or if you have questions about entering grades or forms please contact the Admissions Office at admissions@sw.edu or 276-964-7238.

Southwest Virginia Community College Teaching Online Policy

Responsible Department: Vice President of Academic & Student Services
Academic Deans

Effective: Fall 2013

Purpose: Compliance with VCCS policy and SWCC Contingency of Operation Plan
Policy

- (A) All teaching faculty must demonstrate a working knowledge of Blackboard for instruction, by establishing an online presence in at least 1 course per semester.
- (B) All new hires will be required to take a “teaching online” course prior to teaching online.

Procedures:

Faculty will be expected to attend training provided by the college on updates concerning online instruction, utilizing a “rubric standard” to ensure quality instruction.

Upon initial hire, the respective dean will ensure that the new hire completes the online training as designated.

To comply with the VCCS Emergency Preparedness Policy, SWCC developed the Teaching Online Policy. All faculty, fulltime, adjunct, and dual enrollment need to learn to use Blackboard and have an online presence so that, in case of issues at SWCC or off-campus locations, our students’ educational progress can continue. For assistance with developing your class on Blackboard, please contact Garrett Wright at atgarrett.wright@sw.edu or 276-964-7563. Online training is available and must be taken before attempting to develop a class on Blackboard. The Project & Seminar in Blackboard Training is offered for instructors every semester as a 1-credit ITE 198 course. Basic Instructor training in Blackboard will cover technical instructions on editing and creating different types of content, including the Discussion Board. The course will also cover introductory-level best practices for online course design.

Classroom Responsibilities

Division guidelines. It is the responsibility of each instructor to follow the guidelines set forth by their respective division dean regarding assessment, textbooks, course requirements, etc. to ensure that academic standards will be met.

Class meeting time. Instructors are expected to meet all classes promptly and to hold classes for the entire scheduled time. All exceptions must have prior approval of the division dean or Coordinator of Academic Outreach & Dual Enrollment. Instructors should make certain to announce hours that he/she will be available for individual assistance to students. The division dean, Coordinator of Academic Outreach & Dual Enrollment or the site coordinator will provide you with meeting space, if desired. Each off-campus instructor is to provide the site coordinator at his/her location with a schedule of office hours (minimum of one hour per week).

Class breaks. As a general rule class breaks are needed. Eliminating breaks to leave early is an unsound practice. Breaks may be scheduled periodically at the discretion of the instructor. A class period is computed with fifty minutes of instructional time for each credit hour. Thus, a three-credit course would have 150 minutes of instructional time per week. Breaks are not included in this instructional time calculation.

Instructor Absences - Please contact the Coordinator of Academic Outreach, the site coordinator, or the office of the division dean should the need arise for you to miss a class meeting. A "Class Coverage Form" is to be obtained from the site coordinator and completed for each absence indicating where you can be reached, the assignment, and the person responsible for class coverage. (Example in the Appendix)

Smoking. Smoking is not permitted in classrooms, laboratories, or the library. This includes vapors or e-cigarettes. Smokeless tobacco is also prohibited.

Student Advising

Adjunct faculty should be familiar with appropriate college curricula and procedures. In evening classes, especially, some students' only contact with faculty is with adjunct instructors. Because of this arrangement, adjunct faculty should also be familiar with the college's graduation requirements, grading system, academic standards, and deadlines for changing class schedules and for withdrawing from classes without penalty. Financial Aid regulations are strict about classes students can enroll in and limit the time a student has to complete their degree, therefore, advisors, counselors, Coordinator of Academic Outreach and Dual Enrollment and division deans should be the major resources for advising information. ***The college asks adjunct faculty to encourage students to communicate with their advisors and check their schedule on MYSouthwest. Updated software now allows students to know when they have signed up for a class that is not in their program and will not be paid for by financial aid. These classes are indicated by the red font.***

First Class: Instructor Preparation List

Here are some suggestions for making that first class meeting meaningful for both you and the students. Keep in mind that this first day is very important, especially for those students attending for the first time.

1. Introduce yourself. Who you are, what you do, where you received your professional training...in essence, what makes you an individual capable of teaching the course.
2. "Know your students"...many instructors make notes to reference throughout the term...student's name, address, telephone number, and especially, interests, where they work, what they do, etc.
3. Clarify objectives. On the very first day, the students should know exactly what is going to be expected of them while in your class--penalties for work not completed, your attendance policy, kinds of reading assignments to expect, etc.
4. What they can expect from you? Let them know exactly what to expect. Attempt to establish a rapport in the classroom that is open and honest--a tremendous climate for good discussion and learning.
5. Hand out an assignment sheet for the course. This will let students know what is to be done for each class.
6. What kinds of tests can they expect? When will you notify them of the tests? Do you plan to have pop quizzes?
7. Grading. How do you grade? What goes into computing your grade? Let them know your philosophy the first meeting.
8. Will you be available before and/or after class for help? Let them know if this is part of your plans. Check room schedule for availability of a room before and after class. Have hours posted with the site coordinator at your location.
9. Attendance. Please mark the attendance list carefully.
10. Student opinion of instruction evaluations. Check with the site coordinator at your location to see when your class will have the opportunity to evaluate your instruction. This student opinion of instruction is administered online during the latter part of the semester.

Course Outline Format

A course outline is required for every class. When presented to the student at the beginning of the course, it establishes a contract between the instructor and the student; it explains what both parties can expect from the course. Keep in mind that a minimum of two hours outside study and preparation is normally needed for each hour of regular classroom work.

Course outlines are to be prepared for distribution to students at the beginning of each semester. These outlines should be turned in to the division dean or the Coordinator of Academic Outreach & Dual Enrollment for approval at least two weeks prior to the beginning of the semester. Should you need assistance with these outlines, simply contact the Coordinator of Academic Outreach & Dual Enrollment, division dean or the site coordinator. One copy of this course outline must be on file with the division dean or the Coordinator of Academic Outreach & Dual Enrollment. Adjunct faculty should keep accurate records of student attendance and academic achievement and keep such class records at least one year after the end of a class.

SWCC, in order to be consistent, has adopted a template for course syllabi. The syllabus template is to be used by on-campus, off-campus and dual enrollment instructors. A sample course outline has been provided by Jereial Fletcher, English faculty (see Appendix), and instructors can get the electronic template from their division office or the Coordinator of Academic Outreach & Dual Enrollment.

Class Rosters

After achieving MOAT Security Awareness Certification instructors will have access anywhere, anytime to their class roster using their Username and password through the MYSouthwest link at: www.sw.edu. You may print copies of the rosters from the web site.

Check your roster at the beginning of the semester and report any names of those not attending. Check class rosters routinely throughout the semester; sometimes there are changes to rosters and this will prevent having issues with incorrect grade rosters at the end of the semester. Notify students not appearing on your roster and alert them of the need to contact the Admissions Office. If you have students on your roster that are not attending, please send information to the Coordinator of Academic Outreach & Dual Enrollment, your division dean or the site-coordinator. It is very important that instructors keep accurate records of student attendance and academic achievement.

