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SECTION 1- GENERAL INFORMATION

1.1 The Purpose of the Dual Enrollment Manual

The purpose of the Dual Enrollment Policies and Procedures Manual/Handbook is to specify the details of the Dual Enrollment (DE) Program provided by Southwest Virginia Community College (SWCC) and the Public School Systems.

1.2 The History of Dual Enrollment

The Virginia Plan for Dual Enrollment/Dual Credit (concurrent enrollment) was initiated in 1989 by Donald J. Finley as Secretary of Education, S. John Davis as Superintendent of Public Instruction and Jeff Hockaday as Chancellor of the Virginia Community College System. The purpose of this program is to allow high school students to take college-level courses and receive both college credit and high school credit towards graduation. The purpose of the plan is to make available a wide range of course options for high school students to meet requirements for graduation while simultaneously earning college credit. In 2012, Virginia House Bill 1184 passed mandating that “each institution within the Virginia Community College System shall develop agreements with the public high schools in the school divisions that the serve.” Southwest Virginia Community College provides a pathway for students to complete the General Studies Associate of Science (http://sw.edu/catalogs/programs-of-study/general-studies/) and the General Education Certificate (http://sw.edu/catalogs/programs-of-study/certificate/general-ed-cert/) concurrently with a high school diploma. This rigorous pathway can be accomplished using a combination of dual enrollment classes offered at the high school, AP exam credit (for AP Exam scores needed visit https://sw.edu/credit-prior-learning/) and independent dual enrollment classes offered at SWCC. The 2015 Governing Principles for Dual Enrollment between Virginia’s Public Schools and the Virginia Community College System can be found in Appendix A.

1.3 Southwest Virginia Community College Mission Statement

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

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 goals.
1.4 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.

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 Title IX Coordinator, Dyan Lester, 276.964.7677, Dellinger Hall, DE-225.

1.5 Dual Enrollment Program Mission Statement

Dual enrollment at SWCC provides high school students with an opportunity to get a head start on their college education. Students can take college level courses that meet both high school and college requirements at their high school. This unique program allows students to shorten their time to college graduation and save on the cost of the college-level courses.

1.6 Program Goals

The Southwest Virginia Community College dual enrollment program goals are to:

1. Introduce students to the experience of college studies in a supportive environment.
2. Encourage high school students to attend college by creating a seamless transition from high school to college.
3. Provide an opportunity for high school students to earn college credits.
4. Help students to complete an associate or baccalaureate degree while realizing a saving in both tuition and time.
5. Help meet the Commonwealth’s goal of satisfying the demand for appropriate educational programs and services to an increasing number of students.
SECTION 1a - GENERAL ISSUES

1.7 Student Eligibility

Dual Enrollment coursework is restricted to high school juniors and seniors. Because admitting sophomores is considered exceptional, the college-ready status of each prospective sophomore student will be treated on a case-by-case basis. These exceptions will require recommendation by the Coordinator of Academic Outreach & Dual Enrollment and formal approval by the V.P. of Academic & Student Services and the College President. Requests by the secondary school for exceptions must be forwarded to the Coordinator of Academic Outreach & Dual Enrollment, along with relevant academic information regarding the student. The request must demonstrate that the student has met established SWCC placement criteria and is ready both academically and emotionally for college-level coursework. The policy on Sophomore Admission to Dual Enrollment can be found in Appendix B. Dual Enrollment classes are academically rigorous and content is not altered to accommodate high school students. Appropriate public school and community college officials should take the necessary steps to assure that every student who is registered under the Dual Enrollment arrangement is amply prepared for the demands of a college-level course and can benefit from the enrichment opportunity.

Southwest Virginia Community College assumes no responsibility for the impact of failure on a dual enrolled student in college level courses; nor does the college assume any responsibility for the impact of failure upon the student’s high school academic progress.

1.8 Admission Requirements

The Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia governs the student’s participation in dual enrollment arrangements. First, the public school principal must approve the cross-registration of the high school student to the community college. Second, the community college must accept the high school student for admission to the college-level course. The student must meet all Virginia Community College System and institutional placement criteria and have successfully completed individual course prerequisites prior to enrolling in a dual enrollment course (check course information on course description webpage http://sw.edu/catalogs/crs-desc/). Placement Test Cut-Off Information can be found in Appendix C.

1.9 Course Eligibility

Dual Enrollment courses are college classes taught at the high school by credentialed high school instructors. These courses may be drawn from the academic and career technical subject areas. All course prerequisites, including placement testing, must be met. Developmental courses are not eligible for Dual Enrollment status. All students in the course must be taking the course for SWCC Dual Enrollment credit, which means that all students must apply to SWCC, have the qualifying prerequisites, take the Virginia Placement Tests, register, and pay tuition for the course. The College President must approve any exceptions to this policy. If non-dual students are included in the classroom, the rigor of the course must be maintained at the college level for all students in the class with the same course work (assignments and tests) completed by all students in the class.
SWCC classes taught by SWCC instructors (independent dual enrollment classes) taken by high school students may be taken to be transferred back to the high school for high school credit and/or to be used toward a college degree. Students pay full tuition for these courses.

1.10 Credit Awarded

College credit shall be awarded by the community college to participating high school students upon successful completion of the course. The award shall be in compliance with appropriate accrediting standards for community colleges. The minimum standard is 750 minutes of instruction per academic credit plus 50 minutes of evaluation per academic credit, not to exceed 150 minutes. The total time includes all in-class assessment and evaluation activities and the traditional final examination. Please note lab science courses require 3 hours of lecture and 3 hours of lab weekly, for a total of 4800 minutes per semester. Art courses also have additional lab time, totaling 2.5 hours.

College credit shall be awarded by the community college to the participating high school students upon successful completion of the course. High school credit shall also be awarded to the participating high school students upon successful completion of the course. The award shall be in compliance with state standards.

1.11 Tuition and Fees

According to the Regulations Establishing Standards for Accrediting Public Schools in Virginia, the public school will not be penalized in [its] state appropriation for developing and implementing dual enrollment. Schools and colleges are encouraged to provide high school students the opportunity for dual enrollment at a reduced cost to students or their families. In addition, neither the public school nor the community college shall be penalized in their respective state appropriations for developing and implementing the dual enrollment arrangement. The public school shall receive average daily membership (ADM) credit for its students who participate in the dual enrollment arrangement, and the community college shall receive full-time equivalent (FTE) student credit for the participating high school students. Reimbursement rates for student tuition are set annually in the Memorandum of Agreement between the Community College and each county’s school system. Students taking regular college classes pay full tuition for these courses.

1.12 Eligibility for In-state Tuition Rates

Dual enrollment students will all be charged in-state tuition for DE courses taught at the high school. Students taking regular college classes will pay tuition based on the student’s domicile.

1.13 Compliance with Accreditation Standards

The Virginia Plan for Dual Enrollment complies with the criteria of the Southern Association of Colleges and Schools Commission on Colleges and with the Regulations Establishing Standards for Accrediting Public Schools in Virginia.
1.14 Program Coordination

General coordination of the program is the responsibility of the Coordinator of Academic Outreach & Dual Enrollment and the V.P. of Academic & Student Services.

SECTION 1b - ADMISSIONS AND REGISTRATION PROCEDURES

1.15 Scheduling Courses

SWCC and local school systems work together to plan course offerings in the high schools. The VP of Academic & Student Services, division deans, and the Coordinator of Academic Outreach & Dual Enrollment review credentials of potential instructors. Course offerings in the high schools are predicated upon the availability of credentialed instructors. Inquiries about potential courses may be sent to the Coordinator of Academic Outreach & Dual Enrollment, christina.rimmer@sw.edu.

1.16 High School Dual Enrollment Liaison

Each high school will designate a Dual Enrollment Liaison who will serve as the contact between the high school and the SWCC Coordinator of Academic Outreach & Dual Enrollment. The DE Liaison may be the Guidance Counselor and/or a SWCC Career Coach. It is the responsibility of the high school principal to provide written notification to the Coordinator of Academic Outreach & Dual Enrollment when a liaison is newly designated, whether as an initial appointment or a replacement.

Students will apply on-line by accessing the application from SWCC’s homepage (www.sw.edu). Students applying online must have information provided by a parent or guardian to complete the application. There are questions for both student and parent or guardian to determine in state tuition status.

The DE Liaison will assist students in completing the application, if necessary. The DE Liaison will send class rosters along with parental permission and school official forms to the Coordinator of Academic Outreach & Dual Enrollment for processing.

The Admissions Office will establish a file for each student and process the class rosters. Class rosters will be available either through the PeopleSoft system for the instructor to access or through the Coordinator of Academic Outreach & Dual Enrollment for verification of enrollment. The instructor and the DE Liaison must ensure that the rosters are accurate.

The Dual Enrollment Liaison at the high school is responsible for forwarding any changes in class enrollments to the Coordinator of Academic Outreach & Dual Enrollment by the established deadlines for adding, dropping, or withdrawing from a class. The SWCC Admissions Office must receive all Student Registration/Drop Add Forms prior to the dual enrollment deadlines for last day to add, drop, or withdraw from a class. These dates can be found in the SWCC academic calendar at http://sw.edu/schedule/.

SWCC classes taught by SWCC instructors (independent dual enrollment classes) taken by high school students may be taken to be transferred back to the high school for high school credit and/or to be used
toward a college degree. The awarding of high school credit for regular college courses is determined by the high school. Students pay full tuition for these courses. The DE Liaison will be responsible for course enrollment in regular SWCC courses as the high school approves the registration in these courses. Unless contacted by the high school, the Coordinator of Academic Outreach & Dual Enrollment may not be aware the student has been placed in these courses.

