

LAUREL RIDGE COMMUNITY COLLEGE

Workforce Solutions

Veteran

INFORMATION PACKAGE

*An informational package explaining how to use your
Veteran's Benefits for Workforce Solutions Programs at
Laurel Ridge Community College...*



**Thank you for your service.
Now let us serve you!**

Laurel  **Ridge**
COMMUNITY COLLEGE
WORKFORCE
SOLUTIONS

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General Information...

Mission

Workforce Solutions and Continuing Education at Laurel Ridge Community College (Workforce Solutions) serves the individuals and businesses throughout the community with high quality, relevant course offerings. Workforce Solutions offers high-quality instruction and hands-on skills that transfer directly into the workplace. This unit offers instructional year-round programs convenient for individuals or employers at multiple locations, or even on-site for an organization.

Workforce Solutions provides open enrollment and online courses to help individuals quickly develop critical, high-demand job skills and earn recognized industry credentials. Over half the programs offered through Workforce Solutions result in certifications and licensure that lead to direct employment. Programs are offered in many categories of training that include Business & Professional Development, Computer & Technology, Healthcare & Wellness, and Industry, Manufacturing & Construction Trades.

Workforce Solutions also offers Contract Training Programs for employers, “fast track” Career Training Boot Camps and Career Changer Programs, Kids College Youth Camps, Online Learning, Personal Enrichment and Career Coaching & Job Placement Services (for eligible candidates). Depending on eligibility requirements met, Workforce Solutions can offer several funding options including Financial Aid towards Workforce Credentials, Grant Funding or Private Funding options.

Hours of Operation

The **Laurel Ridge Community College** buildings are open to the public during the hours of:

Mon - Fri: 6:00 am – 10:00 pm

Saturday: 6:00 am – 7:00 pm

Closed Sunday except for rentals or scheduled classes

The **LAUREL RIDGE Workforce Solutions Office** hours when staff are available for support are:

Middletown Campus:

Mon - Thu: 8:00 am – 5:00 pm

Fri: 8:00 am – 2:00 pm

Closed Saturday and Sunday

Fauquier Campus:

Mon - Thu: 8:00 am – 4:30 pm

Fri: 8:00 am – 2:00 pm

Closed Saturday and Sunday

Locations

Middletown Campus

173 Skirmisher Lane, Middletown, VA 22645-1745

LAUREL RIDGE's Middletown Campus is on a 120-acre tract in the northern Shenandoah Valley approximately 10 miles south of Winchester, Va. Nestled among the Blue Ridge, Massanutten and Allegheny Mountains, with Interstate highways 66 and 81 and U.S. Route 11 adjacent, the campus is easily accessible. The recently renovated original College building includes classrooms, computer laboratories, administrative and faculty offices, a business office, and the Fredy and Klara Kumuli Lounge.

In 1985, LAUREL RIDGE built a technology center on the Middletown Campus, adding a Special Events Center, computer labs, classrooms and faculty offices. During the 1993 Commencement ceremony, the building was officially named the Alson H. Smith Jr. Technology Center. In 1994, the Learning Resources Center construction was completed and the facility was dedicated in April 1995 in honor of benefactor Paul Wolk of Fauquier County. Outside facilities include a regulation 400-meter Olympic-size track, fitness trail and soccer field.

In 2005, groundbreaking commenced on the Science and Health Professions Building. The 46,870 gross-square-foot, two-story building provides additional classroom space for the science and health professions courses offered at the College, providing state-of-the-art laboratories for scientific and health study.

In July 2010, the Corron Community Development Center opened. The 30,000 gross-square-foot building is a multi-purpose facility that supports Workforce Solutions and Continuing Education, Small Business Development Center, College advancement and community events. This building also houses the Old Dominion Teletechnet program's distance learning opportunities. The two-story facility includes classrooms, office space and a 500-seat multi-purpose room.

In January 2014, the beautiful Student Union opened. The 32,000 square-foot building provides new amenities for students. The Student Union provides a larger bookstore; fitness center; two exercise studios; food service and café; recreational lounge; two classrooms; a quiet study room; and offices for physical education faculty and Student Life and Engagement staff.

Fauquier Campus

6480 College Street, Warrenton, VA 20187-8820

In December 1988, Fauquier County Executive Bob G. Sowder donated 2.5 acres of property to establish a community college campus. The renovated barn on this property became the Fauquier Campus of LAUREL RIDGE, which was later expanded when the General Assembly appropriated \$7.2 million in 1996 to construct the current 60,000 square foot classroom and administrative building.

On Oct. 22, 1999, the College community celebrated the dedication of the new campus building, located on U.S. Route 29, just south of Warrenton. The Wolk Hall classroom and administrative building is named for Paul and Sheila Wolk, whose generosity to LAUREL RIDGE has made quality educational opportunities available to many students on both campuses.

In addition to the classroom and laboratory spaces on the Fauquier Campus, the Loeb Center is a dramatic space where students share activities, meals and study time. Students also utilize the resources available in the Bob G. Sowder Library and through the Student Services Office, where they can receive academic and career counseling, financial aid assistance and other services to assist them in achieving their educational goals.

Luray-Page County Center

334 North Hawksbill Street, Luray, VA 22835-1130

The Luray-Page County Center is the newest LAUREL RIDGE location. On Jan. 9, 2006, the Center opened with two lecture classrooms, a distance learning classroom, a computer lab and administrative offices. The building supplies and labor necessary for the construction of the Luray-Page County Center, along with the Center's first year operation expenses, were generously provided by Page County and the Town of Luray, making this truly a facility built by the community. The Center's excellent core faculty group teaches a variety of both day and evening credit classes needed for both associate degree and certificate programs, while state-of-the-art equipment allows students to take advantage of resources available at all LAUREL RIDGE locations. The College provides noncredit training opportunities to enhance job skills and works with local businesses, placing student interns as part of the Scholars at Work Program. LAUREL RIDGE provides courses and programs at the Center to bring together quality career opportunities to its students and graduates.

Located in Luray just minutes from U.S. Route 340, U.S. Route 211 and the Hawksbill Greenway, the Luray-Page County Center serves Page County, eastern Rappahannock County, southern Shenandoah County and southern Warren County.

