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Career
Future



MECC!

STUDENT HANDBOOK

2017-2018



Mountain Empire
Community College

www.mecc.edu

Message from the President



On behalf of the staff and faculty of Mountain Empire Community College, it is my pleasure to welcome you to our campus. Our goal at MECC is to prepare you for meaningful employment or for successful transfer to a four-year college or university upon graduation. We are glad you have chosen MECC to pursue your educational goals. Our faculty and staff are dedicated to ensuring we provide an array of academic programs and training opportunities to create a better career and future for you and your family.

This handbook will serve as a guide to our College's policies and procedures. MECC staff are available to assist you with any questions or concerns you may have. Please consider taking advantage of the many student support services offered at our College designed to assist you in attaining your educational goals. Most importantly, get involved in a club, organization, or activity on campus. We believe your experience at MECC will be academically and personally rewarding.

I wish you the very best in your future endeavors!

A handwritten signature in black ink that reads "Kristen Westover". The script is fluid and cursive, with the first letter of each name being capitalized and prominent.

Kristen Westover, Ed.D.
President, Mountain Empire Community College

Content Disclaimer

Mountain Empire Community College (MECC) provides its website, catalog, handbooks and any other printed materials or electronic media for your general guidance. MECC does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the Domain Naming System (DNS) registrations of www.mecc.edu are up-to-date, complete and accurate. Individuals assume any risks associated with relying upon such information without checking other credible sources, such as an academic advisor.

In addition, a student's or prospective student's reliance upon course information contained within these sources, or individual program catalogs, handbooks, printed or digital class schedules when making academic decisions does not constitute, and should not be construed as, a contract with MECC. Further, MECC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

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

We strongly encourage current and prospective students to confer with academic advisors for the most credible information about the College's programs and services.

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About the College

Accreditation and Program Approvals

Mountain Empire Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Mountain Empire Community College. Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office. Degree programs are approved by the State Council of Higher Education for Virginia, and are also approved for listing in the U.S. Office of Education directories for participation in various federally-sponsored programs of student aid and educational assistance. The College is authorized by the Veterans Administration to certify students to receive veterans' benefits and is approved by the Department of Health and Human Services for students who receive Social Security and Vocational Rehabilitation benefits. The Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care. The Nursing program is approved by the Virginia State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326). The Practical Nursing and Nursing Assistant programs are approved by the Virginia State Board of Nursing. The Emergency Medical Services Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. The Phlebotomy program is approved by the National Phlebotomy Association. The Computer Aided Drafting & Design Technology, Technical Studies- Welding, Computer Manufacturing Technology – Electromechanical Technology, and Computer Manufacturing Technology -Industrial Electronics are accredited by the Association of Technology, Management, and Applied Engineering (ATMAE).

Non-Discrimination Statement

Mountain Empire Community College (MECC) is an open entry institution. Its mission is to provide quality higher education and workforce training programs and services that are financially and geographically accessible and meet individual, business, and community needs. The following pathways exist:

Allied Health	Engineering
Arts & Music	Environmental
Business	Health Sciences
College Transfer	Manufacturing
Construction	Public Safety
Education	Technology

MECC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, MECC shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers, we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

Nondiscrimination Coordinators:

- Title IX Coordinator – Ron Vicars, Room 136, Godwin Hall, 276.523.7480
- Title IX Coordinator (Students) – Lelia Bradshaw, Room 133, Holton Hall, 276.523.2400 ext. 288
- Title IX Coordinator (Employees) – Pam Giles, Room 137, Godwin Hall, 276.523.2400 ext. 212
- Disabilities Coordinator – Dale Lee, Room 131, Holton Hall, 276.523.2400 ext. 343 This document is available in alternative formats to individuals with disabilities.

Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

Mission Statement

Mountain Empire Community College's mission is to provide quality higher education and workforce training programs and services that are financially and geographically accessible and meet individual, business, and community needs.

Mountain Empire Community College's mission is fulfilled through the following avenues:

- **General Education:** General Education, a component of academic programs, includes the following competencies: Communication, Critical Thinking, Cultural and Social Understanding, Information Literacy, Personal Development, Quantitative Reasoning, and Scientific Reasoning.
- **Career -Technical Education:** The career and technical education programs meet the increasing demand for technicians, professionals, and a skilled workforce.
- **Transfer Education:** The transfer education program, which includes freshman and sophomore courses in arts and sciences and pre-professional education, allows students to transfer into baccalaureate degree programs at four-year colleges and universities.
- **Developmental Studies:** Developmental courses are offered to correct deficiencies in basic areas, such as English, reading, and mathematics, and to prepare students who have not had the required course prerequisites for admission to specific programs.
- **Dual Enrollment:** Dual enrollment courses allow high-achieving students to meet the requirements for high school graduation while simultaneously earning college credit.
- **Distance Education:** Distance education courses and programs offer accessibility through a number of delivery modes, to include the internet, video, and off-campus locations.
- **Student Services:** The College provides programs, services, and resources that facilitate college access, enhance student success, develop career readiness, promote student leadership, and provide opportunities for student engagement.
- **Workforce Development:** Workforce development encompasses credit and non-credit training to meet workforce needs and promote economic development through programs, customized training, and on-going workshops.
- **Community Services:** College facilities and personnel support the cultural and educational needs of the region through cultural events, workshops, meetings, lectures, conferences, seminars, community projects, and service learning.

Vision Statement

Our vision is to educate a diverse group of students by developing the skills they need for success, instilling a commitment to the community, and promoting an understanding of the broader global community.

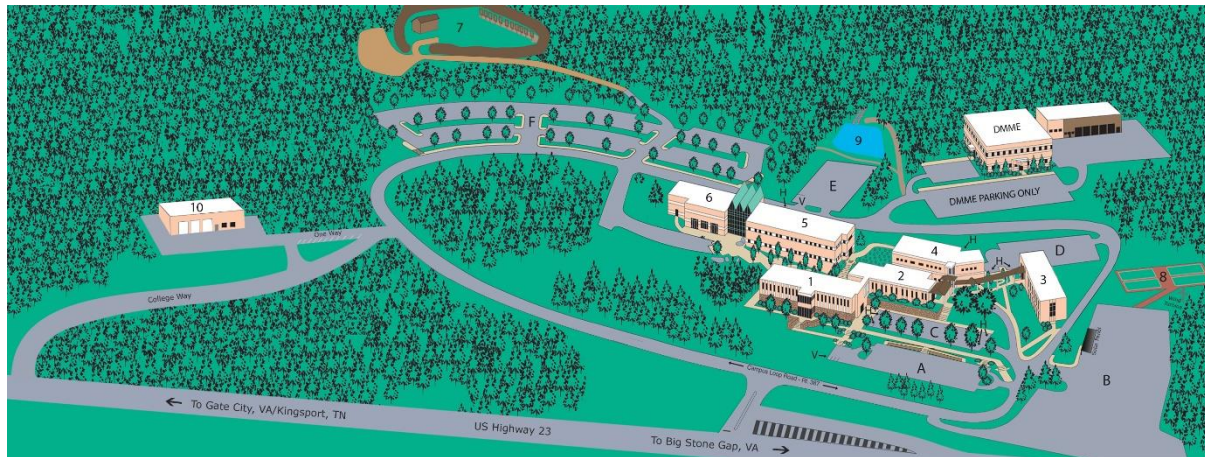
Mountain Empire Community College will pursue its vision by acquiring the following traits:

- Teaching will be characterized by the use of the best practices for knowledge and skills to be developed, including the involvement of businesses, the use of hands-on interactive mediums, and opportunities for real-life applications of knowledge and skills.
- Instructional delivery will employ non-traditional methods with emphasis on the use of technology. Faculty members will be facilitators of learning, mentors, and role models, exhibiting to students the importance of knowledge, competence, and a thirst for learning.
- The College will be the major provider of workforce training and a leader in community development, partnering with businesses, educational institutions, non-profits, and government to strengthen the competitiveness of the region for attracting and retaining jobs.
- The College will be an exemplary model of service and involvement to our students and the community, promoting economic development, appreciation of culture, and the quality of living in rural, southwest Virginia.

College Values

Mountain Empire Community College is committed to our students, to our community, and to each other. We support and promote the values of honesty, integrity and trust. We remain true to the ideals and principles of teamwork and communication. Through the creativity and innovation of our employees, we foster a culture of continuous quality improvement. The foundation of our institution is the unique diversity of educational experiences we provide for the community, shaped by our dedication to teaching and learning and to the values that we share.

College Map



1. Godwin Hall
2. Holton Hall
3. Dalton-Cantrell Hall
4. Robb Hall
5. Phillips-Taylor Hall

6. Goodloe Center
7. Firing Range
8. Tennis Courts
9. Environmental Pond
10. Maintenance Building

Student Parking

- A, B, D, E, & F – Student Parking
- C – Faculty/Staff Parking
- H – Handicapped Parking
- V – Visitor Parking

Hours of Operation

MECC campus offices are open Monday through Friday, 8 a.m. to 4:30 p.m. Offices may experience schedule changes during peak periods and summer.

Student Services Hours

Monday through Thursday, 8 a.m. - 6 p.m.
Friday 8 a.m. - 4:30 p.m.

Wampler Library Hours

Fall and Spring Semesters:

Monday through Thursday: 8 a.m.- 8:30 p.m.
Friday: 8 a.m. - 4:30 p.m.
Saturday: 10 a.m.- 2 p.m.

Summer Semester:

Monday through Thursday: 8 a.m. – 7:30 p.m.
Friday: 8 a.m. – 4:30 p.m.
Saturday: 10 a.m. – 2 p.m.

Academic Information

Enrollment/Registration

Enrollment procedures and class times are published online at www.mecc.edu several weeks before enrollment. Questions about enrollment not answered online should be directed to the Admissions Office. Students are responsible for assuring that they are enrolled in the appropriate classes and that adds, drops, swaps, and withdrawals are implemented as expected.

Class registration is available online at MECC Online (www.mecc.edu/mecc-online) for students who have completed the admission process. You are encouraged to enroll as early as possible. You may adjust your schedule by adding, dropping, and/or swapping classes throughout the enrollment period. After the schedule adjustment period, you may drop classes or withdraw completely only in accordance with regulations stated in the current College Catalog.

You are urged to promptly report any changes in your status online using [MECC Online](#) so your official records are accurate and up-to-date. Address and telephone number changes are especially important so that correspondence from the College can reach you without delay.

Advising

When you have declared a program of study at MECC, you will be assigned a faculty advisor to assist you in choosing the appropriate classes during your pursuit of a degree or certificate. When you are assigned a faculty advisor, he or she will become your main point of contact for academic issues that impact educational progress. Because faculty schedules vary throughout the year, scheduling an appointment to meet with your faculty advisor is recommended. However, if you have not yet chosen a program of study, or if your faculty advisor is not available, academic advising is also available through the Office of Student Services or other faculty within your area of interest.

The mission of academic advising is to partner with students to help them define, plan and progress towards their educational goals by fostering independence, facilitating a professional, supportive environment and promoting student development skills.

In general, all academic advisors assist students in selecting proper courses as related to their declared program, interpreting curriculum requirements and assessing academic progress. Academic advisors are familiar with the College and with the programs for which they advise. They can either answer questions directly, or direct students to the appropriate campus resource.

Specifically, your academic advisor can help you by providing:

- Academic planning assistance and guidance for course selection for upcoming semesters
- Advice and planning during times of academic difficulty
- Referrals to College or community resources

You should visit with an academic advisor when you:

- Are a new student or a student returning after an absence of several years
- Need placement test results interpreted
- Want to talk about courses, review your academic plan, or discuss graduation requirements
- Need to discuss courses for the upcoming semester

Visit the Office of Student Services when you:

- Are non-degree seeking and want to discuss courses for the upcoming semester
- Are having academic difficulties
- Need help locating someone to talk to about community resources
- Have questions about changing or adding additional programs
- Have questions about transferring

MECC Online

MECC Online, the student information system, enables you to complete convenient and secure transactions online. Student IDs (EMPLID) and passwords are provided upon admission and allow access to online services.

Using MECC Online you can:

- Enroll in classes including adding, dropping, and/or swapping classes
- Pay tuition and fees by credit card
- Obtain grades
- Identify your advisor
- Request an official transcript or print an unofficial transcript
- Update mailing address, telephone number, and email address
- Print individual class schedules
- View financial aid awards, payment, disbursement, refund activity, and application status
- View any service indicators (“holds”) placed on your record
- View any “to do” requirements for financial aid

College Success Skills/New Student Welcome Week

The College Success Skills course (SDV 100) is designed to improve students' success by acquainting new students with college policies, procedures and curricular offerings. Students are introduced to college resources and services that will assist them in making appropriate adjustments to their new academic environment. All curricular students, except those in career studies certificate programs, are required to participate in SDV 100, 101, or 108, which are courses designed primarily to foster student success. SDV 100 will be held the first week of the semester as the New Student Seminar during Student Welcome Week. All new students are required to attend. Requests for a waiver may be considered on a case-by-case basis. For more information, visit www.mecc.edu/newstudent.

Academic Integrity

Academic work is evaluated on the assumption the work presented is the student's own, unless designated otherwise. Anything less is unacceptable and is considered academically dishonest. Specific terms related to academic dishonesty are defined as follows:

- Cheating – Using or attempting to use unauthorized materials, information, or study aids in any academic work submitted for credit. Alteration or misuse of college documents pertaining to academic records by any means including computer resources or other equipment also is included within this definition of “cheating.”
- Plagiarism – Submitting academic work for credit that includes material copied or paraphrased from published or unpublished work(s) without documentation.
- Fabrication – Deliberately falsifying or inventing any information or citation in academic work.
- Facilitating Academic Dishonesty – Knowingly helping, attempting to help, or being helped by another to violate the College's policy on academic integrity.
- Any violations of academic integrity are subject to sanctions and/or disciplinary actions as outlined in the Student Conduct section of this handbook.

Grade Appeal Policy

Faculty members at Mountain Empire Community College are responsible for assigning course grades and providing objective grading criteria for which those grades are assigned in the course syllabus. As such, most student disagreements regarding course grades are best resolved informally between the student and faculty member.