1.17 Placement Testing

All students admitted under Dual Enrollment must demonstrate readiness for college by meeting specific criteria and all course prerequisites (http://sw.edu/catalogs/crs-desc/). The student must have qualifying test scores determined by the Virginia Placement Test (VPT). It is highly recommended that students review study practice materials before taking the VPT. Dual enrollment students must complete an application and present a parental permission slip prior to taking the placement test; the response to their application will contain the student’s ID number and user name. The Southwest Virginia ID number MUST be used when students take the placement tests and in all communication with SWCC. Students are advised to take a practice placement test prior to testing. Practice materials and practice tests can be found on Southwest Virginia’s website http://sw.edu/home/admissions/assessment-testing/

When testing is scheduled at the high schools, SWCC personnel serve as proctors and cannot provide accommodations for students with IEPs. These accommodations must be specified by the IEP and provided by the school system. Career Coaches and other SWCC personnel cannot question students nor do they have access to students’ high school records and are dependent on students’ self-identification. SWCC’s desire is that all students are as comfortable as possible and have the necessary assistance to complete the placement tests to the best of their abilities. Insuring that all students with IEPs have the resources called for in that document is a major part of the placement test process and requires high school assistance to assure students that all accommodations will be met.

To that end, the following procedure was developed for schools in which the DE Liaison is a SWCC Career Coach:

1. The student self-discloses to the Career Coach that they would like to receive accommodations while taking the VPT. The Career Coach asks the student who normally provides accommodations at the school. The Career Coach tells the student that this person will be the one to schedule the delivery of accommodations during placement testing.
2. The Career Coach will email the person normally responsibly for delivering accommodations at the school. The Career Coach will share their availability for testing and ask that the designated person email them back with a date and time.
3. Once a date and time has been suggested, the Career Coach will email the person responsible for delivering accommodations and ask that they contact the student to confirm the delivery of accommodations and date and time. (If your school has a person they prefer the Career Coach contact, please have the Guidance Counselor at your school inform the Career Coach.) Please
note that the schools are responsible for IEPs and any accommodations that must be made regardless of where VPT testing occurs.

Appendix C lists the SWCC Placement Test Cut-off Scores and pre-requisites. The Coordinator of the Learning Assistance Center (LAC) will forward placement test scores to the Admissions Office. A dual enrollment student may take one initial Virginia Placement Test and a retest, if necessary. There will then be a 365-day waiting period after the second test before a student can test again. Students who do not have the appropriate test scores on file cannot register for dual enrollment courses. Please be aware that students taking an A. Lynwood Holton and Elite Learning (SVETN) courses must have qualifying VPT scores. For more information about practice materials, scheduling test times and the VPT, please contact the LAC at 276-964-7706.

1.18 Verification of Enrollment

Verification of enrollment is crucial. The Coordinator of Academic Outreach & Dual Enrollment will receive the SWCC dual enrollment rosters from the Dual Enrollment Liaison. After rosters are turned in to Admissions and entered in SIS, rosters should be compared to the high school’s rosters to identify discrepancies. Any discrepancies must be reported to SWCC at the time the DE Liaison reviews and submits the SWCC rosters back to the Coordinator of Academic Outreach & Dual Enrollment. This process facilitates accurate final grade rosters and accurate billing.

SECTION 2 - FACULTY

2.1 Selection of Faculty and Faculty Credentials

The school system proposes candidates to teach dual enrollment courses. SWCC must review and approve the candidate’s educational preparation prior to the course being designated as a dual enrollment course. The candidate must meet the minimum requirements listed on Form VCCS-29, as well as the requirements of the Southern Association of Colleges and Schools Commission on Colleges.

To teach courses that are usually applicable to Associate in Arts and Science degrees, a person must possess a master’s degree in the discipline from a regionally accredited institution. If the master’s degree is not in the discipline, the teacher must also have a minimum of 18 semester hours of graduate work in the course’s discipline. Additionally, the academic preparation must be appropriate to the course to be taught. Faculty teaching courses in more than one field of specialization is expected to possess a minimum of 18 graduate semester hours in each field of specialization in which courses are taught. The credentials must be submitted for review and approval by the Vice President of Academic & Student Services, the Coordinator of Academic Outreach & Dual Enrollment and the appropriate division dean. Official transcripts must be sent to the Coordinator of Academic Outreach & Dual Enrollment prior to assignment to a dual enrollment class.

To teach courses that are usually applicable to Associate in Applied Science Degrees, a person is usually expected to possess a master’s degree, including a minimum of 18 semester hours of graduate work in
each field of specialization for which courses are taught, or possess a baccalaureate degree and professional competency in the area of specialization in lieu of the master’s degree. Professional competency may include certificates, licenses, apprenticeships, and training in trade schools or special schools. Some DE Faculty can be qualified by alternative credentialing. The credentials would need to demonstrate expertise in the learning objectives of the course. The credentials would be submitted for review and approval by the Vice President of Academic & Student Services and the appropriate division dean. Official transcripts must be sent to the Coordinator of Academic Outreach & Dual Enrollment prior to assignment to a dual enrollment class.

NO COURSE CAN BE DESIGNATED AS A DUAL ENROLLMENT COURSE UNTIL THE CANDIDATE’S CREDENTIALS ARE OFFICIALLY APPROVED BY SOUTHWEST VIRGINIA COMMUNITY COLLEGE AND ALL PAPERWORK COMPLETED BY THE INSTRUCTOR. Unofficial transcripts can be reviewed at the school’s request for informational purposes; however, until the official transcripts are reviewed and approved by the Coordinator of Academic Outreach & Dual Enrollment, Vice President for Academic & Student Services and the appropriate division dean, the instructor remains in candidate status. All paperwork must be completed before the instructor is officially approved as well.

2.2 Credentialing Process for Dual Enrollment Faculty

In order to complete the credentialing process, the applicant for dual enrollment faculty status must submit the following to the Coordinator of Academic Outreach & Dual Enrollment.

1. Resume
2. Official copies of all college transcripts. Copies of specialized licenses, degrees, etc., for occupational-technical courses only
3. IT Security Access Form. Review Security Awareness Tips, sign, and return Dual Enrollment Security Access Form (Appendix E) to the Coordinator of Academic Outreach and Dual Enrollment. This will allow you to have access to SIS in order to check rosters and enter student grades. The Dual Enrollment Security Access Form must be completed every fall semester to ensure continued access to SIS. If you have any IT security questions or concerns please contact Paula Owens at paula.owens@sw.edu or 276-964-7344.
4. Completion of any required SWCC training

After a review of the completed paperwork, the instructor may be contacted for an interview. In case of teacher replacement, the above information should be sent to the Coordinator of Academic Outreach & Dual Enrollment at the school system’s earliest convenience. The Coordinator will forward all credentials to the Vice President for Academic & Student Services and the appropriate division dean for final approval. Credentials must include both official graduate and undergraduate transcripts, provided directly by the granting institution.

2.3 Course Preparation, Course Requirements and Course Outlines

The purpose of course outlines is to provide students with an explanation of the learning objectives of their dual enrollment course and the level of participation in the learning process that will be necessary
in order to meet these objectives. The outline serves as a written contract between the instructor and the student and documents what students are expected to achieve in order to receive credit for their efforts.

It is important that your course outline be as detailed as possible. Any policies or procedures you plan to enforce should be included in the course outline. If a student has questions or a complaint about class policies or procedures, the Vice President for Academic & Student Services and the appropriate division dean will refer to the course outline for clarification. The course outline delineates the course description, (as established by the VCCS Master Course File), an introductory course overview, the learning objectives, course textbooks and/or materials (both required and supplemental), the explanation of course content, academic evaluation, attendance standards, and how students may contact the instructor during the semester. See Appendix D, Required Elements for DE Course Outline.

The Coordinator of Academic Outreach & Dual Enrollment will provide DE faculty with the information and template needed to prepare the DE course outline. The template must be used. A portion of information contained in the course outline is standard information and will be included in the required course elements for outlines that will be sent to dual enrollment instructors prior to the new semester. Sample course outlines for each discipline will also be made available to dual enrollment instructors. These outlines will provide instructors with the course description, objectives and other content information.

Other parts of the course outline are developed by the individual instructors and are tailored to fit the particular instructor and course. Individual instructors may also include extra explanatory information that they feel is needed by students to clarify course objectives, procedures and learning outcomes.

All dual enrollment courses must meet course objectives and requirements set forth in course outlines. Additional requirements may be added to meet high school requirements. Dual enrollment instructors must complete course outlines for specific courses for their students before classes begin and forward a copy to the Coordinator of Academic Outreach & Dual Enrollment. Instructors should ensure that activities in class are tailored to achieve the learning objectives. Any assessments or graded activities completed by students should assess if the learning objectives have been met. Trying new activities is encouraged but always review the activities at the end of the semester in order to evaluate if the activities result in the student outcomes you expected. Assistance is available from the Coordinator of Academic Outreach & Dual Enrollment, division deans, and fulltime faculty.

