



2009-2010
STUDENT
HANDBOOK
PREPARED BY THE DIVISION OF STUDENT SERVICES

JOHN TYLER COMMUNITY COLLEGE

TABLE OF CONTENTS

College Overview	1
Student Rights and Responsibilities.....	3
The Advising Process.....	4
Graduation Procedures.....	6
Graduation FAQs	9
Student Conduct	12
Student Disciplinary Policies and Procedures.....	14
Academic Dishonesty.....	17
Student Services.....	20
Student Activities	26
Student Council By-Laws.....	27
Student Grievance Policy and Procedure	30
Solicitation and Distribution of Materials on College Property.....	32
Campus Safety and Security	34
Policy on Substance Abuse	40
Policy on Student Sexual Harassment	45
Policy on Sexual Assault.....	47
VCCS Computer Ethics Policy	51
Academic Information and Policies	54
Bookstore	74
Academic Calendar	75
Examination Schedule – Fall 2009	78

Examination Schedule – Spring 2010.....	80
Administrative Personnel.....	82
Requests for Assistance	90

NONDISCRIMINATION POLICY

John Tyler Community College does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. Inquiries related to the College’s nondiscrimination policy should be directed to Chris Pfautz, dean of student services, who can be reached by mail at 13101 Jefferson Davis Highway, Chester, VA 23831, by e-mail at cpfautz@jtcc.edu or by phone at 804-706-5208/804-594-1566.

COLLEGE OVERVIEW

John Tyler Community College is a two-year public institution of higher education established as part of a statewide system of community colleges. JTCC serves primarily the residents of the cities of Colonial Heights, Hopewell and Petersburg, and the counties of Amelia, Charles City, Chesterfield, Dinwiddie, Prince George, Surry, and Sussex.

The College operates under policies established by the State Board for Community Colleges and the John Tyler Community College Board. It is financed primarily by state funds, supplemented by contributions from the ten localities in its service region and by student tuition.

John Tyler Community College opened the doors of its Chester Campus on October 2, 1967, as a result of the 1964 passage of the legislation establishing two-year technical colleges across the Commonwealth of Virginia. The Appomattox Basin Industrial Development Corporation, providing the regional leadership for the establishment of John Tyler Community College, submitted an application to the State Board of Technical Education on January 27, 1965, requesting assistance in the establishment of a technical college in the region. In the absence of an official name, this new institution was designated the Chesterfield Region Technical College until December 2, 1965, when the Board voted unanimously to name it the John Tyler Technical College. An action of the 1966 Virginia General Assembly expanded the curricula to include, in addition to technical education, adult education as well as freshman and sophomore courses for transfer to four-year colleges and universities. The name of the College officially became John Tyler Community College on June 29, 1966, to correspond with the expanded curricula. The Chester Campus is currently comprised of six buildings: an administrative building, a student and community center, three academic buildings and a physical-plant facility. The library and learning resources center are located in the largest of the academic buildings.

To meet the increasing needs of the service area, an outreach center was opened in the Midlothian area of Chesterfield County in 1981. This undertaking was expanded in 1984 when the institution opened a facility known as the Watkins Annex. During the summer of 1989, the College moved its Midlothian operation from the Watkins Annex to the Featherstone Professional Center at 1807 Huguenot Road. The Midlothian Campus opened in May 2000. This campus currently includes four buildings: an administrative building, two academic buildings and a warehouse/physical-plant facility. The library, with over 100 student computer workstations, is located in the Science Building. The Featherstone Professional Center also continues to be the site of JTCC workforce-development training and nursing instruction.

During 2008-2009 academic year, John Tyler Community College served 12,608 credit and 22,000 noncredit students for a total of 34,608 individuals.

INSTITUTIONAL PURPOSE

The people of John Tyler Community College are driven daily to serve the needs of our students and our community. We have a clear mission and vision for ourselves, and together, we accomplish great things.

STATEMENT OF MISSION

John Tyler Community College provides quality educational opportunities that inspire student success and community vitality.

VISION STATEMENT

A success story for every student.

STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to John Tyler Community College represents a voluntary decision to participate in the programs and courses offered by the institution according to the policies, rules and regulations of the College and the State Board for Community Colleges. The College's approval of the application represents the extension of a privilege to join the JTCC community and to remain a part of it so long as the student meets required academic and behavioral standards. Each student is guaranteed the privilege of exercising his or her rights without fear of prejudice. **Conduct by any student that adversely affects the JTCC community's pursuit of its educational objectives or represents a threat to its students, faculty or staff will result in disciplinary action.** Additional information on the student conduct code and the student disciplinary procedure can be found in this handbook and also is available on the JTCC web site, www.jtcc.edu. The dean of student services is responsible for the administration of all student disciplinary procedures.

STUDENT RIGHTS

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

- Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus are provided by the College through the curricula offered.
- Free inquiries, expressions, and assemblies are guaranteed to all students provided such actions do not interfere with the rights of others or the effective operation of the institution.
- Academic evaluation of student performance shall be neither arbitrary nor capricious.
- Each student will be informed at the beginning of each course as to how the instructor will arrive at the grade for the class. This should be in writing and included in the written outline or syllabus of the course. The student's final grade should be based on total performance for the semester.

STUDENT RESPONSIBILITIES

- To know and adhere to the regulations, policies, and procedures of the institution addressing academics and student behavior.
- To respect the rights of others to freely express their views and opinions.
- To accept responsibility for the consequences of one's actions.
- To afford appropriate respect to faculty, staff, and administrators in the performance of their duties and responsibilities.
- To practice academic integrity in all academic undertakings, avoiding all forms of academic dishonesty, including cheating, plagiarism, and furnishing false information.

THE ADVISING PROCESS

The John Tyler Community College advising system is a collaborative and ongoing developmental process between the student and advising personnel to enhance success in the college experience. The goals of advising are:

1. To assist students in developing educational plans consistent with their life goals and objectives;
2. To provide students with accurate information about institutional policies, procedures, resources, and programs;
3. To assist students in considering their life goals by relating their interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education; and
4. To assist students in evaluating or reevaluating their progress toward established goals and educational plans.

Students who are admitted to degree and certificate programs are assigned faculty advisors. Personnel in the Counseling Centers and Student Success Centers also are available to assist with the advising process.

STUDENT RESPONSIBILITIES

Students are responsible for familiarizing themselves with the academic requirements of their programs. In order to take full advantage of the advising resources at the institution, they must utilize the online student information system (myTyler), which will permit them to access their grades and check on their progress in their respective programs.

They should maintain regular communication with their advisors – either in person or via their VCCS e-mail account—to ensure they are informed of any changes in their programs and other matters that might affect their academic progress. Students graduate in accordance with the course and credit requirements specified by the College at the time students are admitted to their programs—not when they were admitted to the College. Some programs permit students to select from one or more course options. In making such decisions, students should consult with their advisors to determine the best options for their particular circumstances or academic and career goals. Occasionally, programs change and courses are discontinued prior to students completing their studies at the institution. When this occurs, students may need to consider substituting different courses for some of their specified requirements. Students must consult with their advisors and request such substitutions in a timely manner, adhering to institutional deadlines addressing the submission of applications for graduation.

ADVISOR RESPONSIBILITIES

Faculty advisors should encourage their advisees to regularly consult with them about their academic plans and progress. Advisors assist students in developing educational plans consistent with their life goals and objectives. They help students develop and refine decision-making skills, promoting greater independence and self-reliance. Advisors provide their advisees with accurate information about institutional policies, procedures, resources, and programs. Together with counselors and personnel in the Student Success Centers, they assist students in evaluating or reevaluating their progress toward established goals and educational plans. They submit course waiver-substitution forms in a timely fashion and remind their advisees to apply for graduation when it is appropriate.

THE ADVISING TEAM

Good advising is the result of teamwork. Students, faculty advisors and counselors all have important roles to play in the advising process. If the overarching objective of student success is to be realized, each member of the team must do his/her part. Good communication between all team members is a necessity. Adhering to deadlines in a timely fashion is essential. Working together, the advising team can enhance the academic experiences of all students, helping them achieve their academic goals.

GRADUATION PROCEDURES

GRADUATION REQUIREMENTS

To be awarded an associate degree, certificate, or career studies certificate, a student must:

1. Fulfill all course and credit hour requirements specified in the *John Tyler Community College Catalog* at the time of his or her official placement in the curriculum. Subsequent program changes may necessitate course substitutions, but these can only be made with the recommendation of the student's academic advisor and the approval of the appropriate division dean.
2. Earn a minimum of 25 percent of the total semester credits required for the degree, certificate, or career studies certificate at John Tyler Community College. *Note: Credits earned via experiential learning are not considered residency credits and do not constitute courses earned at John Tyler Community College. In addition, experiential learning credits may be used to satisfy no more than 25 percent of the requirements for a degree, certificate, or career studies certificate.*
3. Have a grade point average of at least 2.0 in all courses that are applicable toward graduation in the curriculum.
4. Demonstrate computer literacy either by passing ITE 115, the CLEP test for ITE 115, or a comparable course approved by the student's faculty advisor. (This requirement does not apply to certificate and career studies certificate candidates.)
5. Resolve any financial obligations to the College, and return all library books and other materials.
6. Participate in the institution's assessments of its academic programs prior to graduation. Information will be sent to students, outlining specific information about the process. Applications for Graduation will not be finalized until assessment activities are completed.

APPLYING FOR GRADUATION

To be considered for graduation, a student must:

1. Obtain an Application for Graduation from the student's academic advisor, counselor, or Student Success Center advisor.
2. Be officially in the curriculum (career plan) for which he or she is seeking graduation. A student may only be in one curriculum (career plan at a time).

3. Request his or her advisor, counselor, or Student Success Center advisor to attach an advising transcript to the Application for Graduation.
4. Complete all designated sections of the application for graduation.
5. Submit the completed application for graduation to the Admissions and Records Office by the appropriate deadline to receive an audit report:

For summer semester candidates	February 15
For fall semester candidates	June 15
For spring semester candidates	September 15*

**Note: Applications for graduation for spring semester candidates will be accepted until February 1, but no official graduation audits advising candidates of outstanding course requirements will be forwarded to students who submit graduation applications after September 15.*

6. Ensure that all course waiver and substitution forms are submitted by his or her advisor and dean to the Admissions and Records Office by the appropriate deadline:

For summer semester candidates:	June 15
For fall semester candidates	November 1
For spring semester candidates	March 1*

**Note: Course waiver and substitution forms submitted after this date will be processed for summer semester. Students will not be processed for spring semester graduation and will not be permitted to participate in Commencement until the following year.*

PARTICIPATING IN COMMENCEMENT

- John Tyler Community College’s annual commencement ceremony is held each May. Students who graduate in the preceding summer, fall and spring semesters may participate.
- Students who wish to participate in the annual Commencement Ceremony must indicate on their graduation applications that they intend to participate in the ceremony. There are no exceptions to this requirement. Students must also RSVP to graduate@jtcc.edu after receiving a letter from the dean of student services.
- Information about the Commencement Ceremony and the purchase of caps, gowns, and announcements is mailed to all participants in the spring semester.

DIPLOMAS

- The Admissions and Records Office will notify graduates when their diplomas are ready for distribution. Candidates should make certain that their mailing addresses are accurate at the institution. Students who require official verification of their graduation should request official transcripts three-to-four weeks after their graduation date.
- All graduation honors reflect all course work attempted at John Tyler Community College. This includes courses that may not be used in satisfying specific graduation requirements.
- To be eligible for academic honors (summa cum laude, magna cum laude, cum laude), students must complete at least 50 percent of the courses used to satisfy the requirements of their degrees and/or certificates at John Tyler Community College.

MULTIPLE AWARDS

- Students seeking to graduate with two degrees and/or certificates must submit graduation applications for both awards.
- Current State Council of Higher Education in Virginia (SCHEV) procedures limit the number of awards (degrees and certificates) that can be officially reported by VCCS institutions for a student within an academic year (summer, fall, spring) to no more than two.
- Students may only graduate with one specialization within a single degree.
- All subsequent awards (degrees, certificates, career studies certificates) must differ from prior awards by at least 25 percent.

**JOHN TYLER COMMUNITY COLLEGE
GRADUATION DEADLINES**

GRADUATION SEMESTER	DEADLINE TO RECEIVE AN AUDIT REPORT	FINAL DAY TO APPLY (WILL NOT RECEIVE AUDIT REPORT)
Fall 2009	June 15, 2009	October 1, 2009
Spring 2010	September 15, 2009	February 1, 2010
Summer 2010	February 15, 2010	May 17, 2010

FREQUENTLY ASKED QUESTIONS

1. What is an audit report?

An audit report outlines what courses you need to complete to graduate in your program. The report will be sent to you by the Admissions and Records Office if you have applied by the audit report deadline. The audit report only assesses what the Admissions and Records Office has. If you have discussed possible course substitutions with your academic advisor, have taken classes elsewhere, or have questions regarding your curriculum, make sure you talk to your advisor.

Remember: you graduate under the *College Catalog* that is current at time of your curriculum placement. If there are additional requirements or changes in your program at the time of your application for graduation, you are responsible for completing these courses. Only your faculty advisor and his or her dean can approve waivers/substitutions for your courses.

2. Can I apply for graduation and not be curriculum placed?

No. You must be presently active in the curriculum listed on your graduation application and have a designated advisor. Your graduation application will be returned if you are not curriculum placed. Check you're the Student Information System in myTyler for your curriculum information.

3. Can I apply to receive a certificate or career studies certificate while I am enrolled in the associate degree program?

If you have completed a certificate program, but still must complete requirements for the associate degree program, you can obtain your certificate before you finish the associate degree. Financial aid students should check with the Financial Aid Office to be sure that their funds will not be affected. Please review your program requirements and complete a graduation application with your faculty advisor for the certificate program and hand it in by the appropriate deadline. When you submit your graduation application to Admissions and Records, inform the graduation coordinator that you are pursuing your associate degree but wish to receive your certificate in the meantime. If you wish to graduate from both the certificate program and the associate degree program in the same semester, you must complete a graduation application for each program.

4. What happens after I turn in my graduation application?

If you have met the deadline to receive an audit report, the report will be mailed to the address on record in the Student Information System in myTyler. The report is mailed approximately two weeks prior to the next registration period for the upcoming semester.

You will not receive any report from Admissions and Records if you did not meet the audit report deadline. It is your responsibility to make sure you have satisfied all required courses or substitutions needed for graduation. If you have discussed a waiver or substitution of a class with your advisor, have transfer coursework to be evaluated from another institution, or have completed a certification which

may grant you credit necessary for completion of your program you must make sure all necessary documentation is submitted by the deadline.

5. How can I view my academic progress in a program?

Log into myTyler (link to the portal found at www.jtcc.edu/myTyler) and click on VCCS SIS 8.9: Student Information System under My Tools. Select Self Service → Student Center → Academics. Under Academics, find Academic History and select Degree Progress. Choose John Tyler Community College as Academic Institution, Advisement Transcript – ADVSR under Report Type, and click the Go button. Requirements not satisfied are in **bold**. If you have questions regarding your degree progress, please see your faculty advisor.

6. If I move, change my name, or change my phone number what should I do?

If you change your address or phone number, you will need to update that information in the Student Information System in myTyler. This ensures that all mailings, including commencement information and diploma pick-up, reach you in a timely manner. Note that if a diploma or certificate is returned to the College due to an insufficient or incorrect address, the College will not attempt to mail the diploma or certificate again once the address has been updated. It is your responsibility to make arrangements to pick up the diploma or certificate at the Chester campus (see #7 and #8).

