

PROCEDURES

Overview

Procedures represent the appropriate and consistent sequence of actions to investigate and reach a conclusion regarding a process. Blue Ridge Community College (BRCC) adopts the policies of the Virginia Community College System (VCCS) and, where indicated and/or appropriate develops procedures to ensure consistent compliance with the policy. Procedures will reference policies when appropriate.

Academic Procedures

· Course Cancellation

The College reserves the right to cancel individual courses due to low enrollment or various other factors.

If a course is canceled, an attempt is made to notify students and the tuition refund process will be initiated automatically. If students wish to add another course, they must complete the add or drop process within the specified time frame to add a course.

· Distance Learning (<https://catalog.brcc.edu/student-handbook/procedures/distance-learning/#text>)

Defines distance learning opportunities at BRCC including proctoring procedures.

· Domicile (<https://www.brcc.edu/tuition-financial-aid/tuition/residency/>)

Also known as Residency. How to determine eligibility for in-state tuition rates (<https://catalog.brcc.edu/student-handbook/admissions/>), establish domicile, and appeal an out-of-state tuition classification (<https://www.brcc.edu/admissions/out-of-state/>).

· Financial Aid Program Refund Procedure

All students receiving financial aid may be required to repay all or part of any aid received to the appropriate federal program(s) if they withdraw from all classes.

The amount that the student may be required to return to the program(s) will be determined by the amount disbursed, the amount which could have been disbursed, and the percentage of the enrollment period the student has completed.

If a student withdraws on or before the 60% point in time of the period of enrollment, calculated using calendar days, a portion of the total of financial aid funds awarded a student (excluding federal work-study) must be returned according to the provisions of the Higher Education Amendments of 1998. The calculation of the return of these funds may result in the student owing a balance to the College and/or the federal government.

· Grade Appeal (<https://catalog.brcc.edu/student-handbook/procedures/grade-appeal/>)

Guidance regarding the circumstances and procedure to address a course grading decision.

· Hold on Student Records/Service Indicators - (VCCS Policy 6.2.4.1 (<https://go.boarddocs.com/va/vccs/Board.nsf/goto/?open&id=9Z2P8M58BC43>))

A hold or service indicator will be placed on a student's official record under certain conditions. Such conditions include but are not limited to: disciplinary action, academic suspension, or dismissal may also result in a hold on one's enrollment. A hold will prevent refunds, restrict a student from enrolling, having transcripts or grade reports issued, or receiving other College services.

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

supports the BRCC Equal Opportunity Policy Statement (<https://catalog.brcc.edu/student-handbook/policies/#campuspolicies-text>)

• Records Disposal - (VCCS Policy 6.2.5)

Official student academic records, financial aid data, application materials and documents are maintained by the College during a student's enrollment and for a specified period after enrollment in accordance with state regulations issued by the Library of Virginia. Some records, such as courses attempted, grades, etc., are maintained permanently in the Student Information System.

The disposal of student records follows guidelines set forth by the Records Management and Imaging Services Division of the Library of Virginia.

• Transcript (<https://www.brcc.edu/admissions/transcripts/>)

Students may request that a copy of their permanent record (transcript) from Blue Ridge Community College be forwarded to other educational institutions, state or federal agencies, employers, or any person(s) designated by the student. The request must be authorized by the individual student. The most efficient way a student can make a request is through <https://www.parchment.com> (<https://www.parchment.com/>). After the student creates an account, he/she can begin to place transcript requests through Parchment®. The fee begins at \$3.35 and may increase depending on the choice of delivery. Students may download an unofficial copy of their transcript in SIS for personal reference. Transcripts cannot be withheld due to nonpayment of tuition and college fees.

Due to limitations on access to student information under the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) (FERPA), telephone and third-party requests for transcripts cannot be honored without appropriate documentation. Normally, transcripts from other educational institutions which have become part of the student's academic record at Blue Ridge may not be duplicated or released, although such records are available for inspection by the individual student.

BRCC provides definitions and guidance regarding requesting student transcripts on the College website at <https://www.brcc.edu/admissions/transcripts/>.