The Grade Appeal Procedure provides a fair and orderly process for students who wish to pursue a formal appeal of a course grade. In taking such action, students shall assume the burden of proof concerning any perceived error in the grade assigned. Further, students shall follow the sequence of steps outlined in this procedure with the presumption that, as a matter of rule, instructors do not assign arbitrary and unreasonable course grades.

Grade Appeal Procedure

- Step 1: Students are encouraged to resolve course grade disagreements with their instructor on an informal basis. Should the dispute not be resolved at this level, the student may proceed to Step 2.

- Step 2: Should the student not be satisfied with the outcome of the informal instructor/student meeting; the student shall submit a **Request for Grade Appeal** form (available in The Office of Enrollment Services) to the Dean of that Division no later than ten (10) working days after the first day of classes for the next academic term. The Dean of Enrollment Services will forward the request to the academic dean under whose division the course was offered within ten (10) working days. Within ten (10) working days of receiving the request for grade appeal form, the academic dean shall hold conferences with the student and instructor to consider the grade appeal. The dean shall provide a written report of his/her findings to both parties within ten (10) working days of the conference. For the record, a copy of the report shall be kept on file in the division office, but the original report along with the Request for Grade Appeal form must be returned to the Dean of Enrollment Services.
- Step 3: Should the student wish to advance his/her grade appeal to the next level, he/she may notify the Dean of Enrollment Services to submit the **Request for Grade Appeal** form to the Student Affairs Committee within ten (10) working days of receipt of the dean's report. The committee shall conduct its investigation, make its decision by simple majority vote, and communicate its findings in writing to the student, faculty member, dean and the Vice President of Academic and Student Services. This investigation will take place no later than ten (10) working days after receipt of the written appeal by the student. The final report and any supporting documents along with the Request for Grade Appeal form must be returned to the Dean of Enrollment Services.
- Step 4: Should the student wish to advance his/her grade appeal to the next level, he/she may notify the Dean of Enrollment Services to submit the **Request for Grade Appeal** form to the Vice President of Academic and Student Services to attempt to satisfactorily resolve the appeal. The Vice President of Academic and Student Service shall consider the student's final grade appeal only within the context of assuring that the decision as rendered by the Student Affairs Committee was supported by the evidence presented and, as such, was neither arbitrary nor unreasonable. The Vice President of Academic and Student Services will notify the student, faculty member, and the division dean of his/her decision within ten (10) working days after hearing the appeal. The final report and any supporting documents along with the Request for Grade Appeal form must be returned to the Dean of Enrollment Services.
- Step 5: Should the student wish to advance his/her grade appeal to the next level, he/she may notify the Dean of Enrollment Services to submit the **Request for Grade Appeal** form to the President of the College. The President shall consider the student's final grade appeal only within the context of assuring that the decision as rendered by the Vice President of Academic and Student Services was supported by the evidence presented and, as such, was neither arbitrary nor unreasonable. The President will notify the student, faculty member, division dean, and the Vice President of Academic and Student Services of his/her decision within ten (10) working days after hearing the appeal. The President's decision is final. The final report and any supporting documents along with the Request for Grade Appeal form must be returned to the Dean of Enrollment Services.

Time Limitations:

The time limitations specified for the Grade Appeal Procedure are binding on all parties involved. If any of the time limitations are surpassed, the Grade Appeal at that time will be considered null and void.

Campus Safety & Security

Accidents/Health Care

All serious accidents and/or illnesses should be reported immediately by dialing 0 from any College telephone or by dialing 276.523.2400 from any other telephone. In the event of an emergency, dial 911. Students with chronic health conditions may wish to contact disability services. As a commuting institution, the College does not provide organized health services or infirmary facilities. It is expected that routine health care will continue to be a responsibility of the student and/or the family.

Safety in the Classroom

Mountain Empire Community College recognizes that the safety of its students and employees on College property, or when engaged in College-authorized functions, is a fundamental responsibility. Faculty, staff and students are encouraged to exercise proper care in using any apparatus, and in moving from one area to another.

The College further recognizes and is committed to providing a safe environment in the operation of all courses and College functions. Through the combined efforts of the Board, the administration, the faculty, staff, and students, the College's Safety Program provides an "on-going" process to promote and reinforce safety regulations. A complete list of safety procedures is outlined in the Lab Safety Policy Manual, located at www.mecc.edu/labsafety.

Campus Police

Campus Police is committed to providing a safe environment that is free from violence, threats, harassing, and/or disruptive behavior. Any threat or action that violates College policies will be taken seriously and dealt with appropriately.

To contact the MECC Campus Police:

- From off campus, call 276.523.7473
- From on campus, dial 473 from any campus phone
- Send email to campuspolice@mecc.edu
- MECC's Campus Police office is located in Godwin Hall, Room 153, Parking Lot A Entrance
- Police personnel are available seven days per week. Police officers are certified Law Enforcement and Campus Safety Officers and undergo required continuing training

Report Threats of Violence, Crimes, and Other Concerns

In an emergency, call or text 911. If you have knowledge of a threat of violence, a crime, or any other safety concern, please fill out and submit an MECC Incident Report Form located on the MECC website at www.mecc.edu/forms. You may also report concerns by calling Campus Police at 276.523.7473. Telephones for reporting emergencies are available in every classroom, hallway, and the main entrance to each building.

Crime Awareness and Campus Security Policy

MECC has adopted the following policy for the protection of the College campus:

- All criminal actions and other emergencies are reported by students to the most available College employee, to Campus Police at extension 473, or by calling or texting 911.

- A licensed officer is on duty at all times when the College is open for classes or events. Campus Police's authority focuses on enforcement of College rules and regulations. In the case of criminal activity, Campus Police are sworn to uphold the laws of the Commonwealth of Virginia and has authority to issue summons or arrest violators of the law.
- Access to campus facilities after business hours by students is allowed only with written permission of an instructor. A log is maintained of students and employees on campus when the College is closed.
- Students are informed of the procedures for reporting criminal actions and other emergencies during the Student Success Skills course (SDV 100).

MECC's program of education and prevention contains the following components:

- Inclusion of the Crime Awareness and Campus Security Policy and Jeanne Clery Disclosure of Campus Security Policy in the general Student Success Skills courses for new students (SDV100). This includes a discussion in the small group orientation activity of security and safety precautions;
- Seminars and workshops offered by Student Services that focus on prevention of crimes and safety awareness upon request;
- Brochures & pamphlets that are available in Student Services;
- Notices of procedures for reporting criminal action or other emergencies are posted in every classroom and office.
- A daily crime log that lists all crimes reported to Campus Police is maintained and is available in the Campus Police office in Godwin Hall room 153.
- Statistics concerning the occurrences of criminal offenses on the campus of MECC will be published annually online at www.mecc.edu/safety and are available upon request from Campus Police.

Violent, Threatening, or Disruptive Behavior

MECC has established a Violence Prevention and Campus Safety Committee and a Threat Assessment Team to review policies and practices, assess situations, and take or recommend appropriate actions. Any threat or act of violence will be taken seriously and dealt with appropriately. Violations of this policy may result in academic sanctions, disciplinary action, termination of employment, arrest, and/or prosecution. This policy applies to any act of violence, harassment, intimidation, or other threatening behavior including:

Physical assault including but not limited to: hitting, pushing, kicking, impeding or blocking the movement of another person, beating, stabbing, suicide or attempted suicide, shooting, rape.

Verbal abuse and/or harassment including but not limited to: verbal threats, shouting, swearing, or obscene phone calls or stalking.

Threatening behavior and threatening or intimidating writings including: electronic mail, posters, cartoons, publications, drawings, or gestures.

Possessing, brandishing, or using a weapon by students while on state premises is prohibited except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional, or when the weapon is secured in the student's vehicle. Compliance with this policy is a condition of admission and subsequent enrollment for students, a condition of employment for employees, and a condition of conducting business with the College for business invitees. This policy applies whether a weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. The possession and use of firearms by students enrolled in and faculty teaching ADJ 127, ADJ 139, ADJ 195, ADJ 295, and by those participating in approved firearms recertification training are exempt from this policy for the dates

and times scheduled for those classes and/or training, and only in strict compliance with the requirements of those classes and/or training.

MECC prohibits any form of retaliation against any employee, student, or other individual making a report under this policy.

Students or other individuals who witness or are subjected to behavior prohibited by this policy should immediately report the incident to the nearest College employee.

Student Behavior Concerns

Students should immediately report concerns about a fellow student who may seem at risk of harming him/herself or others. In emergency situations, students should call or text 911 and/or Campus Police at 276.523.7473. In non-emergency situations of concern, contact the Dean of Student Services.

Although there is no single predictor of suicide, there are common warning signs:

- Talking about suicide
- Always talking or thinking about death
- Making comments about being hopeless, helpless, or worthless
- Saying things like “It would be better if I wasn’t here” or “I want out”
- Depression (deep sadness, loss of interest, trouble sleeping and eating) that gets worse
- A sudden, unexpected switch from being very sad to being very calm or appearing to be happy
- Having a “death wish,” tempting fate by taking risks that could lead to death, like driving fast or through red lights
- Losing interest in things one used to care about
- Visiting or calling people to say goodbye
- Putting affairs in order, tying up loose ends, changing a will

The American Psychological Association lists these immediate warning signs that violence is a serious possibility:

- Loss of temper on a daily basis
- Frequent physical fighting
- Significant vandalism or property damage
- Increase in use of drugs or alcohol
- Increase in risk-taking behavior
- Detailed plans to commit acts of violence
- Announcing threats or plans for hurting others
- Enjoying hurting animals
- Carrying a weapon

Crime Statistics

Campus crime statistics are available for the past three years and include information about crimes occurring on the College campus, at public areas immediately adjacent to the campus, and at certain non-campus locations. The current report is available online at www.mecc.edu/safety. A printed copy is available upon request by contacting the Campus Police at 276.523.7473. A daily log of crimes reported to campus police is available to the public during normal business hours by contacting the department.

Emergency Notifications

The fire alarm system will be activated when emergency situations exist that require immediate evacuation of buildings. The alarms will be activated in the event of fire, bomb threats, and danger of explosion or other emergencies posing a potential threat to health or safety. Sirens will be activated when emergency situations exist that require the immediate lockdown of all or part of the campus. All emergency messages will be broadcast through telephones, will be displayed on the College web site, and will be sent via text message and email.

Emergency Procedures Evacuation

In the event of an emergency requiring evacuation, students must assume a life-threatening situation exists and immediately evacuate the building according to the routes posted and proceed to the following designated areas:

- Parking Lot B - employees and students in Godwin Hall, Robb Hall, Dalton-Cantrell Hall
- Phillips-Taylor Field - employees and students on the first floor of Phillips-Taylor Hall
- Parking Lot E - employees and students on the second floor of Phillips-Taylor Hall

Students are instructed to:

- Take any belongings readily available but do not return to classrooms or lockers to retrieve personal belongings.
- Remain in the designated areas until otherwise directed by the administrator in charge. Do not assume the College will be closed for the day or that classes will be canceled. Do not attempt to return to buildings or to vehicles in lots adjacent to buildings until so directed by the administrator in charge.

Lockdown/Shelter in Place

When a situation requires that building occupants take shelter inside classrooms and offices, notification will be provided by every appropriate and available method.

- Emergency Siren
- Text Message
- Telephone
- Email
- In person

When notified that a lockdown has been ordered, students should stay in their classroom or take shelter in the closest classroom or office.

- Direct students and others out of the hallways and public areas and into classrooms and/or offices
- Lock the door and turn off the lights
- Close and lock windows and close blinds. Desks can be used to barricade the door if necessary.
- Keep everyone quiet and out of view. If possible, cover door window.
- Keep telephone lines (including cellular) free for emergency communications. Answer incoming calls if you can get to the telephone safely, but keep lines free unless communicating with emergency officials.
- Remain in the secured area until notified by emergency or College officials.

High Winds, Tornadoes, etc.

The following areas have been designated as emergency shelters:

- Occupants of Godwin Hall and Holton Hall: bottom floor of Godwin - G104, G118, G119, G149
- Occupants of Robb Hall: bottom floor - R116, R118, R120
- Occupants of Dalton-Cantrell Hall: DC102, DC132, & West end of hallway at vending machines
- Occupants of Phillips-Taylor Hall: bottom floor - PT115, PT117, PT121, PT123

Building occupants will be directed to the emergency shelter areas by text and telephone messages and security and/or physical plant employees. Employees and students should remain in those areas away from exterior hallways, doors, walls and windows until otherwise directed.

Weapons on Campus

Possessing, brandishing, or using a weapon by students while on state premises is prohibited except where possession is a result of participation in an organized and scheduled instructional exercise for a course, or where the student is a law enforcement professional, or when the weapon is secured in the student's vehicle. Students enrolled in and faculty teaching approved law enforcement related courses and approved firearms recertification training are exempt from this policy for the dates and times scheduled for those classes and/or training, and only in strict compliance with the requirements of those classes and/or training.

General Information

Books and Materials

Students are expected to obtain their own books, supplies, and consumable materials needed in their studies. The cost varies according to the number of credit hours taken and courses the student is enrolled in. Students are urged to check exact book titles and authors required in each course before purchasing books. The College Bookstore has very specific guidelines about returning books for a refund. Students are encouraged to familiarize themselves with these guidelines before making any purchases.

Bookstore

The Bookstore is located in Room #119 in Holton Hall. Normal hours of operation are 8 a.m. to 4:30 p.m., Monday-Friday. Hours of operation may be extended during peak times. Students are urged to check the requirements for each course with the instructor to be sure that proper materials are purchased. Visit <http://bookstore.mecc.edu> for more information.

Bookstore Refund/Exchange Policy

Refunds/exchanges will be made during the add/drop period of the semester under the following conditions: (These conditions apply to cash, check or credit card payments as well as financial aid or third party charges.)