The Coordinator of Academic Outreach & Dual Enrollment will review all course outlines for the required elements. If information included in the course outline is incomplete, the instructor will be asked to make the necessary corrections. Course outlines should be submitted to the Coordinator two weeks prior to the first day of class so that the outline can be approved prior to the first day of class. Approved outlines should be distributed to students on the first day of class. No course can be considered an official Southwest Virginia course until the outlines are approved, which is why it must be received by the Coordinator two weeks prior to the first day of class. The dual enrollment course outlines will remain
on file in the office of the Coordinator of Academic Outreach & Dual Enrollment for future reference or review.

2.4 Final Examinations

Teachers are encouraged to use final examinations similar to those used for the same course on campus. In classes where a common final has been developed, the faculty member will give the common final. Questions should be directed to the appropriate SWCC division dean. Copies of the final exams are to be submitted to the Coordinator of Academic Outreach & Dual Enrollment. DE students are not exempt from exams regardless of their class status or grade point average.

2.5 Assessment and Evaluation

Assessment has long been recognized in Virginia as an important aspect of an effective instructional program. In this spirit, all dual enrollment arrangements developed and implemented under the auspices of the Virginia Plan for Dual Enrollment shall include a formal mechanism to assess faculty effectiveness and student success. The community college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment and faculty evaluation.

(1) Faculty Evaluation-- The community college will conduct faculty evaluations for dual enrollment instructors using the college guidelines adopted for all adjunct faculty. A copy of the evaluation results will be submitted to the designated school division representative.

(2) Student evaluations on all dual enrollment instructors will be conducted each semester for each course offered through the dual enrollment program. All evaluations are done online through Blackboard. Results of the student evaluations will be compiled and shared with the division dean, Coordinator of Academic Outreach & Dual Enrollment, faculty member, and designated school division representative.

2.6 Additional Information-Student Evaluations

Toward the end of the semester, dual enrollment faculty will receive instructions regarding the online evaluations. This evaluation tool is used both to assist dual enrollment faculty in improving teaching and to help the appropriate division dean evaluate the classroom teaching methods and strategies.

2.7 Additional Information-Classroom Observations

Classroom observations may occur by the division dean or a Southwest Virginia Community College full-time faculty member during any given semester. Faculty and School Administrators are informed in advance when an observation will occur.
2.8 Continuous Improvement

The appropriate division dean prepares a summary and analysis of student evaluations and observations and sends an annual evaluation, with recommendations for improving instruction if necessary, to dual enrollment faculty.

Dual enrollment faculty whose teaching performance fails to earn positive evaluations are subject to remediation. Certain behaviors, such as failing to meet the Department of Human Resource Management standards for professional conduct or efforts to remediate performance issues, can be cause for revocation of continued appointment as a dual enrollment instructor.

All faculty teaching dual enrollment courses will be required to attend Adjunct Faculty/ Dual Enrollment workshop and other in-service programs as agreed upon by both parties. The workshop covers expectations, policies, and procedures. It also provides dual enrollment faculty the opportunity to meet SWCC’s division deans, full-time faculty and program leads, and to share ideas with other dual enrollment instructors.

2.9 Faculty and Instructional Responsibilities and Procedures

A. Classroom Management: High school officials understand and agree that they are responsible for supervising and maintaining order in the classroom, and the instructors, as agents of the high school, enforce the Standard Disciplinary Code of the high school during DE classes taught under this agreement.

B. Textbook Policy: All DE instructors will use textbooks used in courses on the SWCC campus. The division dean must approve any textbook substitutions prior to their use in the classroom. Provision of textbooks and payment of their cost will be decided by the public school officials. We ask that you notify the Coordinator of Academic Outreach & Dual Enrollment when you are considering a new textbook adoption so that the textbook can be reviewed, to insure that the proposed textbook is equivalent to the on campus textbook.

C. Duties and Responsibilities of Dual Enrollment Instructors: As a dual enrollment faculty member, it is your responsibility to provide excellence and quality in teaching and to uphold the standards established by the College. Specifically, your duties are to teach courses as assigned, to meet with students as necessary during planning periods, and to follow Dual Enrollment policies and procedures.

The major responsibilities inherent in meeting teaching objectives include:

1. Distribute course outlines at the first class—with objectives, requirements, a calendar of topics and activities, grading policy, absence and other class rules, and your planning period clearly articulated—and discuss it with the students. A more detailed description of the required elements for course outlines is provided in Appendix D. Establish at the first class the fact that this is a college course with unmistakable standards and expectations, and stick to them. Submit outlines by email for all your classes to the Coordinator of Academic Outreach & Dual
Enrollment two weeks prior to your first class meeting. The course outlines must include the required elements and be approved by the appropriate SWCC division dean.

2. To explain clearly the grading procedures and standards and to apply them fairly;

3. To present course material in a clear and coherent manner using various methods of presentation according to content and student needs;

4. To design tests and assignments that are related to the material covered in the class and the textbook, and to provide each student with periodic evaluations of his/her progress;

5. To give a final exam during the published exam period, or, at a minimum, a major graded activity. No DE students are exempt from final exams.

6. To submit final grades electronically in PeopleSoft Student Information System by the date established by the Coordinator of Academic Outreach & Dual Enrollment.

7. To complete a one-credit online course in the use of the Blackboard online learning platform. 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. The use of the Blackboard learning platform can negate student’s losing valuable time to complete dual enrollment courses due to school closing due to inclement weather. See SWCC Teaching Online Policy, Appendix E

8. To present problems, recommendations, and reports related to courses and instruction to the Coordinator of Academic Outreach & Dual Enrollment. For course content issues, the appropriate contact is the division dean.

2.10 Attendance Procedures

DE students are subject to all state and public school rules and regulations regarding attendance.

Southwest Virginia Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absence.

Each dual enrollment instructor must define his/her attendance policy in the course outline, including whether the instructor will distinguish between excused and unexcused absences. The Dual Enrollment instructor’s attendance policy should be consistent with their high school’s attendance policy. Each instructor should consider the level of consistent and repetitive participation necessary to master course content and to contribute to class activities. Such consideration could be different from discipline to discipline and affected by the type of course schedule followed (traditional high school schedule, block schedule, etc.).

The course outline must provide clear and enforceable policies regarding attendance. When a faculty member determines that a student has not met the class attendance requirements in the course outline, the faculty member should notify the student and the high school counselor and high school DE Liaison.
A grade of “W” is recorded for all withdrawals through the published “Last Day to Withdraw without Academic Penalty” date. Students who withdraw or who are withdrawn after the withdrawal deadline receive a grade of “F” except under mitigating circumstances. If a student indicates they plan to transfer to another school, that student must complete a SWCC Drop/Withdrawal Form prior to transferring schools. Mitigating circumstances must be documented by the student and approved by the appropriate dean.

2.11 Class Rosters

Class Rosters are the official listings of student enrollment in a course. Rosters reflect the changing enrollment status of students. Verification of the accuracy of class rosters is an important faculty task. The ultimate outcome of incorrect rosters is loss of revenue for the College and/or dissatisfied students. The following guidelines should be followed to ensure accuracy of class rosters:

1. All instructors have access to SWCC’s student information system*, where they can view their class rosters and check the rosters against actual class attendance.
2. If instructors notice an error, they should notify the DE Liaison.
3. The DE Liaison will report any errors to the Coordinator of Academic Outreach & Dual Enrollment, forwarding each teacher's rosters, the verification form, and drop or add forms, if needed.
4. All students in the course must be taking the course for SWCC Dual Enrollment credit unless permission to attend the class has been requested by the principal and approved by the SWCC President. This means that all students must apply to SWCC, have the qualifying prerequisites, take the Virginia Placement Tests, register, and pay tuition for the course. If a student has been placed in your DE course who has not applied, registered and qualified with appropriate prerequisites or placement tests please notify the liaison at your high school that the student must be removed or request permission to attend the course. Please notify the Coordinator of Academic Outreach & Dual Enrollment early in the semester if the nonqualified student has not been removed.

*Using SWCC PeopleSoft Student Information System, faculty should preview and print a class roster prior to the last day to add, drop, or withdraw from a DE class; see the instructions in Appendix F for assistance.

Dual Enrollment instructors and liaisons should review rosters each term on the following schedule.

1. PRELIMINARY ROSTER -The DE Liaison will review and forward the preliminary roster, with appropriate registration or change forms, to the Coordinator of Academic Outreach & Dual Enrollment.
2. DROP/ADD ROSTER - Printed at the end of the drop/add period. ALL registration, drop/add, and withdrawal activity should be reflected on this roster. In effect, this is the "final" roster of enrollment for the class. THE HIGH SCHOOL WILL REPORT ANY ERRORS TO THE SWCC Coordinator of Academic Outreach & Dual Enrollment.
3. **GRADE ROSTER** – Available through the PeopleSoft Student Information System (SIS). See Appendix F for instructions to enter course grades.

### 2.12 Grading

Grading standards must be equivalent to those used by full-time faculty at Southwest Virginia. Each dual enrollment faculty member is responsible for determining a grading scale to be used for each class being taught. The College does not have an official grading scale but expects its instructors to formulate reasonable grading standards and policies, and to clearly communicate them in the course outline to their students.

Many college faculty use a 10-point scale, as seen below:

\[
\begin{align*}
90-100 & = A \\
80-89 & = B \\
70-79 & = C \\
60-69 & = D \\
0-59 & = F
\end{align*}
\]

Whatever grading scale is used, the faculty member’s grading criteria must be clearly defined in the course outline. Each instructor is responsible for determining and recording final grades at the end of each semester. Only letter grades can be entered. Southwest Virginia Community College does not recognize the plus or minus (i.e., A+ or A-) in reporting grades.