Vint Hill Site

4151 Weeks Drive, Warrenton, VA 20187

The most recent LAUREL RIDGE location, Vint Hill, opened February 2015 in eastern Fauquier County. This space offers three lecture classrooms and two computer labs. Vint Hill's class schedule is specifically geared towards those students in need of a more flexible learning environment. Classes are offered in the afternoon and evening hours and classes can be both standard lecture, with a faculty member onsite, or distanced to our other locations. The building is located on property that was previously used by both the Army and National Security Agency for training purposes. Vint Hill is conveniently located off of Route 29 and serves the needs of a rapidly growing area.

Emergency Closing Alerts

For the latest emergency closing information, please sign up for LAUREL RIDGE Alert at <http://alert.LaurelRidge.edu>, visit the College's website or call the emergency closing announcement telephone lines at 800-906-LAUREL RIDGE. Regardless of the emergency closing announcement—all students and employees should use good judgment as to whether or not it is safe to travel. These communication vehicles are updated first in the event of emergency closings. In addition, because LAUREL RIDGE has complete control over these two communication methods, messages are guaranteed to be accurate and up to date. This same guarantee cannot be applied to messages heard on local radio and television stations.

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When the College issues a delayed opening or day class cancelation announcement, please check the website, LAUREL RIDGE's official social media accounts, or call the emergency closing announcement telephone lines before leaving home and before you are scheduled to arrive on campus. This may prevent a wasted trip to campus in the event that the College's closing status changes in the same day.

Please make sure you refresh LAUREL RIDGE's website upon each visit to ensure that the most up-to-date information is being viewed.

Please note the steps in the emergency closing and delayed opening communication process:

1. The designated LAUREL RIDGE administrator makes the closing decision and initiates steps to communicate the announcement.
2. A message is distributed through LAUREL RIDGE Alert regarding the closing announcement.
3. LAUREL RIDGE's website and social media accounts are updated to reflect the closing announcement.
4. LAUREL RIDGE's emergency closing announcement telephone lines are updated to reflect the closing announcement.
5. Media in the area are contacted and asked to announce the closing status of the College. Please note that LAUREL RIDGE cannot control if and when the announcements are made.

In the event that a delayed opening changes to a closing announcement on the same day, this change will be communicated at least 1.5 hours before the delayed opening time. The process above will once again be followed. (For example, if a decision is made that the College will open at noon instead of 8 a.m. and then a later decision is made to close the College the entire day, the change will be communicated by 10:30 a.m.)

As previously stated, in the case of inclement weather — regardless of the emergency closing announcement — all students and employees should use good judgment as to whether or not it is safe to travel.

LAUREL RIDGE's philosophy is to try and keep the College open and on a regular schedule. Unless classes are officially canceled, faculty members are expected to keep their scheduled classes. However,

emergency situations and inclement weather can mandate the need for changes. Decisions regarding closings or delays will be made for each location based upon the respective situation. In the case of inclement weather, regardless of the decision, all students and employees should use good judgment as to whether or not it is safe to travel.

In communicating cancelation information to the news media, distinctions will be made between day and evening classes. **Day classes run between 7 a.m. and 3:50 p.m. Evening classes run between 4 p.m. and 11 p.m.** Should conditions warrant a delay in opening, classes that were not affected by the delay will be held at their normally scheduled times once the College opens. For those classes that did not meet due to the delay in opening, faculty will follow the College procedures for make-up of classes as directed by the deans of learning and/or vice president of learning.

Unless it is specifically communicated otherwise, if the College is closed, then all four locations – Fauquier, Vint Hill and Middletown Campus and the Luray-Page County Center – are closed. If only one or two of the three locations is closed, the message will communicate this. (For example: LAUREL RIDGE day classes on the Fauquier Campus are canceled.) If a location closes, then compressed video classes for all locations will be canceled. Please note that in the event that one of LAUREL RIDGE's off-site class locations closes (for example: Warren County High School), then the classes that are held there are also canceled.

Student Rights and Responsibilities...

Workforce Solutions and Continuing Education, as part of Laurel Ridge Community College, adheres to the institutional wide policy regarding student conduct and disciplinary actions.

Code of Student Rights, Responsibilities, and Conduct

Short Title

These rules shall be known as the Laurel Ridge Community College Code of Conduct.

Bill of Rights

The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:

1. Free inquiry, expression, and assembly are guaranteed to all students consistent with the First Amendment to the United States Constitution.
2. Students are free to pursue their educational goals and appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
3. The right of students to be secure in their persons, papers, and effects against unreasonable searches and seizures consistent with the Fourth Amendment of the United State Constitution.
4. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and an opportunity for a fair hearing.

The College has the right to set and expect reasonable standards for behavior and conduct that safeguard the College, College property, and all additional components of the educational process.

Definition

When used in this Code:

1. The term "institution" means Laurel Ridge Community College and, collectively, those responsible for its control and operation.
2. The term "student" includes all persons taking courses at the institution both full-time and part-time.
3. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations, a person may be both "student" and "instructor." Decisions regarding his/her status in a particular situation shall be determined by the surrounding facts.
4. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
5. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition as provided in number 10.
6. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
7. The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
8. The term "administrator" shall refer to any designated employee who has the authority to act on the behalf of the College on the whole.
9. The term "College official" shall refer to any designated employee who has the authority to enforce the parameters of the student code of conduct.

10. The term “vice president” shall mean the vice president of academic and student affairs unless otherwise indicated.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. All other terms may have their natural meaning unless the context dictates otherwise.

Alcohol and Drugs

All students of Laurel Ridge Community College shall not possess, use, distribute or manufacture illicit drugs and alcohol on school property including buildings, facilities, grounds, property controlled by the College, as part of College activities on or off campus, while serving as a representative of the College at off-campus meetings, in any state-owned controlled or leased property or at a site where state work is performed. Depending on the severity of the violation and the result of a disciplinary hearing, one or more of the following penalties can be imposed: admonition, warning probation, disciplinary probation, restitution, suspension or expulsion. Individuals in violation of this policy may also be subject to legal sanctions under local, state, or federal law regarding the unlawful possession or distribution of illicit drugs and alcohol. Illegal distribution of prescription drugs and medications is also prohibited in these venues. Students that are inebriated or otherwise under the influence of drugs or alcohol according to the subjective standards of a College official are not allowed in LAUREL RIDGE classrooms at any point. Laurel Ridge Community College students experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling services. Advisers in the Office of Student Success can provide referral to an appropriate community agency that will assist with private confidential counseling or information.