If you have a name change, you must come to the Admissions and Records Office at either Chester or Midlothian and complete the paperwork. Proof of your name change will need to be presented at that time. A driver's license, marriage/divorce decree, social security card or documentation from the court are all acceptable forms of proof. Please also notify the graduation coordinator so that the adjustment can be made to your diploma if it has not already been ordered.

7. How long does it take to receive my diploma?

Graduation is not recorded until after the semester has ended, grades are received, and waiver substitution forms are reviewed. It normally takes 30 working days to process all graduation applications after the specified graduation date for the given semester. After this process is complete, Admissions and Records orders the diplomas. The vendor has 90 days from time of receipt to process the diplomas.

Once the diplomas are received, the Admissions and Records Office will notify you via mail of the times during which you can pick up your diploma. Diploma pick up is at the Chester Campus only. You must show a photo ID to receive your diploma.

8. What happens if I do not pick up my diploma or want someone to pick up the diploma for me?

If you do not pick up your diploma within the designated timeframe, it will be mailed first class to the current address in the Student Information System in myTyler. We will have a receipt of the item being sent, and if the U.S. Postal Service cannot to deliver the diploma, it's the student responsibility to request a replacement. While we take every precaution to ensure the optimum condition of your diploma, we cannot guarantee its condition once it has been forwarded to the U.S. Postal Service. Replacement diplomas cost \$10 and are ordered at the end of the next graduation cycle.

If you would like another individual (designee) to pick up your diploma, you must provide a written letter of permission to that person. This document must include your printed name, signature, student ID or Social Security Number, date, name of your designee, and nature of the request (giving your designee permission to pick up your diploma). When picking up the diploma, your designee will need to present the letter of permission, and show a photo ID.

9. When can I expect to receive a letter about commencement?

If you marked "yes" to participating in the commencement ceremony, you will be mailed a letter in March. We graduate after each semester; however, there is only one commencement ceremony. The

letter is sent from the dean of student services and contains details on ordering caps, gowns and announcements, as well as other pertinent information.

10. If I participate in the ceremony in May and I'm a spring graduate, will I receive my diploma during the ceremony?

No, as previously stated in #7, all diplomas are ordered after graduation status is confirmed. Therefore, spring diplomas are not ordered until June. You will receive a diploma cover upon crossing the stage at commencement.

11. What if I need proof of graduation prior to receiving my diploma?

You would follow College policy and order an official transcript. Please indicate to hold for processing until graduation has been conferred. You must complete the Transcript Request Form in the Admissions and Records Office and pay a fee of \$3 per copy. We will either mail the transcript to the address you indicate, or you may pick it up on a future date once graduation has been posted. Please present a picture ID at the time of pick-up. If you need an unofficial copy, log into myTyler and click on VCCS SIS 8.9: Student Information System under My Tools. Select Self Service → Student Center → Academics. Under Other Academic, select Unofficial Transcript and click the arrow button. Choose John Tyler Community College as Academic Institution, Unofficial Transcript under Report Type, and click the Go button. If your graduation has been completed, you will see this printed at the beginning of your unofficial transcript.

NOTE: YOU CANNOT REQUEST AN OFFICIAL TRANSCRIPT VIA THE WEB. The web site is not set up to accept payment; therefore, your request will not be processed.

12. If I am unsuccessful with my graduation attempt, do I complete another application to apply for a future semester?

Yes, you are responsible for submitting a new graduation application reflecting the semester in which you plan to graduate, signed by your faculty advisor, and accompanied by an Advising Transcript.

If you are a spring candidate who has withdrawn from your coursework and will no longer be eligible to graduate, please inform the graduation coordinator so that your name will be removed from the list for commencement mailings and attendance totals.

13. If I am a summer 2010 graduate, can I march in the ceremony in May 2010 prior to my summer graduation?

No. You must complete all of your requirements before marching in the ceremony. If you complete your courses during the summer 2010 semester (May-August), you would be eligible for the May 2011 ceremony. Only those students who submit an application and complete all requirements by the end of spring 2010 semester will be eligible for the May 2010 ceremony.

14. What if I would like to pursue a different program once my graduation from my current program has been processed?

You may see a member of the counseling staff at any time during your graduation term in order to complete the placement paperwork. During the appointment, inform the counselor that you are a candidate for graduation in your current program. The counselor will assist you in completing the placement paperwork and will submit the form to the graduation coordinator (see #15).

15. Is it possible to obtain an additional degree or certificate after I have already completed one?

If you wish to earn an additional degree or certificate, the Virginia Community College System mandates that your prior program and current program differ by at least 25 percent worth of credits. This means that 25 percent of your new curriculum must be satisfied by courses that were not used in awarding your prior degree or certificate. Please mention your previous degree to a counselor upon request to be placed in the new program to determine whether you may be eligible for the second degree or certificate.

STUDENT CONDUCT

Generally, College disciplinary action shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, forgery, alteration, or use of College documents or instruments of identification with intent to defraud.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
3. Physical, psychological and/or verbal abuse or the threat of such abuse of any person on College premises or at College activities. This includes hazing, sexual harassment, and sexual assault.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, or damaging property or facilities of the College; or threatening to do so; or refusing to depart from any property or facilities of the College upon direction by College officials or other persons authorized by the president.
6. Use of alcoholic beverages including the purchase, consumption, possession, or sale of such except where specifically authorized within the regulations of the College.
7. Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval.
8. Possessing, using, selling, or distributing any types of illegal drugs.
9. Possessing on College property or at any College activity any dangerous chemical, or explosive elements or component parts thereof, or rifle, shotgun, pistol, revolver, or other firearm or weapon not used for lawful College studies without an authorization by the president of the College.
10. Physically detaining or restraining other persons or removing such persons from places where they are authorized to remain, or in any way obstructing the free movement of persons or vehicles on College premises or at College activities.
11. Littering, defacing, destroying, or damaging property of the College or property under its jurisdiction or removing or using such property without authorization.
12. Willfully encouraging others to commit any of the acts that have been prohibited herein.
13. Violating any local, state or federal laws.
14. Violating any rule or regulation not contained within the official College publications but announced as an administrative edict by a College official or other person authorized by the president.
15. Violation of College parking regulations.

16. Violation of College fire regulations, such as failure to comply with emergency evacuation procedures or tampering with fire protection apparatus.
17. Theft or attempted theft of College or personal property on College premises.
18. Unauthorized entry into or presence in any College building or facility.
19. Violation of College policy on demonstrations.
20. Violation of College policy on solicitation and sales.

STUDENT DISCIPLINARY POLICIES AND PROCEDURES

DISCIPLINARY PROCEDURES

Campus judicial affairs officers are responsible for the administration of disciplinary procedures at the Chester and Midlothian campuses. Allegations of violation of College policy are accepted for consideration only when the apparent infractions are observed on College property or other locations where the College provides services. Infractions of federal, state, or local laws occurring off-campus shall be the concern of the civil authorities except when such actions (1) directly affect the health, safety, or security of the College community; (2) affect the College's pursuit of its educational purposes; or (3) occur as a direct result of a College-connected disruption. Reports of alleged student violations of published College regulations may be submitted by an individual to the appropriate campus judicial affairs officer within fifteen (15) business days of the infraction.

When unruly or otherwise unacceptable behavior occurs in a classroom or laboratory, the instructor may immediately require the student who is responsible for the disruption to leave the classroom. It is the student's responsibility to contact the instructor prior to the next scheduled class meeting. After discussing the problem with the student, the instructor must either permit the student to return to class or forward formal written disciplinary charges against the student to the campus judicial affairs officer.

Once charges have been forwarded to the campus judicial affairs officer, the student may attend class pending the campus judicial affairs officer's review of the allegation. If the campus judicial affairs officer believes, however, that the student's presence in class may infringe on the rights of others or pose a threat to the welfare of other students and the instructor, the campus judicial affairs officer may request the dean of student services to prohibit the student from returning to class until the allegations have been adjudicated.

The campus judicial affairs officer is responsible for interpreting alleged misconduct with regard to published regulations and for identifying specific charges that will be brought against the student(s) involved. The campus judicial affairs officer should respond or bring charges within ten (10) business days from receipt of a report of a violation.

CAMPUS JUDICIAL AFFAIRS OFFICERS

Campus judicial affairs officers for the Chester and Midlothian campuses are appointed annually by the dean of student services, subject to the approval of the College president.

STUDENT ADMINISTRATIVE HEARING

After reviewing allegations, specifying the charges, and obtaining any necessary information, the campus judicial affairs officer will contact the student via mail, requesting a meeting to discuss the case with the student, including the nature and source of the charges and the student's rights and responsibilities. During this discussion, the student may question the credibility of his or her accusers or other witnesses by submitting questions through the

campus judicial affairs officer. The student will be given an opportunity to review any and all materials, which may have been presented as evidence against him/her. Following this review, the campus judicial affairs officer will either impose a disciplinary sanction or vacate the charges. This decision will be forwarded to the student in writing within ten (10) business days of the initial meeting between the campus judicial affairs officer and the student.

All records of the infraction and materials pertaining to and resulting from the inquiry (and any subsequent appeal) will be forwarded to the Office of the Dean of Student Services. This information will remain in the Dean's office.

APPEALS TO THE DEAN OF STUDENT SERVICES

If the campus judicial affairs officer imposes a disciplinary sanction, the student may appeal the sanction in writing to the dean of student services within ten (10) business days of the receipt of the campus judicial affair's officer's decision. The dean will review the entire disciplinary proceeding and provide the student with a written notification of his findings and decision within ten (10) business days of the receipt of the appeal. The dean may request to meet with the student during his deliberations.

APPEALS TO THE VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS

A student may appeal the decision of the dean of student services to the vice president of academic and student services in writing within ten (10) business days of the receipt of the dean's decision. The vice president will review the dean's decision and provide the student with a written notification of his findings within ten (10) business days of the receipt of the appeal.

DISCIPLINARY ACTIONS

Disciplinary actions available to the campus judicial affairs officer are as follows:

1. Removal of the charges against the student.
2. Admonition: An oral or written statement to a student that he/she is violating or has violated College rules and may be subject to more severe disciplinary action.
3. Disciplinary Probation: A student may be prohibited from participating in College extracurricular activities, using specified College facilities, or otherwise restricted in his or her movements while at the institution for a period of time not to exceed one year. A student who violates the provisions of his or her probation will be immediately dismissed from the institution.
4. Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
5. Attendance and successful completion of a special student development tutorial addressing ethics and appropriate student behavior. (The failure to attend and successfully complete this tutorial will result in the assignment of another disciplinary action.)
6. Disciplinary suspension: Exclusion from attending the College as a student for a definite period of time not to exceed one academic year.

7. Disciplinary dismissal from the College: Termination of student status for an indefinite period. The conditions of the readmission, if any, will be stated in the order of dismissal.

A student, pending a hearing by the campus judicial affairs officer, may be suspended by the president (or in the president's absence, the College vice president or the dean of student services) and barred from the College if his/her presence is deemed a danger to others or is likely to be disruptive to the normal educational activities of the College. Nothing in these procedures should be construed to prevent the president from taking such official steps as he may deem necessary except that final action shall be in accordance with the above procedures. Before a student may be suspended, he or she will be informed of the reasons for the suspension and will be provided an informal opportunity to make an oral response, except in exigent circumstances, in which case the student will be given said opportunity as soon as possible as determined by the president.

DISCIPLINARY RECORDS

All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the Office of the Dean of Student Services, and will not be available to unauthorized persons on campus or to any person off campus without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

ACADEMIC DISHONESTY

ACADEMIC DISHONESTY DEFINED

Students are expected to conduct themselves in an honorable manner in all of their academic work. All forms of academic dishonesty are prohibited at John Tyler Community College. Cheating on quizzes, tests, and examinations; unauthorized cooperation between students; unauthorized help from others; plagiarism; and the unauthorized use of software, databases, or expert advice that is contrary to the instructions of the professor are acts of academic dishonesty.

ADDRESSING ALLEGATIONS OF ACADEMIC DISHONESTY

If a faculty member has reason to believe that a student has engaged in an act of academic dishonesty, the faculty member should make the student aware of his or her suspicion in a manner and place that ensure the confidentiality of their conversation. Following this discussion, if the faculty member remains convinced of the student's act of academic dishonesty, the faculty member should inform the student in confidence that the student is being found guilty of an act of academic dishonesty and specify the disciplinary action that is being administered.

DISCIPLINARY ACTIONS

Having accused and found guilty a student of academic dishonesty, faculty members must administer one of the following disciplinary actions:

1. A formal warning: An oral or written statement to the student that he or she has committed an act of academic dishonesty that is prohibited at the institution and may result in more severe disciplinary action should the student be found guilty of engaging in any subsequent act of academic dishonesty.
2. A formal warning and the requirement that the student repeat or resubmit the quiz, test, examination, exercise or assignment in question.
3. A formal warning and the assignment of the grade of "F" (numeric grade of zero) on the quiz, test, examination, exercise, or assignment in question.
4. Removal of the student from the class and the assignment of the grade of "F" in the course.

REPORTING ACTS OF ACADEMIC DISHONESTY TO THE DEAN OF STUDENT SERVICES

A faculty member must provide the dean of student services with a written report of any disciplinary action taken in response to an act of academic dishonesty. Such a report must be forwarded to the dean within seven (7) business days of the administration of disciplinary

action. The report must include the name of the accused student, the course number and class section number, the student's EMPLID, the nature of the offense, and the specific disciplinary action taken.

DISCIPLINARY ACTIONS THAT MAY BE TAKEN BY THE DEAN OF STUDENT SERVICES

All reports of academic dishonesty will be reviewed by the dean. If a student has been found guilty of any prior acts of academic dishonesty, the dean of student services may either (1) suspend the student from the institution for a period of time not to exceed one year or (2) dismiss the student from the College. The student will be notified by the dean of student services in writing of such action within ten (10) business days. A statement of this action will be included in the student's academic record. A student who is suspended or dismissed will be immediately withdrawn from all coursework in which he or she is enrolled, exclusive of the course in which an "F" may have been assigned as part of disciplinary action.

APPEALS TO THE COMMITTEE ON ACADEMIC INTEGRITY

A student who has been found guilty of committing an act of academic dishonesty by a faculty member and/or has been suspended or dismissed from the institution by the dean of student services may appeal the sanction(s) to the Committee on Academic Integrity within ten (10) business days of the imposition of the sanction by the faculty member or within (10) business days of the receipt of the formal notification by the dean.

THE COMMITTEE ON ACADEMIC INTEGRITY

The Committee on Academic Integrity is appointed annually by the president of the College and consists of nine members of faculty. Five members of this body will be selected by the chair of the committee to consider a specific appeal.

APPEALS HEARINGS

A student who has made an appeal will receive written notification from the chair of the Committee on Academic Integrity of the time, place, and date of the hearing at least five (5) business days before the hearing. The student may elect not to appear at a hearing, but the hearing will be held in his or her absence.

If a student elects not to appear at the hearing, the student may submit a signed statement to the committee chair at least 48 hours prior to the hearing.

Hearings will be closed to the public.

The student will be given an opportunity to speak at the hearing and to present witnesses on his or her behalf.

The faculty member and/or dean of student services will be given an opportunity to speak at the hearing and to present witnesses.