Dual enrollment teachers are responsible for including minimum attendance standards in their course outlines and for following these standards in their grading policies. The Dual Enrollment Liaison is responsible for working with teachers to see that appropriate withdrawal forms are submitted to the College if students are no longer attending a dual enrollment class.

### 2.13 Final Grades, Grade Reports, and Transcripts

Faculty must assign a grade for each student and enter the grade electronically in SWCC’s PeopleSoft Student Information System by the date given for grades by the Coordinator of Academic Outreach & Dual Enrollment. Faculty instructions for entering grades online are included in Appendix F.

After entering grades dual enrollment faculty must print and sign a hard copy of the grade roster and scan and email to Christina.rimmer@sw.edu or fax to 276-596-9805.

Students who have withdrawn should have a grade of “W” already by their name.

Grading errors or questions about final grades should be brought to the attention of the Coordinator of Academic Outreach & Dual Enrollment. Once verified by the Admissions Office, grades become part of the student’s permanent record at the college.
2.14 Student’s Grade Report

Students can obtain their final course grade through the web interface using their SWCC student ID numbers only if the instructor submits them properly. Student instructions on how to obtain grades online are included in Appendix G. If an instructor or student has trouble accessing MySouthwest, please contact the Admissions Office at 276-964-7238 or the Coordinator of Academic Outreach & Dual Enrollment at 276-964-7246.

It is important that all instructors submit their grades on time to assure student access to SWCC official transcripts if the students wish to have their college courses transferred to another institution prior to the beginning of the summer term. Student acceptance into a college or university can depend upon the timely review by that institution of the student’s SWCC transcript. At some institutions, scholarships are awarded until the funds are depleted and a timely review of a transcript can be an important part of that review process. For these and other reasons, dual enrollment faculty are encouraged to post their grades in a timely manner. SWCC will contact the instructor and/or high school principal if grades are not posted, regardless of the reason.

2.15 Drop and Withdrawal Procedures

Students may drop a course through the “last day to drop a course with a refund” by completing the SWCC Dual Enrollment Add Drop Form or by email notification by the Dual Enrollment Liaison to the Coordinator of Academic Outreach & Dual Enrollment. No grade will be recorded for the class, and a refund will be issued to the appropriate party by the school system. After the “last day to drop a course with a refund”, students may withdraw from a course through the last day to withdraw without penalty, and a grade of "W" will be assigned. After the last day to withdraw, no withdrawals will be processed by the Admissions Office, except under mitigating circumstances approved by the Coordinator of Academic Outreach & Dual Enrollment and the division dean. All student add/drop transactions will be completed by the Coordinator of Academic Outreach & Dual Enrollment and not the student.

2.16 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.”

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.

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, now in its planning stages, will provide 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 the arts community. SWCC’s educational and public service programs 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 for 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. For more information, please visit the SWCC Library website at http://sw.edu/library/

The Learning Assistance Center (LAC) functions as a comprehensive learning center for students, instructors, staff members, and community residents. The LAC provides opportunities for specialized instruction to assist students 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. For more information on services provided by the LAC, please call 276-964-7706.

SECTION 3 – Student Information

3.0 What is Dual Enrollment?

Dual-enrollment at Southwest Virginia Community College provides college ready high school students with an opportunity to get a head start on their college education. Students can take college level transfer or career and technical courses to meet both high school and college requirements. This unique program allows students to shorten their time to college graduation and save on the cost of tuition for college-level courses. Students and their parents need to be aware that Dual Enrollment classes are academically rigorous and content is not altered to accommodate high school students. Therefore,
students considering registering for dual enrollment classes need to be ready both academically and emotionally for college-level coursework.

Please note that Dual Enrollment classes are different from SWCC classes taught by SWCC instructors (independent dual enrollment classes) taken by high school students. Courses may be taken to be transferred back to the high school for high school credit and/or to be used toward a college degree. Students pay full tuition for these courses. It is recommended that students who plan to take regular college on-line or on-campus courses get permission to take the course at least one month prior to the start of the semester. Students must get permission from their principal prior to registering for regular SWCC classes to ensure classes will be accepted at their high school. This permission is given using the Public School Official’s Permission Form, (Appendix H).

3.1 What are the advantages to taking dual enrollment courses?

- Students get a jump on college that often translates into earlier college graduation
- Students and their parents save on course tuition when compared to regular tuition at a community college. The savings is even greater when compared to public and private four-year institutions.
- Dual enrollment courses transfer to the majority of Virginia’s four-year colleges and universities.
- Students get exposure to working at the college level and begin developing the skills needed to succeed later in their academic careers.
- Dual enrollment students receive a tuition discount. Tuition cost may vary according to school division; check with your guidance counselor for more information on fees. Due to federal regulations, high school students are not eligible for financial aid.
- Dual Enrollment v. Advanced Placement Courses: Each year many students take advantage of Advanced Placement (AP) courses to bolster their GPA. However, a great number of students fail to take the AP exam, which is required if the course credits are to be counted at the college-level. Dual Enrollment’s advantage is that no “all or nothing” comprehensive exam is required. Students earning a C or above can automatically transfer those credits to a participating college or university.

3.2 What are the risks to taking dual enrollment courses?

- Content of dual enrollment courses is academically rigorous and will not be altered to accommodate high school students.
- A low or failing grade in a dual enrollment course will negatively impact both your high school and college GPA.
- Low or failing grades in dual enrollment classes become a part of your permanent high school and college transcripts.
• A low or failing grade in a dual enrollment course could negatively impact your ability to obtain future financial aid for college.

3.3 Dual Enrollment Steps for Admission

Students must work with guidance counselors and career coaches at their high school. Meet with your guidance counselor and/or career coach and discuss your interests and future plans to determine which courses are right for you. Once you have selected classes and have approval from the appropriate school official you will:

1. Apply online at [www.sw.edu](http://www.sw.edu). Your career coach can provide assistance if needed. Please be aware that it is very important that your social security number is entered when you complete the application and that you use your full name (do not use nicknames or middle names) to avoid duplicate records and to assist in providing transcripts to any colleges you may attend in the future.

2. Return Parental Permission Form (Appendix H).

3. Take the Virginia Placement Test. It is highly recommended that you review study materials prior to taking the placement test. Practice material is available at [http://sw.edu/home/admissions/assessment-testing/](http://sw.edu/home/admissions/assessment-testing/)

4. Inform your career coach and/or guidance counselor of your course selection.

5. Pay your portion of tuition to the high school. Your guidance counselor will be able to tell you what fees are required, deadlines for payment and where to turn in your tuition. Students who do not submit tuition by the high school deadline may be dropped from their dual enrollment classes.

3.4 Academic Policies, Grade Review Procedure, and Student Rights

Student Success is our business at SWCC. Please take time to become familiar with the policies and procedures contained in the Student Handbook: [http://sw.edu/catalogs/student-handbook/](http://sw.edu/catalogs/student-handbook/)

For Information on programs and courses, please refer to the SWCC College Catalog: [http://sw.edu/catalogs/](http://sw.edu/catalogs/)

3.5 Transferability

Normally, academic courses intended for transfer will transfer to most colleges and universities if the student makes a grade of “C” or better. Community college career/technical course credits are applicable to specific curricula and are intended to prepare students for employment in those areas. Students (or parents) should check with the institution to which they plan to transfer to determine whether the course they are taking will transfer into the program in which they intend to enroll. For more information on transferring class from SWCC, visit [http://sw.edu/transfer-students/](http://sw.edu/transfer-students/).
3.6 Dual Enrollment Course Syllabus

Dual Enrollment instructors will provide Dual Enrollment students with a course syllabus. It is important for students to read and refer to the syllabus carefully as it will provide important information and is a contract between the instructor and the student. The Dual Enrollment syllabus will include:

- Faculty name, contact information, and planning period
- The course description, learning outcome, objectives and requirements
- Grading and evaluation information
- Tentative schedule of assignments
- Important Dates

It is the student’s responsibility to follow the important dates and submit assignments when they are due. This is a college level course. If students find they are struggling or confused they should discuss their concerns with the instructor. All DE Instructors are required to offer one hour a week to meet with students.

3.7 Dropping from Class

Students can drop with a refund from the course by the last day to drop with a refund. Students must complete the SWCC drop form and submit to their DE Liaison by the last day to drop with a refund. If a situation arises where a student must transfer to another school mid-semester, that student must complete a SWCC Drop/Withdrawal Form and submit to their high school counselor and DE Liaison prior to transferring schools.

3.8 Withdrawal from Class

Students have the ability to withdraw from dual enrollment courses if they are struggling. All students are encouraged to speak with their high school counselor before withdrawing from any course. Students must complete the SWCC withdrawal form and submit it to their DE Liaison prior to the date for withdrawal without academic penalty.

3.9 Attendance

DE students are subject to all state and public school rules and regulations regarding attendance.

Southwest Virginia Community College believes that ongoing participation is essential to the successful completion of any college course. Participation includes not only coming to class prepared but also engaging in class discussions and other activities. Appropriate participation cannot occur in an environment of excessive absences.

3.10 Sequence Courses

Students must earn a C or better in the first course of a two-semester sequential offering to continue in the second course in the sequence. For example, a student must earn a “C” or better in English Composition I/ENG 111 to continue in English Composition II/ENG 112. Students should also be advised
that grades lower than C will negatively affect the transferability of those credits to other colleges and universities.