- Proof of purchase is available in the form of the original cash register receipt or record of charge to a third party which specifically identifies the item purchased. Credit card receipts or canceled checks do not constitute proof of purchase because they do not identify the item purchased.
- Books sold wrapped in plastic and displaying the “No Return If Unwrapped” label must still be in the original wrap to receive a full refund.
- New books must be in new condition—free of markings, stains, or damage to binding.
- New books that are unwrapped, damaged, or marked may receive a partial refund equal to the used book price if the book will be used in subsequent semesters and can be resold as a used book.
- Full refunds/exchanges will be made for books returned due to classes canceled by the College if returned within five days of the class cancellation. This condition is especially important to students who charge textbooks to financial aid awards. Class cancellation may result in a reduction of a student’s total financial aid award. When a reduction in the total award occurs, the excess amount of charges over the adjusted total award becomes an over-award for which the student will become personally liable.

Full refunds/exchanges will be made in cases of College error including: inappropriate class placement, change to another class due to test results, and other situations on a case-by-case basis.

Full refunds will be made for merchandise other than textbooks within five (5) business days of the purchase accompanied by the original cash register receipt. Merchandise must be returned in “new” condition with all tags and packaging.

No refund will be made for special order items, review books, study guides, general interest books, or software.

Procedures/Processes

Refunds are issued according to tender type used for the original purchase. Financial aid and third party refunds are credited back to the account charged. Refunds for cash and check purchases are issued by check only and are mailed to the student's home address within 14 days of return. No cash refund will be given. The student's signature and address are required for all refunds. The signature of other College officials is required in cases of College error. Bookstore staff will provide the necessary forms and instructions.

Appeals

Students may appeal the requirements of this policy by contacting the Business Manager located in G142. If the student is not satisfied with the decision of the Business Manager, the second step in the appeal process is the Vice President of Financial and Administrative Services located in G137. If the student is still not satisfied, the third and final step in the process is with the President located in Dalton-Cantrell Hall.

Bulletin Boards

Bulletin boards for general use are identified as such and are located throughout the campus. Items to be posted on bulletin boards designated for student use must be stamped in the Office of Student Services. All other bulletin boards are for official College use only.

College Catalog

The College Catalog is available online at www.mecc.edu/catalog. Students may request a copy of the printed Catalog from the Student Services or Enrollment Services Offices.

College Committees

The College has standing committees composed of members of the College community. These committees advise the Vice-President and/or the President on important matters. Student representatives are appointed to all standing committees with the exception of the Student Affairs Committee and Professional Development Committee. For information regarding College committee appointments, please contact the Dean of Student Services at 276.523.2400 ext. 251.

Contagious Diseases

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

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

Other potentially less serious infectious diseases, such as chicken pox and pneumonia, will be addressed on a case-by-case basis.

Persons who know or have reason to believe they are infected with a contagious disease:

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

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

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

HIV/AIDS Policy

MECC is committed to creating an environment which supports the intellectual and personal development of its community. A primary goal of the College is to assure that the quality of life for students, staff, and faculty is conducive to and facilitates the learning process at all stages of personal growth and development.

Acquired Immune Deficiency Syndrome (AIDS) is a result of infection with the Human Immune Deficiency Virus (HIV). Persons who are HIV positive or who live with AIDS are susceptible to bacteria, fungi, and diseases that would not normally affect others so adversely. The virus serves to break down and eventually destroy our immune system. Presently, there is no cure for HIV or AIDS. Therefore, comprehensive education is recognized as the key to the prevention of AIDS and the spread of HIV.

Persons in the College community who need assistance in dealing with issues regarding HIV/AIDS are encouraged to seek the services of a variety of community agencies. Confidential referrals are available by contacting the counseling department. MECC recognizes the concern of its students, staff, and faculty about HIV/AIDS, and has adopted the following policies for the education and protection of the campus community.

Students, staff, and faculty who are HIV positive or who live with AIDS will be able to remain in the College community as long as they are physically and mentally able to perform their role. Confidentiality of any person with HIV or AIDS will be protected. Information concerning an individual's HIV status will not be provided to faculty, administrators, or even families, without the expressed written consent of the individual.

Developmental Studies

Mountain Empire Community College offers unique courses to enable students to make a successful transition into college curricula. These courses offer a complete practical review of high school reading, grammar, composition and math skills, specifically preparing students for college-level work. The courses use a lecture/lab format. Regular classroom instruction may be supplemented with individualized assignments. Computer-assisted instruction is used whenever appropriate.

Food Service

The Red Fox Grill food service is located in Holton Hall. Vending machines are located throughout the campus.

Expressive Activity

MECC's property is primarily dedicated to academic, student life, and administrative functions. The College also represents the "marketplace of ideas." MECC reserves the right to place restrictions on expressive activities occurring indoors, but especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

This policy applies to all buildings, grounds, and other spaces owned or controlled by Mountain Empire Community College (MECC). The term "expressive activity" includes:

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

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

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

Expressive Activity Procedures

Reserving Campus Facilities

If students, student organizations, or College employees desire to reserve campus facilities for the purpose of expressive activity, they must submit a request to the Dean of Student Services or his/her designee. Requests must be submitted with 24 hours advance notice. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus. If individuals or organizations who are not members of the College community (i.e., not students, student organizations, or College employees) desire to reserve campus facilities, they must be sponsored by a recognized MECC student organization or the College to conduct expressive activities or events on campus.

The following areas are not available for expressive activity: administration offices, Wampler Library, and (during instructional hours) classrooms.

Students, student organizations, and College employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:

- The requested venue is an indoor facility that the College has designated as not available for expressive activity;
- The requested venue is an indoor facility and the request conflicts with restrictions;
- The venue is already reserved for another event;
- The activity will attract a crowd larger than the venue can safely contain;

- The activity will substantially disrupt another event being held at a neighboring venue;
- The activity will substantially disrupt College operations (including classes);
- The activity is a clear and present threat to public safety, according to Campus Police;
- The activity will occur during College examination periods; or
- The activity is unlawful.

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

In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern:

- Official College sponsored activities and events;
- Recognized student organization activities and events;
- Student activities and events; and
- All other activities and events.

Spontaneous Expressive Activity

At MECC, spontaneous expressive activities may occur outside as long as they do not block access to campus buildings, obstruct vehicular or pedestrian traffic, substantially disrupt previously scheduled campus events, substantially disrupt College operations, constitute unlawful activity, or create a clear and present threat to public safety, according to Campus Police

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

Inclement Weather

When it is necessary to change the College schedule due to inclement weather or other unforeseen circumstances, the announcement will be made on the College's website at www.mecc.edu, via text message, email, and radio and television stations. A recorded announcement of the schedule change will also be available by calling 276.523.7495. The following radio and television stations will announce the schedule change:

- WCYB-TV (Channel 5)
- WJHL-TV (Channel 11)
- WQUT-FM 101.5
- WAXM-FM 93.5
- WDIC-FM 92.1
- WJNV-FM 99.1
- WXBQ-FM 96.9

Students may register at www.mecc.edu/textalerts to receive announcements of schedule changes by text message and email.

Understanding Announcements:

- Snow Schedule or Two Hour Delay: Classes begin at 10 a.m. Employees report at 9:30 a.m.
- College Closed: Day and evening classes and all services are canceled.
- Day and/or Evening Classes are Canceled: College is open for all other services.

Snow Schedule

Schedule of Classes when operating on a Snow Schedule:

- 8:15 a.m. - 9:30 a.m. classes meet 10 a.m. - 11 a.m.
- 9:40 a.m. - 10:55 a.m. classes meet 11:05 a.m. - 12:05 p.m.
- 11:05 a.m. - 12:20 p.m. classes meet 12:10 p.m. - 1:10 p.m.
- 12:20 p.m. - 12:50 p.m. Activity Period meets 1:10 p.m. - 1:40 p.m.
- 12:50 p.m. - 2:05 p.m. classes meet at 1:45 p.m. - 2:45 p.m.
- 2:15 p.m. - 3:30 p.m. classes meet 2:50 p.m. - 3:50 p.m.
- 3:40 p.m. - 4:55 p.m. classes meet 3:55 p.m. - 4:55 p.m.
- 5 p.m. classes meet as normal

Intellectual Property

MECC abides by the VCCS policy regarding intellectual property, found in Section 12 of the VCCS Policy Manual. Pursuant to Section 12.0.4 responsibility for administration of this policy is vested in the Chancellor. The President of MECC is responsible for administration of this policy at the College. The policy administrator shall be assisted by an appropriate College committee in implementing the provisions of this policy. The College President shall designate the committee when claims or disputes arise.

Library

The mission of the Wampler Library is to provide materials and services which support not only the educational programs of the College but also provide broad exposure to various disciplines, cultures, and ways of understanding. The library houses over 67,000 print and 42,000 electronic book volumes; 90 print and 27,000 electronic magazine, journal, and newspaper issues; and 9,400 reels of microfilm. In addition, the library provides access to the electronic research databases licensed by the VCCS and the Library of Virginia, as well as to the vast electronic resources of VIVA (The Virtual Library of Virginia).

All library collections are accessible online at www.mecc.edu/library. There are 33 public access computers in the library which are provided for conducting research and for completing self-paced instruction, classroom assignments, or personal projects. Enrolled students can access online library resources from off campus via the Internet.

The library staff provides circulation, reference, and interlibrary loan services, as well as technical assistance with the computers and computer software. The library staff also provides information literacy instruction for using the library's collections and services for research. Books, magazine articles, or other materials, which are not owned by the Wampler Library can usually be obtained through interlibrary loan. All interlibrary loans are free; the library pays any charges for them.

Library Use Policy and Procedures

Photocopy and Printing Policies

A photocopier, microfilm reader-printers, and a computer printer are provided in the library for student use. All copies made on the photocopier, the microfilm reader-printers, and the computer printer are 5 cents each, with the exception of copies of academic work made by current MECC students.

When MECC students present a current student ID at the time of making copies of academic work, there will be no charge for copies. All copying must be in compliance with the United States Copyright Act.

Notice Warning on Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Library Fines

In order to encourage students and community library users to return materials promptly, fines are charged on overdue materials. Library fines are charged at the following rates per item:

- Circulating, juvenile, oversize collections items, print newspaper and magazines issues, and distance education DVDs and videos -- \$0.10 per day
- Two-hour reserve items -- \$0.25 per hour
- Overnight and one-week reserve items -- \$0.25 per day
- The maximum fine charged per item is \$5.

Lost materials are billed at the purchase price of the materials plus a processing fee of \$5 per item for book jacket covers, spine labels, barcodes, date due pockets and cards, and cataloging service fees.

As a reminder, students and community residents will receive three overdue notices when library materials have not been returned. The first two notices will be sent to students' and community members' email accounts. When the third and final notice is mailed, students will be blocked, which means they will not be able to receive a financial aid refund, obtain an official College transcript, or charge items in the bookstore until the library materials have been returned and fines owed on them have been paid. Students and community residents who have unpaid library fines will not be allowed to check out additional items from the library until the fines have been paid unless special permission has been granted by the staff for them to do so.

As required by the Commonwealth of Virginia, unpaid debts for overdue library materials will be submitted to the Virginia Department of Taxation under the Set-Off Debt Collection Program, with the debts deducted from the individual's state income tax refund or lottery winnings. To avoid having overdue materials and fines, call 276.523.7468 to renew library materials.

Lockers

Lockers are provided as a service to the students; however, students must provide their own locks. Lockers are assigned by the Office of Student Services. Students requesting lockers may obtain applications from the Office of Student Services. The lockers must be cleaned and locks removed within five days after the last exam day of the spring semester. Failure to comply will result in forcible entry by the College. The College reserves the right to open and inspect the lockers at any time. Maintenance problems should be reported to the Office of Student Services.

Lost and Found

Lost and Found is located in the Office of Student Services, Holton Hall, Room 128.

Parking

All students are required to obtain an MECC parking permit. Parking permits may be obtained by visiting the Business Office on the first floor of Godwin Hall. There is no charge for parking permits. Students must complete a vehicle registration form that includes listing the vehicle make, model year, and license tag number for each vehicle they expect to drive. One parking permit is issued to each student for use in all vehicles listed.

Students who require special parking permits due to a temporary disability should contact the Office of Student Services in Holton Hall. All requests will be reviewed by the Dean of Student Services or designee for approval. Special parking permits are intended to be used for short durations and are not intended to take the place of handicapped permits issued by the DMV. If approved, a student will receive a special parking permit for a specified period of time, which authorizes the use of special parking areas designated by Campus Police. Special parking permits issued from the Office of Student Services must be displayed on the lower right corner of the front windshield while the vehicle is parked on the campus. Parking areas for students, faculty and staff, visitors, and persons with disabilities are clearly designated. Parking in unauthorized spaces may result in a parking violation fine. Fines may include:

- \$3.00 for each ticket received for the following violations:
 - Improperly parked
 - Parked in no-parking zone
 - No MECC parking permit
 - Parked in Faculty lot
 - Parked on road
 - Parked in Small Business Only
 - Parked in Employee of the Year space
 - Parked in State Vehicle Only space
- \$10.00 for each ticket received for parking in visitor's space
- \$25.00 for each ticket received for parking in handicapped space
- Vehicles parked in a fire zone will be towed away at owner's expense. All posted traffic regulations and speed limits must be observed. Excessive speeds and reckless driving habits must be avoided. White lines indicate boundaries of parking spaces. Do not straddle or park on these lines.

Students driving unregistered vehicles on a temporary basis (maximum of one week) may park in the student parking lot and register with the Business Office daily.

No overnight parking is permissible unless authorized by the Chief of Police.

Photographic Release

There will be occasions throughout the year when students are photographed or videotaped for purposes such as news releases, publications, and other marketing media. Students may be asked to sign a photographic release allowing use of their photos for the above purposes.

Red Fox TV

TV monitors are located throughout the campus. Our Red Fox TV provides information on College activities.

Selling on Campus

The sale or solicitation of any products, goods, food, beverages, or services on campus by student organizations is subject to the guidelines established by the Office of Student Services. The privilege of selling merchandise of any variety on campus is limited to the Bookstore, recognized MECC student organizations, and those that have valid contracts as concessionaires. The Dean of Student Services or his/her designee has the authority to specify or limit the places and times of such sales. Solicitation for the benefit of recognized charitable or civic organizations on campus shall be made only with the prior written approval of the Dean of Student Services for each specific fund or drive. Other types of solicitation for funds are specifically prohibited. For sales authorization, contact the Office of Student Services at 276.523.7472 or visit the Office of Student Services.