If a student should contact the instructor with a legitimate mitigating circumstance (such as serious illness or work conflict) for dropping out of class after the official add/drop period, the instructor has the option of assigning a grade of "W." This is done by indicating the "I" on the SIS class roster and by completing the "Change of Grade Form" where the instructor will explain the reason for the "W" grade. These forms are available from the Admissions Office, Coordinator of Academic Outreach & Dual Enrollment or the division dean's office.

If a student has legitimate mitigating circumstances and has completed 50% or more of the required course work, the instructor may complete an "Incomplete Grade Form". The instructor should be certain to fill out all items requested on this form, indicating exactly what the student has not completed (i.e., final exam, report, etc.), percentage of work not yet completed, reason for the incomplete and what the "I" grade is to be changed to should no work

be completed. These forms are available from the Admissions Office, Coordinator of Academic Outreach & Dual Enrollment or the division dean's office

After processing your final grades at "My Southwest" via the web, please print and send a copy of your final grade rosters to the appropriate division dean or the Coordinator of Academic Outreach & Dual Enrollment signed and dated as soon as possible after completion of the course. Class records should be kept at least one year from the date of the last class meeting.

Student Excessive Absences

If a student has been missing classes or not participating in class, try to find out why they are not attending and/or participating. To assist students and instructors with retention issues, SWCC has implemented the SAILS (Student Assistance and Intervention for Learning Success) System. This technology based system allows faculty to track their students' academic performance while signaling, when appropriate, the need for student services intervention and assistance. This system also utilizes technology to facilitate meaningful contact between students, their instructors, advisors, and support services. At certain points in the semester, instructors will receive a survey in their Gmail accounts (accessed by entering MYSouthwest). This survey allows instructors to raise any concerns they may have over a student's performance or let a student know they are doing well in the class.

When the student is having issues with the course material, free tutoring may be available. For questions on tutoring, students can be referred to Mary Margaret Thompson at 276- 964-7399 or mary.margaret.thompson@sw.edu.

If, before the last day to withdraw, it is obvious that the student is not coming back to class, you may administratively withdraw the student. You will want to discuss this with your division dean or the Coordinator of Academic Outreach & Dual Enrollment.

Examinations

When tests are given, it is important to plan some other activity either before or following the test. Most tests take a maximum of an hour and a half to complete and many are shorter. If the exam is the only activity for that evening, you are in effect giving the student half a class.

All students are expected to take their examinations at the regularly scheduled time. No exceptions will be made without the permission of the division dean or Coordinator of Academic Outreach & Dual Enrollment. All tests are to be given under the supervision of the instructor.

Final exams are to be administered during the exam period. Should exams be re-scheduled at an earlier date, the class will meet each regularly scheduled class time until the completion of the semester and class will be held during the examination period.

One copy of each final exam **must** be on file with the appropriate division dean or the Coordinator of Academic Outreach & Dual Enrollment. Please have this exam ready at the end of the semester to hand in with a signed copy of grade rosters. In some cases standardized exams are given by the discipline faculty. If that is the case, you are required to administer that exam. If capstone projects are conducted in lieu of a written exam, a detailed summary of the project should be submitted.

All contractual instruction responsibilities must be completed by established deadline. Faculty who do not submit required course documents may not be employed in subsequent semesters.

Student Opinion of Instruction

VCCS policy requires that adjunct faculty be evaluated each semester that they teach. At SWCC, this evaluation takes the form of student evaluations that are reviewed by the appropriate dean. The College will administer a "Student Opinion of Instruction" survey via Blackboard or student Gmail to your students during the latter part of each semester. Please activate your class Blackboard account so that your students can access evaluations. These surveys are tabulated and the results presented to you by the appropriate division dean or the Coordinator of Academic Outreach & Dual Enrollment.

Grading Scale

At SWCC, students may receive the following grade marks:

<u>GRADE</u>	<u>MEANING</u>	<u>QUALITY POINTS</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Below average	1
F	Failing	0
I	Incomplete	0
P	Pass	0
R	Re-enroll	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
X	Audit (no credit)	0

Each class has credits as well as quality points with the exception of developmental courses. To determine the grade point average (GPA), divide the number of grade points earned by the number of credits taken.

Grading Developmental Studies Courses

A grade of "S" (Satisfactory) is assigned for satisfactory completion of each developmental course (courses numbered 01-09).

A student making satisfactory progress but not completing all the behavioral objectives for a developmental studies course (courses numbered 01-09) shall be graded with an "R" (Re-enroll) and must re-enroll to complete the course objectives.

A student not making satisfactory progress in a developmental studies course (courses numbered 01-09) shall be graded "U" (Unsatisfactory), and counselors will recommend consultation between the student and the instructor to determine the subsequent sequence of courses the student should take.

Change of Grade

If the need should arise to change a student's grade (i.e., changing an incomplete "I" to a letter grade or correction of an incorrect grade assigned), please fill out the "Change of Grade Form." This form can be obtained from the coordinator at your location, Admissions or the Coordinator of Academic Outreach. Upon completion of the form, return it to the appropriate division dean or the Coordinator of Academic Outreach & Dual Enrollment for processing of the new grade.

SOUTHWEST VIRGINIA COMMUNITY COLLEGE'S CODE OF CLASSROOM COURTESY

In an adult teaching/learning environment, there are behavioral expectations and performance standards. The members of the SWCC 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 SWCC's many missions and that the classroom is the primary locus 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 insure that every student has a positive learning experience.

Class Time

Every class at SWCC 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

SWCC requires a number of administrative responsibilities of both instructors and students, such as signing drop forms, attendance sheets, and so on. Instructors should attend to these tasks outside of class time.

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.

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. Students sending E-mail should employ the same courtesy required by face-to-face communications, including abstaining from using offensive language or making personal attacks.

Faculty and Staff: 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:

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

Teaching Tips

1. It is important to know the names of your students. Always address your students by name even when you see them outside the classroom.
2. A course outline should be provided to each student during the first class of the semester. Make certain students understand the "rules of the game" at the beginning. Students must know what information is to be covered, how many and what kinds of tests or quizzes will be given, the name of the textbook, the exact manner in which grades will be determined, the attendance policy and the objectives of the course.
3. It is important at the beginning to determine just what students know about the subject matter. A brief written exam, class discussions or small group discussions can be used to determine the students' degree of understanding. This will give you a better understanding of your class and help determine where to begin.
4. Maintain and publicize a time and place where students can contact you outside class. Students should feel that they can "get to you" when they have questions. Conference rooms are available by request from the Division Deans, Coordinator of Academic Outreach & Dual Enrollment or the site coordinator.
5. Seek comments regularly from your students. In order for you to know if students are progressing, you must develop ways of monitoring their progress. Tests and quizzes can be used to provide you and students with comments relative to how well they are doing. Check student learning early (within the first three weeks of class) and inform them as quickly as possible as to their progress.
6. Know the textbook well and explain to the class how it is organized. Suggest ways for students to study the book, thus helping students to use their textbooks effectively and efficiently.
7. While lecturing is a popular form of teaching, it has several disadvantages to the learner, particularly when it is the only method of teaching employed. Evening students in particular are vulnerable to the weaknesses of this method, since they are often tired from a long day at work and are less able to concentrate on long lectures. Emphasis should be placed on a more active, participatory form of teaching that allows for discussion and for comments from the students of what they understand about ideas presented. If you lecture, make certain your lectures are short and well organized with a clear summary statement at the end of each lecture. At the end of each lecture there should be ample time to respond to student questions. Assist students with outlines or complete notes of lectures when possible.
8. Do not allow your personal preferences to influence how you treat students. It is important to provide each student a fair and equal opportunity to succeed.