Important: When students take a dual enrollment course, they are establishing a permanent college transcript, which could impact their high school GPA, as well as impact their acceptance at another college or university.

### 3.11 Final Transcripts

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

### 3.12 Student Resources

As enrolled Southwest Virginia Community College students, Dual Enrollment students have access to many student resources, which can facilitate their success in Dual Enrollment courses. While students are welcome to take advantage of academic services on-campus, many of these learning resources are accessible online.

#### 3.12a MYSouthwest

Southwest Virginia Community College’s Student Information System (SIS), called MYSouthwest, is the Dual Enrollment student’s portal to Southwest Virginia’s online Student Resources. In order to access MYSouthwest, you will need your assigned username and unique password created upon admission to SWCC. Please be certain to take the time to set up your security questions in order to preserve your online safety. If forgotten, your password will not be reset unless you can answer these questions or if you can come to Admissions with photo ID. To get help with resetting your password or accessing any of the tools below, call Admissions at 276.964.7238 or visit our website at http://sw.edu/contact-us/.

By logging onto MYSouthwest, DE students have access to the following resources:

**SWCC Email and Blackboard Learning Tool**—All Dual Enrollment students are given a Southwest Virginia Community College email address (see the Gmail icon), and a Blackboard account, providing them opportunities to become familiar with technology-based learning tools which are widely used in higher education. If your instructor has indicated they will be using Blackboard for your course, please sign on and make sure you have access to the course. Once you are registered for a course, please allow 24 hours for your access to be created for Blackboard. If you are concerned about not having access, contact your instructor first to make sure that they have turned on the course page. Once the term starts, you must check Blackboard frequently to ensure that you stay up-to-date with changes in your course and expectations from your instructor.
Library Services—a resource designed to facilitate college-level research and information literacy. Many library resources can be accessed remotely, including online databases for journal article research, interlibrary loan, and online and in-person research assistance.

Office 365 – Registered students can download Office 365 free. Information is on the SWCC tab on Blackboard.

SIS – Student Information System. - SIS allows students to register for classes, view their schedule and academic record and request transcripts.

Virginia Education Wizard: Career Research & Planning - “The Wizard” is a comprehensive tool that helps students to clarify their interests, career goals, financial options and more. For more information or for help in accessing the Wizard, please contact your Career Coach or Career Services at 276.964.7314.

3.13 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.”

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.

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, now in its planning stages, will provide 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.

3.14 Additional Opportunities for High School Students

Students enrolled in dual enrollment classes are SWCC students. It is recommended that you visit the campus and get a student ID card. Students have access to all SWCC resources such as use of the college library, electronic resources, student discounts at local businesses and access to many events on-campus.

**Student ID Card** - Student I.D.s are obtained in the Library. Any registered student is eligible for an I.D. card. The student I.D. is also used as a library card and all library users must present a library card to check out material. SWCC students may qualify for Student Discounts at on-campus events and at local businesses and will need to present their student I.D. to receive the discount.

How to apply: All photo I.D.s are prepared in the SWCC Library in the Dellinger Learning Resources Center. The I.D. card will also be used as a library card. Depending on the time of year, the process usually takes 5 to 10 minutes to complete. You will be asked to fill out a short application form. Driver’s license or other appropriate photo identification with current address is required.

What does it cost? The first card is free; however, there is a $5.00 charge for replacement. There is also a $5.00 charge for category changes, unless the old card is returned (i.e., change from “area resident” to “student,” etc.).

**Student Discounts** – A listing of all discounts is available at [http://sw.edu/sga/discount/](http://sw.edu/sga/discount/)

**On-campus Events** – Campus events are posted on the SWCC Facebook page, SWCC Twitter account at [https://twitter.com/swcc_tweets](https://twitter.com/swcc_tweets) and the Southwest Virginia CC Flickr account.

3.15 After High School – Transitioning

**Transitioning to SWCC** – If a student is transitioning to SWCC or another institution, they must be aware of deadlines for scholarship applications, financial aid applications, and registration. If a student misses these deadlines, it can affect their college career. The following links will assist students in their transition to SWCC:

- **Change of Program Form** – Students must change their status from high school student to the program they wish to participate in at SWCC. This will allow the Admissions Office to assign the student a program advisor and allow the student to apply for Financial Aid. It is recommended the student fill out the form and return it to the Admissions Office in April of their senior year. The form is available online at [https://sw.edu/wp-content/uploads/2017/09/SWCC-Program-Plan-Change.pdf](https://sw.edu/wp-content/uploads/2017/09/SWCC-Program-Plan-Change.pdf)
• Admissions Office – While you have already applied and done placement testing, you need to ask your high school to send your transcript to SWCC Admissions Office. The Admissions webpage has other relevant links to the right of the page at http://sw.edu/home/admissions/

• SWCC Financial Aid Office – The Financial Aid Office will help you identify the financial aid programs, gather the forms, and meet the deadlines so you receive all the financial assistance for which you are eligible. Information is available at http://sw.edu/apply-for-financial-aid/

• Scholarship application – Information about SWCC Education Foundation Scholarships, how to apply and tips are available at http://sw.edu/scholarships/

Transferring to a Four Year College or University – As soon as a student knows where they would like to attend a college, they need to contact the Transfer Office and explain that they will be a high school graduate with college credits when they arrive. It is recommended that the student communicate with the college as soon as possible so they will only take classes that will be used in their program at the institution to which they transfer.
Appendix A: Governing Principles for Dual Enrollment

GOVERNING PRINCIPLES FOR DUAL ENROLLMENT BETWEEN VIRGINIA’S PUBLIC SCHOOLS AND THE VIRGINIA COMMUNITY COLLEGE SYSTEM

INTRODUCTION

The Governing Principles for Dual Enrollment between Virginia Public Schools and the Virginia Community College System exist to provide a state-wide framework for successful, quality dual enrollment partnerships between public schools and community colleges. As such the Principles encourage rigorous educational pursuits; promote a wider range of course options for high school students; and advance access to and success in higher education and the workplace. In addition, because dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit, time is saved and the duplication of facilities and equipment is avoided, both of which have a positive economic impact on the Commonwealth of Virginia.

The benefits of dual enrollment programs are well-known. Dual enrollment programs expose high school students to rigorous coursework and prepare them for the academic and behavioral expectation of colleges and universities. High school students participating in dual enrollment programs have increased motivation and engage deeply with their learning, promoting a smoother college transition and increased chances of long-term academic success. Students who have participated in a dual enrollment program have higher high school graduation and college enrollment rates. When in college, these students have higher persistence and retention rates as well as higher GPAs. The acquisition of dual enrollment credits decreases the time required to complete a college degree resulting in significant cost savings.

These Governing Principles align with the Code of Virginia, which recognizes community colleges as the primary providers of college education for high school students in the Commonwealth; with State Council for Higher Education for Virginia (SCHEV) policy; with Virginia Department of Education (VDOE) policy; and with all policies, standards and requirements set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Dual Enrollment faculty and students shall be bound by these Governing Principles.

For the purpose of this document, dual enrollment refers to community college coursework taken by high school students under the aegis of an agreement between a public school or public school division and a VCCS college wherein a student takes college-level coursework that counts towards high school graduation and is designed to result in earned college credits. High school students may elect to pursue one of several dual enrollment pathways. Students may take dual enrollment courses to enhance the rigor of their high school coursework but without deliberately seeking a post-secondary credential. Qualified students may choose a pathway that provides the opportunity to complete a certificate or an associate of arts or an associate of science degree and take courses that will transfer to post-secondary colleges and universities. Students may choose to enroll in a career technical educational pathway that provides the opportunity to complete a certificate or an associate in applied science degree during or
maintain institutional control of the courses and ensure curricular integrity.

These pathways represent working partnerships between community colleges and the public school divisions and shall be developed at the local level between the public school division and the individual community colleges authorized to contract such agreements. All such agreements, the plans for implementation, and the specific dual enrollment options and pathways provided to students shall comply with these Governing Principles and, as dictated by the Code of Virginia, be submitted by the institutions to the Chancellor of the Virginia Community College System and the Superintendent of Public Instruction annually.

STUDENT ELIGIBILITY AND ADMISSION REQUIREMENTS

The Regulations Establishing Standards for Accrediting Public Schools in Virginia (6 VAC29-131), adopted by the Virginia Board of Education, governs and encourages student participation in dual enrollment arrangements under the following specified conditions.

- Written approval of the high school principal prior to participation in dual enrollment must be obtained;
- The college must accept the high school student for admission to the course or courses; and
- The course or courses must be offered by the college for degree credits (no remedial courses will be offered).

Colleges may offer admission to public and private high school juniors and seniors and home school students studying at the high school junior and senior levels, provided they are college-ready according to VCCS policy. Because admitting freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting a ninth or tenth grade high school student. Home school students must provide a copy of a home school agreement approved by the school district. Documentation of parental permission is required for all dual enrollment students.

All dual enrollment students must demonstrate readiness for college through placement testing or appropriate scores on the SAT, ACT, or PSAT. Students enrolling in a dual enrollment course must meet all college course pre-requisites. The community college shall assume responsibility, either on campus or at another location approved by the college, for administrative oversight of placement testing and registering students.

Dual enrollment students must be registered by the end of the add/drop period established for each course; exceptions must be approved by the Vice Chancellor for Academic Services and Research. Dual enrolled courses taught at the high school may not include non-dual enrolled students without the documented approval of the community college president.
STUDENT SUPPORT SERVICES

In order to support the dual enrolled student's collegial experience, the community college shall provide dual enrollment students access to appropriate student support programs, academic support services, and activities including access and user privileges to adequate library collections and services and any other learning information or resources.