Social Media

MECC hosts several social media sites that provide notices of student events, deadlines, and pertinent academic information. Like MECC on Facebook at www.facebook.com/mountainempirecollege. Follow MECC on Twitter @meccva. Follow MECC on Instagram @MECCedu. Student activities, tutoring, MECC bookstore, as well as some instructional courses also utilize social media sites to provide student information.

Student IDs

Student photo identification cards are provided to all students at MECC. ID cards are needed for library material use, campus copying and printing, Bookstore, and so forth. To obtain an MECC student ID, visit MECC Bookstore in Holton Hall. You must have a valid photo identification (driver's license), a current class schedule, and your student ID number. One ID will be issued to a student every two years at no cost. Lost cards will be replaced at a fee of \$5.

Student Publications

MECC's policy on student publications is based on the principle of responsible journalism, i.e., avoidance of libel, indecency, undocumented allegations, harassment, and innuendos.

- Student groups or organizations may distribute written material on campus without prior approval unless such distribution disrupts the operations of the College.
- All publications containing opinion and commentary will state that the opinions expressed are not necessarily those of the College.
- Official student publications, such as MECC's Explorations magazine, will have a faculty or staff advisor.

Student Services

Mission Statement

The Office of Student Services exists to help students adjust to college life, to assist in co-curricular concerns, and to aid in the selection of careers and lifetime goals. Among the functions of this office are counseling, testing, new student orientation, student activities and wellness events, student conduct, college success skills courses, disability services, career services, student support services, and service learning. The Office of Student Services is located in Holton Hall.

Counseling

As a service to students, the College maintains a staff of academic counselors and advisors to assist students in making decisions regarding career and educational plans. The College does not provide mental health service, but works closely with local community services and makes referrals for

students with issues beyond those which can be addressed in an educational setting. Currently enrolled students may access counselors by making an appointment in the Office of Student Services, Holton Hall.

Career Services

The mission of the Mountain Empire Community College Career Center is to provide career exploration and planning services. The Career Center is located in the Office of Student Services, Holton Hall.

The Career Center offers computerized career assessments and career planning to help students determine career goals and thus a college major. Students can receive assistance with employment preparation including workshops and seminars on resume development, resume critiques, interview and business etiquette, mock interviews, tips on job search strategies and job market projections (demand, earnings) and labor market trends. Employment assistance is made available to students through an annual job fair, local and regional job listings posted on campus, student email, and online. To schedule an appointment, visit the Career Center or contact the Career Services Counselor at 276.523.2400, ext. 324.

Disability Services

Consistent with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the VCCS guarantees that no qualified individual shall by reason of disability be denied access to, participation in, or the benefits of college. Each qualified person shall receive appropriate, reasonable accommodations upon request to insure full and equal access to educational opportunities, programs, and activities.

In order to provide appropriate, reasonable accommodations to students with disabilities who seek them, colleges should require documentation from a qualified professional that includes a full clinical description and current functional limitations. This documentation should also include information about the methodology used to make a diagnosis, specific results of the assessments used, summary data, and specific assessment scores based on adult norms where having such additional information will assist colleges in engaging in a deliberative and collaborative decision-making process that considers each student's unique situation and experience, but not where requesting such information becomes overly burdensome to a student. To schedule an appointment please contact the Disability Service Coordinator at 276.523.2400, ext. 343 or visit the Office of Student Services.

Educational Talent Search

Educational Talent Search is an early intervention program that serves middle and high students in grades seven through twelve in Lee, Scott, and Wise Counties and the City of Norton. The goal of Educational Talent Search is to advise participants in preparing for college. Participants receive assistance with college admission and enrollment, college admission testing, financial aid, career options and improving study skills. For more information, contact the Educational Talent Search Office at 276.523.2400 ext. 333 or 278.

Testing

The MECC Testing Center coordinates testing services for new and continuing students. The center administers placement testing, ability-to-benefit testing, TEAS testing for nursing, and assists with testing for Distance Education and video courses. Evening and weekend testing (offered in the library) must be arranged with the Testing Coordinator.

The College requires a placement test for all entering students if they have not met the requirements outlined under VCCS Policy 6.4.0.2.1 Multiple Measures for Placement. Exceptions are made if the student has achieved certain scores on the SAT or ACT. Some transfer students may be exempt from

taking the placement test. Students may take the placement test without an appointment during operating hours; however, it is recommended that students arrive prior to 10 a.m. to allow ample time to complete the test. Alternate testing hours may also be available upon request. Prospective students should contact the Office of Student Services for testing center hours and for more information about the placement test.

Transfer Services

Transfer services are available to any student who plans on transferring to a four-year college or university to complete a baccalaureate degree program. The transfer counselor is available to assist students in planning their course work at MECC to review the transferability of courses to four-year colleges and universities of interest. Students are encouraged to meet with the transfer counselor upon their decision to pursue a transfer degree.

Tutoring/Student Support Services

The Student Support Services (SSS) Program is a federally funded academic support program. SSS is located in the Learning Center (G216) in Godwin Hall. Students receiving assistance from the SSS Program must be enrolled in a degree program and meet at least one of the following eligibility requirements:

- First generation college student (neither parent has a Bachelor's degree or higher).
- Low income as defined by federal income guidelines.
- A student with an appropriately documented learning or physical disability, who also meets income guidelines.

The Student Support Services Program offers these services free of charge:

- Tutoring - Tutoring is available for most classes upon request.
- Study Skills Development - Students may request assistance to improve study habits and skills.
- Information and Referrals - Information and referrals for on and off-campus services are available.
- Academic & Career Counseling - Academic and career counseling are available upon request. Referrals for other counseling services are available as appropriate.
- Mentoring - Experienced personnel and students are available to provide advice and encouragement.
- Transfer Assistance - A Transfer Counselor is available to ensure a smooth transfer to a four-year institution.
- Financial Aid - Students may receive assistance in locating scholarships, grants, and other financial awards while at MECC and during the transfer process.
- Resources - Resources such as calculators, textbooks, etc. are available on a limited basis for students who qualify for this service.
- Cultural Activities - Students may attend a wide variety of cultural arts and other special events throughout the academic year free of charge.
- Students who are not eligible for the SSS program will be served through the Parallel Program, funded by the MECC Foundation. All services listed above are included in the Parallel Program.

Telephone Calls

The Office of Student Services will receive emergency messages for students and make every effort to see that they are delivered. College operated telephones should not be used by students for outgoing calls, with the exception of emergencies.

Tobacco Use

The use of tobacco and related products inside College facilities is prohibited. The use of tobacco and related products is also prohibited within 20 feet of entrance doors. Tobacco and related products includes all forms of tobacco products and methods of use and shall also include any electronic or vapor device designed to simulate smoking.

Transcripts

To request that an official transcript of academic record be sent to other institutions or business firms, the student should secure the Request for Official Transcript of Grades form at Enrollment Services, via [MECC Online](#), or at www.mecc.edu/transcript. Requests for Official Transcript of Grades should be submitted at least 5 business days before the transcript is required. Official transcripts are generally processed within three business days of receipt, and mailed to the address provided. During peak times such as beginning and end of term, processing time will likely be extended. Due to the magnitude of transcript requests received, the Enrollment Service Office does not notify students when transcript requests have been processed. Mountain Empire Community College does not impose a fee for transcripts. Requests for transcripts via phone are not accepted.

Requests for unofficial student grade reports will be honored at any time during regular office hours. Unofficial transcripts will be faxed directly to offices of other educational institutions, employers, and the military. Incomplete transcripts will not be released. Sufficient time must be allowed for the posting of grades and computing of averages at the end of each semester.

The College observes Public Law 93-380 in providing for the privacy of official student records and the rights of students to review these records. Students may review their official records by making a request to the Office of Enrollment Services. The College will not release any personally identifiable information other than directory information about any student without the student's written permission, except to certain school and governmental officials as provided by the law. Requests by individuals and agencies for release of student information must be presented in writing. The student's permission for the College to release any information must also be in writing. Students may grant permission by completing the Permission to Release Education Record Information form, located in the Office of Enrollment Services, Godwin Hall.

Updating Personal Information

Students are responsible for maintaining their personal information while enrolled at MECC. Contact information such as address and phone number can be updated by visiting the Student Information System (SIS) at [MECC Online](#) or by completing an Information Change Form located at the Enrollment Services Office in Godwin Hall. The Information Change Form is also available online at www.mecc.edu. Students who need to change their name or social security number must complete an Information Change Form and submit the form along with appropriate documentation to the Enrollment Services Office.

Visitors to Campus

To maintain a campus environment that is safe and conducive to teaching and learning, the College reserves the right to decide whether visitors will be permitted in any particular location, including on and off campus classrooms, laboratories and shops. Visitors are those individuals who are not officially enrolled at the College, including children and guests of students and employees. Visitors are generally not allowed in areas where instruction is being delivered, except in situations where the instructor determines that extenuating circumstances make such attendance permissible. The instructor will determine what constitutes extenuating circumstances and will further determine

whether or not a visitor is permitted to attend any given class. It is the responsibility of the student to request the instructor's permission to bring a visitor to class.

Visitors displaying threatening or disruptive behavior at any on campus or off campus location will be asked to leave. In the case of a child, supervision by a responsible parent or guardian is required at all times; disruptive behavior will result in both the child and the supervising adult being asked to leave.

Computer Ethics Guidelines

Multiple users share MECC computing resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt Mountain Empire Community College business. Therefore, you must exercise ethical behavior when using MECC computing resources.

Definition

MECC computing resources include desktop computers, laptop computers, networks, software, data, phones, facilities, and related supplies.

Guidelines

The following guidelines shall govern the use of all MECC computing resources:

- 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. MECC may regard these actions as criminal acts and may treat them accordingly. You must not use MECC resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
- 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.
- 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 MECC must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
- 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 or subroutine libraries, data and electronic mail) without prior authorization. MECC 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.
- 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; intentionally, recklessly, or negligently damaging systems; intentionally damaging or violating the privacy of information not belonging to you; intentionally misuse

of resources or allowing misuse of resources by others; and load software or data from untrustworthy sources, such as freeware, onto official systems without prior approval.

- You should report any violation of these regulations by other individuals and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Office of Computing & Information Technology located in Phillips-Taylor Hall Room 217. For assistance, call 276.523.2400 ext. 206.

Enforcement Procedure

Faculty, staff and students at the College or any MECC facility should immediately report violations of information security policies to the Information Security Officer (ISO) by phone at 276.523.2400 ext. 348 or by email at helpdesk@mecc.edu.

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:

- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months.
- 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.
- Disciplinary action for student offenders shall be in accordance with the College student standards of conduct.

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

Note: The following agreement is posted in MECC computer labs.

Information Technology Student/Patron Ethics Agreement

As a user of Mountain Empire Community College's local and wide area computer systems, I understand and agree to abide by the following ethics agreement terms. These terms govern my access to, and use of the information technology applications, services and resources of MECC and the information they generate.

The College granted access to me as a necessary privilege in order to perform authorized functions at the College where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling College. I will not use any access mechanism that MECC has not expressly assigned to me.

I will treat all information maintained on MECC computer systems as strictly confidential and will not release information to any unauthorized person. I agree to abide by all applicable state, federal, VCCS, and College policies, procedures and standards that relate to the Information Security Policy and the Computer Ethics Guideline. I will follow all the security procedures of MECC computer systems and protect the data contained therein. If I observe any incidents of noncompliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my College.

I understand that MECC administration, or appropriate designated College officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities (see VCCS Information Security Policy for details.)

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement; I will be subject to disciplinary action.

Internet Code of Ethics

In support of intellectual freedom, Mountain Empire Community College does not monitor and has no control over information accessed through the Internet. It is the user's, or their guardian's, responsibility to ensure that accessed material is appropriate for the intended audience.

All users of electronic information sources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the rules and regulations of the college providing these resources.

Responsible, ethical use of the Internet includes:

- Using the Internet for educational and informational purposes only; not for unauthorized, illegal or unethical purposes.
- Not attempting to modify or gain unauthorized access to files, passwords, or data belonging to others; not seeking unauthorized access to any computer system; and not damaging or altering software components of any network or database.
- Not sending, receiving or displaying text or graphics which may reasonably be construed as obscene.

Note: The following policy is posted in MECC computer labs.

Internet Access Policy

Class related use of the internet using MECC computers has priority. **Accessing and displaying pornographic materials is prohibited.** No user may transmit or make accessible any offensive, annoying or harassing material. Violation of this policy may result in referral to the Dean of Student Services for possible disciplinary action.

Computing and Telecommunications Guidelines

The College's computing and telecommunications facilities are provided for the use of students in fulfilling their needs which relate to the mission of the College. Computing resources are valuable, and their abuse affects everyone who uses computing facilities. The same morality and ethical behavior that applies in the non-computing environment applies in the computing environment.

Every student using the College's telecommunications and computing equipment and capabilities agrees to abide by the tenets set forth in the following computing policy:

"I hereby acknowledge that permission is granted to me for academic use of the computing and telecommunications facilities and services of the College, including its computer systems, associated peripherals and files, and telephone and network access, according to the terms described herein.