The Committee may request the appearance of and question witnesses. The student may direct questions to such witnesses, the faculty member, and the Dean through the Chair of the Committee.

The faculty member may direct questions to the student, witnesses, and the Dean through the Chair of the Committee.

The Committee may affirm, reduce, or dismiss the decision of the faculty member or the Dean.

The student will receive written notification of the Committee's decision from the Dean of Student Services within fifteen (15) business days of the conclusion of the hearing.

APPEALS TO THE VICE PRESIDENT OF ACADEMIC AND STUDENT SERVICES

A student may appeal the decision of the Committee on Academic Integrity in writing to the vice president of academic and student services within ten (10) business days of the receipt of the committee's decision. The vice president will review the entire academic dishonesty proceeding and provide the student with a written notification of his findings and decision within ten (10) business days of the receipt of the appeal.

RECORDS OF ACADEMIC DISHONESTY ACTIONS AND APPEALS

All records of academic dishonesty actions and appeals will remain confidential and will be maintained in the Office of the Dean of Student Services. Such information will not be available to unauthorized persons without the express written permission of the student, court subpoena, or other exceptions made under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended.

STUDENT SERVICES

The Division of Student Services is comprised of the departments and offices of Admissions and Records, Counseling, College Library, Instructional Technology, Student Activities, Testing Services and Veterans Affairs. Division personnel are committed to providing students with the academic, administrative and personal support services necessary for the successful pursuit of their educational and career goals. The Office of the Dean of Student Services is located in room M107e in Moyar Hall on the Chester Campus and in room B213 in the Administration Building on the Midlothian Campus. For additional information on the services provided by the division, please refer to the appropriate sections of this handbook and the John Tyler Community College web site, www.jtcc.edu.

COUNSELING CENTERS

Professional counselors and student services specialists are available at both campuses to assist students with personal concerns, career and life planning, educational decisions, resolving conflicts and other concerns. Interviews with counselors are confidential. If students require assistance beyond the scope of the services of counselors, referrals to other qualified professionals or agencies will be offered. The counselors are committed to help students and prospective students learn how to develop career and life plans and to deal effectively with career and life transitions. Since there is no single correct way for everyone to deal with such decisions, a variety of developmental services and programs are offered, including assistance with personal development, academic advising and career exploration. The Counseling Centers also are responsible for the institution's orientation program and College Success Skills course.

CAREER DEVELOPMENT

Students seeking assistance with career development should contact the Counseling Centers at the Chester and Midlothian campuses. With the assistance of counselors, student can take a number of assessment instruments, access career and college search systems, explore current job listings and refine their job-seeking skills. Counseling personnel also present special programs in interviewing and résumé writing, as well as coordinate the on-campus recruitment initiatives of area businesses and industries.

ACADEMIC SUPPORT SERVICES

Students can receive free tutoring services in many of the courses offered by the institution in the Student Success Centers, located in room M208 on the Chester Campus and in room A208 on the Midlothian Campus. In addition, Student Success Center personnel offer students assistance with academic advising, test-taking skills, managing test anxiety, study skills, transferring to senior institutions and stress management. Computer workstations are available where students may do internet research, use tutorial software, or work on writing assignments.

COLLEGE LIBRARIES

Libraries at both campuses serve as the academic centers of the College, providing students with the electronic and print resources necessary for their coursework, and a place for study. The Chester Campus library is on the second floor of Moyer Hall, M216, and the Midlothian Campus library is on the second floor of the Science Building. The Chester library maintains a separate computer facility in M218.

Students are advised to familiarize themselves with the library facilities early on in their academic careers. Library cards may be obtained upon presentation of picture identification.

The library is open for the following hours during the semesters and the summer sessions:

Monday—Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 2:00 p.m.

Shorter hours are kept during breaks and holiday periods.

The libraries have approximately 50,000 books and visuals, records for which students may view in the online catalog. More than 100 subscription databases are available for academic work. These products provide, among other things, the full-text of more than 10,000 magazines, journals, and newspapers. Students may access the subscription databases both on campus and off. All library computers have standard Office application software.

Student conduct in the library is governed by the policies stated elsewhere in this handbook. Computer use is in accordance with the VCCS Computer Ethics Policy, also in this handbook.

INSTRUCTIONAL TECHNOLOGY

The Instructional Technology Office collaborates with faculty members in the design, development, utilization, management and evaluation of processes and resources for teaching and learning. The most widely used tool is Blackboard, an online course management system that provides web space for course documents, PowerPoint slides, and other electronic materials specifically related to individual courses. Students may receive assistance with Blackboard or their student e-mail accounts by visiting www.jtcc.edu/internet or by filling out this help request form: <http://www.jtcc.edu/customapps/helpform2/>.

TESTING FOR ONLINE/INTERNET CLASSES

The Testing Services Offices provides testing for students enrolled in online/internet classes. The Chester testing center is located in Moyer Hall, room M135A and the Midlothian testing center is in the Academic Building, room B108. The following guidelines apply to students who wish to take an internet test:

1. An appointment must be made at least two working days in advance by e-mailing the testing centers at testing@jtcc.edu and providing complete information: name, course

title/number, instructor's name, date/time preferences for tests, choice of Chester or Midlothian test center, etc.

2. A student must present a photo ID and sign in to receive her/his test.
3. A student must furnish his/her own pencils and/or pens or anything else the instructor may allow.
4. All books, papers, and other items are prohibited from the testing room unless specifically authorized by the instructor on the Testing Center Transmittal Form.
5. A student must adhere to the time restrictions (length of time for the test) noted on the Testing Center Transmittal Form.
6. A student may not begin a test unless the optimum time permitted by the instructor for the test exists prior to the closing of the testing center.
7. Any restrictions concerning the use of student aids (dictionaries, calculators, notes, graphs, etc.) noted on the Instructor's Testing Center Transmittal Form will be observed by the test proctors.
8. All test materials, including scrap paper, will be collected following the administration of a test.
9. A student may **NOT** bring children to the testing center or leave them unsupervised outside the test center.

TESTING CENTER HOURS

Students may make an appointment for an online/internet test by emailing testing@jtcc.edu with full test information, noting the following test center hours:

Chester Test Center (M-135A)

	Earliest	Latest
Monday	8:30 a.m.	– 5:00 p.m.
Tuesday	8:30 a.m.	– 5:00 p.m.
Wednesday	8:30 a.m.	– 6:00 p.m.
Thursday	8:30 a.m.	– 5:00 p.m.
1 st & 3 rd Friday	10:00 a.m.	– 3:00 p.m.
2 nd , 4 th & 5 th Friday	8:30 a.m.	– 3:00 p.m.
Saturday (varies)	8:30 a.m.	– 11:00 a.m.

Midlothian Test Center (B108)

	Earliest	Latest
Monday	8:30 a.m.	– 5:00 p.m.
Tuesday	8:30 a.m.	– 5:00 p.m.
Wednesday	8:30 a.m.	– 5:00 p.m.
Thursday	8:30 a.m.	– 6:00 p.m.
1 st , 3 rd & 5 th Friday	10:00 a.m.	– 3:00 p.m.
2 nd & 4 th Friday	8:30 a.m.	– 3:00 p.m.
Saturday (varies)	8:30 a.m.	– 11:00 a.m.

(NOTE: times may change with appropriate notification)

STUDENTS WITH DISABILITIES

John Tyler Community College is committed to the goal of providing each qualified student equal opportunity to pursue a college education. To that end, the Division of Student Services has designated a professional counselor as a disabilities support services specialist at each campus. Timely requests for special services enable the College to better serve students. Students with documented disabilities who require assistance should contact the Counseling Centers at either the Midlothian Campus or the Chester Campus at least 30 days prior to the start of classes. Professional counselors will assist students with their special needs, including accommodations on placement testing, instructional accommodation plans, consultation services with faculty and staff, assistance with registration, personal and career counseling, study skills, note taking, mobility assistance and other services depending on individual needs and the availability of resources.

PARKING INFORMATION

Adequate parking space is provided for students. Special parking is available to handicapped individuals whose vehicles display the appropriate sticker. Applications for special parking permits should be made through Campus Security. Parking stickers are recommended for all other students and may be obtained during registration from the Business Office.

Parking violations in designated handicapped and fire lane areas or in designated faculty parking spaces will be subject to citations.

EMERGENCY INFORMATION

The College provides no medical services and relies on the nearby rescue squads to provide emergency first aid and transportation when sickness or injury occurs. First aid kits are available in most offices and laboratories. The College encourages students to wear a bracelet that identifies significant medical conditions in case they are not able to adequately communicate their needs to others.

UNSCHEDULED CLOSINGS

When severe weather or emergencies (snow, ice, power failures) require reduced operations, notification will be made on the College web site and through announcements by local radio and television stations. Information also may be obtained by calling the College information number, 804-796-4000. In the absence of any announcement, the College is open.

Students are expected to exercise judgment when hazardous conditions exist in their own areas. If a student must miss a class for any reason, the instructor should be contacted as soon as possible and arrangements made for appropriate make-up work.

TELEPHONES

Pay telephones are available on campus for public use. All other phones on campus are for official College business only.

INCOMING TELEPHONE CALLS

In the case of an extreme emergency, such as illness or accident of a child, spouse, or parent, the Office of the Dean of Student Services will receive the call and attempt to locate the student. No personal phone calls will be forwarded to students. Please notify family and friends of this rule.

CELLULAR PHONES

Cell phones should be turned off before entering classrooms. The use of cell phones also is prohibited in other areas at the institution. These areas are marked. The use of cell phones in classrooms and prohibited areas is a violation of the student conduct code.

BULLETIN BOARDS

Bulletin boards designated for student use are provided in all the College buildings. Approval for posting is granted only by the dean of student services. Commercial notices generally are not permitted. Printed material may remain posted only for a period specified by the dean. This period normally will not exceed one month. Material that is not removed in accordance with the specified expiration date will be removed and disposed of by the College personnel.

LOST & FOUND

At the Chester and Midlothian campuses, items that are found should be turned over to Campus Security. Efforts will be made to locate the owner, and students should report to Campus Security to reclaim lost articles.

STUDENT LOUNGES

Student lounges are located on both the Chester and Midlothian Campuses. On the Chester Campus, the lounge is located in the Nicholas Student Center; on the Midlothian Campus, the lounge is located in the Science Building, first floor (C-1). All students are expected to conduct themselves in a manner consistent with the community standards of a postsecondary public academic institution. The code of conduct by which all students are expected to comply may be found on page 12 of this document.

EATING AND DRINKING IN CLASSROOMS

Students are not permitted to eat or drink in any laboratories at the institution. These include all computer labs, science labs, drafting labs, industrial labs, and engineering labs. Food and beverages also are prohibited in the College libraries. Signs are posted on the doors of all rooms and facilities in which eating and drinking are forbidden.

Students are asked to exercise great care and adhere to appropriate classroom decorum when consuming food and beverages in permissible classrooms at the institution.

MINORS ON CAMPUS

All persons under the age of eighteen visiting the campus must be under the personal supervision of adults at all times. Students may not bring their children or other minors to classrooms or testing centers. Campus Security will be summoned when unattended minors are observed on campus or in cars. Individuals attending classes who leave minors unattended in the library, student lounge, or elsewhere on campus will be contacted by Campus Security and requested to leave class and to provide appropriate supervision.

RECRUITERS ON CAMPUS

Representatives of educational institutions, businesses, and the armed forces who wish to provide students with information about educational and career opportunities are welcome on both of the College's campuses. In order to facilitate optimum student participation in recruitment activities and to avoid the disruption or obstruction of teaching or other activities of the institution, all recruiters must request permission to visit a campus from the appropriate director of counseling and student success services. The directors reserve the right to determine the time, manner, and place of such visitations.

APPROPRIATE ATTIRE

All students and visitors are expected to dress in a manner consistent with the community standards of a postsecondary public academic institution. While it is recognized that persons have the right to dress in a manner that reflects their individual tastes and preferences, this right must be exercised in a manner that does not infringe on the rights of others to expect an environment that is conducive to learning. The institution reserves the right to prohibit clothing that is deemed offensive or demeaning and attire that poses a health or safety concern. Questions or concerns about appropriate attire should be referred to the dean of student services.

STUDENT ACTIVITIES

The Student Activities Office provides a variety of educational, cultural, and social experiences for students, faculty, and staff and members of the community. Student activities and organizations are open to all interested students. Student clubs currently include the Art Club, Chess Club, Chemistry Club, Disciples of Christ Club, Elements of Life Club, Funeral Services Student Association, Future Teachers Club, History Club, Human Services Club, Martial Arts Club, Multicultural Student Association, Nandemo Club, Student Nurses Association, Student Veterans Association, Theatre Club, Truth Seekers Club, and Virginia 21. Students may seek leadership opportunities through participation in the JTCC Student Council Cabinet. The College also has two chapters of Phi Theta Kappa, the international honor society for two-year colleges. The Student Activities Office also coordinates student ID cards, voter registration, community service projects, student travel programs, student emergency fund, and club and intramural athletics. Students who are interested in participating in any aspect of the student activities program, or who wish additional information on events and organizations, should contact the Student Activities Office in Moyar Hall, room M101f on the Chester Campus; in the Science Building, room C-103 at the Midlothian Campus; or online at studentactivities@jtcc.edu.

STUDENT COUNCIL BY-LAWS

Preamble

The purpose of the Student Council of John Tyler Community College shall be to further the best interests of the students of the College by providing the Office of Student Activities with recommendations concerning the development and promotion of student activities and by offering suggestions to the Dean of Student Services addressing the betterment of student life at the institution.

Article I

Membership and Rights

All John Tyler Community College students shall be members of the Student Council. A student shall be defined as an individual who is currently enrolled at the College in at least one credit course.

Every member of the Student Council has the right to vote in Student Council elections, to attend meetings of the Student Council, and to request consideration for membership on Student Council committees.

Article II

Organization

The governing body of the Student Council shall be the Student Council Cabinet.

Article III

Membership of the Student Council Cabinet

Section 1. The Student Council Cabinet shall consist of representatives from all official student clubs and organizations and four members elected at-large, two from each campus.

Section 2. Elections for at-large representatives of the Student Council Cabinet will held during the month of November on a day and at a time determined by the Assistant Coordinator of Student Affairs. Students who wish to be at-large candidates must submit petitions with at least twenty signatures of current students by the specified deadline.

Section 3. Representatives from student clubs and organizations will be identified annually by all official student organizations no later than October 1. The names of club representatives will be forwarded to the Assistant Coordinator of Student Affairs. Students whose petitions are

found to have at least twenty valid signatures will be placed on the ballot for Student Council Cabinet elections.

Section 4. Members of the Student Council Cabinet must be enrolled in at least six semester credits of course work and have minimum cumulative grade point averages of 2.5.

Article IV

Duties and Responsibilities of the Student Cabinet

Section 1. The members of the Student Council Cabinet will elect a President, Vice-President, and Secretary from its members at a time and place determined by the Coordinator of Student Activities. All elections will be by secret ballot.

Section 2. The duties and responsibilities of the President shall be: to schedule and preside over all cabinet meetings; to represent the Student Council at specific College activities when requested by the College President, Vice-Presidents, or Dean of Student Services; to serve on Student Council committees; and to attend special meetings and events when requested by members of the College administration.

