

POLICIES

BRCC is one of 23 colleges in the Virginia Community College System (VCCS). The State Board for Community Colleges (State Board) is the governing board for the system and has responsibility to develop, establish and maintain policy for the VCCS that ensures consistency throughout the system. System policies are rules, approved by the State Board, included in State Code, or developed by BRCC under the direction of either entity to guide actions and decisions. Policies typically define "what" is considered to be acceptable behavior within the college community.

Academic Policies

Academic policies approved by the State Board lead to a teaching and learning environment that enhances the achievement of student outcomes and success. BRCC adopts and adheres to academic policies approved by the State Board to ensure that its actions conform with commonly accepted practices in higher education, accurately portray the institution's programs and services, and are disseminated to those benefiting from such practices. These policies apply at all locations (main campus, off-campus instructional sites) and all modalities (in-person, hybrid, hyflex and online).

Campus Policies

BRCC maintains physical facilities and resources to serve the needs of its educational programs, support services and other mission-related activities. To ensure that BRCC embraces a healthy, safe and secure environment for all members of the campus community, the College adopts and implements Campus Policies approved through State Code and/or the State Board. BRCC publishes these policies to ensure that these documents are accessible to faculty, staff, students and the general public.

Academic Policies

Academic policies set the parameters to identify student academic progress. BRCC ensures that its academic policies align with commonly accepted higher education practices which support the development of current and rigorous programs ultimately leading to a seamless transition to the workforce or transfer to other colleges and universities.

· Academic Load

VCCS Policy 5.6.4 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

The normal academic course load for students is 15-17 credits. The minimum full-time load is 12 credits. A student who wishes to carry an academic load of more than 18 credits must have a minimum cumulative grade point average of 3.0 and must have the approval of the Dean of Students. Maximum course loads are reduced for special sessions. In abbreviated summer sessions the maximum full-time load is 15 credits. In the abbreviated wintermester session, the maximum course load is 6 credits.

Any student enrolled in fewer than 12 credits is classified as a part-time student.

The minimum course load required to receive veterans' benefits is determined by the current regulations of the Veterans Administration. The rate of progress is generally expected to equal that required to graduate within the established training time.

· Academic Renewal (<https://catalog.brcc.edu/student-handbook/policies/academic-renewal/>)

VCCS Policy 5.6.0.4 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Students who return to the College after a separation of five years or more (at the end of the last enrolled semester) may petition for academic renewal. The request must be made by completing the Academic Renewal Application form with an academic advisor and submitting it to the Student Records Office.

For students who are found eligible for academic renewal, values for "D" and "F" grades earned prior to re-enrollment will be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:

- Prior to petitioning for academic renewal, students must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours completed after re-enrollment.
- All grades received at the College will be a part of the student's official transcript.
- Students will receive degree credit only for courses in which grades of "C" or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
- Total hours for graduation will be based on all coursework taken at the College after re-enrollment, as well as former coursework for which a grade of "C" or better was earned, and credits transferred from other colleges or universities.

- A previously conferred credential cannot be removed in order to satisfy a request for Academic Renewal. If a degree or certificate has already been awarded and it included a grade of "D", this request will be denied.
- The academic renewal policy may be used only once and cannot be revoked once approved.

• Academic Standing (<https://catalog.brcc.edu/student-handbook/policies/academic-standing/>)

VCCS Policy 5.6.6 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

defines student status based on academic performance and progress.

Auditing a Course

VCCS Policy 5.6.0 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Students may register for a course on an audit basis, which means they are exempt from taking the examinations and do not receive college credit. Changes from audit to credit or from credit to audit must be made by the official last day to add a course.

Change of Registration

The guidelines listed below are for courses which meet throughout the course of an entire semester. Courses of other lengths have unique deadlines which are listed in the Academic Calendar, found at <https://www.brcc.edu/academics/academic-calendar/>. Students are responsible for knowing the deadline dates for add, drop, and withdrawal each semester.

1. Adding a course: usually students may add a new course during the first five class days of a semester.
2. Dropping a course with a tuition refund: students may drop a course and receive a tuition refund if they drop within the first 15% of the course.
3. Withdrawing from a course: usually students may withdraw from a course and receive a "W" grade from the twelfth class day through the ninth week of a semester, which represents 60% of the semester. A withdrawal after 60% of the semester has passed will result in an "F" grade except under mitigating circumstances; this requires the documented approval of an Academic Dean. Students who wish to request withdrawal under mitigating circumstances must meet with a College academic advisor to initiate the process. The request for withdrawal under mitigating circumstances and all supporting documentation must be submitted no later than 10 days after the start of the subsequent semester. Withdrawal policies and procedures will not supersede a grade penalty resulting from an act of dishonesty.

Class Attendance

VCCS Policy 5.6.8 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Failure to attend within the first 15% (last day to drop with a refund) of class sessions will result in administrative drop from the course.