"In consideration of the permission granted to use the above mentioned systems, I hereby acknowledge that:

- The College licenses the use of such computer software from a variety of outside companies. The College does not own this software or related documentation and, unless authorized by the software developer, does not have the right to reproduce or modify it.
- I agree not to copy, disclose, transfer, or modify, without written permission, any computer software or documentation that the College permits me to use. I also agree not to install any software on College owned equipment without the express written permission of the College.
- Media containing licensed software and the accompanying documentation is to be used in the College's office areas, classrooms, and computing labs, and is not to be removed from such designated areas.
- All use of software provided by the College and all the College's computer and telecommunications equipment is governed by the College's license agreements, this policy statement, and applicable federal and state laws. I hereby agree to comply with all such restrictions.
- I also agree not to use the College's computer and telecommunications systems in any way that diminishes or interferes with the use of those systems by others. I acknowledge the College's right to remove immediately any file which appears to be intended for any such misuse. I further acknowledge the College's right to inspect when necessary, as a function of responsible system management, all electronic files and other recorded information on the College's computing and telecommunications facilities.
- According to United States Copyright law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties, including fines and imprisonment. Students who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may result in denial of computing and telecommunications privileges or other sanctions. The College does not condone the illegal duplication or modification of software.
- I agree not to encroach on other's use of the facilities or deprive others of resources. For example, users should not play computer games while other users are waiting for computer resources for legitimate academic activities.
- I agree to respect the privacy of others by not: attempting to access another user's computer files; supplying or attempting to supply false or misleading information or identification in order to access another user's account.
- I agree that the following usages of computing resources are unethical and subject to disciplinary action:
 - Solicitation for charity or other benefits
 - Activities related to the promotion or running of a personal for-profit venture or other activities unrelated to the pursuit of an education.
 - Using foul or abusive language on the network or any electronic communication medium.
 - Promoting and sending chain letters.
 - Harassing students or employees at the College or other institutions.
 - Sexual harassment comments directed to another person.
 - Racial comments directed to another person.
- By utilizing the systems outlined in this policy statement, I agree to the terms herein, and shall indemnify and hold harmless against all damages, losses, expenses, or costs resulting from the breach of obligations contained herein."

Financial Aid & Scholarships

The philosophy of the College is that no qualified student should be denied the opportunity for a postsecondary education due solely to a lack of financial resources.

All student financial aid programs are administered by the Financial Aid Office located in Godwin Hall. Financial aid includes grants, scholarships, and employment. To be eligible for financial aid the student must be enrolled in an academic plan leading toward a certificate, diploma, or degree. Course selection must follow a planned program of study to be eligible for financial aid. Application for most aid programs is possible by completing the Free Application for Federal Student Aid at www.fafsa.gov.

MECC offers a variety of scholarship opportunities for students. All students are encouraged to apply for scholarships at www.mecc.edu/scholarships.

Financial Aid Status

- Financial Aid Good Standing (GS) – Students who are meeting all aspects of the satisfactory academic progress policy or successfully following a designated academic progress plan.
- Financial Aid Warning Status (WS) – Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.
- Financial Aid Probation Status (PS) – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office. (See Appeals for additional information.)
- Financial Aid Suspension Status (SS) – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fail to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.
- Academic Suspension (AS) – Academic requirements for avoiding warning status and staying in school differ from financial aid requirements for Satisfactory Academic Progress. Academic status will be noted on registration records; financial aid status will be noted on financial aid pages in SIS. Any student suspended from the College for academic or behavioral reasons is automatically ineligible for financial aid.

VCCS Satisfactory Academic Progress (SAP) Policy

Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the College and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received.

Satisfactory Academic Progress (SAP) standards also apply to state aid. Students who do not meet SAP standards may be considered for institutional and/or foundational funds on an individual basis. Progress is measured throughout the academic program by the student's cumulative grade point average (Qualitative) and by credits earned as a percentage of those attempted (Quantitative or Pace of Completion). In addition, students must complete their programs of study before attempting 150%

of the credits required to complete the program. The College Financial Aid Office will evaluate satisfactory academic progress before aid is awarded and after grades are posted for every term, starting with their first term of enrollment. Some career studies certificate programs (i.e., shorter than 16 credits in total length) are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, Completion Rate, Maximum Timeframe, and Developmental Maximum) if the student later enrolls in an eligible program.

Evaluating Progress

- **Quantitative Standards or Pace of Completion Rate (67% Rule):** Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at the College (except audits, which must be entered as such by the class census date) are included. All credits accepted in transfer count as both attempted and successfully completed credits. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned.
- **Maximum Hours (150% Rule):** In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded in this calculation. Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.
- **Transfer Students:** Transfer credits officially accepted by the College will be counted in determining the maximum number of allowable credit hours for financial aid eligibility. The College has the option on an individual student basis to put a transfer student in Financial Aid Warning Status immediately upon evaluation for financial aid if academic history at previous colleges indicates a pattern of unsuccessful academic work.
- **Second Degree Students:** Credits earned from a first degree or certificate must be counted if the student changes programs or attempts a second degree or certificate. Depending on the circumstances, an appeal might be warranted.
- **ESL and Developmental Studies:** Students may receive financial aid for a maximum of 30 semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.

Additional Considerations for Quantitative or Pace of Completion Standards

- **Withdrawals (W grades)** that are recorded on the student's permanent academic transcript will be included as credits attempted and will have an adverse effect on the student's ability to meet the requirements of the completion rate for financial aid.
- **Incomplete Grades:** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.
- **Repeated courses** enable the student to achieve a higher cumulative grade point average. Students can repeat courses with financial aid until successfully completed but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

Qualitative Standards

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

Total Number of Credits Attempted	GPA Requirement
16-31	1.5
32-47	1.8
48+	2.0

Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (Quantitative or Pace of Completion) and/or cumulative grade point average requirements (Qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal is granted (see “Appeals” section below for additional information), a student in financial aid suspension should expect to continue classes at his or her own expense until satisfactory academic progress requirements are again met. Students who fail to meet these Satisfactory Academic Progress Standards and who choose to enroll without benefit of student financial aid may request a review of their academic records after any term in which they are enrolled without the receipt of financial aid to determine whether they have again met satisfactory academic progress standards. If the standards are met, eligibility is regained for subsequent terms of enrollment in the academic year. Students should consult their campus financial aid advisors for assistance in appealing any element of this policy or to determine how to regain eligibility for financial aid.

Appeals

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

- Extenuating circumstances exist (i.e., student’s serious illness or accident; death, accident or serious illness in the immediate family; other mitigating circumstances), or
- The student has successfully completed one degree and is attempting another, or
- The student on suspension for other than maximum hours (150%), who has not yet met SAP requirements, has during suspension enrolled in and successfully completed at least 6 semester credits at the College with a minimum GPA of 2.0.

Students appealing a suspension must:

- Complete the College’s SAP Appeal Form in its entirety. The SAP Appeal Form is available at the Financial Aid Office, located in Godwin Hall, and on the MECC website at www.mecc.edu/forms.
- SAP Appeal Forms must be signed by the student’s advisor. A copy of the student’s grade progress report, provided by the advisor, must be attached.
- Submit all items to the College Financial Aid Office.

Only complete appeal submissions, with documentation, will be evaluated by the Financial Aid Office. The decision is final. Depending on the circumstances, the student could be required to complete additional requirements (i.e., see a career counselor or another type of counselor, meet with an advisor to develop an academic progress plan for completion, limit enrollment, etc.) before an appeal is granted. The goal is to help the student get back on track for graduation. The reasonableness of the student's ability for improvement to again meet SAP standards and complete the student's program of study will be carefully considered. Students who have appeals approved will be in probationary status for the coming term.

Repayment of Title IV Aid When a Student Withdraws

Students receiving financial aid who withdraw or stop attending will, in most cases, be required to return a portion of financial aid received. The Higher Education Act, as reauthorized and signed into law on October 7, 1998, established the Return of Title IV Funds Policy.

This revised policy reflects new regulations effective 7-1-2011. The concept behind the policy is that the College and the student are allowed to retain only the amount of Title IV (federal) aid that is earned. If a student withdraws or stops attending classes, whether any credits have been earned for the term or not, a portion of the aid received is considered to be unearned and must be returned to the Title IV programs from which it was received.

For Title IV purposes, the last date of attendance is one of the following: the date the formal withdrawal process begins, the date the student otherwise gives official notice of intent to withdraw (i.e., letter, phone call, email, in person), the mid-point of the term, or the last documented date of attendance in an academically-related activity (i.e., documented attendance in a class or lab or submission of an assignment in a video course). If a student attends through 60 percent of the term, all Title IV aid is considered earned.

Definitions

- Return to Title IV (R2T4) calculation – A required calculation to determine the amount of aid earned by the student when the student does not attend all days scheduled to complete within a payment period or term (Student is considered to be a withdrawal, whether any credits were completed or not.)
- Over-award [not the same as Return to Title IV calculation] – A required recalculation of Pell Grant and other aid types due to student dropping or not attending credits required for the status awarded (full-time, three-quarter time, half-time, less than half-time); required at any point information received that changes student status. Reductions in aid will always be required for students whose status changes due to dropped classes or classes not attended beyond the course census date.

Clarification of Regulations

- A student who attends and completes at least one course that spans the entire term will have earned the aid for that term (as adjusted for dropped classes or classes not attended).
- School must be able to demonstrate that the student actually attended each class, including any class with a failing grade. Attendance must be academic attendance or attendance at an academically-related activity. Documentation of attendance must be made by the school. A student's self-certification of attendance is NOT acceptable unless supported by school's documentation.

Examples of attendance include:

- Physical class attendance where there is direct interaction between instructor and student
- Submission of an academic assignment
- Examination, interactive tutorial, or computer-assisted instruction
- Study group assigned by school
- Participation in online discussion about academic matters
- Initiation of contact with instructor to ask question about academic subject
- (Logging in to an online class does NOT count as attendance.)

A student who withdraws from a class within the term must still be attending another class or is considered to be a withdrawal, even if registered for future classes starting within the term. The student must, at the time of withdrawal from a module or dynamic class, provide a written statement to the College Financial Aid Office indicating intent to attend (within 45 days) a future class within the term, or the student is considered to be a withdrawal; and a Return to Title IV calculation must be completed. (If student doesn't actually attend that future class, a Return to Title IV calculation is still required; withdrawal date/last date of attendance dates back to originally confirmed withdrawal date.)

Recalculation of aid for enrollment status changes due to dropped or never attended classes is required before any Return to Title IV calculation is completed. Commonwealth and VCCS funds must also be returned proportionally based on the percentage of unearned aid used in the Return of Title IV calculations.

This policy is totally separate from the institutional refund policy. Unpaid balances due to MECC that result from amounts returned to Title IV programs and other sources of aid will be charged back to the student. If a student does not begin attendance in all classes or ceases attendance during the 100% refund period, aid may have to be reduced to reflect appropriate status prior to calculating Return of Title IV Funds.

Before withdrawing or stopping attendance in classes, the student should be aware of the proper procedure for withdrawing from classes and the consequences of either withdrawing or stopping attendance. Official withdrawal is always the responsibility of the student. Any questions on Return of Title IV Funds may be addressed to the Financial Aid Coordinator. Questions regarding withdrawal should be addressed to the student's advisor or the Admission's Office.

Questions to Ask:

- Did the student cease to attend a course that he/she was scheduled to attend? (If yes, ask the next questions)
- At the time the student stopped attending this course, was he/she continuing to attend other courses? (If no, ask the next question. If yes, student is not a withdrawal.)
- At the time of the withdrawal, did the student provide written confirmation of anticipated attendance in a later starting registered course within the term? (If no, student is considered a withdrawal and a Return of Title IV calculation must be completed. If yes, no Return to Title IV calculation is required unless the student doesn't attend or quits the future class).

Return of Unearned Title IV Aid by the College

The College must return the lesser of:

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

Return of Unearned Title IV Aid by the Student

After the College has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible. The amount of assistance that the student is responsible for returning is calculated by subtracting the amount of unearned aid that the College is required to return from the total amount of unearned Title IV assistance to be returned. Note that 50% of the student's disbursed grant is protected from the calculation. However, the student does not have to repay an original overpayment calculation of \$50 or less for overpayments resulting from the student's withdrawal.

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

- Repays the overpayment in full to the College or,
- Signs a repayment agreement for satisfactory arrangements to the school. (The College is never required to enter into a repayment agreement with a student).
- Negotiates overpayment collection procedures with Borrower Services 800.621.3115

The College must send the student a notice within 30 days of the date of determination of withdrawal, if the student owes a Title IV overpayment. If the student does not repay the overpayment in full, the College must refer the student overpayment to the Borrower Services and NSLDS for collection. A student wishing to enter into a repayment arrangement with Borrower Services, should call 800.621.3115. Referral to Borrower Services must take place within the earlier of 45 days from the date the College sends a notification to the student of the overpayment, or 45 days from the date the College was required to notify the student of the overpayment. After referral to Borrower Services, a student who owes an overpayment is ineligible for Title IV program funds.

Order of Return of Title IV Aid

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

Timeframe for Return of Title IV Aid

The College must return the amount of Title IV funds for which it is responsible, as soon as possible, but not later than 45 days after the date of the College's determination that the student withdrew. The College must determine the withdrawal date for a student who withdraws without providing notification to the College no later than 45 days after the end of the payment period.

Examples of Repayment

Student 1 enrolled for 18 credits in the fall semester and withdrew from all credits on September 13. Student 2 enrolled for 18 credits in the fall semester and withdrew from all credits on October 31. There are 115 calendar days in the semester. Both students charged \$500 at the College bookstore and \$749 tuition against their financial aid account. Federal aid dispersed of \$1,650 PELL and \$50 FSEOG.

Student 1:

- Withdraw Date: September 13
- Day Attended: 22 out of 115=19% completed
- Total Aid: $\$1,700 \times 19\%$ completed = \$323 earned aid
- Total Aid of \$1,700 - \$323 earned aid = \$1,377 unearned aid to be returned
- $100\% - 19\%$ completed = 81% unearned
- 81% unearned \times \$1,249 tuition and bookstore charges = \$1,011.69 unrecoverable charges
- Lesser of unearned aid to be returned or unrecoverable charges: \$1,011.69 Institution's share of unearned aid
- $\$1,377$ unearned aid - \$1,011.69 Institution's share = \$365.31 Student's share of unearned aid
- $\$1,011.69$ returned to PELL: Institution's share of unearned aid to be returned \$1,700 (aid dispersed) \times 50% (grant protected) = 850
- $\$365.31$ (student's unearned aid) - \$850 (grant protected) = \$0 Student aid to be returned

Student 2:

- Withdraw Date: October 31 (after the last day to withdraw without academic penalty)
- Day Attended: 70 out of 115=61% completed (if calculated percentage exceeds 60% enter 100% instead): 100% completed
- Total Aid: $\$1,700 \times 100\%$ completed = \$1,700 earned aid
- Total Aid of \$1,700 - \$1,700 earned aid = \$0 unearned aid to be returned
- $100\% - 100\%$ completed = 0% unearned
- 0% unearned \times \$1,249 tuition and bookstore charges = \$0 unrecoverable charges
- Lesser of unearned aid to be returned or unrecoverable charges: \$0 Institution's share of unearned aid
- \$0 unearned aid - \$0 Institution's share = \$0 Student's share of unearned aid
- \$0 returned to PELL: Institution's share of unearned aid to be returned \$0 (aid dispersed) \times 50% (grant protected) = 0

Sex Discrimination and Sexual Misconduct Policy

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

As a recipient of federal funds, Mountain Empire Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Ron Vicars, Vice President of Financial and Administrative Services whose office is located at Godwin Hall Room 136, and may be contacted by phone at 276.523.7478 or by email at rvicars@mecc.edu. The Title IX Deputy Coordinator is Lelia Bradshaw, Dean of Student Services, whose office is located at Holton Hall Room 133, and may be contacted by phone at 276.523.2400 ext. 288 or by email at lbradshaw@mecc.edu.