Section 3. The duties and responsibilities of the Vice-President shall be: to preside over cabinet meetings when the President is absent; to attend all cabinet meetings; to serve on Student Council committees when requested by the Student Council President; and to attend special meetings and events when requested by members of the College administration.

Section 4. The duties and responsibilities of the Secretary shall be: to take minutes at all cabinet meetings; to distribute draft minutes to all cabinet members for review and corrections; to present minutes to the cabinet for comment and formal approval; to distribute approved minutes to the Dean of Student Services; to maintain a list of cabinet members; to maintain a record of attendance at cabinet meetings; to serve on Student Council committees when requested by the Student Council President; and to attend special meetings and events when requested by members of the College administration.

Section 5. The Student Council Cabinet may make recommendations regarding the development and nature of student activity programming and forward such recommendations to the Assistant Coordinator of Student Affairs.

Section 6. The Student Council Cabinet may make suggestions concerning the general welfare of students and student life at the institution and forward such suggestions to the Dean of Student Services.

Section 7. Student Council Cabinet members will participate in the coordination and presentation of student activities programming when requested by the Assistant Coordinator of Student Affairs.

Section 8. The Student Council Cabinet may create student committees to assist with specific student activities and events, specifying the membership and responsibilities of these committees.

Section 10. The Student Council Cabinet will establish policies and procedures addressing the conduct of cabinet meetings, member attendance, and frequency of meetings.

Article V

Removal from the Student Cabinet

Section 1. A Student Council Cabinet member shall be removed from office if he or she fails to adhere to Student Council Cabinet attendance procedures; is placed on academic probation or suspension; withdraws from the College or does not register for classes (exception--enrollment is not required during the Summer Term); or fails to register for or maintain the required academic load and grade point average.

Section 2. If the President of the Student Council Cabinet is removed from office as a result of the policies in Article V, Section 1, the Vice-President shall assume the position of President.

Section 3. If any member of the cabinet other than the President must relinquish office prior to the expiration of his/her term of office, the Cabinet shall by majority vote select a qualified student to fill the existing vacancy.

Article VI

Faculty Advisors and Institutional Contacts

Section 1. Faculty Advisors for the Student Council Cabinet will be appointed by the Dean of Student Services. Faculty Advisors will serve a term of one year, subject to reappointment by the Dean.

Section 2. Faculty Advisors may attend all Student Council Student Cabinet and committee meetings and participate in all discussions.

STUDENT GRIEVANCE POLICY AND PROCEDURE

OVERVIEW

The grievance procedure applies to students who have complaints of unfair and/or unlawful treatment. A student is defined as any person enrolled full- or part-time in credit or non-credit courses at the College. A grievance is a complaint of unfair and/or unlawful treatment formally charged by a student against a College employee, in regard to the application of College rules, policies, procedures, and regulations. If at all possible, a complaint should be resolved without initiating the formal grievance procedure.

Please note that it is generally beneficial to the student to discuss the problem with College personnel prior to filing a formal grievance. College personnel are available to advise students. Students should not hesitate to contact a faculty member, counselor, or any other College staff person to discuss the problem.

PROCEDURE

Level 1

A grievance should be raised and settled as quickly as possible. Within fifteen business days following either the event that gave rise to the grievance or within fifteen business days of the time when the student reasonably should have gained knowledge of the issue, the College employee involved should be contacted by the student. (A business day is defined as a Monday through Friday when the College is open.) An attempt should be made to resolve the complaint informally. The first step is for the student to meet with the College employee involved. If the matter cannot be resolved, the student may file a written grievance within ten business days following the verbal response from the College employee involved. The written grievance should be presented to the employee with a notification of the grievance being forwarded to the employee's supervisor. The written grievance should contain the following: (a) a complete description of the complaint; (b) any supporting documents; and (c) the redress sought. An entire set of records should be assembled and maintained by the student. The person receiving the written grievance has ten business days to reply to the student in writing.

Level 2

If the student is not satisfied with the written response from the employee, he or she may appeal it to the appropriate supervisor within ten business days. The student should forward copies of all correspondence and relevant documents from Level 1, along with a cover letter, to the supervisor. The supervisor has ten business days to reach a decision and reply in writing to the student.

Level 3

If the student is not satisfied with the written response from Level 2, he or she may appeal to the appropriate vice president. This appeal must be made within ten business days after the reply from Level 2. The student should forward copies of all correspondence and relevant

documents from Levels 1 and 2, along with a cover letter, to the vice president. The vice president has ten business days to make a determination and reply in writing to the student.

Level 4

If the student is not satisfied with the vice president's response, he or she may appeal to the College president within ten business days after the reply from Level 3. The student should forward copies of all correspondence from Levels 1, 2, and 3, along with a cover letter, to the president. The president will discuss the grievance with all concerned parties and make a decision regarding the issue within ten business days after receipt of the correspondence. This decision will be final.

GENERAL GUIDELINES

1. The student filing a grievance may be accompanied by an advisor or representative of his/her choice at any level of the procedure.
2. Revision of the deadlines for filing appeals and providing written responses may be made. This may be necessary because of vacations, examinations, illnesses, or other extenuating circumstances. If the deadlines are changed by either party, the respective employee should inform the student of the receipt of the grievance and give an estimated date of the final reply.
3. Copies of the vice president's decision will be sent to the appropriate College employees at Levels 1 and 2, and to the president.

SOLICITATION AND DISTRIBUTION OF MATERIALS ON COLLEGE PROPERTY

NON-COMMERCIAL DISTRIBUTION

With prior approval of the dean of student services, any student or non-student may distribute non-commercial printed materials (for example, brochures, pamphlets, newspapers, tabloids, flyers, or petitions) on College property as noted below:

1. The distribution may be conducted with prior approval in any appropriate campus area except for the following: classrooms, laboratories, restrooms, libraries, administrative and academic offices, doorways, and parking lots.
2. The distribution must be conducted with regard to all student conduct regulations contained in the JTCC Student Handbook.
3. Any material remaining after the distribution must be properly discarded.

COMMERCIAL DISTRIBUTION AND SOLICITATION

Solicitation shall be defined as the sale of anything or the solicitation of donations for any purpose.

1. No solicitation is permitted except within or through the sponsorship of a campus organization and with the approval of the dean of student services.
2. No commercial distribution is permitted except within or through the sponsorship of a campus organization and with the approval of the vice president of financial and administrative services. All requests for commercial distribution must be reviewed in light of existing contracts. Approval will be subject to regulation as to time, place, and manner to assure non-interference with operations of the College.
3. The solicitation may be conducted in any area except the following: classrooms, laboratories, restrooms, libraries, administrative and academic offices, doorways, and parking lots.
4. The solicitation must be conducted with regard to all student regulations contained in the current JTCC Student Handbook.

POSTING OF PRINTED MATERIALS

Posting of printed materials by students and non-student groups will follow established College procedures. Approval for posting is granted only by the dean of student services. The dean may require that materials printed in a foreign language be presented in an English translation prior to approval for posting.

COLLEGE JURISDICTION OVER DISTRIBUTION AND SOLICITATION

1. College jurisdiction extends to the property boundaries of the College. Jurisdiction also includes all property owned, leased, controlled, used, or occupied by the College except

where the College may be bound by legal restrictions which may be contrary to these regulations.

2. Failure to adhere to these regulations may lead to loss of distribution privileges.
3. Hearings regarding alleged infractions of these regulations will be held by the dean of student services.
4. Decisions will be made within five (5) business days on requests to distribute and/or solicit on campus. Decisions will be based on College policy and possible interference with operations of the College resulting from such decisions.

CAMPUS SAFETY AND SECURITY

FREEDOM AND RESPONSIBILITY

John Tyler Community College affords you considerable freedom to develop or redefine your lifestyle. You are encouraged to get your own schedule, develop new friendships, and manage the complexities of home, classroom, and work. Faculty, staff and other students provide a support network, but ultimately you must make your own decisions. With this freedom comes increased responsibility for your coursework, your co-curricular involvements, and the security of you and your fellow students.

Security at John Tyler Community College is the shared responsibility of students, faculty, and staff. Our institution has an excellent record of safety and security, but the campus will remain safe only if we take our responsibilities to ourselves and others seriously.

BEING SAFE AROUND CAMPUS

You can help maintain safety for everyone at JTCC by following some simple common sense tips:

1. Walk with a friend when you leave evening classes. If a companion is unavailable, stay in lighted areas and be aware of who is in your general vicinity and what is going on around you. If you feel uncomfortable or notice something that is unusual, ask one of the security guards to escort you to your car.
2. Know the people who offer you rides or invite you to visit them off-campus.
3. Be aware and concerned about the use and abuse of alcohol or other drugs. Sexual abuses and other violent acts occur more often when people are under the influence of alcohol or other drugs. The College complies with the Drug-Free Schools and Communities Act in specifically discouraging violations of alcohol and drug laws. Please refer to the College policies on Substance Abuse, Sexual Assault, and Sexual Harassment defined in this handbook for additional information on these matters.
4. Do not let yourself be a threat to safety. Remember that violence is an unacceptable means to conflict resolution. Student Services personnel are always ready to help you and other students find effective, non-violent ways to resolve disagreements.
5. Take advantage of information programs offered by Campus Security and the Division of Student Services. Discussions on security awareness and crime prevention, substance abuse, sexual harassment, and victims' rights are addressed in special programs and in student orientation classes. This type of information could make a difference for you or a friend in a crisis.
6. Pay attention to campus-wide memos and classroom announcements that concern a potential threat to your security. Such proclamations fortunately are rare, but they may contain information crucial to your safety.

7. Remember that the campus is accessible by foot from any direction at any time. While the nearby off-campus areas may appear relatively secure and safe, threats can arise from people and circumstances at anytime and any place.

THREAT ASSESSMENT TEAM

There has been a growing concern for mental health issues on most college campuses, including John Tyler Community College. As a result, JTCC has implemented a Threat Assessment Team. The Threat Assessment Team is a multidisciplinary group responsible for evaluating and managing risks associated with behaviors that may pose a threat to the campus community's safety. The team includes representatives from student services, security and human resources. The Threat Assessment Team is charged with addressing all reported behavioral or mental health incidents involving students, faculty, staff or visitors, which occur on a JTCC campus or site (including e-mail, blogs, and Blackboard postings).

EMERGENCY QUICK REFERENCE

IN THE EVENT OF AN EMERGENCY

Call 911 (if using a campus phone, dial 9 first to get an outside line), or call the appropriate security number below. Note: If you call 911, you must still report the incident to College security. You may also contact College security by using one of the Emergency Call Boxes located in each building on the Chester and Midlothian campuses.

COLLEGE SECURITY INFORMATION

Chester Campus

796-4025

796-0786 (pager)

Desk locations: Moyar Hall – 1st floor (across from M101)

Nicholas Student Center – inside main entrance

Midlothian Campus

897-6678

778-6582 (pager)

Desk locations: Administration Bldg. – atrium

Academic Bldg. – 2nd floor (across from A215)

Science Bldg. – 1st floor (near the Multipurpose Room)

Nursing Facility (CJW)

622-8700

320-2705 (Surgical Associates of Richmond (SAR))

897-6678 (Midlothian Security Services)

778-6582 (Midlothian Security pager)

CCWA – Featherstone

440-2447

897-6678 (Midlothian Security Services)

778-6582 (Midlothian pager)

796-0787 (Featherstone pager **after 5:00 p.m.)

920-0882 (Featherstone cell **after 5:00 p.m.)

POWER OUTAGE AND TELEPHONE USE

If an emergency occurs that causes a power outage, campus phones may not operate. In such as case, if you need to report emergency information, the following locations have phones that will work:

Chester - Nicholas Student Center Security Desk

Midlothian – Administration Building Security Desk

Nursing Facility – Reception Area

EMERGENCY NOTIFICATION

John Tyler Community College uses the following tools to notify employees, students, and the public of an emergency situation: fire alarms, e-mail, Tyler Alert, voicemail, indoor emergency call boxes, electronic bulletin boards, web site (www.jtcc.edu), security staff, area emergency coordinators, and media outlets.

TYLER ALERT

Tyler Alert allows the College to send urgent text messages and e-mails to those who are registered in the system. This is a voluntary system, so if you would like to receive these messages, you must register at www.jtcc.edu/tyleralert. You may register multiple devices – such as cell phones, Blackberrys, PDAs – as well as e-mail addresses. There is no fee to register for Tyler Alert, but your carrier may charge fees for receiving messages on your wireless device. If you need technical assistance, please call 804-706-5096 or e-mail tyleralert@jtcc.edu.

EVACUATION OF BUILDING(S)

If a fire alarm sounds or you are ordered to evacuate by security, leave the building by the nearest marked exit (noted on the evacuation maps posted in each room). Do not use elevators. Unless otherwise instructed, you should proceed to the following locations:

Chester Campus

Bird Hall – Parking Lot F

Godwin Hall – Parking Lot C

Goyne Hall – Parking Lot A

Moyar Hall – Parking Lot F

Nicholas Student Center – Parking Lot A

Physical Plant – Parking Lot H

Midlothian Campus

Academic Building – Parking Lot D
Administration Building – Parking Lot C
Physical Plant – Parking lot next to Physical Plant building
Science Building – Parking Lot D

Nursing Facility (CJW)

Front parking lot assembling as close as possible to Johnston-Willis Drive

CCWA – Featherstone

Parking lot in front of building toward Huguenot Road

SEVERE WEATHER/TORNADO WARNINGS

In the case of severe weather, you may be instructed to proceed to the College's severe weather shelters.

Chester Campus

Bird Hall – B124/B132
Godwin Hall – G105 /G105a
Goynes Hall – Bathrooms (A107/A109)
Moyar Hall – 1st Floor Students, M134, 2nd Floor Students, M114
Nicholas Student Center – N102/N102A
Physical Plant – Moyar Hall, M134

Midlothian Campus

Academic Building – A113/A115
Administration Building – B115b
Physical Plant – A113/A115
Science Building – C109

Nursing Facility (CJW)

J114, J129, interior office behind receptionist desk

CCWA – Featherstone

F101, F108b, restrooms in suite 108

SHELTER IN PLACE

Certain emergency situations may require you to shelter in place (remain in the office or classroom). In such instances, you must remain in place until an all clear is given by the Incident Commander.

FIRE

In the case of a fire, follow these steps as you evacuate the building:

- If it can be done safely, close all windows and internal doors.
- If you are in an area filled with smoke, drop to the floor, and keep your head no more than 8 – 12 inches off the floor.
- Before opening any door, feel it for heat. Do not open doors that are hot.

BOMB THREAT OR SUSPICIOUS DEVICE/PACKAGE FOUND

If you find a suspicious device/package, do not attempt to pick up the device/package. Do NOT sound the fire alarm, use 2-way radios or use cell phones as they may trigger an explosive device. Evacuate the immediate area and report the device to the nearest security officer.

HAZARDOUS SPILL

In the event of a hazardous or suspected hazardous spill, secure the area, notify the nearest College faculty or staff member, who will then report the incident to Security Services.

SUSPICIOUS/DISRUPTIVE PERSON ON CAMPUS

If you have reason to believe that a person at a John Tyler facility may represent a potential threat to others, report your concerns to the Dean of Student Services and to Security Services.