Bookstore

The Bookstore is located in Buchanan Hall, Room B180. It is open from 7:45 a.m. until 4:30 p.m. Monday through Friday and sells required textbooks, supplies, and SWCC insignia clothing. Extended hours are kept during rush periods. Students are encouraged to attend classes prior to purchasing books to avoid unnecessary returns. Bringing a schedule with course number and course name helps to simplify finding the correct text. Returns must be made within ten (10) days from the first day of class and be accompanied by a receipt. Students are not to write in textbooks or unpackage them if bundled, 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. The option of renting text books is available and in many cases, e-text books may be available.

Library Services

The SWCC Library is a vital part of the college's total instructional program, supporting all the College's educational, research, and public service programs. The Library's mission is "to serve as a focal point for research and study; to provide students, academic personnel and support staff, and community users access to informational resources; and to provide an up-to-date collection of library materials and electronic collections which support and enhance the education programs of the college as well as lifelong learning of individuals using the library."

Library Resources

SWCC has collections and learning resources to support the college's academic and public service programs. The institution provides its students with adequate resources to enable them to engage in the research associated with earning the degree they are seeking. These resources also provide faculty with the additional content/knowledge access to collections to instruct students in their chosen field of study.

The Library's current holdings include a general collection of books, audiovisual, non-print materials in all formats, and 5,370 print journals and magazines, including active subscriptions, designed to support the general education program and the public service programs offered. An additional collection of electronic books is available through the shared collections of the Virtual Library of Virginia (VIVA), the Virginia Community College System (VCCS), and local library subscriptions to full-text and audio electronic book collections (EBSCOhost eBooks, Safari Books, Gale Virtual Reference Books, Books@OVID, etc.), which contain discipline-specific resources and are available to students both on and off-campus enrolled in courses with traditional, hybrid, or distance learning formats. On-campus, off-campus, and remote access to all current holdings is available through the Library catalog [VCCS Linc](#), the online catalog for all Virginia Community College System libraries.

While the Library supports requested and general instructional needs of the students and faculty, SWCC's interlibrary loan (ILL) service provides additional materials for Library users in a timely and consistent manner. Through the OCLC global network and WorldCat services, SWCC Library can borrow requested print, media, and electronic materials available through other public, college, and university libraries. Library users can visit the Library to make requests and phone in or email requests to SWCC's interlibrary loan officer. An online request form is also available on the Library's ILL webpage.

Access

SWCC Library provides access to extensive physical and electronic resources through the VCCS *Linc* catalog that catalogs the collections of SWCC Library and all VCCS colleges. The catalog provides physical access points to all print, non-print media (audio and visual), and print periodicals (journals, magazines, and newspapers). The catalog also provides access to electronic full-text and audio books provided by VIVA, VCCS, and local funding; remote access available to all VCCS students, faculty, and staff is required to download electronic books off-campus. The online catalog is publicly accessible to all students, faculty and staff, and community Library users. In the My Southwest portal, there is a Library Services link to the VCCS *Linc* catalog as well as to Student Information System (SIS), Blackboard Learning Services, and student email. Additionally, each VCCS community college has a free mobile App, which is now available for VCCS students and faculty to access the VCCS *Linc* catalog through a variety of mobile devices.

SWCC Library provides on-campus, off-campus, and remote access to databases provided by VIVA and VCCS shared collections and local funding. Databases of informational services, electronic periodicals (journals, magazines, newspapers), and electronic full-text books and audiobooks provide information that meets the educational, research, and public services needs of SWCC's students, faculty, and staff. Remote access is provided through a secure authentication process provided through the same VCCS username and password that provide a secure portal to Student Information Services (SIS), Blackboard Learning, and student email accounts. **Through this authentication process, the Library is capable of providing equitable and secure access to the College's off-campus sites, dual enrollment students, and distance learning students everywhere.**

Library Public Services

The Library also participates in cultural activities and seeks to promote greater cultural awareness to students, faculty and staff, and community users. The Library's Lee Smith Faculty Reading Room, named for a local, nationally recognized author, helps preserve and enhance the college's relationship with local and regional Appalachian writers and their language and literature; the Lee Smith special collection currently includes 129 print and media items. The Intercultural World View room provides a special collection of materials for the advancement of the campus "world view" and globalization through cultural diversity and global education. The Howard "Sonny" Elswick Art collection, a special collection of 700+ art books and periodicals, promotes the campus's ties to local artists and arts community. SWCC's educational and public service programs all benefit from these special collections as well.

SWCC Library actively participates in campus initiatives for recruitment, retention, and summer outreach programs to high school students such as Governor's School, Upward Bound, and other summer youth programs. The library also participates in the fall semester campus tours of high school seniors; this is a point of contact with these students who are also currently enrolled SWCC dual enrollment students, who have physical and remote access to all of the Library resources and services and who qualify for a campus photo identification card that also serves as their Library card. These students receive a current SWCC Library brochure informing them of Library resources and services, the VCCS *Linc* online catalog, and the Library webpage for additional information about resources and services.

Learning Assistance Center (LAC)

The Learning Assistance Center functions as a comprehensive learning center for students, instructors, staff members, and community residents.

The LAC provides opportunities for specialized instruction to assist clients with identifying and utilizing the resources they need to meet their educational goals. Supplemental instruction is also available through computer software and instructional modules through audio and videos. Services of the LAC are offered on a demand basis; however, many faculty members require their students to utilize a variety of instructional materials available in the LAC as part of their course requirements. Individualized assistance can be obtained from specialized computer programs as well as student tutors.

To assist with academic goals the LAC offers the following services:

- Computer support
- Study skills
- Books and Media
- AZTEC Learning System
- GED preparation
- Virginia Placement Test (VPT)
- Career Planning Toolbox
- Computerized Software

Distance Learning & Instructional Technology

The Distance Learning & Instructional Technology (DLIT) department performs five services: Instructional Design, Development and Support; Instructional Server Management; Certification and Testing Services; Systems Development and Integration; and Learning Assistance Center.

Teleconferencing provides local, state, national and international tele-conference opportunities for the College's service area. The institution has downlinked everything from law enforcement to health to staff development.