Campus Expression

Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of safety, order, and respect for others’ right to privacy, freedom from harassment, and other applicable policies of the institution.

Students, groups, and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities.

Camping

Camping on College property is not permitted without a written permit signed by student activities personnel. Camping is defined as overnight visitation on campus grounds. Overnight parking may also be punished by relevant law enforcement authorities.

Classroom Expression

Orderly discussion and expression of all views relevant to the subject matter is permitted in the classroom subject to the responsibility of the instructor to maintain order.

Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisors, and counselors, is confidential and is not to be disclosed to others unless under legal compulsion. (Questions relating to intellectual or skills capacity are not subject to this section.)

Computer Misuse--Information Technology Student/Patron Acceptable Use Agreement

As a user of the Virginia Community College System’s local and shared computer systems students must understand and agree to abide by the following acceptable use agreement terms. These terms govern your access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The College has granted access to students as a necessary privilege in order to perform authorized functions at the institution where they are currently enrolled. Students will not knowingly permit use of their entrusted access control mechanism for any purpose other than those required to perform authorized functions related to their status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

For detailed information on the computer use agreement, please go to: <https://Laurel Ridge.edu/about-Laurel Ridge/office-of-financial-and-administrative-services/technology-services/computer-use-agreement/>

Dangerous Practices

No student shall engage in any behavior or act that could reasonably pose a danger to fellow students, college employees, and/or college property.

Digital Copyright and File Sharing

Copyright law protects computer software, database systems, electronic documents, and electronic media. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, and distribute it by sale, rent, license lease, or lending and/or to perform or display it.

A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources.

Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner is copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501-513 (<https://www.copyright.gov/title17/92chap5.html>) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

Disorderly Conduct

No student shall cause or incite any disturbance (including but not limited to excessive noise) in or near any campus building. This restriction extends to any activity which interrupts the standard safe and orderly operation of the College.

Disruption of Educational Process

No student shall cause or incite any disturbance (including excessive noise) in or near any campus building. This restriction extends to any activity which interrupts the standard safe and orderly operation of the College.

Generally, institutional discipline should be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. Disruptive misconduct is subject to disciplinary action, in addition to possible relevant law enforcement action. Examples of this conduct include, but are not limited to:

1. All forms of dishonesty including cheating, plagiarism, and knowingly furnishing false information to the institution, and forgery, alteration or use of institutional documents or instruments, or identification with intent to defraud.

2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
3. Damaging, defacing, stealing, or destroying College property or property of a member of the College community or campus visitor.
4. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted.
5. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.

Expressive Activity

Laurel Ridge Community College is a community in which the ideals of freedom of inquiry, thought, and expression are respected and sustained. For more information on free speech, please go to:

<https://Laurel Ridge.edu/current-students/college-policies/free-speech-at-Laurel Ridge/>

Failure to Comply with a College Official

No student shall fail to comply with a request or order from a College official. Violations of this policy include failure to properly follow through with any disciplinary measure imposed upon a student.

Falsification of Official Information

No student shall misrepresent him/ herself in any way while interacting with a College official, including holding him/herself out as a college official.

Fire Safety

All students are expected to maintain appropriate fire safety measures. Examples of non-compliance would include: failure to evacuate during a fire alarm, falsely pulling a fire alarm, and/or misusing fire safety equipment. Use of fireworks or firecrackers on campus is prohibited. Candles and other forms of fire are also prohibited. (Cigarette lighters or matches used to light tobacco products in a designated smoking area are the only exception). Disabling exit doors or blocking handicap access ramps is not permitted. Violations of these prohibitions may also be punished by relevant law enforcement authorities.

Gambling

In Virginia, gambling events and activities are unauthorized by law, except with special permit. LAUREL RIDGE cannot authorize gambling without proper state waiver.

Hazing

Hazing, defined as any action which leads to physical or mental discomfort for any member of the shared community, is prohibited on campus. Violations of this prohibition may also be punished by relevant law enforcement authorities.

Institutional Governance

All constituents of the institutional community are free, individually and collectively, to express their views on issues of institutional policies affecting academic and student affairs. The role of student government and its responsibilities shall be made explicit. On questions of educational policy, students are entitled to a participatory function.

Obscene Conduct

Students are expected not to engage in any type of lewd or obscene conduct while in a College building, on campus (or at a center), or at a College-sponsored off-site activity. This violation extends to include possessing, producing, or distributing illegal or inappropriate sexual materials as well as any and all forms of inappropriate touching. Note: Certain types of information may be distributed due to the learning nature of our collegiate environment; perceived obscenities based on expected academic goals may be exempt from this policy.

Off Campus Student Code of Conduct

Students are accountable for their conduct regardless of where it takes place, on or off the College property. This includes any behavior which reflects badly on the College or its mission including, but not limited to, high-risk use of alcohol, drug use, violent actions, and any behavior which compromises health, safety, and academic success.

Projectiles

No student shall cause any object to be projected (via throwing or any other method) through the air in any indoor campus environment. Projectiles are permitted in outdoor areas, as long as no formal College event is being conducted in that space. Violations of this prohibition may also be punishable by relevant law enforcement authorities.

Proscribed Conduct

The institution may institute its own proceedings against a student who violates a law on campus, which is also a violation of a published institution regulation. Official notices conspicuously displayed on bulletin boards in public areas throughout the campus are considered to be published institutional regulations. It is the responsibility of every student to read all official notices conspicuously posted through the College facilities. In addition, students are held to obey all local, state, and federal laws and violation of said may subject them to punishment by relevant law enforcement authorities. Any violations not listed below are subject to the discretion of the vice president or other College official as designated by the vice president. Consequences for said actions will be determined by the Student Conduct Officer.

Publications

A student, group, or organization may distribute pre-approved written material on campus providing such distribution does not disrupt the operation of the institution. Student activities personnel reserve the right to deny posting of written material for any reason.

The College press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured to oral statements of views on an institution controlled and student operated radio or television station. (This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.)

All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

Smoking

Smoking or use of any apparatus that emits smoke or is designed to simulate smoking or any other tobacco product is not permitted in any College building. Smoking on school property is permitted only in designated areas, which are identified as any space more than 25 feet from an entrance to the College. For more information on the smoking policy, please go to www.Laurel Ridge.edu/policies.