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

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

An accused party is presumed innocent until found responsible under the sexual misconduct policy.

This policy shall apply to all employees and students of the Virginia Community College System.

Purpose

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

Applicability

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

Definitions

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

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

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

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

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

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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

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

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator. [Any employee with supervisory authority is a responsible employee. (Alternatively, the College may name responsible employees by title, or name CSAs as responsible employees.)]

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

Sexual Assault: Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of victim's mental incapacity or physical helplessness, of which the accused was aware or should have been aware. Mental incapacitation and physical helplessness may be achieved by the use of alcohol or other drugs.

Sexual assault also includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will.

Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under VCCS regulations and is specifically addressed elsewhere in Section 6.5.5.

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

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

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

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

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

Sexual Violence: Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. An individual may be unable to give consent due to an intellectual or other disability, or by the use of drugs or alcohol. A number of different acts fall into the category of sexual violence including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

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

Third Party: A third party refers to any other participant in the process, other than the complainant or respondent, who makes a report on behalf of someone else. A third party could also include a witness to the incident.

Retaliation

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

Reporting Incidents

Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to Campus Police by dialing 276.523.7473 or local police by calling or texting 911.

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

Mountain Empire Community College Title IX Campus Resources

Title IX Coordinator

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After normal business hours, members of the campus community should report alleged violations of this policy to campus police by dialing 276.523.7473 or local police by calling or texting 911.

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

Handling of Reports and Investigations

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

Confidentiality and Anonymous Reports

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

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

If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to

provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

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

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

The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint. The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

Amnesty

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

Timely Warnings

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

Interim Measures

Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses. The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable.

Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

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

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

Sexual and Domestic Violence Procedures

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

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
- Do not wash your hands, bathe, or douche. Do not urinate, if possible.
- Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
- Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
- Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
- Tell someone all the details you remember or write them down as soon as possible.
- Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

Written Notification of Rights and Options

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

Support Services

All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus. For more information about available resources, go to:

Norton	Crisis Center P.O. Box 642 Bristol, VA 24203 Line 1: 276.466.2312 Line 2: 276.628.7731 www.crisiscenterinc.org	Family Crisis Support Services P.O. Box 692 Norton, VA 24273 800.877.3416 www.family-crisis.com
Scott County	Crisis Center P.O. Box 642 Bristol, VA 24203 Line 1: 276.466.2312 Line 2: 276.628.7731 www.crisiscenterinc.org	Hope House of Scott County P.O. Box 1992 Gate City, VA 24251 888.250.4325 www.hopehousescottcounty.org
Wise County	Crisis Center P.O. Box 642 Bristol, VA 24203 Line 1: 276.466.2312 Line 2: 276.628.7731 www.crisiscenterinc.org	Hope House of Scott County P.O. Box 1992 Gate City, VA 24251 888.250.4325 www.hopehousescottcounty.org
Lee County	Family Crisis Support Services P.O. Box 692 Norton, VA 24273 800.877.3416 www.family-crisis.com	Hope House of Scott County P.O. Box 1992 Gate City, VA 24251 888.250.4325 www.hopehousescottcounty.org

Education and Awareness

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

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

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- The definition of domestic violence, dating violence, sexual assault, and stalking;
- The definition of consent;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

- Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
- Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.

The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees. For more information, please contact the Office of Student Services and Department of Human Resources.

Resolution of Complaints

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

The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or stalking. The formal resolution process will be applied (1) when any party that participated in the informal resolution process chooses to terminate the process, and (2) to all matters that are not eligible for informal resolution.

Formal Resolution Process

Complainant's Initial Meeting with the Title IX Coordinator

As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing. At this initial meeting, the Title IX Coordinator will:

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

Respondent's Initial Meeting with the Assigned Title IX Coordinator

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

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

Title IX Coordinator's Initial Determination

The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

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

Appointment of the Investigator and Conduct of the Investigation

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

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

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

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

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

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

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

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

Determination of Title IX Coordinator and Corrective Action Report

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

If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding.

If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written

investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding.

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

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

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

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

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

Informal Resolution

After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution

measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.

The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

Sanctions & Corrective Actions

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

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

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

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

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

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

Appeal

In accordance with conduct resolution and appeal procedures, both the accused and accuser have the following options for appeal:

- **Student Affairs Committee Appeal Hearing**

Hearing Appeal Procedures: A student found responsible for a violation of College policy may request an appeal for one of the following reasons:

- Insufficient information that a policy was violated;
- A serious procedural error in resolving the case;
- Sanction inappropriate for the circumstances of the violation;

A written appeal to the Student Affairs Committee must be made in writing within 72 hours of receipt of the original written decision, or by 9:00 a.m. on the next College business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. Typically, a decision will be rendered within ten (10) College business days. The Student Affairs Committee chairperson will schedule an appeal hearing to be conducted no later than ten (10) calendar days following the student request for appeal. The Student Affairs Committee chairperson will be responsible for notifying the student and the Dean of Student Services of the date, time, and place of the hearing. The Student Affairs Committee shall make its decision by simple majority vote and communicate its findings in writing to the Dean of Student Services and the student within five (5) calendar days after the hearing is completed. After review, the Student Affairs Committee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Reduce the sanction(s) of the original hearing authority;

- **Vice President for Academic and Student Services Appeal**

A subsequent appeal, which is permitted only in cases where suspension or dismissal is assigned by the original hearing authority, must be submitted to the Vice President of Academic and Student Services within 48 hours of the student receiving the previous appeal decision in writing, or by 9 a.m. on the next College business day if the deadline falls on a weekend or after 5:00 p.m. on a weekday. The Vice President of Academic and Student Services may either:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Reduce the sanction(s) of the original hearing authority;
- Uphold the appeal decision made by the Student Affairs Committee.
- The decision of the Vice President for Academic and Student Services on all hearing appeals resulting in suspension or dismissal is the final decision for the College. The decision of the Student Affairs Committee on all other appeals is the final decision for the College. Every effort will be made by all parties to expedite the disciplinary process. The time limitations specified for either party may be extended by written mutual agreement. If there is no written mutual agreement to extend the time limits set herein, the decision reached at the previous level shall be determined to be final.

Record Keeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least seven (7) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, written corrective action reports, sanctions, appeal hearings and associated documents, the responses recorded by campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

Student Complaints

Mountain Empire Community College endeavors to find an equitable resolution to all student complaints at the lowest administrative level. MECC students have the right to file formal and informal complaints regarding MECC personnel or actions. Verbal complaints are considered informal and the procedure for informal complaints is to be followed. Written complaints (hard copy and e-mail) are considered formal and the procedure for formal complaints is to be followed. This policy does not apply to (a) student grade appeals, (b) all human resource policies, (c) all appeal and grievance policies and procedures explicitly described in the VCCS Policy Manual, (d) any formal appeal or grievance covered by another MECC policy (e.g., code of conduct, admissions, financial aid, satisfactory academic progress, etc.).

In matters pertaining to an Informal Complaint, a record of the complaint and response are maintained by the college administrator in receipt of the complaint, i.e. Division Dean or Department Manager. Formal complaints of an academic nature which rise to the level of appeal are maintained by the Vice President of Academic and Student Services. Student conduct complaints are logged by the Dean of Student Services and maintained within that office.

Elements of a Formal Complaint of an Academic Nature

The elements of a formal complaint of an academic nature may vary based on the nature of the complaint. In general, academic-related complaints are first addressed by the Dean of the academic area for which the complaint originates. If the complaint is resolved at this level, documentation of the initial complaint and resolution remains in the office of the Dean of the academic area.

Documentation of complaints that are not resolved at the Dean's level are provided to the Vice President of Academic and Student Services upon appeal. A copy of the complaint and the written response is placed on file with the Vice President of Academic and Student Services in the event of an appeal. Elements of a formal complaint under appeal include:

- The initial complaint, including any information gathered from the complainant.
- A written response (hard copy or e-mail) sent to the complainant by the Academic Dean.
- A copy of a written complaint of appeal, if the Complainant chooses to file a written complaint to the Student Affairs Committee.
- A written response of the Student Affairs Committee to the complainant with a copy to the Vice President of Academic and Student Services.
- An appeal to the Vice President of Academic and Student Services, if the Complainant chooses to file said appeal.
- The final response of the Vice President of Academic and Student Services to the Complainant's appeal.

Elements of Student Conduct Record

In accordance with Federal law and College policy, student conduct records are kept separate from academic records at MECC. Student conduct records are maintained by the Office of Student Services. The content of a student's conduct record includes the following material:

- The incident report, indicating the alleged misconduct, which includes any information that was presented to support or refute the alleged violation;
- The formal notification to the student of the alleged charge(s) to the student;
- The disposition of the conduct resolution by the Dean or designee;
- All appeal information, if a formal appeal was filed with the College according to the established student appeal policy; and
- The final disposition of the appeal, if applicable.

MECC students have the right to file formal and informal complaints regarding MECC personnel or actions. Verbal complaints are considered informal while written complaints (hard copy and e-mail) are considered formal. Both formal and informal complaints are managed by a procedure corresponding to the type of complaint as identified within the College's Student Handbook.

Policy and Procedure for Informal Complaints

Informal (verbal) complaints by students are managed through a face-to-face discussion between the complainant and the responsible college administrator supervising the area. If through this process, a mutually satisfactory resolution of the complaint cannot be reached, the complainant may put the complaint in writing and move to the policy and procedure on formal complaints or the complaint will be considered inactive. Informal complaints are recorded and maintained by the college administrator in receipt of the complaint.

Policy and Procedure for Formal Complaints

The responsible college administrator supervising the area from which the complaint originated first addresses formal complaints filed by students. Depending on the nature of the complaint, faculty and staff who receive a formal complaint forward it to the appropriate supervisor. Academic-related complaints are addressed to the Dean of the academic area. Conduct or safety-related complaints are addressed to the Dean of Student Services. The administrator handling the complaint thereupon gathers information related to the complaint from the complainant, appropriate individuals with information related to the complaint and/or available documentation related to the complaint. Following the investigation, a written response (hard copy or e-mail) is sent to the complainant. A copy of the complaint and the written response is also sent to the Vice President of Academic and Student Services. If the complainant is not satisfied with the response, he/she may file a written appeal to the Student Affairs Committee.

In cases of appeal, the Student Affairs Committee gathers information and provides a written response to the complainant with a copy to the Vice President of Academic and Student Services. If the complainant is not satisfied with the response of the Committee, he/she may thereupon file an appeal to the Vice President of Academic and Student Services. Upon consideration of the complainant's appeal, the Vice President of Academic and Student Services provides a final response with his/her decision regarding the complaint. The Vice President of Academic and Student Services maintains a file of all formal complaints and responses that result from an appeal to that office. Student conduct complaints are also maintained in a centralized location by the Dean of Student Services. The external release and retention of a student's conduct record or any portion of its contents may only occur in accordance with Federal law and established College policy.

Mountain Empire Community College makes every effort to handle student complaints in a timely manner and also strives to resolve complaints to the satisfaction of all parties involved. Student complaint and appeal procedures apply to all MECC students, including those taking classes through distance learning.

Student Conduct

The general philosophy of Mountain Empire Community College in the area of student conduct is based upon the concept that students are adults and should enjoy the rights and responsibilities of adult citizenship. Accordingly, the State Board for Community Colleges and Mountain Empire Community College have established regulations that are essential to the protection of freedom, life, and property of all members of the campus community.

The State Board for Community College's Statements Regarding Student Conduct

The State Board for Community Colleges has issued the following statements regarding student conduct for all students in the Virginia Community College System:

- Each individual is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the College community.
- Emphasis is placed on standards of conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, counseling staff, and administration. The College refrains from imposing a rigid code of discipline but reserves the right to take disciplinary action compatible with its own best interest when necessary.
- Failure to meet standards of conduct acceptable to the College may result in one of the following sanctions: admonition, warning, censure, disciplinary probation, restitution, suspension or expulsion. A disciplinary probation period, unless otherwise specified, is the duration of one (1) semester. A student who is dismissed must reapply to the College and will normally be required to appear before the Student Affairs Committee before admission can be granted.
- The Virginia Community College System guarantees to each student the privilege of exercising his/her rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to assure due process and spell out defined routes of appeal when a student feels his/her rights have been violated.
- Basically, students of the community colleges are expected to conduct themselves as ladies and gentlemen, both within the College and elsewhere. For student conduct which tends to discredit or injure the College, the Chancellor is authorized by the State Board of Community Colleges to impose such penalty as he/she may deem appropriate, including expulsion from the College. This authority has been delegated by the Chancellor to the administration of each community college.

MECC Statements Regarding Student Conduct

Generally, institutional discipline shall be limited to conduct which adversely affects the College community's pursuit of its educational objectives. While all forms of misconduct cannot possibly be enumerated here, the following misconduct is subject to disciplinary action:

- All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institutional documents or items of identification with intent to defraud.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
- Physical or verbal abuse of any person on College premises or at College-sponsored or supervised functions.

- Theft of or damage to the College's property or an institutional member's property on campus.
- Threatening to harm an individual/individuals or College property
- Failure to comply with directions of College officials acting in the performance of their duties.
- Possession, use, or distribution of illegal drugs on campus.
- Violation of published institutional regulations, including those relating to entry and use of institutional facilities, and any other regulations that may be enacted.
- Any type of sexual harassment.