The Learning Management system (Blackboard) and the instructional network servers allow students and faculty in traditional and DLIT classes to access their courses providing streaming media and other services. On-going training and support for the management system is provided for faculty and students.

The compressed video electronic classroom allows classes to be offered from various learning centers across the state. The compressed video classes allow for two-way video and audio from a local site and one or more remote sites.

The equipment loan and maintenance service includes both electronic delivery of classroom support materials and the delivery of equipment to the classroom. Maintenance includes cleaning and repair of the College's media equipment.

In addition to these services, the Distance Learning & Instructional Technology staff also helps the faculty and administration to plan, develop, and produce audio-visual materials for college public relation exhibits and publications.

SWCC Adjunct Faculty Professional Development Opportunities

Southwest Virginia Community College holds an annual Adjunct/Dual Enrollment Workshop at which information about new policies and procedures is distributed. Division Deans offer informational sessions and IT security procedures are reviewed. In addition to the workshop and educational opportunities distributed through the SWCC email system, the following professional development opportunities are available to adjunct faculty:

Atomic Learning

Atomic Learning has been purchased across the VCCS to allow students, staff and faculty opportunities to learn how to use various software programs via high-quality tutorials.

Access – log in to Blackboard and it will be located on the SWCC tab – Access Atomic Learning. Clicking on the link will take you to the Atomic Learning home page and it will capture your login information from Blackboard so that you can keep up with trainings you complete, etc.

On the left-hand side, you'll see 'Learn to Use This Site' which will tell you what you need to know to get started. There is also a search box that will enable you to search for specific programs or types of programs.

For more information contact the Distance Learning & Instructional Technology Office at ddlinfo@sw.edu or 276-964-7279 or 800-859-1513.

BAM Sessions are offered monthly by the Human Resources Department and announced through the monthly HR e-news sent to public through SWCC email. Human Resources e-newsletters are also archived for your reference at <http://sw.edu/human-resources-e-news/> If you have questions about BAM sessions contact the Human Resources Office at Martha.rasnake@sw.edu or 276-964-7389.

Continuous Learning – Adjunct faculty are eligible to take up to 6 credits tuition free a semester at SWCC. Register as usual and turn in the Continuous Learning form to your division dean or the Coordinator of Academic Outreach & Dual Enrollment.

Distance Learning & Instructional Technology Training - The Project & Seminar in Blackboard Training is offered for instructors every semester as a 1-credit ITE 198 course. Basic Instructor training in Blackboard; will cover technical instructions on editing and creating different types of content, including the Discussion Board. The course will also cover introductory-level best practices for online course design. For more information, contact the Distance Learning & Instructional Technology Office at ddlinfo@sw.edu or 276-964-7279 or 800-859-1513.

The Faculty Technology Institute also occurs in sync with the annual Fall Pre-Service and offers varied topics in instructional technology for faculty.

Knowledge Center – The Knowledge Center is the official learning and professional development site for all SWCC employees. A collaborative product of the Department of Human Resources Management (DHRM), the Knowledge Center is a powerful learning management system that is designed to support all aspects of training and professional development. The Knowledge Center is a “gateway” into a massive collection of on-line courses. Through the Knowledge Center, the completion of on-line courses are automatically tracked and added to an employee’s training record and employees are able to print “certificates” of completion.

The link is located on the SWCC Human Resources web page <http://sw.edu/humanresources/> Click the logo to be directed to SWCC’s KC Global login page. To access these trainings contact Connie Harris for your user name and password at connie.harris@sw.edu or 276-964-7339.

Magna Commons is a library of online professional development seminars for faculty and staff. Featuring leading educators and consultants, these programs deliver thought-provoking, content-rich presentations with “here’s how” information.

To access these trainings go to magnacommons.com and create an account. Please use your Southwest email when you register your account with Magna Commons.

Use activation code: VCCS7A3PN

For questions concerning Magna Commons contact Teresa Yearout at Teresa.yearout@sw.edu or 276-964-7266.

VCCS Educational Assistance Policy -VCCS Educational Assistance Policy contained in Section 3.10 of the VCCS Policy Manual (Professional Development).

The Coordinator of Academic Outreach & Dual Enrollment for Workforce, the division deans and [Dr. Ron Proffitt, Interim Vice President of Academic & Student Services](#) would like to thank each instructor for adhering to the policies. They invite you to visit the campus or call the office should there be any question or concern regarding your class or your students. Office hours are as follows:

Coordinator of Academic Outreach & Dual Enrollment

Christina Rimmer

Tazewell Hall, Room T339

Monday-Friday

10:15 a.m. -7:00 p.m.*

*Hours may vary depending on off-campus meetings;
however, appointments can be scheduled as needed.

(276) 964-7246 or email: Christina.rimmer@sw.edu

APPENDIX

TO: Adjunct Faculty

FROM: Human Resources

SUBJECT: Adjunct Faculty Contracts – REVISED August 2017

In an effort to ensure timely payment to adjunct faculty (AF), this information is being distributed with all contracts.

Prior to teaching your first assignment, all paperwork, including the VCCS Employment Certification Form (VECF) and a background check, **MUST** be completed. Contracts should be in place with all approving signatures, including the AF's signature, prior to the first day of class. If the start date of your first class is scheduled and you do not have a contract, please contact the appropriate office below. If there is a question about whether or not your class will make, you may not receive your contract until that issue has been resolved. Please work with your division dean/coordinator to verify your contract and/or class.

SWCC Procedures for Preparing and Processing AF Contracts:

- After an AF is assigned to teach a course, a contract is prepared by the course division/departments;
 - Tammy Austin - 964-7306 - Humanities, Soc. Science, Nat. Science, Math, Health Care Tech.
 - Mandy Barrett - 964-7277 - Business, Engineering & Industrial Technology
 - Ginger Rife - 964-7392 - Humanities, Soc. Science, Nat. Science, Math, Health Care Tech.
 - Edna Sizemore - 964-7369 - Community, Workforce & Economic Solutions Office
 - Angela Miller—964-7244-- Community, Workforce & Economic Solutions Office
 - Christina Rimmer – 964-7246 – Coordinator of Academic Outreach & Dual Enrollment
- Once prepared, the contract is forwarded to the VP of Academics & Student Services Office for the VP's signature of approval;
- The VP of Academics & Student Services Office forwards the contract to the Human Resources Office where it is date stamped, checked for accuracy, entered into a tracking database, and mailed to the AF;
- Upon receipt of the contract, the AF signs the original and mails it back, along with the VECF, to the VP of Academics & Student Services Office. It is critical that you return your contract and VECF form as soon as possible to avoid delays in payment.
- The VP of Academics & Student Services Office date stamps the contract and forwards to Human Resources Office for payroll processing.

Payroll Information:

Once the Payroll Office receives the signed **original** contract, it is processed for pay.

- Upon receipt of the contract, Payroll determines the number of pay periods available until the last day of the course;
- If the contract is received LATE, the number of pay periods is adjusted by how many remain in the contract time frame;
- Adjuncts are now paid bi-weekly.