ACTIVE SHOOTER

- Lock yourself in the room you are in if possible.
- If communication is available, call 911 and then Security Services.
- Don't stay in the open hallway.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the other rooms to evacuate the building, and thus, place them in potential harm as they attempt to exit.
- Barricade yourself in the room with furniture or anything you can push up against the door.
- Protect yourself with any available barriers such as concrete walls, desks or tables.
- Lock windows and close blinds.
- Turn all lights and audio equipment off.
- Turn cell phones and pagers to silent mode.
- Try to stay calm and be as quiet as possible.
- If for some reason you are caught in an open area such as a hallway or lounge, seek the closest available shelter.

Note: The previous information cannot cover every possible situation that might occur. If there is gunfire or explosives discharged, you should take cover immediately. After the disturbance, seek emergency treatment if necessary.

AUTOMATED EXTERNAL DEFIBRILLATOR LOCATIONS

Chester Campus

Bird Hall – outside B121

Godwin Hall – outside G108

Goyne Hall – outside room A101

Moyar Hall – behind security desk
Nicholas Student Center – behind security desk

Midlothian Campus

Academic Building - outside A217
Administration Building - behind security desk

CCWA - Featherstone

On the wall between JTCC and VCCS

FIRST AID KITS & BLOODBORNE PATHOGEN KITS

Chester Campus

Moyar Hall – M101, M117, M129, M131
Bird Hall – B105, B123
Godwin Hall – G108, G121, G124
Goynes Hall – A102
Nicholas Student Center – N100 (Security Officer’s Desk – 24 hours)
Physical Plant

Midlothian Campus

Academic Building – A120, A201, A215, A302, A308
Administration Building – Lobby (Security Officer’s Desk – 24 hours), B206
Physical Plant – P101

CCWA – Featherstone

F108

KEY PEOPLE TO CONTACT

Security Staff

Chester Campus: Nicholas Student Center, 804-796-4025
Midlothian Campus: Administration Building, 804-897-6678

Security Manager

Frank Medaglia: 804-594-1414 (Midlothian) or 804-706-5017 (Chester)

Chesterfield County Police Department

Emergency: 911
Non-Emergency: 804-748-1251

Rescue Squad

Chester Campus Bensley/Bermuda Rescue Squad: 804-271-0149
Midlothian Campus Forest View Rescue Squad: 804-330-2574

POLICY ON SUBSTANCE ABUSE

INSTITUTIONAL RESPONSIBILITY

The College believes that it has a responsibility to create, enforce, and constantly monitor an institutional policy on substance abuse prevention and that all students, faculty, and staff are expected to know and adhere to this policy.

The possession, use, manufacture, sale, and/or distribution of illegal drugs and other controlled substances by students, faculty, or staff at John Tyler Community College will not be tolerated. All actions consistent with the law and individual privacy will be taken by the College to eliminate drugs on the campuses and to deal fairly with individuals found in violation of both Virginia's statutes and federal laws pertaining to such substances.

RESPONSIBLE AND LEGAL USE OF ALCOHOLIC BEVERAGES

John Tyler Community College neither encourages nor discourages the use of alcoholic beverages, but rather discourages the abusive use of alcohol. Further, the College expects that all deliberations concerning the availability of alcoholic beverages at any officially designated College activity will include a full and realistic discussion of the appropriateness of such consumption. Individual members of the College community are responsible for their decisions concerning their use of alcohol, as well as their behavior as a consequence of these decisions.

All members of the College community are expected to know and act in accordance with the Commonwealth of Virginia laws and institutional regulations concerning the purchase, possession, consumption, sales, and storage of alcoholic beverages. Persons who violate these laws and regulations are subject to prosecution and College disciplinary action.

The College assumes no responsibility for any liability incurred at an event, not sponsored by the College, where alcohol is served and/or sold. Students and recognized student organizations are always expected to conduct themselves in accordance with the laws of the Commonwealth of Virginia and to assume full responsibility for their actions, activities, and events.

SPECIFIC AREAS OF EMPHASIS

1. The State Board for Community Colleges has delegated to each individual College's Board the responsibility for taking action on requests to serve beer at student associated community college functions. Such requests must be submitted to the dean of student services who will forward each request with his or her recommendation to the president of the College. The president, after reviewing the specific nature of the function, may approve or reject the request.

2. College funds may be used only for the purchase of alcoholic beverages to be served and/or sold at an approved College activity for which a one-day banquet license to serve beer or wine has been obtained in accordance with the conditions established by the State Alcoholic Beverage Control Board.
3. Non-alcoholic beverages and food items must be present at all College-sponsored events where alcoholic beverages are served.
4. Alcoholic beverages must never be mentioned in the advertising or publicizing of a College-sponsored event.
5. Organizations serving alcohol at College-sponsored events should not permit the entry or exit of persons with beverage containers.
6. Organizations should check for proper age identification of individuals attending events where alcohol is served and implement a process that visually identifies those participants of legal drinking age.
7. Any organization, as well as its leadership, sponsoring an event at the College will be responsible for following all State laws relative to the serving and/or selling of alcoholic beverages.
8. College community members are expected to know and adhere to the following:
 - a. Any sale of alcoholic beverage requires an ABC license.
 - b. Alcoholic beverages are not to be given or sold to persons under the legal drinking age of twenty-one.
 - c. Alcoholic beverages are not to be given or sold to persons who are intoxicated.
 - d. State law prohibits the following: drinking in public; possession of an alcoholic beverage by a person under the legal drinking age; falsely representing one's age for the purpose of procuring alcohol; and purchasing an alcoholic beverage for a person who is under the legal drinking age.

DRUG ENFORCEMENT PRACTICES

Possession, use, manufacture, sale and distribution of illegal substances are crimes. John Tyler Community College will cooperate with law enforcement authorities to enforce current statutes. Students, faculty, and staff may be subject to prosecution by civil authorities for violations of these laws. Penalties may be severe, including the loss of civil rights.

Illegal involvement with drugs and/or the unauthorized purchase, consumption, possession, sale or distribution of alcohol on the campus also will result in disciplinary action by the College. Students who engage in such illegal activity are subject to disciplinary actions as defined in the Student Rights and Responsibilities section of this handbook. Such actions could result in dismissal from the College.

Faculty and staff suspected of drug or alcohol abuse will be judged solely on job performance and adherence to established standards of professional and employee behavior. Illegal drug use and alcohol consumption, possession, sale or distribution will not be tolerated in the work place. Faculty and classified employees who engage in such actions are subject to disciplinary action in accordance with Policy 6.13, Procedure for Dismissal of College Personnel Holding Faculty Rank as defined in the JTCC Faculty Handbook or the Employee Standards of Conduct

and Performance published by the Department of Personnel and Training for classified employees as defined in the JTCC Classified Employee Handbook. Disciplinary action could result in suspension and/or dismissal from the College.

SUBSTANCE ABUSE EDUCATION AND PREVENTION

Students, faculty, and staff should recognize that substance abuse interferes with their abilities to succeed academically and professionally. Substance abuse poses numerous threats to human health and can kill. It is also contrary to what institutions of higher learning strive to attain: development of individual character; attainment of human potential; informed and responsible citizenry; and respect for the laws and norms governing society.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

The College will annually present programs on the dangers of substance abuse. Students, college personnel, and members of the community will be encouraged to participate in these educational programs.

SUBSTANCE ABUSE COUNSELING AND REFERRAL

The College will establish and actively publicize a system whereby students who think that they are at risk of drug or alcohol abuse can have access to appropriate counseling and referral services. The environment will be one in which a student may discuss substance abuse problems openly and without fear of reprisal. To the extent permissible by law, student confidentiality will be protected. The College also will establish an employee assistance program for faculty and classified staff working at the institution. Information on the State Employee Assistance Service and similar referral sources will be distributed in each segment of the College. The College's Human Resources Office will implement a program of supervisor

training that addresses the special skills required for effective counseling and referral and discusses the issue of confidentiality.

The College will maintain a close working association with community agencies that provide counseling and treatment for substance abuse. The Counseling Centers and the Human Resources Office will establish and make available to students, faculty, and staff information about these agencies, organizations, and hospitals.

VIRGINIA LAWS PERTAINING TO ALCOHOL & CONTROLLED SUBSTANCES

ALCOHOL

Virginia's Alcoholic Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation are summarized below.

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Persons violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

CONTROLLED SUBSTANCES AND ILLICIT DRUGS

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the Code of Virginia (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment ranging from one to ten years, or, in the discretion of the jury or

the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.

2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to \$100,000.
7. Possession of a controlled substance classified in Schedules III, IV or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

POLICY ON STUDENT SEXUAL HARASSMENT

PURPOSE OF THE POLICY ON STUDENT SEXUAL HARASSMENT

It shall be the policy of John Tyler Community College to ensure non-discrimination against any member of the College community because of gender. This policy prohibits sexual harassment in any form against any member of the College community.

POLICY STATEMENT

John Tyler Community College shall not tolerate any verbal or physical conduct by any member of the College community, which constitutes sexual harassment of any other College community member as outlined in Part 1604.11, Discrimination Because of Sexual Harassment, of Title VII, Section 703, of the Civil Rights Act of 1964, as amended, or other applicable state or federal laws. Upon receipt of a complaint of sexual harassment, the College will take action appropriate to the charge presented by the complainant. This action may take the form of an investigation, counseling, or an informal meeting.

APPLICATION OF POLICY

Definition and Compliance

Sexual harassment is defined as unwelcome sexual advances; requests for sexual favors; and/or other verbal or physical conduct or written communications of an intimidating, hostile, or offensive nature; or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as the basis for the decisions, such as employment, promotion, transfer, selection for training, performance evaluation, or the basis of academic evaluation; or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment or substantially interfering with an employee's work performance or a student's academic performance.

An employee (faculty or staff member), student, or appropriate administrator, on behalf of the College who alleges sexual harassment by a student shall have recourse through established College grievance procedures or may seek relief under any appropriate federal regulation. A student may initiate an informal complaint through the dean of student services. All complaints must be filed within two years from the date the alleged harassment takes place.

All faculty, staff, students, and administrators will be held accountable for compliance with this policy. Administrators or supervisors will be responsible for informing all employees and

students within their departments of this policy. A student who is found in violation of this policy will be subject to institutional discipline in accordance with the Statement on Students Rights and Responsibilities.

Resolution Procedures

Charges of sexual harassment within the College community are sensitive and complex. The College has defined three avenues to resolve complaints regarding students and to stop inappropriate behavior. Efforts will be made to protect the rights of both (or all) parties. Frequently a sexual harassment complaint can be resolved in an informal and confidential manner.

INFORMAL PROCEDURES

Informal Problem-Solving Assistance

The Office of the Dean of Student Services has professional staff members available to assist faculty, staff, or students in solving problems. If the individual is uncomfortable dealing with specific behavioral issues, he or she can seek advice from the dean of student services.

Informal Complaint Process

To request an informal investigation into any charge of sexual harassment by a student requires the complainant to submit the complaint in writing to the dean of student services.

This preliminary confidential investigation is an opportunity for an informal resolution of the complaint. The goal of the informal complaint process is to stop the offensive behavior. The institution reserves the right to take further action, if warranted. Similar to the position taken in federal guidelines, each investigation will consider the complaint in relationship to the total circumstances, such as the nature of the conduct and the context within which the alleged incidents occurred. If the parties involved through an informal mediation process, can resolve the issue to each individual's satisfaction, the complaint will be considered concluded.

If the mediation process is unsuccessful, the complainant can move the charge to formal grievance procedures. No action taken in an informal process negates a faculty, staff, or student right to file a formal charge or grievance at any time.

FORMAL GRIEVANCE PROCEDURES

Charges of sexual harassment may be brought against a student in accordance with the Statement on Students Rights and Responsibilities and the Student Disciplinary Policies and Procedures.

POLICY ON SEXUAL ASSAULT

POLICY STATEMENT

John Tyler Community College will not tolerate sexual assault of any form. For the purposes of this policy, sexual assault is defined as any unwanted sexual contact including, but not limited to: rape; forcible sodomy; forcible cunnilingus or fellatio; sexual penetration with an inanimate object; fondling or touching an unwilling person's genitalia, groin, breast or buttocks (covered or uncovered); or forcing an unwilling person to touch another's intimate parts (genitalia, groin, breast or buttocks). More specifically, sexual assault includes acquaintance rape/sexual assault, defined as any of the aforementioned acts undertaken by a friend or acquaintance without consent, or when the victim is incapable of giving consent, such as when the victim is physically or mentally incapacitated by alcohol or other drugs. Sexual assault occurs when a person is subjected to any of the above acts against his/her will either by force, threat, intimidation, or through use of the victim's mental or physical helplessness of which the accused was aware or should have been aware. Assault is an act of violence and considered a crime punishable through civil and criminal legal action and college judicial procedures.

Verbal conduct without accompanying physical contact is not defined as sexual assault. Verbal conduct may constitute sexual harassment. See the College Student Sexual Harassment Policy for further information.

APPLICATION OF THE POLICY

This document governs the conduct of all John Tyler Community College students on College property or on premises under control of the College.

PROCEDURES

The Sexual Assault Policy will follow the procedures outlined in the Statement on Student Rights and Responsibilities document regarding Student Conduct and Student Disciplinary Policies and Procedures. It should be noted that if a student is also an employee of the College, information will be included in the student's employee personnel file.

ADDITIONAL PROCEDURES TO BE USED IN SEXUAL ASSAULT CASES

Hearings and Procedural Due Process

1. Both the accused and the accuser will be afforded all of the rights and privileges outlined in the Statement on Student Rights and Responsibilities in relation to hearings and procedural due process. In addition, both the accused and the accuser have the following rights:
 - a. The right, as established in state criminal codes, not to have his or her irrelevant past sexual history discussed during the hearing.

- b. The right to a closed hearing (with the accused present) during his or her testimony.
2. In the case of the decision to hold a closed hearing, all parties will be bound to confidentiality and will be required to sign a Statement of Confidentiality. Any disclosure of evidence or testimony presented during the hearing or investigation should not be discussed.
3. Any violation by the accused, accuser, or others of the Statement on Student Rights and Responsibilities and/or modification to the John Tyler Community College Sexual Assault Policy may be considered separate cases at the discretion of the administrator to whom the charges are brought. This may include conduct that threatens the health or safety of the survivor, violations of the rules of confidentiality, or conduct occurring anywhere with the effect of intimidating a witness regarding testimony.

RESOURCES & COURSES OF ACTION AVAILABLE TO SEXUAL ASSAULT VICTIMS

Students seeking assistance in connection with a sexual assault are not obligated to take further action. Assault victims may choose one or more of the following courses of action:

CALL THE COLLEGE COUNSELING CENTERS

Designated members of the JTCC counseling staff may be of assistance to a rape victim. The counseling staff may be reached at 804-706-5224 (Chester) or 804-594-1558 (Midlothian). Similarly, the surrounding community offers a wide range of specialized services designed to provide support to sexual assault victims. The role of JTCC counselors is to:

1. Help a victim identify existing needs (e.g., medical, legal, counseling, academic assistance.)
2. Identify appropriate campus and/or community services to provide necessary assistance.
3. Provide follow-up with the assault victim to determine if services have been obtained and have met the victim's needs.
4. Explain the options and alternatives available to the victim including:
 - a. Filing a police report (a first step toward criminal prosecution)
 - b. Filing a civil suit
 - c. Disciplinary options available through College rules and procedures
 - d. Academic assistance alternatives
5. Act as an educator about rape and sexual assault.
6. Interact with faculty concerning academic matters related to the survivor.
7. Act as a consultant to other interested individuals (at the request of the victim) such as the victim's parents and friends.
8. Provide consultation services to other campus units who may need assistance regarding a sexual assault case, such as student organizations.