Unauthorized Use of College Property or Documents

No official LAUREL RIDGE documentation or property should be used for any purpose by a student not authorized to do so. Examples of property include: College buildings, parking lots and vehicles, in addition to College computers, lab equipment and furniture. Examples of documents include: Logos, letterhead, forms and Web sites. This prohibition may also be enforced by relevant legal action pursuant to state and federal law.

Violence to Persons

No students shall engage or attempt to engage in any form of violence directed towards another person, group or self. No student shall threaten anyone else with physical harm, direct obscenities towards them, or engage in any activity that could be reasonably anticipated to provoke a violent reaction from

that individual. Behaviors that present a threat or a potential danger to the College community are defined as, but not limited to:

1. Threatening Behavior (including but not limited to):
 - a. Physical actions short of actual contact/injury (i.e., moving closer aggressively, waving arms or fists, raising tone of voice or yelling in an aggressive or threatening manner)
 - b. Oral or written threats to harm people or their property (i.e., “you better watch your back” or “I’ll get you”), including the use of any electronic means of communication
 - c. Implicit threats (i.e. “you’ll be sorry” or “this isn’t over yet.”)
2. Violent Behavior (including but not limited to):
 - e. Intentionally acting in a manner that in any way endangers the safety of others
 - f. Any physical assault, with or without weapons
 - g. Behavior that a reasonable person would interpret as being physically aggressive (i.e. destruction of property, pounding on a desk or door or throwing objects in a threatening manner)
 - h. Specific threats to inflict harm (e.g. a threat to shoot a named individual)
 - i. Use of any object to attack or intimidate another person
 - j. Interfering with an individual’s legal rights of movement or expression
3. Intimidating Behavior (including but not limited to):
 - a. Intimidation of any kind that results in an individual’s fear for his/her personal safety
 - b. Engaging in stalking behavior
 - c. Behavior that is reasonably perceived to be frightening, coercing, or inducing distress to any member of the College community
4. Disruptive Behavior (including but not limited to):
 - a. Verbally intimidating, threatening, or abusing any person or persons in the College environment
 - b. Physically intimidating, threatening, abusing or assaulting others
 - c. Disorderly or abusive behavior that interferes with the rights of others or obstructs the teaching or learning environment or business of the College
 - d. Making inappropriate and incessant demands for time and attention from College employees or students
 - e. Inappropriate use of College facilities or resources
 - f. Theft or damage to College property

Violations of these prohibitions may also be punishable by relevant law enforcement authorities.

Weapons

No student shall keep, use, possess, display or carry any rifle, shotgun, handgun, knife, other edged weapon, or other lethal or dangerous instrument capable of maiming and/or casting a projectile by air, gas, explosion, or mechanical means on any property owned or operated by the College. This violation extends to include any realistic facsimiles of a weapon. These conditions are met if the weapon is on one's person or in their vehicle.

Note: Possession of a weapon on campus based on expected academic experiences (enrollment in a gun safety class) may be exempt with prior written permission from LAUREL RIDGE's security office.

Violations of these prohibitions may also be punishable by relevant law enforcement authorities. For more information on the Weapons regulations as approved by the State Board for Community Colleges, go to the state's Regulation of Weapons policy.

Student Conduct Disciplinary Procedures

All students are afforded the right to due process for any violation. This process is defined below:

1. Any academic or administrative official, faculty member, or student may file a complaint against any student for misconduct. In extraordinary circumstances, the accused student may be indefinitely suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. Any administrator, College official, faculty member, or student wishing to file complaints against a College employee must follow a separate protocol as outlined in the human resource policy manual.
2. When the Student Conduct Officer receives information that a student has allegedly violated a rule, regulation, policy, or procedure, the Student Conduct Officer shall investigate the alleged violation. After completing the preliminary investigation, the Student Conduct Officer will either
 1. Dismiss the allegation as unfounded or
 2. Determine if the severity and nature of the problem necessitates a student conference.

If a conference is deemed necessary, a request will be issued to the student via certified letter to the address contained in the College record. The notification will also be sent to the student's College email address. The notification will inform the student of the alleged violation of the student code of conduct. The notification will instruct the student to respond within ten (10) calendar days of the date of the correspondence. A conference time will be set after consultation with all involved parties; the vice-president (or designee) will have discretion to alter the arrangements of the conference for good cause.
3. The President or Student Conduct Officer, may take immediate interim disciplinary actions, suspend the right of the student to be present on the campus and to attend classes, or otherwise alter the status of a student for violation of rules, regulations, policies, or procedures when the student is a clear or present danger to himself/herself or others, or if such action is in the best interest of the College. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and the College environment.

Disposition of a Violation

As a result of the student conference, the Student Conduct Officer may select one of the following as a course of action:

1. Proceed administratively if it is determined that facts of the alleged violation are not in dispute.
2. Proceed administratively if it is determined that the facts of the alleged violation are in dispute and must be further probed by the Student Conduct Officer; or
3. Refer the case to a disciplinary hearing by preparing a formal complaint based on the allegation along with a list of witnesses and documentary evidence supporting the allegations (see "Hearing" section).

When the facts are not in dispute, the Student Conduct Officer may administratively dispose of any violation.

1. In administratively disposing of a violation, the Student Conduct Officer may impose any disciplinary action authorized under the section entitled "Sanctions."
2. If a student accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and the penalty imposed. The statement also includes the student's acknowledgement that he/she waives the right to a hearing and the right to appeal.
3. The Student Conduct Officer will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.

If the facts of the alleged violation are in dispute and require additional probing, the Student Conduct Officer may elect to gather additional information concerning the allegation or to administratively dispose of the violation.

1. If the Student Conduct Officer elects to gather more information, follow-up with the accused student must occur within ten (10) calendar days of the student conference.
2. If a student disputes the facts of the charges, but accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and the penalty imposed. The statement also includes the student's acknowledgement that he/she waives the right to a hearing and the Student Conduct Officer will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.
3. A student may refuse administrative disposition of the alleged violation and on refusal is entitled to a hearing. If this is the case, the steps outlined in the following section, titled "Hearing," will be followed.
4. The Student Conduct Officer may refer the case directly to a disciplinary hearing. If this is the case, the steps outlined in the following section, title "Hearing," will be followed.