PLEASE NOTE, NO PAYMENT WILL BE MADE UNTIL THE ORIGINAL CONTRACT IS RECEIVED BY THE HUMAN RESOURCES OFFICE. To view adjunct faculty pay schedule go to <http://sw.edu/humanresources/> then under publications, see the adjunct pay schedule.

Southwest Virginia Community College

Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking

A. Notice of Nondiscrimination-

As a recipient of federal funds, Southwest Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. (“Title IX”), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator or to the U.S. Department of Education’s Office for Civil Rights. The Title IX Coordinator is Stephanie Davis, whose office is located at 220 Dellinger Hall, and may be contacted by phone at 276-964-7314 or by email at Stephanie.Davis@sw.edu.

B. Policy

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

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

C. Purpose

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

D. Applicability

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

E. Definitions

Advisor: An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

Complainant: A complainant refers to an individual who believes that they have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.

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

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

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

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with

the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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

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

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. Any employee with supervisory authority or has been designated by the Title IX Coordinator or Deputy Coordinator is a responsible employee.

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

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

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

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

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

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

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

Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person's will or where a person is incapable of giving consent (e.g., due to the individual's age or use of drugs or alcohol, or because an intellectual or disability prevents the individual from having the capacity to give consent). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

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

F. Retaliation.

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or any person cooperating in the investigation of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. Reporting Incidents.

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 276-964-7221 or 276-964-HELP (4357).

2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found in Appendix A. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

Southwest Virginia Community College Title IX Campus Resources

Title IX Coordinator :	Stephanie Davis 220 Dellinger Hall 276-964-7314 Stephanie.Davis@sw.edu
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Deputy Title IX Coordinator Faculty and Staff	Martha Rasnake 204 Tazewell Hall 276-964-7389 Martha.Rasnake@sw.edu
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After normal business hours, members of the campus community should report alleged violations of this Policy to Campus Police at 276-964-7221. At the Lebanon Center incidents should be reported to Glenda Jessee at 276-964-7580. At the Booth Center incidents should be reported to Sharon Perkins at 276-964-7354.

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

H. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. Members of the campus community

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

I. Confidentiality and Anonymous Reports.

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

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

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

- The seriousness of the allegation(s);
- The complainant's or alleged victim's age;

- Whether there have been other similar complaints of against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

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

4. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint.

The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

J. Amnesty.

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the 7

College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

K. Timely Warnings.

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

L. Interim Measures.

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

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

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

M. Sexual and Domestic Violence Procedures.

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

- **Safely find a place away from harm.**
- **Call 911 or if on campus, contact campus police/security.**
- **Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.**
- **Go to the nearest medical facility/emergency room.**
- **If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.**

- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
 - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
 - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - Tell someone all the details you remember or write them down as soon as possible.
 - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

N. Written Notification of Rights and Options.

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, or who is accused of committing such acts, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

O. Support Services.

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. For more information about available resources, go to our Title IX webpage at www.sw.edu.

P. Education and Awareness.

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

2. Incoming students and new employees must take part in a mandatory primary prevention and awareness program. The program, at a minimum, shall include:

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

3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

Q. Resolution of Complaints.

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

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

R. Formal Resolution Process.

1. Complainant's Initial Meeting with the Title IX Coordinator. As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be

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

- a) Provide the complainant a copy of this Policy;
- b) Provide the complainant with a Complaint Form, if necessary;
- c) Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements;
- d) Explain avenues for formal resolution and informal resolution of the complaint;
- e) Explain the steps involved in an investigation;
- f) Discuss confidentiality standards and concerns with the complainant;
- g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
- h) Refer the complainant to campus and community resources, as appropriate; and
- i) Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes.

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

- a) Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
- b) Provide the respondent a copy of this Policy;
- c) Provide a written explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements;
- d) Explain the College's procedures for formal resolution and informal resolution of the complaint;
- e) Explain the steps involved in an investigation;
- f) Discuss confidentiality standards and concerns with the respondent;
- g) Discuss non-retaliation requirements;
- h) Inform the respondent of any interim measures that may be imposed on the respondent;
- i) Refer the respondent to campus and community resources, as appropriate; and
- j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes.

3. Title IX Coordinator's Initial Determination. a) The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the

source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

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

4. Appointment of the Investigator and Conduct of the Investigation. a) If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

b) The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

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

d) The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.

e) Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties' responses thereto shall be part of the record.

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

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date that the complaint or other report was made;
- The date the respondent was interviewed;
- The names and gender of all persons alleged to have committed the alleged violation;
- The names and gender of all known witnesses to the alleged incident(s);
- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- Any written statements of the complainant or the alleged victim if different from the complainant;
- The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
- The outcome of the investigation.

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

S. Determination of Title IX Coordinator and Corrective Action Report.

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

2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed.

The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

3. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

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

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

the student, the violation committed, and any sanction imposed by the College against the student.

6. If the respondent is an employee, the Deputy Title IX Coordinator will forward the reports to the employee's supervisor or other college official. Within ten (10) workdays, the employee's supervisor or other college official shall determine and impose appropriate sanctions, as described below. The respondent and the Deputy Title IX Coordinator shall receive written notification of sanction(s).

7. If the respondent is a third party, the Deputy Title IX Coordinator will forward the reports to vice president of Academic and Student Success, police chief, or other college official. Within ten (10) workdays, the appropriate official shall determine and impose appropriate sanctions, as described below. The respondent and the Deputy Title IX Coordinator shall receive written notification of sanction(s). The Deputy Title IX Coordinator may disclose to the complainant information as described above.

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

T. Informal Resolution.

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Deputy or Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.

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

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

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

U. Sanctions & Corrective Actions.

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

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

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

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

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

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

V. Appeals.

Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Appeals shall be conducted in accordance with the applicable grievance procedures described in the Student Handbook, VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. Third parties may request that the College reconsider its decision in writing to the college president. The decision of the college president is final.

W. Academic Freedom and Free Speech.

1. This Policy does not allow censorship of constitutionally protected expression. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee's work performance or a student's educational experience.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

X. False Allegations.

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

Y. Consensual Relationships.

Consenting romantic and sexual relationships between faculty and students, although not expressly forbidden, are generally deemed unwise and are strongly discouraged. Consent by the student in such a relationship may be suspect, given the fundamentally asymmetric nature of the relationship. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Z. Record Keeping.