EMERGENCY ROOM EXAMINATION

Go to the Emergency Room of choice (at own expense) for medical attention.

LEGAL ACTION

Criminal Prosecution in the Local Courts

Survivors can report the incident to the police. It is always a survivor's choice as to whether to report a sexual assault, but reporting an attempted or perpetrated sexual assault is extremely important for the protection of both the victim and the community. Reporting an assault does not mean the victim has to prosecute. However, it does begin the legal process should the decision to prosecute be made at a later date.

Crimes involving sexual assault are punishable in Virginia by sentences of from five years to life in prison. The main purpose of a criminal prosecution is to punish the attacker and to deter others who might be inclined to act similarly.

Time is of the essence when a sexual assault is reported. The sooner an assault is reported the easier it is to collect valuable evidence. Survivors may report a sexual assault to the College security guard (Chester, 804-796-4025) (Midlothian, 804-897-6678) or local police (911), or by asking emergency room personnel to make the call. Once a sexual assault is reported, the case will be assigned to a police investigator trained to handle sexual assault cases, and to a victim-witness coordinator whose job is to support survivors and, if required, guide them through the legal system. If the victim decides to press charges, and if the Commonwealth's Attorney determines that the evidence is sufficient, criminal charges will be made against the assailant in the local courts.

If the survivor wishes to remain anonymous, recent changes in state legislation allow him or her to use "third party reporting." No names are given, and the victim does not become personally involved. The assault may be reported directly to the police or indirectly through the YWCA Domestic Violence Crisis Hotline (804-796-3066).

The survivor would do well to contact police even when uncertain about prosecuting the case in the local courts. All crimes are worth reporting. However, the final decision on reporting or prosecuting the case is the victim's. It is generally better to have the evidence gathered, even if it is not used ultimately, particularly since the evidence might be useful if the survivor elects to proceed against the assailant under the College judicial procedures described in the Statement on Students Rights & Responsibilities.

Civil Suit for Damages in Local Courts

Survivors can consult a lawyer about instituting a suit for damages against the assailant for the tort of battery, in local civil (as opposed to criminal) court. The purpose of the suit is to compensate the survivor for the wrong done to him or to her. The assailant does not, as a result of being sued, face criminal charges or the possibility of a criminal record, but may face paying the survivor substantial financial compensation.

Many lawyers take such cases on a contingency basis, in which case the survivor would pay as the lawyer fee an agreed portion of any compensation that he or she collects from the assailant. Thus, the survivor's financial outlay and risk would not necessarily be substantial.

Because a suit for battery must be brought within two years of the attack, and because memories fade with time, the survivor should consider talking to a lawyer as soon as possible. The survivor's lawyer would file a civil lawsuit in which the survivor is the plaintiff and the assailant is the defendant. The defendant would not be arrested nor charged with any crime, but he would receive documents from the court informing him that he was being sued and informing him of the facts alleged by the plaintiff.

After the defendant has answered the plaintiff's allegations in a written document prepared by his/her lawyer, the case would proceed to a stage called "discovery." During discovery, the plaintiff, accompanied by her lawyer is questioned in private by the defendant's lawyer. It is very likely that the case would not go beyond discovery. If the plaintiff's answers to the defendant's lawyer's questions show that the plaintiff has a good case, the case would probably be settled by agreement before trial.

In the unusual case that was not settled, a trial would follow discovery. The case would probably be tried before a jury which would award the plaintiff a verdict that would include recovery for medical expenses, lost wages, pain and suffering, and punitive damages.

In summary, by bringing a civil lawsuit for battery against the assailant, a sexual assault survivor (1) stands to gain financially, (2) will probably not be involved in a trial but most likely will be subjected only to questioning by the defendant's lawyer in private with his/her own lawyer present, (3) does not take an appreciative financial risk, and (4) does not label the assailant as a criminal.

VCCS COMPUTER ETHICS POLICY

Thousands of computer users share Virginia Community College System computing resources (VCCNet). Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. All students at John Tyler Community College who have access to and use College computer hardware, software and peripherals of any type must exercise ethical behavior when using VCCNet resources.

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

DEFINITION

VCCNet resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

GUIDELINES

The following guidelines shall govern the use of all VCCNet resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use the VCCNet resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCNet must comply with the policies or acceptable use promulgated by the organizations responsible for these networks.
4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization.

The college or VCCNet data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute, or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.

5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes transmitting or making accessible offensive, annoying or harassing material. This includes intentionally, recklessly, or negligently damaging systems, intentionally damaging or violating the privacy of information not belonging to you. This includes the intentional misuse of resources or allowing misuse of resources by others. This includes loading software or data from untrustworthy sources, such as free-ware, onto official systems without prior approval.
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

ENFORCEMENT PROCEDURE

1. Faculty, staff and students at the college or VCCNet facility should immediately report violations of information security policies to the local Chief Information Officer (CIO).
2. If the accused is an employee, the CIO will collect the facts of the case and identify the offender. If, in the opinion of the CIO, the alleged violation is of a serious nature, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Office Human Resources Office and the CIO, will determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:
 - a. Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc., on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for faculty and classified staff in accordance with the guidelines established in the State Standards of Conduct Policy.
3. In the event that a student is the offender, the accuser should notify the Dean of Student Services. The Dean, in cooperation with the CIO, will determine the appropriate disciplinary actions which may include but are not limited to:
 - a. Temporary restitution of the violator's computing resources access for a fixed period of time, generally not more than six months.
 - b. Restitution for damages, materials consumed, machine time, etc., on an actual cost basis. Such restitution may include the costs associated with determining the case facts.
 - c. Disciplinary action for student offenders shall be in accordance with the College student standards of conduct.

4. The College President will report any violations of state and federal law to the appropriate authorities.
5. All formal disciplinary actions taken under this policy are grievable and the accused may pursue findings through the appropriate grievance procedure.

ACADEMIC INFORMATION AND POLICIES

REGISTRATION

Registration, the last step in the enrollment process, involves reserving a space in the class(es) selected and paying tuition. Students register online using the myTyler portal (www.jtcc.edu/myTyler). Information on the dates and location of registration is listed in the schedule of classes. Allowance is made for late registration, but normally a student may not enter a new class after the first week of a semester. Students who have outstanding financial obligations from previous terms with the JTCC Business Office, bookstore, or library are not permitted to register for classes until their accounts have been paid in full.

ACCESSING THE STUDENT INFORMATION SYSTEM USING MYTYLER

myTyler allows you to access a number of services, including Blackboard, the Student Information System (formerly JPassport and also known as VCCS SIS 8.9), and your VCCS student e-mail, from one location using one login.

Through the **Student Information System** (formerly JPassport) you will be able to view your class schedule, financial aid awards, grades and transcripts. You will also be able to search for classes; add, drop and swap classes; update addresses and phone numbers; and make credit card payments.

LOGGING IN

1. In your Internet browser, in the **Address** field, type **www.jtcc.edu**.
2. Click **myTyler** on the top of the page.
3. On the **myTyler** information page, click **myTyler Portal** on the left side.
4. You will be prompted to enter your **Username** and **Password**.

NOTES:

- If you do not know your username or password, go back to the myTyler information page and click on **Locating your myTyler Login Information** (on the left side of the page).
- You will be assigned a default password the first time you apply online to a VCCS college. You **MUST** change your default password the first time you log in to myTyler.

User ID _____

Username _____

LOGGING OUT

To ensure the security of your information, it is important to log out correctly.

1. When you are finished working in the **Student Information System (VCCS SIS 8.9)**, you must click on **Sign Out**.
2. You must then close the window (click on the “X” in the upper right-hand corner).
3. **At this point, you are NOT logged out of myTyler.** To do so, you must click **Log Out** in the **myTyler** window.

STUDENT INFORMATION SYSTEM (Formerly JTPassport and also known as VCCS SIS 8.9)

1. To access the Student Information System you must be logged in to **myTyler**.
2. Once you are logged in, click on **VCCS SIS 8.9: Student Information System** under **My Tools**.

GENERAL INFORMATION - SELECTING VALUES FOR FIELDS

When you are changing or reviewing your academic or personal information, you must select certain values to tell the Student Information System which information to fetch. For example, when you want to review your class schedule you must indicate the institution and the term.

Fields that require specific values have a drop down arrow next to the field data entry box. To select from a list of values for the field, click the drop-down arrow. The magnifying glass also allows you to look up needed information.

User Preferences allow you to set values that automatically appear in certain fields. Selecting default values for institution, academic career, term, and financial aid year will save you time in using online functions.

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Personal Information** click on **User Preferences**. Review the current preferences. If they are okay, click **Save**. To make changes continue to step 3.
3. Click the **Institution** drop-down arrow and select **John Tyler Community College**.
4. Click the **Academic Career** drop-down arrow. Select **Credit**.
5. Click in the **Term** box. If you know the value for the term, enter it or click the magnifying glass button, and select the term.
6. Click in the **Aid Year** box. Enter your preferred **Financial Aid Year** or click the magnifying glass look-up button and select the default Financial Aid Year that you prefer. For example for the 2006-2007 academic year select financial aid year of 2007.
7. Review selections and click **Save** when finished.
8. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

VIEW FINANCIAL AID AWARDS

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Finances** click on **View Financial Aid**.
3. Click the desired **Aid Year**. For example for 2006-2007 academic year the Aid Year is **2007**. You will see anticipated aid which assumes that you are enrolled full-time (12 or more credits). If you are enrolled less than full-time, the anticipated aid will be decreased proportionally to actual aid shortly after the end of the Add/Drop period. If the actual amount is not enough to pay all tuition, you must pay the balance after receiving the revised award notification.
4. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

SEARCH FOR A CLASS

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. In the right-hand panel click on **Search for Classes**.
3. If you have not set your **User Preferences**, you will be asked to choose your college name and term. Click **Go**.
4. Enter course prefix into the **Course Subject** box. If unknown, use **Select Subject** button.
5. Enter the course number into the **Course Number** box, if known.
6. Select **Credit** for course career.
7. If you want to enter additional criteria to search for a class, click on **Additional Search Criteria**.
8. When complete, click **Search**.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

ADD CLASSES

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Academics** click on **Add a Class**.
3. **Select Term**.
4. Enter **Class Nbr** (example: 22079) and click **Enter**, or click **Search for Class** to view the schedule of classes.

5. After entering all class numbers, click **Next** (The class will be added to your shopping cart, but the class has not been added yet.) once you have finished adding classes click **Proceed** to complete add. Click **Finish Enrolling**.
6. View results of all classes added; a green check indicates you successfully enrolled, a red "X" indicates you are unable to add this class.
7. Click **My Class Schedule** to view your class schedule.
8. Print a copy of your class schedule.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

SWAP CLASSES

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Academics** click **Add a Class**.
3. Choose the **Swap** tab. Select **Swap This Class**.
4. Under **With This Class** enter **Class Nbr** of the class you want to swap to.
5. Click **Enter** button.
6. Click **Next** to confirm your selection.
7. Click **Finish Swapping** and then **View Results**.
8. Click **My Class Schedule** button to view and print a copy of your revised class schedule.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

DROP CLASSES (On or before the last day to receive a refund)

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Academics** click **Drop a Class**.
3. Select the **Drop** tab. If the desired term of classes is not listed, select another term and click **Change**.
4. Your enrolled classes will be listed.
5. Select ☑ the class or classes you wish to drop.
6. Click the **Drop Selected Classes** button.
7. Confirm your selection and then click **Finish Dropping**.
8. View your results.
9. Click **My Class Schedule** to view and print revised class schedule.
10. You cannot withdraw online after the refund date. You must withdraw in person or via fax to Chester at 804-796-4362 or to Midlothian at 804-594-1543.
11. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

VIEW A CLASS SCHEDULE

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Academics** click on **My Class Schedule**.
3. **Select Term**. Click on **Change** button.
4. Your current class schedule will appear. You may print this page from your browser using File/Print or by clicking on the print icon in the toolbar of your browser.
5. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

MAKE CREDIT CARD PAYMENTS

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Finances** click on **Account Inquiry**.
3. Click the **Activity** tab to view your account activity.
4. Click the **Charges Due** tab to view total charges due.
5. Click the **Payment** tab to view posted and pending payments applied to your account.
6. Click the **Pending Financial Aid** tab to view financial aid you have been offered but not yet applied to your account. If you are enrolled less than full-time (less than 12 credit hours) your offered financial aid may be prorated shortly after the end of the Add/Drop period based on your level of enrollment. You may not receive the full amount of offered aid.
7. Click **Make a Payment** to pay with MasterCard or Visa. **Note:** Make sure John Tyler Community College is set in your User Preferences screen.
8. In the **Credit Card Details First Name** and **Last Name** boxes, type the name as it appears on the credit card.
9. Choose a debit card or credit card type - **Only VISA and MasterCard are currently accepted.**
10. Enter credit card number and expiration date. Do not use dashes in the credit card number.
11. Click **Next**.
12. Click **Pay Charges** to pay the full amount due.
13. You have the option of making selective payments for specific classes. Use the **Calculate Grand Total** button to total your selective payments.
14. Click **Next**.
15. View the Payment Summary to confirm payment.
16. Click **Submit**.

17. Click **View Confirmed Payment** button to view and print payment confirmation to retain as documentation.
18. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

STUDENTS ARE RESPONSIBLE FOR PAYING ALL FEES LISTED ON THEIR ACCOUNT. FAILURE TO DO SO WILL RESULT IN DROPPED CLASSES.

ACADEMIC ADVISOR

Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Look at the right-hand panel to see the name of your Program Advisor. NOTE: To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

UPDATING ADDRESSES AND PHONE NUMBERS

To Correct an Address

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Personal Information** choose the address you wish to change under **Contact Information**.
NOTE: Your mailing address is your official contact address.
3. Click **Edit** next to Mail Address Type.
4. Enter the correct address, city, state, and postal information.
5. Click **OK**.
6. Enter the date you wish the new address to take effect.
7. Click **Save**.
8. Confirm the save by clicking **OK**.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

To Add a New Address

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Personal Information** choose the address you wish to add under **Contact Information**.
3. Click **Add a New Address** button.
4. Enter the correct new address, city, state, county, and postal information in the labeled boxes.

5. Click **OK**.
6. Verify address and select address type. Enter date the new address will take effect.
7. Click **Save**.
8. Confirm the save by clicking **OK**.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

To Update a Telephone Number

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Personal Information** use the dropdown arrow in the **other personal** box to choose **Phone Numbers**. Click on the round arrow button (Go). A list of your current phone numbers appears.
3. To change an existing phone number, click in the box of the **current phone number**, highlight and press the delete key on your keyboard, and enter the correct phone number in the box. Click **Save**. Click **OK** to confirm.
4. To remove an existing phone number, click the **Delete** button located to the right of the phone number. A prompt will appear asking you to confirm selection. Click **Yes-Delete**. Click **Save**. Click **OK** to confirm.
5. To add a new phone number, click **Add a Phone Number**. Enter the new phone number in the new row of boxes. Each phone number must have a unique type. You may indicate your main contact phone number by selecting **Main** under **Phone Type**. Click **Save**. Click **OK** to confirm.
6. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

VIEW GRADES AND TRANSCRIPTS

View Grades

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Academics** find **Academic History**. Click on **Grades**.
3. Select the **Term** to view.
4. Click on the green **Change** button.
5. Click the **Printer Friendly Version** button to print a copy.
6. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

Degree Progress Report – View & Print

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**. Under **Academics** find **Academic History**. Click on **Degree Progress**.
3. Select **Academic Institution - John Tyler Community College**.
4. Select **Report Type - Advisement Transcript-ADVSR**.
5. Click the green **go** button.
6. Requirements **not** satisfied are displayed in **bold** print and the statement “Requirements Not Satisfied” is displayed in red.
7. Unused courses will be listed at the end.
8. Print this transcript when planning your class schedule for next semester to ensure you take correct courses to meet graduation requirements in your program.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.
10. NOTE: There is a Degree Progress **What If** report that you can run to see how your coursework may apply to a different plan.