Hearing

1. A written request for a hearing must be made to the Student Conduct Officer within five (5) calendar days following the administrative disposition.
2. A standing student discipline ad hoc committee exists at the College. The ad hoc committee for a particular hearing will be randomly selected by the Student Conduct Officer from a list of faculty, staff, administrators and students who have volunteered to serve on the committee.
 1. The committee will consist of five (5) members (one full-time faculty member, one classified staff representative, one administrator, one student services representative and one student), unless the hearing is related to Title IX. In such cases, a student will not serve as a committee member. Another faculty, staff or administrator will be asked to serve on the committee in lieu of a student representative.
 2. The list of names of the eligible persons will be developed at the beginning of each academic year and will be in effect for the duration of that year.
 3. The student requesting the hearing may, if he/she believes one of the selectees will not fairly judge the merits of the alleged violation, request that another person be chosen from the list in that same category. One requested substitution, with written justification, is permitted.
 4. The committee member who is selected for the hearing may request that another person be chosen from the same category of the list if he/she believes they cannot provide a fair judgment based on the merits of the alleged violation.
3. The student discipline ad hoc committee will elect a chairperson. The chairperson will set the date, time and place for the hearing.
 - a. The Student Conduct Officer will notify the student by certified letter or by hand delivery of information pertaining to the date, time and place of the hearing. The notice of the hearing will be sent within five (5) calendar days following confirmation of the hearing committee membership.
 - b. The hearing will take place within ten (10) calendar days of the establishment of the student discipline committee.
 - c. The Student Conduct Officer will have discretion to alter the arrangements of the hearing for good cause.
4. The student discipline ad hoc committee will hold the hearing as scheduled and determine a ruling whether or not the student is present, provided the committee has confirmation that the student received actual notice of the date, time, and place of the hearing.

5. An accused student has the right to be accompanied by counsel, advisor, or attorney who may come from within or outside the College. Such counselor, advisor, or attorney must restrict his/her participation to advising the accused, and he/she may not participate in the actual proceedings of the hearing such as discussion or cross-examination of the witnesses.
6. The committee will presume a student innocent of the alleged violation until the facts and information presented support a decision to the contrary. A student will be found in violation when the weight of the evidence indicates that the student has violated this Code of Conduct. Committee members may freely question witnesses at any time. The committee will proceed as follows during the hearing:
 - a. The Student Conduct Officer reads the complaint.
 - b. The Student Conduct Officer presents the College's case. Any person giving testimony may be questioned, at the completion of the witness's testimony, by the student. The Student Conduct Officer has the right to follow up and/or recall witnesses as necessary.
 - c. The student presents his/her defense. The committee may not require the student to testify. Any person giving testimony on behalf of the student may also be questioned by the Student Conduct Officer.
 - d. The Student Conduct Officer and the student may present rebuttal evidence and argument.
 - e. In closed session, the committee will discuss the issue and vote whether or not there has been a violation of this Code of Conduct. If the majority of the committee (at least 3 out of 5 voting members) finds the student violated the Code of Conduct, the committee will select and impose an appropriate sanction from the list detailed below. Determination of the sanction will be met by approval of a simple majority.
 - f. The committee chairperson will complete and submit the Committee Findings Form to the Student Conduct Officer the same day as the conclusion of the hearing.
 - g. The Student Conduct Officer will inform the student of the committee's findings and sanctions, as noted on the Committee Findings Form. This notification will be sent via certified letter to the student and will be postmarked within five (5) calendar days of the conclusion of the hearing.

Hearing Records

1. All evidence will be offered to the committee during the hearing and made part of the hearing record. The hearing record will include:
 1. A copy of the notice provided to the student;
 2. All documentary and other evidence offered or admitted in evidence;
 3. Written motions, pleas, and any other materials considered by the committee; and
 4. The Committee Findings Form.
2. The hearing record will be forwarded to the Student Conduct Officer where it will be securely maintained.

Appeal

1. The president of the College will automatically review every penalty of expulsion.
2. A student is entitled to submit an appeal to the president of the College. To do so, a student must file a written request (via post marked certified letter) for appeal to the president within ten (10) calendar days from the date of the certified letter containing the Committee Findings Form. The written request for appeal must detail what specific issues are being appealed. The president maintains the right to refuse any request for appeal for insufficient cause.
3. If a notice of appeal is given, the Student Conduct Officer will send the hearing record to the president, within five (5) calendar days after the notice is given. The president will review the record and determine whether an in-person meeting is necessary to resolve the appeal.
4. If an in-person meeting is deemed necessary, the president will set the date, time and place for the appeal and the Student Conduct Officer will notify the student by certified letter or by hand

delivery of information pertaining to the date, time, and place of the appeal. This notice will be sent as soon as possible and no later than ten (10) calendar days after the appeal request is received. The president will have the discretion to alter the arrangements of the hearing for good cause.

5. If an in-person meeting is not deemed necessary, the president will move forward with resolution of the appeal as detailed below.
6. After consideration of the appeal, the president will complete the appeal section on the Committee Findings Form. The president reserves the right to endorse, increase or lower the sanction that was assigned during the hearing.
7. The Student Conduct Officer will notify the student the result of the appeal via certified letter.
8. The president will take such action as determined to be appropriate at any time during the process, and all decisions made by the president are final.

Sanctions

Violations of the Code of Conduct can result in one or more of the following sanctions as deemed appropriate. The list of sanctions is not a progression.

1. Disciplinary Reprimand - a written reprimand from the Student Conduct Officer to the student on whom it is imposed. A disciplinary reprimand is recorded in the student's conduct file.
2. Disciplinary Probation - probation may be imposed for any length of time up to one calendar year and the student will automatically be removed from probation when the imposed period expires. Probation indicates that further violations may result in suspension.
3. Community Service – service-learning hours with an office or department on campus.
4. Character Development – required attendance at an educational workshop, research and writing assignments or participation in a mentorship program.
5. Restitution - reimbursement for damage to or misappropriation of funds or property. This may take the form of appropriate service or other compensation.
6. Fines – fines shall be no less than \$15 and no greater than \$250, depending on the severity of the infraction.
7. Social Restriction – restriction from attending recognized campus social events and being on campus for any purpose other than those directly related to class. Social restriction may require the student to check in and out with security upon arrival and departure from campus.
8. Suspension - exclusion from classes and other privileges or activities as set forth in the notice for a defined period of time.
9. Expulsion - permanent severance from the College. The conditions of readmission, if any, shall be stated in the order of expulsion.
10. Referral to relevant law enforcement authorities.
11. Other appropriate consequences as determined by the disciplinary authority. Failure to complete sanctions by the designated completion date represents a violation of the Code of Conduct (Failure to comply with a College Official). Those who do not meet the criteria of their sanctions will begin the judicial process again with a second charge.