DUAL ENROLLMENT FACULTY

Selection of Faculty

Faculty shall be selected by the participating community college and shall meet the faculty qualification guidelines established by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Board for Community Colleges policies. When determining faculty qualifications, an institution considers the highest earned degree in the discipline and related work. The following guidelines shall be used:

- Faculty members teaching associate degree courses designed for transfer to a baccalaureate degree have earned a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.
- Faculty members teaching associate degree courses not designed for transfer to the baccalaureate degree have earned a bachelor's degree in the teaching discipline or associate's degree in the teaching field with demonstrated competencies in the teaching discipline and two years of occupational experience.
- Faculty members teaching non-associate's degree occupational programs have earned a high school diploma or equivalent, associate or equivalent in the teaching field preferred, and five years of current occupational experience as defined by the State Board for Community Colleges.

Faculty Responsibility

Dual enrollment faculty shall conform to all college and departmental responsibilities, policies, and procedures related to dual enrollment courses. The faculty member shall:

- Prepare and disseminate a college-approved course syllabus that include all required information for the college course, including the college's grading scale;
- Adhere to the required number of instructional/contact hours for the course;
- Adhere to established college academic/instructional calendars for enrollment and grade submission;
- Use college-approved instructional materials;
- Incorporate all student learning outcomes and assessment of student learning outcomes into instruction;
- Participate in student evaluation of instructional effectiveness;
- Submit final course grades; and
- Participate in required meetings and professional development opportunities.
CURRICULUM STANDARDS

Dual enrollment courses shall be offered for college credit with the same departmental designations, course descriptions, numbers, titles, and credits as those listed in the VCCS Master Course File. All dual enrollment courses shall be equivalent to the pedagogical, theoretical, and philosophical orientation of the community college department and contain the same student learning outcomes, components of the syllabi, level and rigor of content, assessment and evaluation of student learning outcomes, and instructional effectiveness.

EVALUATION

An effective dual enrollment program requires collaboration between public schools and community colleges to evaluate student learning outcomes, program learning outcomes, instructional effectiveness, and longitudinal outcomes. This evaluative process shall be coordinated by the community college with support from the public school to implement and collect information and data in a timely manner. The following guiding principles establish expectations for the community colleges and public schools regarding the evaluation of the dual enrollment program.

Student Learning Outcomes

In order to ensure that dual enrollment courses taught at the high school meet the curricular depth and breadth of courses taught on community college campuses, all dual enrollment courses shall have the same student learning outcomes as those courses taught on campus. In addition student learning outcomes in all dual enrollment courses shall be assessed using common assessment measures identified and approved by the college and utilized in courses taught on campus. All course learning outcomes shall be communicated to students.

Program Learning Outcomes

Where applicable, the community college's assessment of program learning outcomes shall include dual enrollment students.

Instructional Effectiveness

The community college shall conduct evaluations of dual enrollment instructors using college guidelines established for all adjunct or full-time faculty. High school faculty or adjunct faculty employed by the community college teaching a dual enrollment course shall be evaluated in accordance with the college's adjunct faculty evaluation process. Full-time community college faculty teaching a dual enrollment course shall be evaluated in accordance with the college's full-time faculty evaluation process.

Part of the evaluation of instructional effectiveness shall include student evaluation of faculty effectiveness. Student evaluation of faculty effectiveness shall be conducted each semester for each course offered in the dual enrollment program and use the same instruments used for all adjunct or full-time faculty. Results of the student evaluations of teaching effectiveness shall be compiled and shared
with the academic dean or designee, the faculty member, and the designated public school representative.

**Evaluation of Longitudinal Outcomes**

Community colleges and public schools divisions shall work together to provide tracking data on the performance of dual enrollment students, including credits completed, college courses attempted and completed, cumulative GPA, high school graduation data, and any other data agreed upon. The specific data elements will be reported by the community college on a regular basis.

**Continuous Improvement**

In order to ensure the quality and effectiveness of the dual enrollment program, the community college will specify and evaluate dual enrollment programmatic outcomes and identify changes intended to result in continuous improvement.

**FINANCIAL ISSUES**

Public school divisions and community colleges should provide the opportunity for students to participate in dual enrollment at little or no cost to them or their families. Virginia Community College System (VCCS) policy requires that full tuition and fees be paid to community colleges for each student in every dual enrollment course. However, a college may reimburse a public school division a portion of tuition in recognition of the school division's contribution of resources toward student participation in the dual enrollment program:

- In accordance with the VCCS Dual Enrollment Financial Model, community colleges will reimburse school divisions when dual enrollment courses are offered in the high school and are taught by a qualified high school faculty member. The minimum amount of tuition that will be reimbursed is 60% of tuition charged. The reimbursement rate can be increased up to 100% of the tuition charged based on specific options negotiated by the community college and public school division. Total reimbursement may not exceed 100% of the tuition charged. School divisions may not charge dual enrollment students or their families more than the actual cost of the tuition and fees charged. Reimbursement rates and justifications shall be documented in the annual dual enrollment contract between the community college and the school division.

- When dual enrollment courses offered at the high school are not taught by high school faculty members, the community college may, in order to reduce the net cost to students, reimburse the school division a portion of tuition in recognition of agreed-to contributions of resources provided by the school division.

The VCCS Dual Enrollment Financial Model applies only to dual enrollment courses offered in the high school. Full tuition and fees must be paid for a high school student who enrolls in a course on the community college campus. During the 2016 General Assembly Session, budget language was added to ensure that policies regarding the cost for dual enrollment courses held at a community college.
including contributions paid by the school division, are consistently applied to public school and home-schooled students alike (Item 139.28).

Neither the school division nor the community college will be penalized in its state appropriation for implementing dual enrollment programs. Public schools shall receive average daily membership (ADM) credit for their students participating in these programs, and the community college shall receive full time equivalent (FTE) credits for high school students participating in dual enrollment.

In accordance with VCCS policy, tuition shall be charged at the Virginia in-state rate for any high school student not otherwise qualified for in-state tuition who is enrolled in courses specifically designed a part of the high school curriculum in a community college for which the student may, upon successful completion, receive high school and community college credit pursuant to a dual enrollment agreement between the high school and the community college. In addition, a capital fee shall not be charged to any out-of-state dual enrolled student.

Dr. Diatra Trent
Secretary of Education for the Commonwealth

Dr. Steven R. Staples
Superintendent of Public Instruction
Virginia Department of Education

Dr. Glen Dubois
Chancellor
Virginia Community College System

Date 
10/31/16

Date 
9/9/16

Date 
9/13/16
Appendix B: Policy for Sophomore Admission to Dual Enrollment

Sophomores in Transfer Classes

Dual Enrollment coursework is restricted to high school juniors and seniors. Because admitting sophomores is considered exceptional (must be in an honors or gifted program), the college-ready status of each prospective sophomore student will be treated on a case-by-case basis. These exceptions will require recommendation by the Coordinator of Academic Outreach & Dual Enrollment and formal approval by the V.P. of Academic & Student Services and the College President. Requests by the secondary school for exceptions must be forwarded to the Coordinator of Academic Outreach & Dual Enrollment, along with relevant academic information regarding the student. The request must demonstrate that the student has met established SWCC placement criteria and is ready both academically and emotionally for college-level coursework.

Sophomores in CTE Classes

For 10th graders wanting to take CTE courses (these include computer, welding, and building courses) the following packet of information is required to be turned in to the Coordinator for review and Presidential approval prior to registration:

College placement scores see placement chart (VPT = English ENF 1 and Math MTE 1).

High School transcript with least a 2.0 GPA.

Successful work in that subject area if possible.

and a strong letter of recommendation from someone at the school – A statement of why/how the student is ready and will benefit from participation.
Appendix C: Placement Test Cutoff Information

6.0.1.1 Dual Enrollment Student Admissions (SB) Although high school and home school students are normally not qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors, seniors, and home school students studying at the high school junior or senior levels. Home school students must also provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Because admitting high school sophomores is considered exceptional, the college ready status of each sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required for admitting sophomores.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

Students enrolling in a dual enrollment course must meet all course pre-requisites.

<table>
<thead>
<tr>
<th>Admission Criteria for Transfer Courses</th>
<th>Virginia Placement Test (VPT)</th>
<th>COMPASS</th>
<th>ASSET</th>
<th>PSAT</th>
<th>SAT</th>
<th>ACT</th>
<th>SOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>English / Writing</td>
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<td>18</td>
<td>N/A</td>
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<tr>
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<td>N/A</td>
<td>18</td>
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<tr>
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<td>480</td>
<td>N/A</td>
<td>N/A</td>
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<td>MTE 1</td>
<td>25</td>
<td>33</td>
<td>500</td>
<td>530</td>
<td>22</td>
<td>Algebra I - Pass</td>
</tr>
</tbody>
</table>

<table>
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<th>COMPASS</th>
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<th>PSA T</th>
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<th>ACT</th>
<th>SOL</th>
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</thead>
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<tr>
<td>Reading</td>
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<td>N/A</td>
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<tr>
<td>Writing / Reading</td>
<td>ENG 111</td>
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<td>N/A</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTE 1</td>
<td>25</td>
<td>33</td>
<td>500</td>
<td>530</td>
<td>22</td>
<td>Algebra I - Pass</td>
</tr>
</tbody>
</table>
Instructor and Contact Information:

- 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:


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:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essays 1-3</td>
<td>25%</td>
</tr>
<tr>
<td>Essays 4-7</td>
<td>45%</td>
</tr>
<tr>
<td>Essay 6 Preliminary Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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/](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/](http://sw.edu/career/)
Blackboard’s accessibility statement: [http://www.blackboard.com/Platforms/Learn/Resources/Accessibility.aspx](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](mailto:ddl.info@sw.edu)
The Virtual Advisor Live Help email is: [onlineadvisor@sw.edu](mailto:onlineadvisor@sw.edu)
MYSouthwest System help: [http://sw.edu/students/MYSouthwest/](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/](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/

Example of Jereial Fletcher’s grading rubric is on the following page.
<table>
<thead>
<tr>
<th>NAME</th>
<th>ESSAY NO.</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weak</td>
<td>Average</td>
<td>Good</td>
</tr>
</tbody>
</table>

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
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 Dyan Lester at dyan.lester@sw.edu or 276-964-7677.