- What is a Transcript?
- Difference between an official and unofficial transcript
- Request an official transcript
- Access an unofficial transcript

• 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

Campus Procedures

• Campus Security and Emergency Information (<https://catalog.brcc.edu/student-handbook/procedures/security-emergency/>)

BRCC's Public Safety Office (<https://www.brcc.edu/public-safety/>) is located in the Houff Student Center, Room G167.

• ID Cards and Parking Permits (<https://www.brcc.edu/student-support-services/id-cards-and-parking-permits/>)

(<https://www.brcc.edu/student-support-services/id-cards-and-parking-permits/>) Students should contact the Public Safety Office in G167 to secure a parking permit and are encouraged to get a Student Photo ID Card. All students should obtain an identification card as various services will be linked to the ID card (Library, Testing Center, Rec Center, BRCC Shuttle, etc.). If the ID card is lost or stolen, immediately report this to Public Safety for replacement. In addition, students should be aware of the Parking and Traffic Guidelines (<https://catalog.brcc.edu/student-handbook/procedures/parking-traffic/>) that are in place to preserve the safety of the campus.

Meeting Rooms on Campus

If students wish to use rooms to conduct student organization meetings or other activities, they should contact their club advisor or the Director of Student Activities for permission and assistance with reserving the space.

The Director of Student Activities can be reached at (540) 453-2368.

Minors on Campus

Childcare arrangements should be made as minors will not be permitted to accompany parents to class or to remain on campus unsupervised. The College is not responsible for any unsupervised minors on campus at any time.

Pets on Campus

No animals are allowed on campus with the exception of service animals for students, faculty, or staff with documented disabilities, and animal patients scheduled for treatment in the Veterinary Clinic. These patients will be housed in the area provided for that purpose and are not to be taken to other parts of the campus or left in vehicles.

Service Animals

Information regarding service animals on campus is maintained by the Office of Student Accessibility. (<https://www.brcc.edu/student-support-services/student-accessibility/>)

Smoking, Eating, and Drinking

Smoking or use of tobacco, in any form, including vapor cigarettes, is prohibited on the main campus and off-campus sites, except in areas designated specifically for this purpose. Eating and/or drinking in all laboratories is prohibited.

Social Security Number

Disclosure of your social security number is not required at this time, but it is highly recommended. Disclosure ultimately will be required for most students at the time of enrollment, per Section 6050S of the Restructuring and Reform Act of 1998, or at the time of disbursement of federal financial aid, per 34 Code of Federal Regulations Part 668.36. Section 23-2.2:1 of the Code of Virginia also authorizes the Virginia Community College System to collect student social security numbers and other personally identifiable information prior to a student's enrollment, and requires it to electronically transmit enrollment data to the State Police. However, the VCCS will only use your social security number in accordance with federal and state reporting requirements, and for identification and research purposes within the VCCS. It shall not permit further disclosure unless required or authorized by the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. Code 1232G, or pursuant to your obtained consent.

Student Photographs/Videography

Photographs and video taken of individual students or groups of students anywhere on BRCC grounds or in BRCC facilities may be used by the College for release to media and for use in College materials and promotions, or on the website. Students who do not wish for their image to be used in promotion of the College must notify the photographer or videographer at the time the photo/video is taken.

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

(<https://catalog.brcc.edu/student-handbook/policies/honor-behavior-code/>) defines expected student behaviors, disciplinary actions and appeal processes

Unmanned Aircraft Systems

Blue Ridge Community College has established procedures for requesting use of Unmanned Aircraft Systems (drones) on campus. Contact the Vice President of Finance and Administration for more information.

Weather-Related and Emergency Closings

When severe weather or emergencies (snow, ice, flooding, power failures) require the College to be closed or shift to online delivery, notification will be made through text messages (via BRCC Alert <https://member.everbridge.net/453003085614982/login> (<https://member.everbridge.net/453003085614982/login/>)), announcements on the BRCC website, and by local radio and television stations. In the absence of any announcement, the College is open and students are expected to be in attendance.

Since the College serves a large geographic area, students, faculty, and staff are expected to exercise their own judgment when hazardous conditions exist in their areas. In the event that a student must miss a class for weather-related or emergency conditions, the student is expected to notify the instructor as soon as possible and arrange for appropriate make-up work.