Academic Honesty Policy

The LAUREL RIDGE experience depends on the absolute integrity of the work completed by each student, and it is imperative that students maintain a high standard of honor in their coursework. Academic honesty is essential to develop students' full intellectual potential and self-esteem.

Cheating, plagiarism, unauthorized collaboration, deliberate interference with the integrity of the work of others, fabrication or falsification of data, and other forms of academic dishonesty, including those not specifically identified below, are considered serious offenses for which disciplinary penalties can be imposed.

Cheating

Using materials not permitted by the instructor during exams, including stored information on electronic devices, copying answers from another student on exams or assignments, altering graded exams or assignments and submitting them for re-grading, submitting the same paper for two classes without the permission of both instructors.

Plagiarism

Copying ideas or taking exact wording from published sources without indicating - using quotation marks or other conventions - where the words came from, paraphrasing from sources without indicating where the information came from, copying another student and submitting the work as your own, or buying a paper or having someone write a paper for you and submitting it as your own.

Unauthorized Collaboration

Collaborating beyond the extent specifically approved by the instructor.

Facilitating Academic Dishonesty

Allowing another student to copy someone else's assignment or problem set that is supposed to be done individually, allowing another student to copy someone else's answers during an exam, or taking an exam or completing an assignment for another student.

Academic Dishonesty Procedures

Communication of the Charge of Academic Dishonesty to the Student by Faculty

- If a faculty member suspects a student of academic dishonesty and has gained evidence through any combination of firsthand observation, written or electronic information, and/or other verifiable sources, the faculty member shall make every reasonable effort to discuss this suspicion and the reasons privately with the student involved. If more than one student is involved, the faculty member must discuss the situation with each student individually. "Reasonable effort to discuss" is defined as communication in person, by email, and/or by telephone.
- After the discussion, if the faculty member remains convinced that the student is guilty of academic dishonesty, the faculty member may impose one or more of the following penalties depending on the faculty member's judgment as to the seriousness of the offense and consistent with the faculty member's syllabus:
 - Reprimand the student
 - Require that the work in question be done over
 - Assign a grade of zero on the work involved
 - Assign a grade of F for the course (An F earned because of academic dishonesty can only be altered through successful appeal of the charge (see procedures below).
Withdrawing from a class will not alter a grade of F imposed for academic dishonesty.
 - Follow the guidelines set forth in the handbooks for individual cohort programs (e.g. the nursing program calls for dismissal from the program)
- The faculty member must keep any documentation and evidence of the violation for reference in case of appeal.
- The student charged with academic dishonesty should be allowed to continue class, in the event the student appeals the penalty that the faculty member imposes (unless the student is a risk to the safety and security of Laurel Ridge Community College).

Administrative Disposition of the Charge

1. The faculty member must complete an official incident report through See Something, Say Something, which will be automatically routed to the appropriate dean depending on campus/site where the student is enrolled.
2. The dean will inform the student in writing of the penalty imposed by the faculty member, that the student will be on disciplinary probation, and that future violations may result in more severe sanctions as described below. The dean will also inform the student of the date by which he/she must appeal the penalty.
3. As with other grade appeals, a student may appeal the charge by submitting a written request to the dean who contacted them about the violation within five (5) business days following the receipt of the dean's official notification of the charges and penalty. The dean's response to the appeal will be issued within 10 business days of receipt of the written appeal. The decision of the dean will be considered final and binding.
4. If the student already has such notice on file and neither case is reversed on appeal, the student may be suspended for one semester.
5. A third violation of academic honesty by a student may result in expulsion from the College. The Chief Academic Officer for the campus/site (CAO) will automatically review all penalties of expulsion.

Impact of Academic Dishonesty on Academic Honors

Students are advised that if they are found guilty of academic dishonesty they will not graduate with any type of academic honors awarded by the College.

Additional College Information and Policies

Animals on Campus Policy

In order to promote public safety and to protect the College from liability in animal control incidents, no person shall bring an animal onto campus unless the animal is leashed, caged, or under direct physical control of its owner or other responsible person, except as provided for in this policy. Exemptions to this policy are service animals, emotional support animals, and animals that have been authorized for use in academic programs, teaching or research, or approved student activities. For more information on this policy, please go to www.Laurel Ridge.edu/policies.

Service Animals Policy

LAUREL RIDGE is committed to providing equal access to students and employees with disabilities. As a result of this commitment and in accordance with the state and federal law and guidelines, LAUREL RIDGE allows the use of service animals for individuals with disabilities. For more information on this policy, go to www.Laurel Ridge.edu/policies.

Guests and Children on Campus Policy

All students are held responsible for the actions of any guests that join them on campus. In cases where children are the guests, the Children on Campus policy applies.

Note: The policy defines children as those 13 years of age and younger.

This policy reads: Young children needing supervision cannot be left unattended on LAUREL RIDGE premises. The LAUREL RIDGE staff has no responsibility for protecting such children from the possibility of harming themselves or for insuring they do not disrupt scheduled operations when they are left unattended. Additionally, they cannot be taken into classrooms or laboratories. In short, responsibility for arranging proper care of young children needing supervision rests solely upon those persons responsible for them (e.g.: parents, guardians, brothers or sisters). Violators of this policy may be subject

to appropriate administrative review/action. For more information on this policy, please go to www.Laurel Ridge.edu/policies.

Intellectual Property Policy

Laurel Ridge Community College (LAUREL RIDGE) adheres to the Virginia Community College System's (VCCS) policy on intellectual property. The VCCS Intellectual Property Policy defines and identifies intellectual property as including materials that may be patented or copyrightable, and includes, but is not necessarily limited to, written materials, courseware (lectures, printed materials, images and other items delivered in a course), visual and/or recorded material, and computer related materials.

In accordance with VCCS policy, all copyrightable or patentable material belongs to the creator when done independently of LAUREL RIDGE or if completed with only incidental use of LAUREL RIDGE resources as defined by Section 12.0.3, subsection B of the VCCS Intellectual Property Policy. In cases of College-sponsored creations or anything done with "substantial" or "significant" use of College resources, LAUREL RIDGE retains claims on such intellectual property as outlined in Sections 12.0.3 and 12.0.3.0 of the VCCS Intellectual Property Policy. If employees or students have disagreements about intellectual property rights, they may utilize the employee and student grievance procedure. While LAUREL RIDGE has implemented its Intellectual Property Rights Policy and it is in place, there have been no incidents in which it has had to be used.