Unofficial Grade Transcript – View & Print

1. Log in to **myTyler**, and click on **VCCS SIS 8.9: Student Information System** under **My Tools**.
2. From the **Main Menu** click **Self Service**. From **Self Service** click **Student Center**.
3. Under **Academics** look in the **other academic** dropdown box and choose **Unofficial Transcript**.
4. Click the round arrow (Go) button.
5. Select **John Tyler Community College** as **Academic Institution**.
6. In the **Report Type** dropdown box select **Unofficial Transcript**.
7. Click the green **go** button.
8. Print a copy using the printer icon on the browser toolbar or file/print.
9. To ensure the security of your information, it is important to log out correctly. Please refer to the **Logging Out** section of this brochure for instructions.

REQUEST OFFICIAL TRANSCRIPT

You need to contact the College by mail or in person; if you choose to mail your request, it should include your complete name at time of enrollment, dates attended if known, number of official transcripts requested, your student ID number or Social Security Number and date of birth (optional). Requests should also include three dollars for **each** official transcript requested (check or money order). Requests may be sent to:

John Tyler Community College - Chester Campus
Transcript Clerk
13101 Jefferson Davis Highway, Chester, VA 23831-5316

John Tyler Community College - Midlothian Campus
Transcript Clerk
800 Charter Colony Parkway, Midlothian, VA 23114-4383

STUDENT E-MAIL (You must exit out of the Student Information System (VCCS SIS 8.9) before accessing your e-mail.)

You must correspond to all faculty and staff using your VCCS e-mail address. **You must be enrolled to have a VCCS e-mail account.**

1. To find your student e-mail address, log in to **myTyler**. Under **My Tools** you will see **E-mail** with your address shown in parentheses.
2. To access your e-mail account, click on **E-mail**.
3. To ensure the security of your information, it is important to log out correctly. To exit **Student E-mail**, click on **Log Out**. You must then close the window (click on the "X" in the upper right-hand corner). **At this point, you are NOT logged out of myTyler**. To do so, you must click **Log Out** in the **myTyler** window.

CHANGE IN REGISTRATION

ADDING OR DROPPING A COURSE

Schedule changes may be made in-person or via myTyler during the add/drop period of the semester in session. A student may not enter a new class after the add/drop period. Any request for an exception to this policy must be approved by the appropriate division dean and the dean of student services. Changes to registration become effective on the date information is entered into the PeopleSoft's system.

WITHDRAWING FROM A COURSE

Withdrawal from a course without academic penalty may be made in-person or by emailing AdmissionsandRecords@jtcc.edu (not on myTyler) within the first 60 percent of the course. The student will receive a grade of "W" for withdrawal. After that time, the student will receive a grade of "F." (In the case of mitigating circumstances documented by the instructor, a grade of "W" may be awarded.) An administrative withdrawal may be initiated by an instructor in the event of excessive absences on the part of the student. In addition, an instructor may recommend withdrawal if it is believed a student is experiencing undue academic difficulty.

ACADEMIC LOAD

The minimum full-time course load is 12 credits per fall or spring semester. The maximum full-time load is 18 credits. During the summer session, the maximum full-time load is 13 credits. Students seeking to enroll in academic loads greater than the specified maximum full-time loads must have a 3.2 cumulative grade point average and must obtain the approval of the vice president of academic and student services or his designee.

REPEATING A COURSE

A student is limited to two enrollments in the same course. No student may enroll in a course for the third time without the authorization of the vice president of academic and student services or his designee, the dean of student services. A student who wishes to enroll in a course for the third time must contact the vice president and request permission. If permission to enroll is granted, the vice president (or the dean of student services) will complete a Request to Repeat a Course Form and authorize a member of his/her staff to enroll the student.

ASSESSMENT ACTIVITIES

John Tyler Community College engages in continuous study of its internal and external environment through a number of assessment activities. Students are required to participate in these activities for the purposes of program evaluation and improvement.

AUDITING A COURSE

A student desiring to attend a course without receiving credit for the course may do so by registering to audit that course. A student who is auditing a course is subject to all of the attendance and academic requirements of the course. The instructor of such a course is similarly required to provide a student auditing the course with the same level of instructional services as students who are enrolled for credit. Only by the mutual consent of both the

student and the instructor may the attendance and academic requirements of the course be modified for the auditing student.

Permission of the dean of student services or his/her designee is required to audit a course. After receiving the dean's written permission, a student desiring to audit a course must register in person and pay the applicable tuition. Audited courses carry no credit and do not count as part of a student's course load. A student desiring to change status in a course from audit to credit must do so within the add/drop period for the course. A change from credit to audit must be made by the official last day for a student to withdraw from the class without penalty. Financial aid students should consult with Financial Aid before changing their status from credit to audit.

CREDITS

Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formalized, structured instructional time in a particular course weekly for sixteen weeks by each student. This may consist of lectures, out-of-class study, laboratory and shop study, or combinations thereof.

ALTERNATIVE FORMS OF CREDIT AND ADVANCED STANDING

Students may seek advanced standing credit by (1) transferring credit earned at other accredited colleges or universities; (2) receiving credit for courses and training completed in the military, criminal justice academies, technology certification programs, and health services certification programs; (3) taking and achieving acceptable scores on standardized tests and examinations (including the ETS Advanced Placement Examinations, CLEP, DANTES, and the International Baccalaureate); (4) submitting documentation for life experiences deemed equivalent to college courses; and (5) by passing locally designed and administered tests (credit-by-examination). To be eligible to apply for advanced credit, a student must be admitted to the College and officially placed in a curriculum.

Students who wish to request credit for life experiences must register for SDV 198-Portfolio Development. Students who are interested in credit-by-examination should contact the appropriate academic division dean. The credit-by-examination fee is \$25.00 per credit hour.

Students who believe that their previous educational studies, training programs, or work experiences may be equivalent to the content of college courses should contact their faculty advisors or the Counseling Centers. For additional information on advanced standing and credit-by-examination, students should reference the Credit-By-Examination Procedures in this handbook.

CREDIT-BY-EXAMINATION

Purpose:

To provide currently enrolled students with the opportunity to obtain credit via comprehensive examinations for courses offered at John Tyler Community College that are not available in the College-Level Examination Program (CLEP).

Requirements:

1. The student must be currently enrolled at John Tyler Community College and in a degree or certificate program.
2. A student may only take an institutional challenge examination for a specific course one time.
3. A student may not take a challenge examination for a course that he or she has previously enrolled in and received a grade (including a withdrawal "W") within the last five years.
4. Challenge examinations are only provided for courses that are not available via CLEP.
5. Challenge examinations will not be administered during the first two weeks, the last week, and the final examination period of a semester or term. In addition, challenge

examinations in some subjects are not available during the summer term. Students should contact the appropriate academic division dean to determine if specific challenges examinations will be administered during the summer term.

Procedures:

1. A student who wishes to take an institutional challenge examination should contact the appropriate division dean. The dean will either make a determination regarding the student's readiness to take the challenge examination or refer the student to a member of the faculty for this determination.
2. If the student is deemed qualified to take the examinations, the responsible faculty member will complete JTCC form 617-5, Credit-by-Examination Permit, and forward it to the division dean for approval.
3. The completed form will be returned to the student who will take the form to the College Business Office and pay the \$25.00 per credit examination fee. The receipt will be attached to the permit.
4. The division dean will designate a faculty member to administer and evaluate the examination.
5. After the examination has been evaluated, JTCC form 617-4, Credit-by-Examination Application and Reporting Form, will be completed by the faculty member and forwarded to the dean for approval.
6. The completed form will be forwarded to Admissions and Records.
7. If credit is approved, the course and credit will be recorded by Admissions and Records staff. The form will be filed in the student's academic folder.
8. If credit is not approved, the student will be informed in writing by the academic division prior to the submission of JTCC form 617-4 to Admission and Records.

GRADING SYSTEM

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor.

College Credit Courses

A	Excellent	4 quality points per credit
B	Good	3 quality points per credit
C	Average	2 quality points per credit
D	Poor	1 quality point per credit
F	Failure	0 quality points per credit
I	Incomplete	no credit

An incomplete grade may be given when a student has been unable to complete a course because of an emergency situation. The time and condition of removal of the grade is a matter of contract between the student and the instructor. Generally, a grade of "I" will not be awarded unless a majority of the coursework has been satisfactorily completed and the remainder of the work can be completed within the following semester.

P	No grade point credit / noncredit courses.
W	Grade assigned when a withdrawal form is received in Admissions and Records during the first 60 percent of the course. (After this period of time, a "W" may be assigned by an instructor if there are mitigating circumstances; documentation must be attached to the form.)
X	Audit / No credit.
XY	Senior Citizen/No credit.
XN	Audit after census/No credit.

Developmental Courses

R	Re-enroll / The student made satisfactory progress but did not complete all of the course objectives. Student must re-enroll to meet the course objectives.
S	No grade point credit / Used only for satisfactory computation of the Developmental Studies Courses (numbered 01-09).
U	Unsatisfactory / Student did not make satisfactory progress in the course. The grades of "I" and "W" as described above also apply.

Waiver of Course Requirements

Students may petition their academic advisor and division chair for the waiver of required courses in the curriculum. If required courses are waived, other courses must be substituted in the official program to meet the specified credit-hour requirement. No credit is granted for the waived courses. Veterans may be eligible for physical education credit. To determine such eligibility, veterans must submit copies of their DD214 discharge forms to the Admissions and Records Office.

ATTENDANCE

- All institutions of higher learning are required by the U.S. Department of Education to make timely reports of students who cease attending classes. An institution's failure to do this in the mandated period of time (within 30 days of a student's last class attendance) results in a monetary liability on the part of the institution.
- Faculty at John Tyler Community College are granted considerable discretion in defining their specific attendance policies; however, all faculty must include their attendance policies in their class syllabi.
- In fashioning their specific class attendance policies, faculty are encouraged to adopt policies that permit students a finite number of absences (for example, three). *The permitted number of unexcused absences may not exceed 20 percent of a course.*
- When a student exceeds the permitted number of unexcused absences, faculty must take the following actions:

If the final absence occurs prior to the official withdrawal date for a class, the faculty member must submit a STOPPED ATTENDING Form to Admissions and Records, noting the student's last day of attendance. The student will be withdrawn from the class and given a grade of "W."

If the final absence occurs after the withdrawal date, a faculty member must submit a Stopped Attending Form to Admissions and Records, noting the student's last day of attendance. Students who cease attending after the withdrawal date are normally awarded grades of "F" (per VCCS Policy 5.7.0).

(Note: If a student ceases to attend class after the withdrawal date owing to a medical emergency or other mitigating circumstance, it is the student's responsibility to so inform the instructor. The instructor may then elect to award the student a grade of "W" for mitigating circumstances *if the student was passing the class at the time the student stopped attending*. Mitigating Circumstances Forms accompanied by documentation must be submitted to the appropriate academic dean.)

- Faculty may wish to consider adopting an attendance policy akin to the following for traditional courses:

Students are expected to attend all classes and take all tests and examinations at the assigned times. Students who must be absent for reasons beyond their control or who miss classes owing to emergencies should contact the instructor prior to any anticipated absences or immediately following all unforeseen emergencies. No more than three

unexcused absences will be permitted. Students who exceed the permitted number of unexcused absences and do not provide the instructor with acceptable explanations will be withdrawn from the course through the designated withdrawal date, and given grades of "F" thereafter. Students who habitually arrive late for classes will be considered absent.

For virtual and hybrid courses:

Students are expected to participate in all class activities, submit all assignments, and complete all tests and examinations in accordance with the class syllabus and outline. Students who cannot participate in or complete assigned class activities, assignments, tests, and examinations by the designated deadlines owing to emergencies should contact the instructor prior to any anticipated emergencies or immediately following all unforeseen emergencies or technical difficulties. Students who fail to complete a class activity, assignment, test, or examination (electronic and/or traditional) by the designated deadline will be considered to have engaged in unexcused absence. No more than three unexcused absences will be permitted. Students who exceed the permitted number of unexcused absences and do not provide the instructor with acceptable explanations will be withdrawn from the course through the designated withdrawal date and given grades of "F" thereafter.

- Students whose names appear on class rosters but who do not attend class during the first 15 percent of a class (the period traditionally identified as the Add Period) must be reported to Admissions and Records by faculty using Never Attended Forms. These forms must be submitted no later than the last day that a student may drop the class and receive a tuition refund (the end of the Add Period).

GRADE REPORTS

Reports of final grades are available to students online at the end of each semester. The grade point average for the semester is determined by dividing the total number of credits attempted for the semester into the total number of quality points earned for the semester. The cumulative grade point average is determined by dividing the total number of credits attempted at the College into the total number of quality points earned at JTCC. Courses for which "R," "P," "S," and "U" grades are awarded (courses numbered 01 through 09) are not totaled as credits attempted and are not computed in the grade point averages. If there is reason to believe that a grade is incorrect, the instructor should be contacted as soon as possible.

GRADE CHANGE POLICY

A student request for consideration of a grade change will only be undertaken within one year of the end of the semester in which the course was taken. Such a request must be submitted to the appropriate academic dean. A student's failure to adhere to College policies and procedures addressing the *dropping of* and *withdrawing from* a class(es) does not constitute a justification for consideration of a grade change. Exceptions to the one year deadline may be

made by the vice president for academic and student services if warranted by extraordinary circumstances.

STUDENT RECORDS AND ACADEMIC TRANSCRIPTS

The Admissions and Records Office is the repository of all student academic records. Records are retained in accordance with VCCS policy. An academic transcript is the official and permanent record of a student's academic history. John Tyler Community College permanently retains each student's academic transcript.

Students may request the forwarding of official copies of their transcripts to other institutions by contacting the Admissions and Records Office. Requests for official and unofficial student copies of transcripts will be handled within five days of the receipt of the request at a charge of \$3.00 to the student. Students who have outstanding financial obligations with the JTCC Business Office, the bookstore, or the library will not be issued transcripts until their accounts have been paid in full.

CREDIT FOR REPEATED COURSES

In computing the student's GPA, only the most recent grade is used if the course has been repeated. All previous attempts are marked with a repeated statement on the student's transcripts and are removed from the GPA calculation, which is reflected in the current cumulative GPA (grade still remains on the transcript).

ACADEMIC RENEWAL

Students returning to JTCC after an absence of a minimum of five years (60 months) may wish to take advantage of academic renewal in order to improve their cumulative GPAs. To be eligible, a student must be currently enrolled at the College, have a period of at least five years between enrollments, and have earned a minimum GPA of 2.5 in the first 12 credits (or more) after returning to JTCC. If approved, all grades of "D" or "F" earned prior to returning to JTCC will be removed from the cumulative GPA calculation (grade still remains on the official transcript). For additional information about academic renewal, please contact the Admissions and Records Office.