Attendance policy for distance learning courses: Failure to demonstrate active participation within the first 15% (last day to drop with a refund) of an online class will result in an administrative drop from the course. For online courses, never attending is defined as never having participated in any class discussions or other learning management activities.

Frequent absences may result in the termination of veterans' educational benefits and other programs of financial assistance.

Course Grades (<https://catalog.brcc.edu/student-handbook/policies/college-grades/>)

defines grades; scale determined by faculty; includes developmental grades

Credit for Prior Learning

VCCS Policy 5.6.5.1 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Students may be eligible for credit for prior learning when previous studies, training, or work experience has provided them with the knowledge and skills required in a course. Each student is responsible for contacting the Academic Advising Center to determine the appropriate procedure for evaluation before registering for classes. Students must be officially enrolled in a curriculum in order to be eligible for credit for prior learning.

Blue Ridge Community College has a time limit for accepting credit for technical courses taken previously at BRCC or other institutions. The Registrar, in consultation with the appropriate faculty, will determine if courses taken more than five years before the student was accepted in the program at BRCC can be used in the student's current program of study. The student may be encouraged to take credit-by-exam or credit for life experience, if deemed appropriate.

Please refer to the publication, *Credit for Prior Learning*, available at <https://www.brcc.edu/admissions/transferring-credits/credit-for-prior-learning/>, for specific credit for prior learning guidelines and procedures.

Final Exams

VCCS Policy 5.6.1 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Students shall be expected to take examinations at the regularly scheduled times. No exceptions shall be made without the permission of the Chief Academic Officer, or another appropriate academic administrator, and the instructor of the course.

Final Grades

VCCS Policy 5.6.0.5 Grades (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Final grades are made available to students at the official end of each semester. If a student has reason to believe that an error has been made in calculating or recording any grade, he/she should bring it to the attention of the instructor for that class pursuant to the guidelines indicated in the Grade Appeal Procedure (<https://catalog.brcc.edu/student-handbook/procedures/grade-appeal/>). Official transcripts of grades for each semester will not be available for distribution to prospective employers or other colleges for approximately two weeks after the end of the semester.

Grade Point Average

VCCS Policy 5.6.0.3.2 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses which do not generate grade points are not included in credits attempted.

- Semester Grade Point Average—Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.
- Cumulative Grade Point Average—Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of a student's academic standing. See Repeating a Course section below.
- Curriculum Grade Point Average—A curriculum GPA, which includes only those courses applicable to a student's curriculum, is computed in order to ensure that a student satisfies the graduation requirements for that curriculum. When a student repeats a course, only the highest grade earned is counted in the computation of the curriculum GPA.
- Grades from VCCS Colleges - GPA calculations only include grades earned at the home institution, unless specifically noted in an articulation agreement.

Graduation Regulations (<https://catalog.brcc.edu/student-handbook/policies/graduation/>)

VCCS Policy 5.1.2 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK63712EB5F>)

defines the catalog used for graduation and the requirements for graduation

NC SARA (<https://www.brcc.edu/state-authorization/>)

State Authorization Information for Students Outside of Virginia. Institutions operating under SARA policies shall provide their and SARA's complaint resolution (<https://catalog.brcc.edu/student-handbook/policies/written-complaints/>) policies and procedures to all students taking

courses under SARA policies on the institution's website and in the institution's catalog or equivalent information provided either in print or electronically to students when they enroll.

Repeating a Course

VCCS Policy 5.6.3 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Enrollment in a course is limited to two times as defined by VCCS policy 5.6.3 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>). Students who wish to enroll in a course for a third time must have written approval from the Dean of Students. Grades of "W", "X", "U", and "I" shall count as first or subsequent attempts (enrollments).

If a student elects to repeat a course, the highest grade earned will be the course grade used in the computation of the cumulative grade point average. Grades, credits attempted, and quality points for all enrollments will appear on the student's official transcript.

Satisfactory Progress

VCCS Policy 5.6.7 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9QK6P815DB79>)

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite for the receipt of an associate degree, diploma or certificate.

Student Development (SDV) Courses

VCCS Policy 6.4.0.3 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9RFDWF6D9E80>)

A one-credit student development course is required for graduation in all degree programs and in some certificate programs. The purpose of the student development courses is to help new students be successful in college and to acquire practical information about career exploration, college resources and services, study skills, time and stress management, and educational opportunities. The requirement may be waived for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students who receive a waiver for SDV must complete 1 credit of additional coursework to be eligible for graduation.

All students who are enrolled in a curricular program, for which SDV is a requirement, must take the SDV course within their first 15 credit hours. Students placing into developmental courses must take SDV during their first semester of enrollment.