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



Southwest Virginia Community College
College Composition I
English 111-W1 Summer 2014
Online

Instructor and Contact Information:

Add
Picture
Here
(Optional)

- Instructor Name: Jereial Fletcher
- Instructor Title: Associate Professor of English
- Division Name: HTHMNSS
- Telephone Number: 276-964-7224
- Email Address: Jereial.Fletcher@sw.edu
- Office Room Number: Russell Hall 129
- The best way to contact me is via email.
- Office hours: Office hours are posted on the office door. However, you may call or email me if you wish to meet outside those times.
- Email: If you email me Monday through Friday, you can expect a reply within twenty-four hours (usually sooner). If you email me Saturday or Sunday, I will try to reply within a timely manner, but there may be times that I will be out of town and not available until Monday morning. I usually check my email a couple of times on Saturday and a couple of times on Sunday if I am teaching an online course.
- To send me email, you must use your VCCS-provided email address, and it's best to email from Blackboard. I do not respond to personal email addresses for security reasons; personal email addresses often end up in my junk email box.
- To receive a timely reply, email must be formatted as follows:
 - In the subject field place your course and section number.
 - At the end of your email, type your name.
 - Write in the form of a letter, with complete sentences and language I can understand. Please do not use Instant Messaging language in email communication.

Catalog Course Description:

ENG 111 – College Composition I. Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics; develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week. 3 credits

Prerequisites:

Students are required to show satisfactory test scores on Southwest Virginia Community College's placement test (or SAT, ACT) in order to enroll in English 111-W1.

Required and Optional Course Materials:

Text: Axelrod, Rise B., and Charles R. Cooper. *The St. Martin's Guide to Writing*. Tenth Edition. New York: St. Martin's, 2013.

Other: Paper, pens, notecards, a computer with Microsoft Office and current RealPlayer and Adobe Reader utilizing a broadband internet connection.

Course Logistics:

- The course will begin the first day of the regular semester. You are expected to begin with the steps in the “Start Here” tab in Blackboard on the first day of class.
- Note! This course requires the use of a computer but it does not require you to own your own computer. It is your responsibility to have access to a working computer that meets the hardware and software expectations of this course (see "Technical Requirements" on our Blackboard site). A malfunctioning or broken computer does not warrant extending due dates. If your personal computer is not working, you have other options: the computer labs at SWCC's main campus or off campus sites, a friend's computer, etc.
- At-home assignments will be due by 11:30 p.m. Eastern time on Thursdays (see “Calendar of Important Dates” under the Calendar link on Blackboard). Proctored assignments are due no later than the close of business for Distance and Distributed Learning or your proctor). Assignments are not accepted outside the Assignment Available period.
- Email attachments are not accepted as assignment submissions. Emails with attachments often end up in my “Junk” mail and I will not see them.

Purpose of Course

English 111-W1 is a freshman English class that will transfer to most colleges and universities in the United States.

English 111-W1 is a proctored writing class that uses Blackboard as a course management system and, in compliance with the policy of the Southern Association of Colleges and Schools, requires a number of password-protected, proctored, supervised assignments. Proctored assignments must be completed in DDL or in the presence of an official proctor. Proctored assignments must be submitted through Blackboard. At-home assignments must be submitted through Blackboard within the appropriate time period as Microsoft Word documents.

Learning Objectives:

When students successfully complete English 111, they will be able to exhibit college-level writing skills in these areas: writing, reading, literary analysis, and research.

WRITING

Students will be able to:

1. Work through various stages of the writing process (pre-writing, drafting, revising, editing) to produce clear, coherent prose.
2. Use critical and analytical thinking to produce college-level writing which has coherence, unity, organization, development, sentence variety, and appropriate word choice.
3. Write essays that are:
 - relatively error free in terms of standard grammar, punctuation, spelling, usage, and instructor-designated format.
 - directed toward a specific purpose and audience.
 - written at different levels of concreteness/abstraction.
 - analytical and that reveal an understanding of stories and assigned materials.
 - appropriate in meeting the specific requirement(s) of the assignment.
4. Use a college–level dictionary, handbook, and thesaurus.
5. Use the computer as a tool for writing.
6. Document and format a short paper (400-600 words) using MLA style.
7. Use situationally appropriate language (formal, informal, colloquial).

READING

Students will be able to read and analyze short stories and essays.

LITERARY ANALYSIS

Students will be able to:

1. Understand traditional terminology of the short story such as irony, tone, symbolism, point of view, character, plot, setting, and theme.
2. Write analytical essays that reveal an understanding of the stories and essays read.

RESEARCH

Students will be able to:

1. Paraphrase, summarize, and accurately quote material from assigned readings.
2. Use information from books, periodicals, and/or reference materials in a documented essay.

Student Requirements and Evaluation:

The following weights will be given to the components of the class in order to determine the final grade:

Essays 1-3	25%
Essays 4-7	45%
Essay 6 Preliminary Assignments	10%
Quizzes	20%
Total	100%

Scale for Final Grade

A = 90-100 percent

B = 80-89 percent

C = 70-79 percent

D = 60-69 percent

F = 59 percent and below

Each assignment is expected to be submitted in sequence and by the due date. **Missing or late assignments receive a grade of zero.**

Participation Policy:

Attendance/Participation

Failure to submit an assignment for a time period exceeding two weeks will constitute a desertion of the class, and the instructor may submit an administrative withdrawal form to the Admissions Office.

Students who are not keeping pace with the class by the Last Day to Withdraw from Class without Academic Penalty may be administratively withdrawn.

Withdrawals and Incompletes

W - Withdrawal

No credit. A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. To ensure that students remain in good standing, they must initiate and process the withdrawal form on or before the withdrawal deadline. After that time, the student will receive a grade of F except under mitigating circumstances which must be documented, and approved by the instructor and the Dean.

I - Incomplete

A grade of I is awarded to students who have completed the majority of the course and are unable to complete the remainder due to mitigating circumstances. In this case, with documentation, the student may be awarded the "I" grade and a mutually agreed upon date of completion will be established (before the end of the subsequent semester). Upon timely completion, the student will receive the earned grade.

Code of Conduct:

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in the course; and/or expulsion from the college.

In this course, all work must be your own original work: you may not copy from another student or share your work with another student. You may not use any online source to complete your work. You may not collaborate with another student on exams, nor will you be allowed to use the Internet to search for answers while taking a test.

All students should adhere to the student code of conduct found on the Student Handbook webpage: <http://sw.edu/catalogs/student-handbook/>

ADA Statement:

The College maintains compliance with both **ADA** and the Rehabilitation Act of 1973. Detailed information can be found on the Career & Disability Services webpage: <http://sw.edu/career/>

Blackboard's accessibility statement:

<http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx>

Class Equipment and Technical Support:

Content related course questions go to the instructor, anything else can be directed to the instructor or ddl.info@sw.edu

The Virtual Advisor Live Help email is: onlineadvisor@sw.edu

MYSouthwest System help: <http://sw.edu/students/mysouthwest/>

Academic Dishonesty Policy:

SWCC academic policies related to academic dishonesty are listed above in the Code of Conduct section. For more information the student handbook is available at:

<http://sw.edu/catalogs/student-handbook/>

All work submitted for this course must be your own.

Insurance:**Student Insurance**

To obtain enrollment forms and brochures for all three types of student insurance, visit Room 104 Tazewell Hall, or phone 276.964.7287.

Accident Insurance

Affordable Accident Insurance coverage is available for students while on campus, off campus and participating in college sponsored/ supervised activities (Internships) and while traveling to and from school related activities.