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.
SECURITY AWARENESS TIPS

Nine (9) Basic Tips for Security Awareness

1. Never respond to email or telephone requests for passwords, account numbers, or any confidential or sensitive information no matter who makes the request.

2. Never leave your computer logged on unattended, even for a minute. Remember, you are responsible for activity performed under your assigned user id. Always take care to log off from each application when the work is completed or when you are leaving your work area for an extended period of time. It is highly recommended that you power off the desktop at the end of your business day.

3. Create a strong password. A non-word with one or more numbers inserted in the middle (not on the ends) is the best choice. To make a memorable and secure password use the letters from a phrase/song, add digits, and use upper and lower case letters (ex. I Love Paris In The Spring – IL2piTS4).

4. Do not give your password to anyone for any reason or type your password when someone is watching. Don’t write down your password, include it in automated scripts, store it on your hard drive/PDA and don’t ask the system to remember your id and password. Employees should never log on with their user id/password and then permit another user to have access to the device.

5. Never send confidential or personal information (e.g., password, credit card or account information, social security number, driver’s license number, etc.) through the network. E-mail, chat and instant messaging are all equally unsafe. Do not download files from an unknown source or open emails or attachments from unknown sources.

6. To protect your computer against viruses and other security exploits, install and routinely run anti-virus software. Update your anti-virus software regularly to ensure new virus signatures will be detected.

7. Never make or use on any notebook or desktop computers illegal or unlicensed copies of software, manuals, images, music, video, etc.

8. Dispose of personal or confidential information in a secure manner (e.g., shred, wipe, incinerate).

9. Maintain the confidentiality of all data, keeping in mind the privacy of all individuals and laws that apply to it.

(Provided courtesy of VCCS Systems Office and replaces Annual Security Awareness Training for Dual Enrollment faculty)
# DUAL ENROLLMENT SECURITY ACCESS REQUEST FORM

<table>
<thead>
<tr>
<th>First Name:</th>
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<td>Business Email:</td>
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<tr>
<td></td>
<td>DUAL ENROLLMENT FACULTY</td>
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<td></td>
</tr>
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</table>

**SIS (STUDENT INFORMATION SYSTEM):** ☐ Faculty Access: Print Class Rosters, Enter Grades, etc.

**I agree to comply with the enclosed Southwest Virginia Community College’s Security Awareness Tips.**

<table>
<thead>
<tr>
<th>Employee’s Signature:</th>
<th>Date:</th>
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<thead>
<tr>
<th>SIS Data Owner’s Signature:</th>
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**VP of Instruction Use Only**

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**Technical Support Services Use Only**

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<th>WWEB-Instructor</th>
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<thead>
<tr>
<th>SIS Processed by:</th>
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<table>
<thead>
<tr>
<th>System Owner Signature: (Director of Technical Support Services)</th>
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</table>
Appendix F: Faculty Submission of Grades

Entering Grades:

1. On the Southwest Virginia Community College home page (www.sw.edu), click the link “MYSouthwest” to login, and select SIS (Student Information System).
2. View roster:
   a. Click Self Service, then Faculty Center.
   b. Select appropriate term for course.
   c. Click the roster icon to the left of the course(s) listed.
   d. Click Printer Friendly Version, and print roster as needed.
3. To enter grades:
   a. Select a class to enter grades
   b. Select the grade roster icon. *NOTE: This icon only appears near the end of the course semester.
   c. Print off grade roster (right click the roster & left click print) to use as a worksheet.
   d. Approval status must be set at: NOT REVIEWED while you are entering grades.
   e. Once grades have been entered, click the Approval Status List and choose: READY FOR REVIEW in the dropdown menu.
4. To review grades:
   a. Click: SAVE located at the bottom of the roster. If you enter an invalid grade the system will generate an error message when you click SAVE then hit OK. You are returning to this panel to correct the grade in error and SAVE in READY FOR REVIEW status again.
   b. Once entered and saved, verify that the grades are correct.
   c. Change the approval status to: APPROVED once all grades have been entered and verified. Click: Save.
5. Print your grade roster-Right click the Roster and Left Click Print. Please save a copy for yourself. Sign and date each page of roster and FAX to : Christina Rimmer, Coordinator of Academic Outreach & Dual Enrollment 276-596-9805 or scan and email Christina.rimmer@sw.edu.

Password Help: Assistance is available. Under the login, there is a link: Look up your username and set your password. It takes you to a screen that will give prompts on the information to enter to retrieve the information you need to enter the system. 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.
Appendix G: Students Accessing Grades

1. Login to MySouthest.
2. Click on SIS
4. Select the correct term in the Term drop-down menu and click Change.

Password Help: Assistance is available. Under the login, there is a link: Look up your username and set your password. It takes you to a screen that will give prompts on the information to enter to retrieve the information you need to enter the system. 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 login 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.
PUBLIC SCHOOL OFFICIAL’S PERMISSION FORM
(Required of all high school students enrolling for credit
(Juniors and Seniors Only May Participate)

TO: Admissions & Records Office
    Southwest Virginia Community College
    PO Box SVCC
    Richlands, Virginia 24641

FROM: ____________________________ High School

Student Name: ____________________________ SS#: ____________________________

Term (check one):   ☐ Summer   ☐ Fall   ☐ Spring   Year: _____________

Course 1:  Subject: _______ Catalog #: _______ Section: _______ Course Title: _______
          ☐ High school official must check this box if Dual Enrollment credit is being awarded by
          the high school for this course. If this box is not checked the student must pay for 100% of the
          tuition for this course.*
          ☐ Student has permission to take classes but not for Dual Credit.

Course 2:  Subject: _______ Catalog #: _______ Section: _______ Course Title: _______
          ☐ High school official must check this box if Dual Enrollment credit is being awarded by
          the high school for this course. If this box is not checked the student must pay for 100% of the tuition
          for this course.*
          ☐ Student has permission to take classes but not for Dual Credit.

Course 3:  Subject: _______ Catalog #: _______ Section: _______ Course Title: _______
          ☐ High school official must check this box if Dual Enrollment credit is being awarded by
          the high school for this course. If this box is not checked the student must pay for 100% of the tuition
          for this course.*
          ☐ Student has permission to take classes but not for Dual Credit.

Course 4:  Subject: _______ Catalog #: _______ Section: _______ Course Title: _______
          ☐ High school official must check this box if Dual Enrollment credit is being awarded by
          the high school for this course. If this box is not checked the student must pay for 100% of the tuition
          for this course.*
          ☐ Student has permission to take classes but not for Dual Credit.

This is to certify that the student listed above is currently making satisfactory grades in high school and this
additional course work is not expected to cause the student any academic difficulty. This student has our permission
to enroll in the course(s) listed above.

Signature of High School Official ____________________________ Date _____________
Title ____________________________

*If Dual Enrollment credit is checked, the high school is agreeing to receive an invoice and submit payment to the
college for the total amount of tuition due. The high school may collect a portion of the tuition payment from the
student.

OFFICE USE ONLY
Copy to VP of Instruction: _______ Date: _______
Copy to Business Office: _______ Date: _______

To have grades for _______ term _______ year
sent to your school, please sign:

________________________________________ __________________________
Student Signature                          Date
Southwest Virginia Community College

DUAL ENROLLMENT PERMISSION FORM

For the 2018-2019 School Year

TO BE COMPLETED BY PARENT OR GUARDIAN OF HIGH SCHOOL STUDENT. RETURN FORM TO HIGH SCHOOL PRINCIPAL.

Permission is given for

______________________________

[Student’s Name]

to enroll in dual enrollment classes at Southwest Virginia Community College. The enrollment process may include verification of student test scores for placement purposes.

Student is to initial if taking classes toward the General Education Certificate and/or the General Studies Associate Degree in order to qualify for the Governor’s Medallion.