Student Code of Conduct, Behavior Violations, Disciplinary and Appeal Procedure (<https://catalog.brcc.edu/student-handbook/policies/honor-behavior-code/>)

defines expected student behaviors, disciplinary actions and appeal processes

Written Student Complaints (<https://catalog.brcc.edu/student-handbook/policies/written-complaints/>)

(<https://catalog.brcc.edu/student-handbook/policies/written-complaints/>) defines types of complaints/grievances, links to the appropriate procedure, and identifies the administrator with responsibility to facilitate the process

Campus Policies

- **Acceptable Use of VCCS Information Technology (IT) Resources (<https://www.vccs.edu/student-patron-acceptable-use-agreement/>)**

VCCS Policy 9.5 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=DE9NQ61106F>)

In alignment with VCCS Policy 9.5, BRCC publishes the Computers on Campus Agreement (<https://catalog.brcc.edu/student-handbook/policies/computers-on-campus/>) to inform users of the acceptable use of this college resource.

Equal Opportunity Policy Statement (<https://www.brcc.edu/accessibility/>)

VCCS Policy 7.4.0 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9RKJCC4C83A0>)

Blue Ridge Community College (BRCC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, political affiliation, veteran status, sexual orientation, gender identity or other non-merit factors.

The College is committed to providing equal educational opportunities to students within the BRCC service region. Inquiries concerning the equal opportunity policy should be addressed to the Director of Human Resources, whose office is located in G249 and who can be reached at (540) 453-2371, VA Relay 711 or at nicelyt@brcc.edu.

- Notice of Nondiscrimination (<https://www.brcc.edu/about/policy/notice-of-nondiscrimination/>)

Expressive Activity (<https://www.brcc.edu/about/policy/expressive-activity-procedure/>)

VCCS Policy 6.5.1 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=A2ZN8G519A6C>)

Defines guidance for expressive activity in spaces owned or controlled by the college.

Military Service Policy (<https://catalog.brcc.edu/student-handbook/policies/military-service/>)

VCCS Policy 4.3.2.3 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9XKLR84FF9DF>)

BRCC's policy providing tuition relief, refund and reinstatement of students whose service in uniformed service has required their sudden withdrawal or prolonged absence from their enrollment.

Notification of Rights Under FERPA (<https://www.brcc.edu/about/policy/notification-of-rights-under-ferpa/>)

VCCS Policy 6.2.6 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9Z2P8M58BC43>)

Defines the Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their educational records.

Student Code of Conduct, Behavior Violations, Disciplinary and Appeal Procedure (<https://catalog.brcc.edu/student-handbook/policies/honor-behavior-code/>)

VCCS Policy 6.5.0 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=A2ZN8G519A6C>)

defines expected student behaviors, disciplinary actions and appeal processes

Substance Abuse (<https://www.brcc.edu/faculty-staff/human-resources/substance-abuse-procedure/>)

(<https://www.brcc.edu/faculty-staff/human-resources/substance-abuse-procedure/>) Blue Ridge Community College is committed to protecting the health, safety, and welfare of the citizens it serves by assuring that a drug-free workplace is maintained and that College employees and students perform their duties unimpaired by the effects of drugs or alcohol. The unlawful possession, use or distribution of controlled substances and alcohol on College premises or as a part of any of the College's activities, by students and employees, is prohibited.

Title IX Prevention of Sexual Harassment (<https://www.brcc.edu/about/policy/sexual-domestic-dating-violence-stalking/>)

(<https://www.brcc.edu/about/policy/sexual-domestic-dating-violence-stalking/>) Blue Ridge Community College and the Virginia Community College System (VCCS) will not tolerate sexual harassment in any form. Sexual harassment is a flagrant violation of the values and behavioral expectations of a college community. All reported violations within the jurisdiction of the College, including sexual assault, sexual harassment, stalking, and sexual violence, will be investigated and, as warranted, will be resolved through appropriate college disciplinary processes. Civil and criminal proceedings may also be used as appropriate in accordance with applicable state and federal laws. (c.f. The Virginia Community College System Policy Manual, Section 6.5.4.4).

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual harassment shatters the bond of trust within a college community. If you believe that a member of the college community has violated the VCCS Policy on Sexual Harassment, we encourage you to follow the reporting procedures.

Tuition Refunds (<https://catalog.brcc.edu/student-handbook/policies/tuition-refunds/>)

Defines circumstances for tuition refund eligibility.

Weapons Regulations (<https://catalog.brcc.edu/student-handbook/policies/weapons/>)

(<https://catalog.brcc.edu/student-handbook/policies/weapons/>) The Virginia Administrative Code regarding the regulation of weapons on College property.

Written Student Complaints (<https://catalog.brcc.edu/student-handbook/policies/written-complaints/>)

defines types of complaints/grievances, links to the appropriate procedure, and identifies the administrator with responsibility to facilitate the process.

Workplace Violence Prevention and Threat Assessment Policy (<https://catalog.brcc.edu/student-handbook/policies/workplace-violence/>)

VCCS Policy 3.14.5 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=CZLRJY6B7749>)

Defines the framework of the policy and procedure for the prevention of workplace and general campus violence. This guidance applies to all faculty, staff, students, visitors, contractors and other third parties.