Student Conduct, Rights, and Responsibilities

In developing responsible student behavior, student conduct proceedings play a role secondary to personal example, guidance, and admonition. Educational institutions, however, have a responsibility to protect their educational purpose through the enactment of standards of student scholarship and conduct and through the regulation of the use of institutional facilities. In exceptional circumstances, where preferred means fail to resolve problems of student conduct, designated procedural safeguards will be observed to protect the student from unfair disciplinary procedures involving serious penalties.

Sanctions

When violations of the policies regulating student conduct occur, the following sanctions may be imposed upon students:

- **Admonition:** A written statement to a student that he/she is violating or has violated College policy(s).
- **Warning:** Notice, in writing, that continuation or repetition of conduct found wrongful may result in more severe sanctioning.
- **Censure:** A written reprimand for violation of specified regulations, informing the violator of the possibility of more severe conduct sanctions in the event of the discovery of further violations of any institutional regulation within a stated period of time.
- **Conduct Probation:** Exclusion from participation in privileged or extracurricular College activities, as set forth in the notice, for a period of time not to exceed one school year.
- **Restitution:** Reimbursement for damage to or misappropriation of property. This reimbursement may be in service or monetary compensation.
- **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
- **Expulsion:** Termination of student status for an indefinite period of time. The conditions for readmission, if any shall be stated in the order of expulsion.

Conduct Resolution and Appeal Procedures

Level I: Administrative Hearing for Alleged Violations of Student Conduct Policies

Instances in which students are accused of violating conduct policies, students are referred to the Dean of Student Services for formal resolution. The Dean of Student Services shall then conduct a careful and thorough investigation of the alleged violation. In the event the investigation shows that there is no substantial information to support the allegations of wrongdoing, the Dean of Student Services shall drop the charges.

If the investigation indicates sufficient information of a policy violation, the Dean of Student Services shall set a date to meet with the student to discuss the charges. Within five (5) calendar days of the conference with the student, the Dean of Student Services shall render a written decision to dismiss

the charges or to impose one of the sanctions outlined above. The student may, within five calendar days of receipt of the notice from the Dean of Student Services submit a written request for an appeal to the Student Affairs Committee (Level II). An appeal to SAC is the only appeal available through the conduct resolution procedures, unless the sanction results in suspension or dismissal from the College.

Level II: Student Affairs Committee Appeal Hearing

Hearing Appeal Procedures:

A student found responsible for a violation of College policy may request an appeal for one of the following reasons:

- Insufficient information that a policy was violated;
- A serious procedural error in resolving the case;
- Sanction inappropriate for the circumstances for the violation;

A written appeal to the Student Affairs Committee must be made in writing within 72 hours of receipt of the original written decision, or by 9 a.m. on the next College business day if the deadline falls on a weekend or after 5 p.m. on a weekday. Typically, a decision will be rendered within ten (10) College business days.

The Student Affairs Committee chairperson will schedule an appeal hearing to be conducted no later than ten (10) calendar days following the student request for appeal. The Student Affairs Committee chairperson will be responsible for notifying the student and the Dean of Student Services of the date, time, and place of the hearing. The Student Affairs Committee shall make its decision by simple majority vote and communicate its findings in writing to the Dean of Student Services and the student within five (5) calendar days after the hearing is completed.

After review, the Student Affairs Committee may:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Reduce the sanction(s) of the original hearing authority;

Level III: Vice President for Academic and Student Services Appeal

A subsequent appeal, which is permitted only in cases where suspension or dismissal is assigned by the original hearing authority, must be submitted to the Vice President of Academic and Student Services within 48 hours of the student receiving the previous appeal decision in writing, or by 9 a.m. on the next College business day if the deadline falls on a weekend or after 5 p.m. on a weekday. The Vice President of Academic and Student Services may either:

- Affirm the finding(s) of the original hearing authority;
- Reverse finding(s) of the original hearing authority;
- Reduce the sanction(s) of the original hearing authority;
- Uphold the appeal decision made by the Student Affairs Committee.

The decision of the Vice President for Academic and Student Services on all hearing appeals resulting in suspension or dismissal is the final decision for the College. The decision of the Student Affairs Committee on all other appeals is the final decision for the College.

Time Limitation/Disciplinary Proceedings

Every effort will be made by all parties to expedite the disciplinary process. The time limitations specified for either party may be extended by written mutual agreement. If there is no written mutual

agreement to extend the time limits set herein, the decision reached at the previous level shall be determined to be final.

General Provisions/ Disciplinary Proceedings

- Identification – All written notifications and appeals shall include the name of the accused student and the nature of the alleged offense.
- Avoiding Interruptions – In the implementation of this procedure every effort shall be made to avoid interruptions of classroom activities.
- Public Statements – Except for such simple announcements as may be required covering the time of hearings and similar matters, public statements and publicity about a case shall be avoided by all parties so far as possible until all proceedings have been completed.
- Immediate Suspension – Nothing in the procedures described herein shall prevent the Dean of Student Services from suspending the student immediately, if the continued presence of the student is deemed to be a substantial threat to others or to the welfare of the institution.
- Delivery of Notices – When giving notice of actions or requesting appeal, the notice of appeal should be delivered directly to the person designated to receive it or sent to such person by certified mail, return receipt requested.
- Academic Freedom – This disciplinary procedure shall not be used to restrain students in their exercise of constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board for Community Colleges on January 29, 1969.
- Rights of Students – The student shall have the right to counsel at his/her own expense, the right to present and cross examine witnesses, the right to present evidence, the right to examine all documents and demonstrative evidence introduced during the proceedings furnished at his/her own expense.
- Record of Proceedings – The following items will constitute a record of the proceedings: a written summary of the results of the investigation conducted by the Dean of Student Services, a written summary of each meeting between the accused and any official of the College relative to the proceedings.

Enforcement and Amendment of Disciplinary Policies and Procedures

The Student Affairs Committee, in which students, faculty and administration are represented shall be responsible for continuing joint interpretation of the policies and procedures. The same committee shall investigate alleged violations of these guarantees. The committee (less student representatives and the Dean of Student Services) will serve as the hearing panel to review cases of academic and disciplinary dismissal and decide grade and readmission appeals. These policies and procedures may be amended on the recommendation of the Student Affairs Committee subject to the approval of the Vice President of Academic and Student Services and the President of the College.

Student Life

Student Activities

Student activities are designed to provide a variety of meaningful extracurricular educational, cultural, and social experiences. Activities include intramurals, student government, publications, clubs, and special interest groups as approved by the Dean of Student Services or designee. Official recognition is given only to scholastic, civic, athletic, professional clubs and organizations which have been approved. If a sufficient number of students desire a particular activity, they should petition the Student Government Association for official recognition.

Appropriate forms must be completed in the Office of Student Services for all on and off campus student activities.

Student Activities Fund

A student activities fund has been established to support student activities. This fund includes a portion of the profits from the Bookstore, vending machine operations, and student fees. The funds in this account are to be spent only for student activities authorized by the Dean of Student Services or designee. The financial status of all activities must be checked before any funds are obligated. Plans must be made in advance in order to assure the available means to meet all obligations.

Student Government Association

The Student Government Association leads student participation in activities at Mountain Empire Community College. The SGA's continued growth is contingent upon the students' active participation and support. Students are encouraged to take part in all student elections and activities.

Through the Student Government Association and membership in various committees, students have an opportunity to contribute to College policy. The president of the SGA serves as the student representative on the College Council, a body of administrators, faculty, staff and students. The College Council provides a forum to ensure:

- Systematic sharing of information and communication between all segments of the College,
- Broad-based participation in problem solving, and
- Open dialogue and discussion of alternative viewpoints to aid the President in decision-making.

Student Governance

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

- Through the Student Government Association, students will assist in the development of activities, organizations and other matters affecting their welfare.
- Students will be represented on all standing committees dealing with policy information and implementation. The number of student representatives participating on a particular committee will be determined by the purpose of that committee.

Student Clubs and Organizations

- Criminal Justice Club
- Diplomats
- Engineering Technology Club
- Environmental Science Club
- Gay-Straight Alliance
- Healing Hands (LPN)
- Intramurals
- LIFE Bible Club
- MEGA (Mountain Empire Group Artists)
- MERiTs (Respiratory Therapy)
- Phi Beta Lamda (Business & Technology)
- Phi Theta Kappa (PTK)
- Rho Nu (Nursing)
- Student Government Association (SGA)
- Student Veterans Association
- Travel Club

Student Organization Policies and Procedures

Chaperons & Sponsors

Each approved organization shall have one or more faculty advisors or sponsors, and each approved student activity shall have one or more faculty chaperons. Student representatives must contact faculty members to serve in these capacities.

Functions:

- There will be two official College faculty chaperons at all College functions involving students unless approved otherwise by the Dean of Student Services. These chaperons will receive instructions from the Student Services Office.
- All functions are approved by the Dean of Student Services. No faculty member is expected to chaperon unauthorized College activities.
- Students who invite a guest(s) to a College function will be responsible for the conduct of their guest(s).

Responsibilities of Sponsors and Chaperons for Student Activities:

- The sponsors and chaperons of student clubs or groups are responsible for the conduct and safety of students and participants of each activity or field trip.
- Each approved organization will have one or more faculty advisors or sponsors. This advisor does not have to be a member of the teaching staff, but must be an employee of the College.
- Student club advisors/sponsors will attend the mandatory annual fall orientation for club officers and advisors. This activity is designed to inform the participants of new and standing club procedures.
- Each approved student activity will have two or more faculty chaperons unless approved otherwise by the Dean of Student Services.
- The sponsors/chaperons will direct the group, club and class participants of field trip activities to complete the "Field Trip Release Form." These forms must be on file in the office of the Secretary of the Dean of Student Services before leaving campus for the activity. The forms are available in the Office of Student Services and online.
- Sponsors/chaperons need to file a post-activity report with the Student Services Office. This form is available in the Student Services office.
- All official College functions must be approved in advance by the Dean of Student Services.
- Sponsors/chaperons will advise students who invite a guest(s) to a College function that they will be responsible for the conduct of their guest(s).

Membership

Each organization will be free to establish its own membership criteria so long as they do not discriminate on the basis of race, religion, sex or national origin. Title IV of the Civil Rights Act of 1964 must not be violated by the organization's membership policy. Membership must consist of at least ten (10) members.

Money

Each organization will name a treasurer having responsibility for all collections and expenditures. Procedures for transmittal of funds and purchasing are available from the Office of Student Services. Deposits and expenditures will be made through this office by the organization's treasurer.

Advisors

Each organization will have at least one (1) advisor, which must be approved by the Dean of Student Services. That advisor does not have to be a member of the teaching staff, but must be an employee of the College.

Eligibility

Any currently enrolled student not on disciplinary probation can participate as a member. Officers must maintain at least a 2.00 GPA.

Procedure for Establishing an Organization

The organization must obtain the following documents from the Office of Student Services:

- MECC Policy Statement on Student Organizations
- MECC Handbook (Only available online)
- Petition for Official Recognition

The organization must submit the following to the Dean of Student Services:

- A constitution or statement of purpose
- Name of advisor(s)
- A list of officers and at least ten (10) members
- Time, date, and location of meetings
- Completed Petition for Official Recognition

The Dean of Student Services approves for the next level of review or returns the petition to the proposed club president for revision. If approved, the petition is forwarded to the Student Government Association (SGA).

The Student Government Association reviews the petition. If recommended, the petition is submitted to the Vice President of Academic and Student Services.

The Vice-President of Academic and Student Services reviews the petition for potential approval and submits the petition to the Dean of Student Services.

The Dean of Student Services will notify the proposed organization or club of the disposition of the Petition for Official Recognition. If approval is granted, the organization or club is apprised of the privilege of using College facilities and Mountain Empire Community College in its name.

Any appeal in the process of recognition will be forwarded to the next level of procedure with the President of the College and the local board having the final authority.

No group shall hold meetings on campus property, other than the organizational meeting until the Petition for Official Recognition form requesting College recognition has been filed.

Definition of Organizational Activities

All activities which are publicized on the College campus, discussed in organizational meetings, financed from organizational funds, arranged in the name of a student organization or in the name of the College, or use College facilities, services and grounds, are considered organizational activities and are subject to College policies and regulations.

Compliance with College Regulations

Each organization will operate within the guidelines established by the College Handbook and other written regulations. Particular attention should be given to the current statement of Student Rights and Responsibilities.

Any organization which engages in disruptive and illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition for a period not to exceed one year.

Clarification

In the event that further interpretation of any of these procedures is necessary, please see the Dean of Student Services.

Clarifying Statement:

Normally club funds are to be used for the benefit of the club membership and the College. However, there may be occasions where it is appropriate for non-club members to participate in club activities. In the event this should occur, the following procedures must be exercised.

Non-member participation in any club activity must have prior approval of the club membership, the club sponsor(s), the Dean of Student Services and the Vice President of Academic and Student Services.

Student Rights and Freedoms

As citizens, students of MECC will have the same freedom of speech, peaceful assembly and right of petition. As members of the academic community, they are also subject to the obligations granted to them by virtue of this membership.

All students attending Mountain Empire Community College are guaranteed certain rights as follows:

- The right of free inquiry, expression, and assembly is guaranteed.
- The right of students to be secure in their persons, papers, and effects against unreasonable searches and seizures.
- No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and causes of the charges. Upon request the accused shall be granted due process according to established student conduct policies and procedures. The accused may seek the advice of a person(s) of his/her choosing.
- Evaluation of student academic performance shall be neither prejudicial nor capricious. The student is entitled to an explanation of the basis for his/her grades. This is not to be construed as a means to negate either the establishment of standards by this institution or the student's obligation to meet these standards.
- Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by this institution.
- Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of this academic community. The institution is neither arbiter nor enforcer of student morals. No inquiry into the activities of students away from campus, where behavior is subject to regulation and control by public authorities is permitted.
- Students are free to support causes by orderly means which do not disrupt the operation of the institution and which comply with the regulations of student conduct. Public

expressions and demonstrations of student groups, however, represent the view (s) of the particular group and not necessarily the views of the College.