Posting Policy

All fliers, posters and other materials designed to help advertise, promote, sell, rent or otherwise spread information about an event or service that is being sponsored by an LAUREL RIDGE student club and organization or a non LAUREL RIDGE entity must be approved by a full-time employee in the Student Life & Engagement Office or designee. All materials presenting information directly related to LAUREL RIDGE instruction and business can receive permission for posting materials with their department leaders. LAUREL RIDGE facilities may not be used for solicitation by individual contact to faculty, staff, or students by LAUREL RIDGE clubs and organizations, nonprofits, and for profit organizations. For more information on the posting policy, please go to www.Laurel Ridge.edu/policies.

Accommodations and Disability Services

Laurel Ridge Community College is committed to providing equal opportunities for individuals to pursue their educational goals. In support of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, 232 the College is dedicated to providing appropriate support services to ensure equal access for students with disabilities.

Students are encouraged to communicate their needs to the disability services provider located on their home campus by scheduling an appointment as early as possible, preferably several weeks prior the first day of class. During this meeting, students are encouraged to articulate their academic strengths and limitations and bring any documentation they feel supports their requests and academic needs. The disability services provider will determine reasonable and appropriate academic accommodations, in consultation with the student, based on information gathered during the meeting and supported within the documentation provided. Guidelines for supporting documentation is as follows:

1. A diagnostic statement identifying the disability and date of the most recent diagnostic evaluation. A description of the diagnostic tests, methods, and/or criteria used, which should follow adult norms.
2. A description of the current functional impact of the disability. There should be a description of how the individual's identified impairment substantially limits a major life activity. The description should include the current functional impact on physical (including mobility and

dexterity), cognitive (including processing, attention, and communication), and/or behavioral abilities and should be based on specific results from the diagnostic procedures.

3. A statement indicating treatments, medications, and assistive devices / services in use including a history of previous academic adjustments and auxiliary aids and services and their impact. Recommendations regarding accommodations should be reasonable within the post-secondary academic setting.
4. The credentials of the professional(s), if not clear from the letterhead or other forms. Diagnosing professionals shall not be family members or others with a close personal relationship with the individual.
5. Documentation should be current, occurring within the last three (3) years.
6. IEPs may not be sufficient documentation to support the need for academic accommodations, especially if it lacks a diagnosis and/or testing results. Please review your IEP with disability services personnel to identify if additional documentation is required.

Laurel Ridge Community College does not provide personal aides to students; however, if documentation supports the need for an aide the student may provide their own.

For more information on the College's process for requesting academic accommodations, visit www.Laurel Ridge.edu/disability.

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

Notice of Nondiscrimination

As a recipient of federal funds, Laurel Ridge 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 Lyda Costello Kiser, whose office is located at 510 Fairfax Hall, Middletown Campus, and may be contacted by phone at 540-869-0623 or by email at lkiser@Laurel Ridge.edu.

Policy

Laurel Ridge Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and retaliation. 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.

Purpose

The purpose of this Policy is to establish that the College prohibits discrimination, all forms of sexual misconduct, 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 prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

Definitions

Advisor: An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

Campus: An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

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

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. 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.

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 is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A responsible employee also is any employee who a student reasonably believes is a responsible employee. Any employee with supervisory authority is a responsible employee. In addition, any faculty, instructor, or employee of Academic and Student Affairs is a responsible employee. A responsible employee shall not be an employee who, in his position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney.

Review Committee: Review committee refers to the committee consisting of three or more persons, including the Title IX Coordinator or his designee, a representative of campus police or campus security, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.

Sexual Assault: Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual assault includes sexual violence.

Sexual Exploitation: Sexual exploitation occurs when a person 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, and other verbal, nonverbal, 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 behaviors used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct is a general term that includes rape, sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sexual Violence: Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.

Third Party: A third party is any person who is not a student or employee of the College.

Workday: A workday is any day that the College is open for business. Workdays include days when classes are not held, but when employees are expected to be at work.

Retaliation

No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in 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.

Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.

Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to 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

1. Members of the campus community who believe they have been subjected to crimes should immediately report the incident to campus or local police. All emergencies or any incident where

share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

2. Responsible employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. 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.

3. 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. Full-time employees also 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 of 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. 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.

4. Additionally, upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the

alleged act of sexual violence) and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence), including personally identifiable information, if such information was disclosed pursuant to Paragraph I(4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made. In addition, law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus police, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.

6. 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

1. 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 the 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.

2. 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.
3. 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. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- 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

Members of the campus community who report incidents of sexual assault, domestic violence, dating violence, or stalking whether the incident occurred on or off campus, shall receive a written explanation of their rights and options, including (i) the available law-enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for

a protective order; (iv) the available campus options for investigation and resolution under the College's policies; (v) the complainant's rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a complainant; (vii) information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options related to changes in academic, parking, and working arrangements, when requested and when reasonably available.

Support Services

1. 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.
2. For information about available resources, go to: <https://Laurel Ridge.edu/current-students/college-policies/title-ix/>

Education and Awareness

1. 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.
2. 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.
3. The College offers the prevention and awareness program to all new and existing students and employees.

Resolution of Complaints

1. The College has an obligation to the entire College community. Accordingly, 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.

2. The College must provide a prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to doing so. 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.

3. Suspending an Investigation. 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.

4. 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 (i) when any party that participated in the informal resolution process chooses to terminate the informal process, and (ii) to all matters that are not eligible for informal resolution.