______________________________

Parent/Guardian Signature & Date:
## SOUTHWEST VIRGINIA COMMUNITY COLLEGE

### TUITION SCHEDULE

**EFFECTIVE BEGINNING FALL 2018**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>In-state Tuition</th>
<th>Out of State Tuition</th>
<th>*TPC Contract Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In State</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>154.00 + 2.75 = 156.75</td>
<td>1 330.60 + 2.75 + 42.00 = 375.35</td>
<td>237.75</td>
</tr>
<tr>
<td>2</td>
<td>308.00 + 5.50 = 313.50</td>
<td>2 661.20 + 5.50 + 84.00 = 730.70</td>
<td>475.50</td>
</tr>
<tr>
<td>3</td>
<td>462.00 + 8.25 = 470.25</td>
<td>3 991.80 + 8.25 + 168.00 = 1,168.05</td>
<td>713.25</td>
</tr>
<tr>
<td>4</td>
<td>616.00 + 11.00 = 627.00</td>
<td>4 1,322.40 + 11.00 + 252.00 = 1,585.40</td>
<td>951.00</td>
</tr>
<tr>
<td>5</td>
<td>770.00 + 13.75 = 783.75</td>
<td>5 1,653.00 + 13.75 + 336.00 = 1,999.75</td>
<td>1,188.75</td>
</tr>
<tr>
<td>6</td>
<td>924.00 + 16.50 = 940.50</td>
<td>6 1,983.60 + 16.50 + 420.00 = 2,420.10</td>
<td>1,426.50</td>
</tr>
<tr>
<td>7</td>
<td>1,078.00 + 19.25 = 1,097.25</td>
<td>7 2,314.20 + 19.25 + 516.00 = 2,867.40</td>
<td>1,664.25</td>
</tr>
<tr>
<td>8</td>
<td>1,232.00 + 22.00 = 1,254.00</td>
<td>8 2,644.80 + 22.00 + 600.00 = 3,244.80</td>
<td>1,902.00</td>
</tr>
<tr>
<td>9</td>
<td>1,386.00 + 24.75 = 1,410.75</td>
<td>9 2,975.40 + 24.75 + 714.00 = 3,744.15</td>
<td>2,139.75</td>
</tr>
<tr>
<td>10</td>
<td>1,540.00 + 27.50 = 1,567.50</td>
<td>10 3,306.00 + 27.50 + 828.00 = 4,261.50</td>
<td>2,377.50</td>
</tr>
<tr>
<td>11</td>
<td>1,694.00 + 30.25 = 1,724.25</td>
<td>11 3,636.60 + 30.25 + 942.00 = 4,620.85</td>
<td>2,615.25</td>
</tr>
<tr>
<td>12</td>
<td>1,848.00 + 33.00 = 1,881.00</td>
<td>12 3,967.20 + 33.00 + 1,056.00 = 5,136.20</td>
<td>2,853.00</td>
</tr>
<tr>
<td>13</td>
<td>2,002.00 + 35.75 = 2,037.75</td>
<td>13 4,297.80 + 35.75 + 1,170.00 = 5,543.55</td>
<td>3,090.75</td>
</tr>
<tr>
<td>14</td>
<td>2,156.00 + 38.50 = 2,194.50</td>
<td>14 4,628.40 + 38.50 + 1,284.00 = 5,990.90</td>
<td>3,328.50</td>
</tr>
<tr>
<td>15</td>
<td>2,310.00 + 41.25 = 2,351.25</td>
<td>15 4,959.00 + 41.25 + 1,398.00 = 6,358.25</td>
<td>3,566.25</td>
</tr>
<tr>
<td>16</td>
<td>2,464.00 + 44.00 = 2,508.00</td>
<td>16 5,289.60 + 44.00 + 1,512.00 = 6,825.60</td>
<td>3,804.00</td>
</tr>
<tr>
<td>17</td>
<td>2,618.00 + 46.75 = 2,664.75</td>
<td>17 5,620.20 + 46.75 + 1,626.00 = 7,272.95</td>
<td>4,041.75</td>
</tr>
<tr>
<td>18</td>
<td>2,772.00 + 49.50 = 2,821.50</td>
<td>18 5,950.80 + 49.50 + 1,740.00 = 7,740.30</td>
<td>4,279.50</td>
</tr>
<tr>
<td>19</td>
<td>2,926.00 + 52.25 = 2,978.25</td>
<td>19 6,281.40 + 52.25 + 1,854.00 = 8,247.65</td>
<td>4,517.25</td>
</tr>
<tr>
<td>20</td>
<td>3,080.00 + 55.00 = 3,135.00</td>
<td>20 6,612.00 + 55.00 + 1,968.00 = 8,530.00</td>
<td>4,755.00</td>
</tr>
<tr>
<td>21</td>
<td>3,234.00 + 57.75 = 3,291.75</td>
<td>21 6,942.60 + 57.75 + 2,082.00 = 9,012.35</td>
<td>4,992.75</td>
</tr>
<tr>
<td>22</td>
<td>3,388.00 + 60.50 = 3,448.50</td>
<td>22 7,273.20 + 60.50 + 2,196.00 = 9,669.40</td>
<td>5,230.50</td>
</tr>
</tbody>
</table>

**BUSINESS CONTRACT RATE IS $214.00 PLUS COMP FEE $2.75/CAPITAL FEE $21.00 (TOTAL 237.75)**

***MILITARY IN-STATE CONTRACT RATE IS THE SAME AS THE IN-STATE RATE***

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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: ______________________

EmpID 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.

<table>
<thead>
<tr>
<th>COURSES TO DROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>X if Audit:</td>
</tr>
<tr>
<td>CLASS NUMBER</td>
</tr>
<tr>
<td>COURSE PREFIX</td>
</tr>
<tr>
<td>COURSE NUMBER</td>
</tr>
<tr>
<td>SECTION NUMBER</td>
</tr>
<tr>
<td>CREDIT</td>
</tr>
<tr>
<td>GRADE/DELETE</td>
</tr>
<tr>
<td>APPROVAL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSES TO ADD</th>
</tr>
</thead>
<tbody>
<tr>
<td>X if Audit:</td>
</tr>
<tr>
<td>CLASS NUMBER</td>
</tr>
<tr>
<td>COURSE PREFIX</td>
</tr>
<tr>
<td>COURSE NUMBER</td>
</tr>
<tr>
<td>SECTION NUMBER</td>
</tr>
<tr>
<td>CREDIT</td>
</tr>
<tr>
<td>DAYS/TIME</td>
</tr>
<tr>
<td>APPROVAL</td>
</tr>
</tbody>
</table>

Student Signature: ______________________ Date: ______________________

Advisor Signature: ______________________ Date: ______________________

Admissions Staff – Processed by: ______________________ Date: ______________________

Form Revised 10/13

51
### INCOMPLETE GRADE FORM

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

*Please see instructions on reverse side*

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

---

Instructor Signature  
Date

Dean Signature  
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

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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:

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

☐ Change of incomplete "I" grade □ 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 "I" 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

_________________________
PROGRAM/ADVISOR CHANGE REQUEST

SOUTHWEST VIRGINIA COMMUNITY COLLEGE
ADMISSIONS OFFICE
PO BOX SVCC, RICHLANDS, VA 24641
276.964.7238 or 800.822.7822

STUDENT SECTION:

Name: ____________________________  Last Name  First Name  Middle
EMPLID or SSN: __________________ Phone #: __________________

Address: ____________________________  Box or Street Number  City  State  Zip

High School: ______________________  Year Graduated: ______  GED: ______

Current Program: __________________  New Program: ______________

Reason for the change: __________________

Today's Date: ___________ Effective term of change: _____________ Semester, 20__

Student Signature

** Note: If you are interested in one of the Allied Health Programs (Practical Nursing, RN Nursing, Occupational Therapy, or Radiography) you have to complete a separate application for that program in order to be considered.

STUDENT DEVELOPMENT SERVICES SECTION:

SDS Personnel Signature __________________________  Date _____________

Student meets qualifications for new program: _______ English _______ Math
Student needs: __________________ assessment: __________________ other

ADMISSIONS OFFICE SECTION:

Curriculum change recorded by _____________ on _____________ (Date)

New Advisor: _____________________  Former Advisor (note change): ____________________
SOUTHWEST VIRGINIA COMMUNITY COLLEGE
TRANSCRIPT REQUEST FORM
PO BOX SVCC RICHLANDS, VA 24641  FAX: 276/964-7716  PHONE: 276/964-7238
(PLEASE ALLOW ONE WEEK FOR PROCESSING)
PLEASE COMPLETE ALL SECTIONS EXCEPT SHADEd AREA

STUDENT INFORMATION:

EMPLID OR SOCIAL SECURITY NUMBER               PHONE NUMBER

LAST NAME               FIRST NAME               MAIDEN NAME

MAILING ADDRESS (PO BOX OR STREET)               CITY               STATE               ZIP

MAIL TRANSCRIPT TO:

OFFICE OR PERSON

NAME OF COLLEGE OR FIRM

MAILING ADDRESS (PO BOX OR STREET)               CITY               STATE               ZIP

PURPOSE OF RELEASE:

☐ Transcript(s) should be sent: ___________________________ Date

☐ Hold until current semester grades are posted

☐ Hold until graduation data is posted

☐ Send as soon as possible

I authorize release of my records to my High School and from my future colleges to SWCC for official follow-up studies (Line through this statement if you disagree)

I give permission for SWCC to release the specified information to the recipient listed above.

Student Signature               Date

*Note: SWCC does not release transcripts of high school records or from other institutions.
Appendix J: Contact Information

To access other SWCC resources available for instructors and students, please visit our website at http://www.sw.edu/.

To access SWCC’s Dual Enrollment Information Page:
http://sw.edu/home/admissions/dualenrollment/

The Coordinator of Academic Outreach & Dual Enrollment, the division deans and Dr. Robert Brandon, Vice President of Academic & Student Services would like to thank each instructor for adhering to the policies and visiting the campus or calling 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 9:15 a.m. -6:00 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