Health Insurance

Southwest offers insurance through several companies such as: E. J. Smith & Associates and Fortis Health. SWCC's internship insurance coverage is offered through Scholastic Insurers.

Family Access to Medical Insurance Security FAMIS

Affordable Health Insurance covering children under the age of 19 without other insurance coverage is available through FAMIS. Questions??? Call 1.866.87-FAMIS

Forms to Complete:

Depending on activities for the class, you may be asked to complete one or more of the forms below.

1. Assumption of Risk Form
2. Off-Campus Trip Student Code of Conduct Form
3. Model Release Form

Copyright:

You are expected to comply with federal copyright law. The United State Copyright Law protects all copyrighted materials: printed materials such as books and journals, music, sound recordings; films, videocassettes, art works, and computer software. Most internet sites and all their contents are protected by copyright. The Copyright Act of 1976 grants copyright owners exclusive rights to publish, reproduce, perform, and display their works. Anyone publishing, reproducing, performing or displaying all or part of a copyrighted work is guilty of infringing the copyright unless the act falls within one of the fair use exceptions, or unless she or he has acquired permission to use the work from the copyright owner. Read the law at <http://lcweb.loc.gov/copyright/>

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which allows students access to their educational records and prohibits the release of information from students' educational records by the institution without the written consent of the student, with certain specified exceptions. Additional information is available at: <http://sw.edu/catalogs/genadmin/>

U.S. Department of Education FERPA site:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Example of Jereial Fletcher's grading rubric is on the following page.

NAME		ESSAY NO.		GRADE
	Weak	Average	Good	Excellent
Thesis				
Organization				
Introduction				
Conclusion				
Transitions				
Paragraph development				
Use of specific language				
Sentence structure				
Grammar				
Punctuation				
Mechanics				
Spelling				
Length				
Notes				
Documentation				
Paraphrases				
Quotations				
Works Cited				
Visual Aids				
Document Design				



Technology Standard

Personnel Security – *Acceptable Use*

Version: 1.0

Status: *Approved: 02/21/07*

Contact: *Director, Technology Services*

PURPOSE

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

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

SCOPE

In accordance with the COV ITRM 501-01, Acceptable Use requirements define acceptable and permitted use of COV, VCCS, and college IT resources.

APPLICABILITY

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

DEFINITION

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

STANDARD

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

1. All users of VCCS IT resources must adhere to Virginia Department of Human Resource Management Policy.
2. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.
3. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
4. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting or to support a personal business venture. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to any VCCS facility must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
5. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.
6. The data owner, data custodian, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures.
7. You must not distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
8. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others.

This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.

9. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Office or the Internal Audit department.
10. You must not use the Commonwealth's Internet access or electronic communication in cases where it:
 - interferes with the user's productivity or work performance, or with any other employee's productivity or work performance;
 - adversely affects the efficient operation of the computer system;
 - results in any personal gain or profit to the user
 - violates any provision of this policy, any supplemental policy adopted by the agency supplying the Internet or electronic communication systems, or any other policy, regulation, law or guideline as set forth by local, State or Federal law. (See Code of Virginia §2.1-804-805; §2.2-2827 as of October 1, 2001.)

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

ENFORCEMENT PROCEDURE

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

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

[illegible]

Reason for coverage provision:

Director's Signature

Date _____

**D
Signature**



Southwest Virginia Community College

REGISTRATION – ADD/DROP FORM

PO Box SVCC, Richlands, VA 24641 Telephone: (276) 964-2555, FAX: (276) 964-7716
Web Site: www.sw.edu

SEMESTER: YEAR: 20____ ☐ Fall ☐ Spring ☐ Summer

Last Name: _____ First Name: _____

EmplID or SSN: _____

Curriculum Plan/Major: _____

If you are a financial aid recipient dropping classes, please check with the
Financial Aid Office to determine the effect on your financial aid award.

COURSES TO DROP							
X If Audit:	CLASS NUMBER	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	CREDIT	GRADE/ DELETE	APPROVAL

COURSES TO ADD							
X If Audit:	CLASS NUMBER	COURSE PREFIX	COURSE NUMBER	SECTION NUMBER	CREDIT	DAYS/ TIME	APPROVAL

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Admissions Staff – Processed by: _____ Date: _____

Form Revised 10/13



INCOMPLETE GRADE FORM

Southwest Virginia Community College
Admissions Office, PO Box SVCC, Richlands, VA 24641

Please see instructions on reverse side

Student Name:	
Student ID:	
Course:	Course: _____ Number: _____ Section: _____
Semester:	
Last date student attended class:	
Has the student satisfactorily completed more than 50% of the course requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, then Incomplete should not be awarded.
Assignments that student has not completed:	
Percentage of remaining work in relation to total work of the course:	
Reason for the Incomplete:	
Date student must complete work (cannot exceed the last day of class of the following semester):	_____
If the student fails to complete the remaining coursework, the default grade is:	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> F <input type="checkbox"/> P <input type="checkbox"/> R <input type="checkbox"/> U

Instructor Signature

Dean Signature

Date

Date

Revised 7/2012

INSTRUCTIONS FOR INCOMPLETE GRADE FORM

A copy of this form must be completed by the instructor in order to award a grade of "I" (Incomplete). This form must be submitted to the Division Office for approval and then forwarded to the Admissions Office for record keeping.

The VCCS policy identifies an incomplete grade as "No grade point credit." The "I" grade is to be used only for verifiable, unavoidable reasons that a student is unable to complete a course within the normal course time."

To be eligible to receive an "I" grade, the student must:

1. have satisfactorily completed more than 50% of the course requirements; and
2. request the faculty member to assign the "I" grade and indicate why it is warranted.

The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the "I" grade, the faculty member must complete documentation that:

1. states the reason for assigning the grade;
2. specifies the work to be completed and indicates its percentage in relation to the total work of the course;
3. specifies the date by which the work must be completed; and
4. identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. (Default Grade = What the student's grade would be in the absence of the work to be completed.)

Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the Chief Academic officer of the campus, or his/her designee. An "I" grade will be changed to a "W" only under documented, mitigating circumstances which must be approved by the VP of Instruction or his/her designee.

IMPORTANT NOTE:

If the work is not completed by the end date of the subsequent semester, the student will be awarded the "default grade." The default grade will be final. The instructor should not accept the work after this date unless there are exceptional and mitigating circumstances, and only with the approval of the VP of Instruction or his/her designee.

Once the student has completed the coursework and the instructor has changed the student's grade, an official grade change must be submitted to the Admissions Office. The Grade Change Form will then be placed in the student's academic file.

Revised 7/2012



GRADE CHANGE FORM

Student's Name: _____ Student's EMPLID #: _____
Course Title, Number, Section: _____ Class #: _____
Semester and Year of Enrollment: _____ Instructor: _____

Please check required box and record appropriate information below:

☐ "T" grade awarded temporarily – change to "W" after (_____ term/year) roster submitted due to mitigating circumstance* below.