CORRECTION OF EDUCATION RECORDS

Students have the right to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Contact the Admissions and Records Office for information on the procedures for correction of records.

DIRECTORY INFORMATION

FERPA SECURITY AWARENESS

What is FERPA?

The Family Education Rights and Privacy Act (FERPA) was passed in 1974 by Congress to require educational institutions to:

- Provide students access to their educational records.

- Allow students to correct inaccurate or misleading information in these records.
- Limit the release of information to third parties.

What is DIRECTORY INFORMATION?

The College may disclose any of these "directory information" items without prior written consent, unless the student has submitted a written request to the Admissions and Records Office not to release directory information pertaining to them. If the student has requested non-disclosure, you will see a FERPA Service Indicator on the VCCS Custom Menu. Listed below is VCCS policy on student directory information that can be provided:

- Student's full name
- Electronic mail address
- Local and permanent mailing addresses and telephone numbers
- Semesters of attendance
- Enrollment status (full- or part-time)
- Date of admission
- Date of expected or actual graduation
- School, major and minor fields of study (current or past)
- Classification (freshman, etc.)
- Type of degree being pursued
- Degrees, honors, and awards received (including scholarships and fellowships)

What is NOT DIRECTORY INFORMATION?

- Social Security Number
- Race
- Ethnicity
- Nationality
- Gender
- Date/Place of Birth

ACADEMIC HONORS

HONORS LIST

A student who has completed 24 credit hours at JTCC and achieved a cumulative grade point average of 3.5 will be placed on the honors list.

DEAN'S LIST

A full-time student who achieves a semester grade point average of 3.2 or higher will be placed on the dean's list.

GRADUATION HONORS

Students who have earned a minimum of 30 credit hours or 50 percent of the degree/certificate requirement at JTCC are eligible for graduation honors as follows:

Grade Point Average	Honor
3.8	Summa Cum Laude
3.5	Magna Cum Laude
3.2	Cum Laude

ACADEMIC STANDING

GOOD STANDING

A student is considered to be "in good standing" if he/she maintains a minimum grade point average of 2.0 each semester, is eligible to re-enroll at JTCC, and is not on academic suspension or dismissal status. A student on academic warning or academic probation, who is eligible to re-enroll, may be considered eligible to receive financial aid assistance or other benefits requiring a "good" academic standing status.

ACADEMIC WARNING

A student who fails to attain a minimum grade point average of 2.0 for any semester will receive an "Academic Warning" which will be printed on his/her grade report.

ACADEMIC PROBATION

A student who has attempted at least 12 semester credit hours and who fails to maintain a cumulative grade point average of 1.5 will be on "Academic Probation" until such time as the cumulative average is 1.5 or better. A student on probation will not be eligible for elective office in student organizations and may be required to carry less than a normal course load the following semester. A student on academic probation is required to consult with a counselor.

ACADEMIC SUSPENSION

A student on academic probation who has attempted at least 24 semester credit hours and who fails to attain a grade point average of 1.5 in a subsequent semester will be subject to "Academic Suspension." The statement "Academic Suspension" will be placed on the student's permanent record. Academic suspension will be for one semester. After serving this suspension, a student may enroll as a "restricted student." A suspended student who wishes to seek readmission without serving a one-semester suspension must petition in writing the Academic Status Committee requesting an exception and noting why such an exception should be made. Normally, such requests are not granted except in highly unusual circumstances, and only then if the student is seeking admission in a different academic program.

ACADEMIC DISMISSAL

A student who has been placed on academic suspension must achieve a 2.0 grade point average for the semester following readmission and must maintain at least a 1.5 grade point average in each subsequent semester or attendance. Failure to do so will result in academic dismissal. The statement "Academic Dismissal" will be placed on the student's permanent record. A student who has been suspended and who has attained the requirement for continued enrollment will be placed on academic probation until the cumulative grade point average is raised to a minimum of 1.5. Academic dismissal normally is permanent unless, with good cause, a student reapplies and is accepted under special consideration for readmission by the Academic Status Committee. A student who has been dismissed and who seeks readmission must petition in writing the Academic Status Committee at least four weeks prior to the semester in which readmission is sought.

BOOKSTORE

The bookstore is operated by Validis Resources, a division of Nebraska Book Company, under a contract with John Tyler Community College. The Chester and Midlothian bookstores hold special hours during the registration period. Consult the *Schedule of Classes* for bookstore hours for all JTCC locations during the registration periods.

During non-registration periods, bookstore hours are as follows:

Chester Campus – Nicholas Center, N101; 804-796-1515

Monday & Tuesday: 8:00 a.m. – 7:00 p.m.

Wednesday & Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 2:00 p.m.

Midlothian Campus – Science Building, first floor; 804-594-1582

Monday & Tuesday: 8:00 a.m. – 5:00 p.m.

Wednesday & Thursday: 8:00 a.m. – 7:00 p.m.

Friday: 8:00 a.m. – 2:00 p.m.

ACADEMIC CALENDAR 2009 – 2010

FALL SEMESTER 2009

General Registration	July 13 – August 14
Late Registration	August 17 – 21
Labor Day Holiday (College closed)	September 7
Founder’s Day (no classes)	October 6
Thanksgiving Break (College closed)	November 25 (noon)– 29
Grades due (all sessions)	December 21, Noon

Regular Session

Classes begin	August 24
Last day to add classes	August 28
Last day to drop with a refund	September 10
Last day to withdraw without academic penalty	October 30
Classes end	December 12
Final examinations	December 14 – 19

1st 8-Week Session

Classes begin	August 24
Last day to add classes	August 26
Last day to drop with a refund	September 1
Last day to withdraw without academic penalty	September 25
Classes end	October 20

2nd 8-Week Session

Classes begin	October 21
Last day to add classes	October 23
Last day to drop with a refund	October 28
Last day to withdraw without academic penalty	November 23
Classes end	December 19

SPRING SEMESTER 2010

General Registration	November 9 – December 18
Holiday Online Registration	December 19 – January 4
Late Registration	January 4 – 8
Martin Luther King Holiday (College closed)	January 18
Spring Break (no classes)	March 15 – 21
Assessment Day (no classes)	April 13
Grades due (all sessions)	May 14
Commencement	May 15

Regular Session

Classes begin	January 11
Last day to add classes	January 15
Last day to drop with a refund	January 28
Last day to withdraw without academic penalty	March 24
Classes end	May 4
Final examinations	May 5 – 11

1st 8-Week Session

Classes begin	January 11
Last day to add classes	January 13
Last day to drop with a refund	January 19
Last day to withdraw without academic penalty	February 15
Classes end	March 8

2nd 8-Week Session

Classes begin	March 9
Last day to add classes	March 11
Last day to drop with a refund	March 25
Last day to withdraw without academic penalty	April 22
Classes end	May 11

SUMMER SEMESTER 2010

General Registration	April 5 – May 14
Late Registration	May 17 – 21
Memorial Day Holiday (College closed)	May 31
Mid-Summer Break (College closed)	July 5 – 11
Grades due (all sessions)	August 11

10-Week Session

Classes begin	May 24
Last day to add classes	May 28
Last day to drop with a refund	June 4
Last day to withdraw without academic penalty	July 12
Classes end	August 9

8-Week Session

Classes begin	May 24
Last day to add classes	May 27
Last day to drop with a refund	June 2
Last day to withdraw without academic penalty	June 30
Classes end	July 26

1st 5-Week Session

Classes begin	May 24
Last day to add classes	May 25
Last day to drop with a refund	May 28
Last day to withdraw without academic penalty	June 14
Classes end	June 28

2nd 5-Week Session

Classes begin	June 29
Last day to add classes	June 30
Last day to drop with a refund	July 12
Last day to withdraw without academic penalty	July 23
Classes end	August 9

FALL 2009 FINAL EXAMINATION SCHEDULE

For classes that meet on M & W and start between:

8:00 – 8:30 a.m.	Monday, December 14, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Wednesday, December 16, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Monday, December 14, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.	Wednesday, December 16, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.	Monday, December 14, 2:30 – 5:00 p.m.
4:00 – 4:30 p.m.	Wednesday, December 16, 2:30 – 5:00 p.m.
5:00 – 6:00 p.m.	Friday, December 18, 4:00 – 6:30 p.m.

For classes that meet on Tu & Th and start between:

8:00 – 8:30 a.m.	Tuesday, December 15, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Thursday, December 17, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Tuesday, December 15, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.	Thursday, December 17, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.	Tuesday, December 15, 2:30 – 5:00 p.m.
4:00 – 4:30 p.m.	Thursday, December 17, 2:30 – 5:00 p.m.
5:00 – 6:00 p.m.	Friday, December 18, 7:00 – 9:30 p.m.

For classes that meet on Friday and start between:

8:00 – 8:30 a.m.	Friday, December 18, 8:30 – 11:00 a.m.
11:00 – 11:30 a.m.	Friday, December 18, 11:30 a.m. – 2:00 p.m.
2:00 – 2:30 p.m.	Friday, December 18, 2:30 – 5:00 p.m.

For classes that meet on Tu, W & F and start between:

8:30 – 9:00 a.m.	Friday, December 18, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Tuesday, December 15, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Friday, December 18, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.	Tuesday, December 15, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.	Friday, December 18, 2:30 – 5:00 p.m.

For classes that meet on M, W & Th and start between:

8:30 – 9:00 a.m.	Monday, December 14, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Wednesday, December 16, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Monday, December 14, 8:30 – 11:00 a.m.
1:00 – 1:30 p.m.	Wednesday, December 16, 8:30 – 11:00 a.m.
2:30 – 3:00 p.m.	Monday, December 14, 2:30 – 5:00 p.m.

For evening classes that start between 6:30 & 7:00 p.m. and meet on:

Mondays	Monday, December 14, 7:00 – 9:30 p.m.
Tuesdays	Tuesday, December 15, 7:00 – 9:30 p.m.
Wednesdays	Wednesday, December 16, 7:00 – 9:30 p.m.
Thursdays	Thursday, December 17, 7:00 – 9:30 p.m.

If your class meets on a day or time not addressed by the above schedule, please see your instructor for specific exam days and times.

Examinations must be held at the scheduled times noted above. No exceptions shall be made without the permission of the vice president of academic and student services. Requests for exception must be submitted via e-mail to the vice president with copies to the appropriate academic dean.

SPRING 2010 FINAL EXAMINATION SCHEDULE

For classes that meet on M & W and start between:

8:00 – 8:30 a.m.	Monday, May 10, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Wednesday, May 5, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Monday, May 10, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.	Wednesday, May 5, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.	Monday, May 10, 2:30 – 5:00 p.m.
4:00 – 4:30 p.m.	Wednesday, May 5, 2:30 – 5:00 p.m.
5:00 – 6:00 p.m.	Friday, May 7, 4:00 – 6:30 p.m.

For classes that meet on Tu & Th and start between:

8:00 – 8:30 a.m.	Tuesday, May 11, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Thursday, May 6, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Tuesday, May 11, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.	Thursday, May 6, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.	Tuesday, May 11, 2:30 – 5:00 p.m.
4:00 – 4:30 p.m.	Thursday, May 6, 2:30 – 5:00 p.m.
5:00 – 6:00 p.m.	Friday, May 7, 7:00 – 9:30 p.m.

For classes that meet on Friday and start between:

8:00 – 8:30 a.m.	Friday, May 7, 8:30 – 11:00 a.m.
11:00 – 11:30 a.m.	Friday, May 7, 11:30 a.m. – 2:00 p.m.
2:00 – 2:30 p.m.	Friday, May 7, 2:30 – 5:00 p.m.

For classes that meet on Tu, W & F and start between:

8:30 – 9:00 a.m.	Friday, May 7, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Tuesday, May 11, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Friday, May 7, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.	Tuesday, May 11, 11:30 a.m. – 2:00 p.m.
2:30- 3:00 p.m.	Friday, May 7, 2:30 – 5:00 p.m.

For classes that meet on M, W & Th and start between:

8:30 – 9:00 a.m.	Monday, May 10, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.	Wednesday, May 5, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.	Monday, May 10, 8:30 – 11:00 a.m.
1:00 – 1:30 p.m.	Wednesday, May 5, 8:30 – 11:00 a.m.
2:30 – 3:00 p.m.	Monday, May 10, 2:30 – 5:00 p.m.

For evening classes that start between 6:30 & 7:00 p.m. and meet on:

Mondays	Monday, May 10, 7:00 – 9:30 p.m.
Tuesdays	Tuesday, May 11, 7:00 – 9:30 p.m.
Wednesdays	Wednesday, May 5, 7:00 – 9:30 p.m.
Thursdays	Thursday, May 6, 7:00 – 9:30 p.m.

If your class meets on a day or time not addressed by the above schedule, please see your instructor for specific exam days and times.

Examinations must be held at the scheduled times noted above. No exceptions shall be made without the permission of the vice president of academic and student services. Requests for exception must be submitted via e-mail to the vice president with copies to the appropriate academic dean.

DIVISION OF STUDENT SERVICES—ADMINISTRATIVE PERSONNEL

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FINANCIAL AID OFFICE – ADMINISTRATIVE PERSONNEL

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Office: A103 (Goyne Hall, Chester); B107 (Administration Building, Midlothian)
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e-mail: tjones@jtcc.edu

Rebecca Parker, *Financial Aid Administrator of Pell & State Programs, Processor*

Office: B107 (Administrative Building, Midlothian); A103 (Goyne Hall, Chester)
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Sarah Brown, *Financial Aid Administrator of Student Loan Programs, Counselor*

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Linda Smith, *Financial Aid Administrator of Work-Study & Scholarship Programs, Counselor*

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Canyetta Starks, *Administrative Assistant*

Office: A103 (Goyne Hall, Chester)
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Christina Goode, *Administrative Assistant*

Office: B107 (Administration Building, Midlothian)
Telephone: 804-594-1551
e-mail: cgoode@jtcc.edu

REQUESTS FOR ASSISTANCE

You can receive assistance by writing to one of the following e-mail addresses or by visiting one of the following web sites:

Admissions and Records Information

AdmissionsandRecords@jtcc.edu

Blackboard and/or Student Email Account Help Request Form

<http://www.jtcc.edu/customapps/helpform2/>

Counseling

counseling@jtcc.edu

Financial Aid information

FinancialAid@jtcc.edu

Information about the Community College Workforce Alliance

www.ccwa.vccs.edu

Information about John Tyler Community College

www.jtcc.edu

Library Information

library@jtcc.edu

Online/Internet Testing

www.jtcc.edu/Current/DistanceEd/DistanceEdTestHours

Payment and miscellaneous student account information

BusinessOffice@jtcc.edu

Reset PIN/Password

myTylerHelpDesk@jtcc.edu

Students with Disabilities

hhightower@jtcc.edu (Chester Campus) or bharrison01@jtcc.edu (Midlothian Campus)

Student Judicial Affairs/ Student Activities

VACANT

Tutoring

hsorrell@jtcc.edu (Chester Campus) or smckelvey@jtcc.edu (Midlothian Campus)

Veterans Affairs

wbennett@jtcc.edu



www.jtcc.edu

Chester Campus
13101 Jefferson Davis Highway
Chester, Virginia 23831-5316

Midlothian Campus
800 Charter Colony Parkway
Midlothian, Virginia 23114-4383

For more information call 804-594-1565 or 804-706-5209.