- Student and campus groups and organizations will be allowed to invite and hear any person (s) of their choosing. Invited speakers shall be subject to all established requirements for the use of College facilities. Neither speakers nor topics of discussion are necessarily endorsed by the College or the sponsoring group.
- Students have the right to peaceful protest. Orderly picketing and other forms of peaceful protest are permitted on the College campus within limitations set by the institution. The institution retains the right to assure the safety of individuals, protection of their property, and the continuity of the educational process. Interference with access to and from institutional facilities, interruption of classes or any College function, or damage to College property exceeds permissible limits.
- Every student has the right to be interviewed on campus by any legal organization desiring to recruit at the institution. Any MECC student, group or organization may peacefully protest against any outside organization provided the protest does not interfere with any individual student's right to be interviewed.

Classroom Expression

The instructor should encourage free discussion, inquiry, and expression both in and out of the classroom. In the classroom, students are responsible for maintaining an orderly exchange of ideas on class subject matter.

Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. Students will be free to take reasoned exception to the data and views offered in any course of study and to reserve judgment about matters of opinion. Students are responsible, however, for learning the content of any course of study in which they are enrolled. Requirements for classroom participation and submission of written excuses are not inconsistent with this section. Instructors shall keep all personal information about students, i.e. views, beliefs and political associations, confidential and shall not disclose such information to others unless legally required to do so.

Student Protections

Students who violate the law may incur penalties prescribed by civil authorities but institutional authority will never be used to duplicate the function of general laws. Only where the College's interests as an academic institution are distinct and clearly involved will the authority of the institution be asserted. Institutional action shall be independent of community pressure.

Student Records

A uniform student permanent record shall be used by each community college. The permanent record, which meets the guidelines set up by the American Association of Collegiate Registrars and Admissions Officers, includes:

- The credits transferred from other institutions, including the number of credit hours given (the number of hours may change if the student transfers from one curriculum to another);
- The semester in which the student is currently enrolled;
- The student's social security number or ID number;
- The Academic Program and Plan;
- The course number, the course title, the hours attempted, the hours completed, and grade for each course. Course section shall be optional;
- A grade point average for each semester attended;

- The cumulative grade point average of the student;
- Academic action taken against the student including academic probation, suspension, and dismissal; and
- Degrees, diplomas, certificates, honors.

Disciplinary probation, suspension, and dismissal should not be placed on students' permanent records, except as required by law. Students who have been suspended for, have been permanently dismissed for, or have withdrawn from a college while under investigation for an offense involving sexual violence under the College's sexual misconduct policy will have a notation stating either "Suspended/Dismissed for a violation of, or withdrew while under investigation for a violation of [the name of the College's] sexual misconduct policy" placed on their permanent records. In addition, the permanent records may be flagged while students are involved in disciplinary action. If students request that transcripts of their records be sent to another college during the period in which they are involved in disciplinary action, statements may be placed on the transcripts stating "additional information available upon request from the designated College official."

Privacy of Students Records

The Family Educational Rights and Privacy Act (FERPA) affords currently enrolled students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to Enrollment Services/Admission written requests that identify the record(s) they wish to inspect and a College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Requests to provide copies will not be honored if the student has an outstanding financial obligation.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Advisory Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, or in connection with a student's request for or receipt of financial aid.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mountain Empire Community College to comply with the requirements of

FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5920.

- The right to obtain a copy of the College's student records policy. The student may obtain a copy of the policy from the Office of Enrollment Services.

To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate. Student conduct records will be maintained for seven years from the date of the last case resolution or two years post-graduation, whichever comes later. Any student record with an outstanding sanction, suspension, or dismissal will be kept indefinitely. Conduct records are not part of the student's academic transcript.

External Release of Student Conduct Records

A student has the right to review his/her disciplinary file upon request. The student should contact the Office of Student Services to file a written request using the College's FERPA release form. The Dean of Student Services or designee will process the written request and will provide access to the information within two (2) business days. External release of conduct records will occur in accordance with Federal law. Student conduct records will be released outside of the College system with the students' written consent. Students may provide written consent by completing the Permission to Release Education Record Information form, located in the Office of Enrollment Services, Godwin Hall.

The conditions of access to each will be set forth in the following policy statement:

- Transcripts of academic records will contain only information about academic status, with the exception of disciplinary action taken against a student which affects his/her eligibility to re-enroll at the College.
- Information from disciplinary or counseling files will not be made available to unauthorized persons on the campus or to any person off campus without the expressed consent of the student involved, except under legal compulsion or in cases where safety of persons or property is involved.
- Provisions will be made for periodic destruction of noncurrent disciplinary records.
- No records will be kept for the sole purpose of reflecting the activities or beliefs of students.
- Administrative staff and faculty members will respect confidential information about students which they acquire in the course of their work.
- Upon graduation or withdrawal from the College, the records and files of former students shall continue to be subject to the provisions of this policy.

Student Directory Information

As provided by the Family Educational Rights and Privacy Act (FERPA), colleges may disclose the following directory information items without the student's prior consent: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, Email address, degrees, honors, and awards received, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended, number of credit hours enrolled, and photos.

Students must provide official notification to the Office of Enrollment Services to prevent the disclosure of directory information.

Records Retention Policy

The College has adopted the General Schedule for Community Colleges (261-GS-1) as published by the Virginia State Library and Archives as its records retention and disposition schedule. Contact the MECC Library at 276.523.2400 ext. 468 for more information.

Access to Students

By Employers/Recruiters

Mountain Empire Community College encourages student access by employers in their efforts to discuss employment opportunities with graduates of our certificate, diploma, and degree programs. The College has adopted the following guidelines which provide appropriate access without disruption of the educational services we provide our students. Any employment recruiter who expects to experience difficulty following these guidelines should discuss concerns with the Dean of Student Services when making the appointment/request.

- All employers/recruiters (public, private, governmental) must make an appointment with the Dean of Student Services at least three days prior to a campus visit for the purpose of accessing student(s).
- Employers/recruiters will be allowed two campus visits per semester (summer, fall, spring). Recruiters desiring to visit more than two times each semester should appeal to the Vice President of Academic and Student Services.
- The Dean of Student Services will designate an area where the employment recruiter will have the highest student access. The recruiter is expected to contact prospective employees in this designated area only.
- At the conclusion of each visit the recruiter must provide the Dean of Student Services with a list of names of each student contact.
- All recruiters must agree to encourage any enrolled student to complete their educational program at Mountain Empire Community College prior to full-time employment with their organization. Recruiters who violate this guideline will be requested to leave the campus immediately and future visitation requests may be denied.

Substance Abuse Policy

The following student Substance Abuse Policy has been approved by the Virginia State Board for Community Colleges and adopted by Mountain Empire Community College:

Students attending a Virginia community college shall not possess, sell, use, manufacture, give away or otherwise distribute illegal substances, including drugs or alcohol while on campus, attending a College sponsored off campus event, or while serving as a representative of the College at off campus meetings. Students who violate this policy shall have College charges processed against them in the normal manner of due process provided by College rules. Further, students who violate this policy shall have committed a criminal offense, and the College shall notify the appropriate agency of the Commonwealth of Virginia, county or city government for investigation and, if warranted, prosecution.

Enforcement

MECC will cooperate with law enforcement authorities to enforce statutes regarding illegal substances, including alcoholic beverages. The College shall ensure that all security personnel

employed have special training in dealing with illegal substance (including alcohol) abuse and detection.

In addition to criminal penalties, violation of school policies may result in disciplinary action by the College, including suspension or dismissal. Disciplinary action will follow the established procedures as outlined in the Student Handbook. These procedural standards are designed as safeguards to protect the student and ensure due process.

Education and Prevention

MECC is committed to helping individuals understand the impact of substance abuse. The College's program of education and prevention is designed to inform and help individuals make responsible decisions concerning the use and abuse of drugs and alcohol. Our program of education and prevention consists of the following:

Inclusion of information on substance use and abuse in the MECC Student Wellness Program of Activities;

Inclusion of information on drug use, abuse and prevention as part of the College curriculum (HLT 110);

Seminars and workshops are available through the Office of Student Services designed to promote a realistic understanding of individual societal concerns relative to substance abuse; and

Books, pamphlets, and audio visual aids available in the College library.

The College makes every effort to ensure that students recognize the health risks associated with the use of drugs and alcohol. Emphasis shall be placed on the impairment of one's ability to make sound judgments; and the physiological damage to the human body.

The impact that substance abuse has on the development of one's potential is stressed. The College supports and sponsors activities and events that provide and demonstrate alternatives to the use of chemical substances.

Referral

The Office of Student Services maintains a referral list of community agencies that help with counseling and treatment.

Veterans

Veterans Information

The Office of Enrollment Services/Veterans Affairs provides services to veterans and dependents enrolled at the College. Assistance is primarily provided with receipt of veteran's educational benefits. Enrollment Services/Veterans Affairs is located in Godwin Hall, Room G161. The Office of Enrollment Services/Veterans Affairs is not a part of the Veterans Administration Regional Office.

Application Procedure

The veteran may apply for educational benefits on-line at www.gibill.va.gov or by completing VA Form 22-1990, at the Office of Enrollment Services/Veterans Affairs. Copies of discharge papers (DD Form 214, Member 4) should accompany the application. (If you do not have your DD214, the Office

of Enrollment Services/Veterans Affairs will assist you in obtaining a copy or any other information you may need from your military records.)

The spouse or dependent of a veteran may apply for educational benefits online at www.gibill.va.gov or by completing VA Form 22-5490, at the Office of Enrollment Services/Veterans Affairs.

If you are transferring to MECC from another place of training, or you have not been enrolled at MECC for a least one year, a Request for Change of Program or Place of Training will be required.

To ensure smooth processing of VA claims, it is important to apply early. Applicants should receive notification from the Department of Veterans Affairs in approximately 30 to 60 days after an application is submitted. A copy of the Certificate of Eligibility should be submitted to the Office of Enrollment Services/Veterans Affairs.

Enrollment Certification

VA recipients must be enrolled in an approved program of study. In order to receive monthly payments, the veteran must be enrolled at least half time. Post 9/11 G.I. Bill Recipients must be enrolled in at least 51% of a full course load in order to receive the monthly housing allowance. The College will certify enrollment as full-time at 12 credit hours and above; three-quarter time at nine to eleven credit hours; half-time at six to eight credit hours; less than six hours for cost of tuition and fees only. Certifications listed above are based on continuous enrollment for the entire 15-week semester. Please contact the Office of Enrollment Services/Veterans Affairs for certification information for short or special sessions.

Upon completion of enrollment, submit the MECC Certification Request for VA Educational Benefits form to the Office of Enrollment Services/Veterans Affairs.

VA recipients should notify the Office of Enrollment Services/Veterans Affairs of any changes in enrollment that occur after benefits have been certified to the Department of Veterans Affairs.

Waived Tuition

Military Survivors and Dependents Education Program

The Virginia Military Survivors and Dependents Education Program (VMSDEP) provides education benefits to spouses and children of military service members killed, missing in action, taken prisoner, or who became at least 90% disabled as a result of military service in an armed conflict. More Information, Eligibility Requirements, and instructions for applying are available at <http://www.dvs.virginia.gov/education-employment/virginia-military-survivors-and-dependents-education-program/>.

Children of Deceased Law Enforcement/Firefighter/Rescue Squad Personnel

Any student between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent lived in Virginia at the time of death and certification of employment is provided.

Senior Citizens Higher Education Act of 1974

The Senior Citizens Higher Education Act of 1974 has established specific fee waiver provisions for Virginia residents who have reached 60 years of age and wish to attend classes at a state-supported institution of higher education.

To be eligible for free tuition and fees for credit courses, part-time or full-time, a person must meet the following criteria:

- Be 60 years of age or older;
- Be a domiciled resident of Virginia for at least one year;
- Had a taxable income not exceeding \$23,850 for federal income tax purposes for the year preceding the year in which enrolling is sought.

To be eligible for free tuition for audit of credit courses or for taking non-credit courses (not to exceed three courses per semester), a person must meet the following criteria:

- Be 60 years of age or older;
- Be a domiciled resident of Virginia for at least one year;
- Be admitted to the College as a student.

Who Can Answer My Question?

Issue	Who to Call	Contact
Academic – General Studies	Dean, Arts & Sciences	276.523.7460
Academic – Applied Science & Technology	Dean, Applied Science & Technology	276.523.7465
Academic – Business & Information Technology	Dean, Business & Information Technology	276.523.2400 ext. 313
Academic – Health Sciences	Dean, Health Science	276.523.2400 ext. 456
Adding or dropping a course	Your Advisor	276.523.2400
Advanced placement	Dean, Arts & Sciences	276.523.7460
Blackboard	Instructional Technology	276.523.7488
Career planning	Career Services Center	276.523.2400 ext. 324
Change of address	Enrollment Services/Admissions	276.523.7474
Class schedule conflicts	Your Advisor	276.523.2400
Courses, electives & curriculum changes	Your Advisor	276.523.2400
Evaluation of credits	Enrollment Services/Admissions	276.523.7474
Fees, tuition & refunds	Business Office	276.523.7475
Financial aid	Enrollment Services/Financial Aid	1-844-MECC4ME
Graduation applications	Enrollment Services/Admissions	276.523.7474
ID Cards	Student Services Office	276.523.7472
Lost and found	Student Services Office	276.523.7472
Parking permits and fines	Business Office	276.523.7475
Publicity and publications	Community Relations Office	276.523.7480
Scholarships	Financial Aid	276.523.2400
Intramurals and student activities	Student Services Office	276.523.7472
Student records	Enrollment Services/Admissions	276.523.7474
Testing	Student Services Office	276.523.2400 ext. 488
Tuition Payment Plan	Business Office	276.523.7475

Transcripts	Enrollment Services/Admissions	276.523.7474
Transfer information	Student Services Office	276.523.2400 ext. 324
Tutoring	Learning Center	276.523.2400 ext. 342
Veterans affairs	Enrollment Services/Veteran's Affairs	276.523.2400 ext. 217
Withdrawal from class or college	Your Advisor	276.523.2400
Work-study	Enrollment Services/Financial Aid	276.523.2400 ext. 290

For all other inquiries, please call 276.523.2400 or email info@mecc.edu



Mountain Empire Community College

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