☐ Change of incomplete "I" grade ☐ I to ☐ (see # 1 below)

☐ Change of grade ☐ to ☐ (see # 2 below)

☐ No previous grade assigned change to ☐ (see # 2 below)

Indicate below what student must do:

- 1) Describe what student did to have "T" changed to grade.
- 2) Provide reason for requesting grade change.

*Mitigating circumstances may include: student illness, work schedule conflict, family problems, lack of transportation, etc.

Instructor's Signature	Date	Dean's Signature	Date
Admissions (original)		Dean (copy)	revised 11/2011

SOUTHWEST VIRGINIA COMMUNITY COLLEGE
Continuous Learning Program
Request Form

Employee Name: _____ Last 4 Digits of SSN: _____

Emplid: _____ Semester: _____

Original Appt/Hire Date: _____ Position Number: _____

Course No./Section (ex: ITE 127-01)	Course Title	Class Number	Sem. Hours	Dates (from-to)

**Credits not to exceed 6 credit hours per semester*

☐ After Hours Study

☐ During Hours Study

Time study is to be pursued (days of week, time):

Justification:

Date of Request: _____

Employee Signature: _____

- I understand that signing this request to take classes offered by this program at SWCC means attending class, completing assignments, tests, and other required assignments to complete the class. I also understand that no employee will be paid overtime for hours of class attendance.

Supervisor Approval: _____

- I understand that the above named employee will be required to be away from his/her work station for the time listed above. I will not interrupt class in any way or limit his/her attendance.

Area VP Approval: _____

RETURN ORIGINAL TO HUMAN RESOURCES

Approved 01/07
Revised Jan. 2013

Virginia Community College System
Educational Assistance Request Form

Employee Name	Original Appointment Date	College/System Office
Social Security Number		
Empl ID (ID used SIS login)#		

Position Title	Section/Division	Teaching Field (For Faculty)

- ☐ After Hours Study
☐ During Hours Study: Note: for classified employees an adjusted work schedule will be attached.
☐ Leave of Absence With Pay: Promissory Note Must be Completed
☐ Leave of Absence Without Pay: If educational expenses are being paid, promissory note must be completed.

College/University to be attended _____

College Address _____

Time study will be pursued _____

Course Number	Course Title	Semester Hours*	Start Date	End Date	Tuition Costs	Mandatory Fees
*Limit of 6 credit hours per semester				Sub Total	0	

Grand Total All Costs	0
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Purpose of Assistance (Check One)

- ☐ Job-Related: Supervisor's signature verifies that course is related to current position responsibilities
☐ Degree Requirement: Verification of acceptance into a degree program must be on file
☐ Non-job related (after hours classes)

Payment Option (Check One) Note that IRS Tax regulations apply

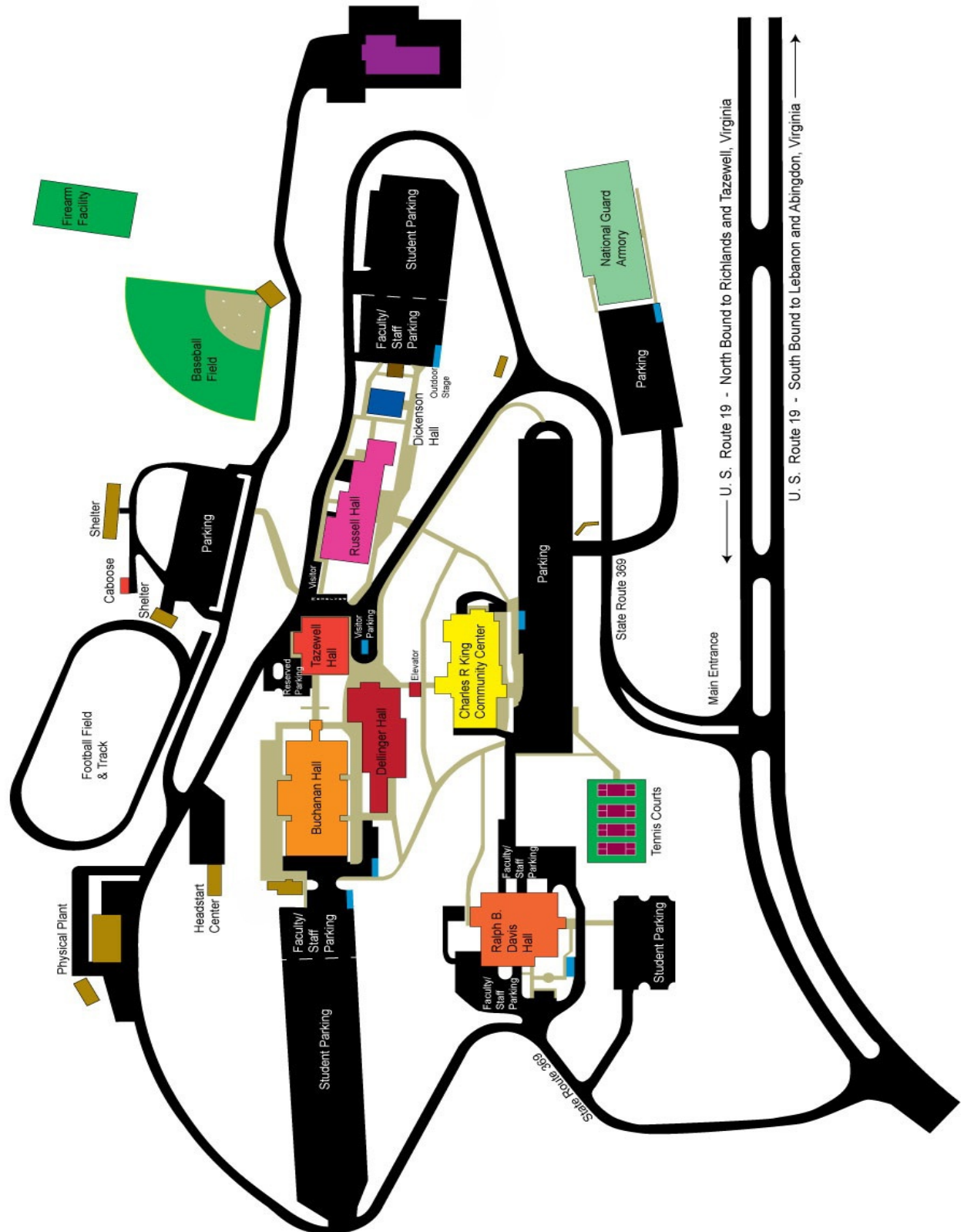
- ☐ Reimbursement: Contingent on receipt of a grade of "C" or better and supporting documentation.
☐ Up-Front Payment: Promissory Note must be completed and attached to this form.
☐ Waiver under the Continuous Learning Program (Educational Assistance Policy)

Date of Aid Request

Employee Signature

President's Approval or Designee

Supervisor's Approval



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