Formal Resolution Process

1. Formal Complaint Form. To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, [found in Appendix A or other location], and submit it to the Title IX Coordinator. The Title IX Coordinator may sign a formal complaint, after due consideration of the complainant's wishes. In determining whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:
 - a. The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;
 - b. The complainant's or alleged victim's age;
 - c. Whether there have been other similar complaints of against the same respondent; and,
 - d. The applicability of any laws mandating disclosure.
2. Notice of Allegations to the Parties. After receiving a formal complaint and as soon as practicable, the Title IX Coordinator will contact the parties to schedule an initial meeting. The correspondence must include the following information:
 - a. A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;
 - b. Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - c. Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;
 - d. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;

- e. A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party.
 - f. A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the resolution of a formal complaint, in accordance with Section Q of this Policy.
3. Complainant's Initial Meeting with the Title IX Coordinator. At this meeting, the Title IX Coordinator will:
- a. Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
 - b. Explain avenues for formal resolution and informal resolution of the formal complaint;
 - c. Explain that if the complainant chooses an informal resolution, that the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 - d. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 - e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - f.
 - g. Discuss confidentiality standards and concerns with the complainant; g. Discuss non-retaliation requirements;
 - h. Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;
 - i. Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes;
 - j. Discuss the right to a prompt, fair, and impartial resolution of the formal complaint;
 - k. Answer questions about the Policy and procedures.
4. Respondent's Initial Meeting with the Title IX Coordinator. During this meeting with the respondent, the Title IX Coordinator will:
- a. Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;
 - b. Explain avenues for formal resolution and informal resolution of the formal complaint;
 - c. Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;
 - d. Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;
 - e. Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;
 - f. Discuss confidentiality standards and concerns with the respondent;
 - g. Discuss non-retaliation requirements;

- h. Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;
 - i. Refer the respondent to campus and community resources, as appropriate;
 - j. Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint; and
 - k. If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded notice of all meetings and the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence.
 - l. Answer questions about the Policy and procedures.
5. Title IX Coordinator's Initial Determination.
- a. The Title IX Coordinator shall investigate the allegations in all formal complaints. The Title IX Coordinator must dismiss the formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved, or is outside the jurisdiction of the College, i.e., the conduct did involve an education program or activity of the College or did not occur against a person in the United States. The Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.
 - b. The Title IX Coordinator may dismiss the formal complaint if (i) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations and the Title IX Coordinator determines that the College will honor the request; (ii) the respondent is no longer enrolled or employed at the College, or cannot be identified; or (iii) specific circumstances prevent the College from gathering sufficient evidence to determine whether the respondent is responsible for the conduct alleged in the formal complaint. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section V1.
 - c. If the Title IX Coordinator dismisses the formal complaint, he or she will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.
6. Appointment of the Investigator and Conduct of the Investigation.
- a. Appointment of Investigator. After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) 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 or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.
 - b. Contacting the Parties. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of

- witnesses, including character and expert witnesses, to be interviewed for 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.
- c. **Weighing of Evidence.** As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant, respondent, or witness, the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.
 - d. **Withdrawal of a Student During an Investigation.** The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation if possible, as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.
 - i. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "Withdrew while under investigation for a violation of Laurel Ridge Community College's Title IX Policy." After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.
 - ii. The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.
 - e. **Inspection and Review of the Evidence.** The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
 - f. **Investigative Report.** The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:

- i. The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;
- ii. The names and gender of all persons alleged to have committed the alleged violation;
- iii. 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);
- iv. The dates of the report and formal complaint were filed;
- v. The dates the parties were interviewed;
- vi. The names and gender of all known witnesses to the alleged incident(s);
- vii. The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- viii. Any written statements of the complainant or the alleged victim if different from the complainant; and
- ix. 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.

g. Submission of the Investigative Report. The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

Determination of Title IX Coordinator and Corrective Action Report

1. 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 investigation 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 respondent is responsible for committing the alleged violation. Under the Clery Act (for allegations of domestic violence, dating violence, sexual assault, and stalking), the College must provide to both parties concurrently written notification of the results of the proceeding and the procedures to appeal, and any changes to the result when it becomes final. The notification shall include the rationale for the determination and the sanctions. "Result" means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the College.

For allegations of harassment, the College should inform the complainant whether it found that the alleged conduct occurred, any individual remedies offered to the complainant or any sanctions imposed that directly relate to the complainant, and other steps the College has taken to eliminate the hostile environment.

2. 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 investigation report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigation report is distributed pursuant to this Policy should

maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

3. 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 investigation report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigation report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.
4. 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 investigation report. The written investigation report and the corrective action report may be submitted concurrently. The Title IX Coordinator also shall provide the written investigation report and the written corrective action report to the appropriate College official, as described below.
5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Campus Judicial Officer. Within ten (10) workdays, the Judicial Officer shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The notification of sanctions shall include the rationale for such sanctions in a manner consistent with the Family Educational Rights and Privacy Act (FERPA). 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 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 must 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.
6. If the respondent is an employee, the Title IX Coordinator will forward the reports to the Chief Human Resources Officer (CHRO). Within ten (10) workdays, the CHRO shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). Please consult Paragraph S(1) of this Policy for more information regarding the written notification that must be provided to the complainant. Notwithstanding Paragraph S(1), the complainant shall not receive additional information or records that would constitute personnel records.
7. If the respondent is a third party, the Title IX Coordinator will forward the reports to the Vice President of Finance and Administration. Within ten (10) workdays, the Vice President of Finance and Administration 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.

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

Informal Resolution

1. The informal resolution process is available under the following conditions:
 - a. The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee-employee);
 - b. The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,
 - c. The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.
2. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution ("Facilitator"). The Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the College shall not conduct a full investigation as part of the informal resolution process.
3. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party's behalf.
4. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.
5. Any resolution of a formal complaint through the informal resolution 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 process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee's supervisor, suspension, termination, or expulsion, or other methods designed to restore or preserve equal access to the College's education programs or activities.
6. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through the informal resolution process. The Facilitator will forward the written informal resolution report to the Title IX Coordinator, when applicable.

7. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.
8. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.
9. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall begin the formal resolution process at Section V5 of this Policy.
10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report shall be part of the record

Sanctions & Corrective Actions

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. 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.
2. 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 expulsion from the College.
3. 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.
4. Third parties, e.g., contractors, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.
5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.

Appeals

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The complainant also may appeal the College's dismissal of a formal complaint or any of its allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.
2. The Appeal Officer will grant an appeal only on the following bases:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
 - c. The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter;

3. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.
4. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.
5. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.
6. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten (10) workdays of receipt of the appeal request and record from the Title IX Coordinator.
7. If the Appeal Officer decides to grant the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.
8. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.
9. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.
10. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies as provided in Section X.

Academic Freedom and Free Speech

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee's work performance or a student's educational experience. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault.
2. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

False Statements

The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report or formal complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is insufficient evidence of a knowing false statement.

Consensual Relationships

Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting

romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Record Keeping

1. The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Director, shall maintain in a confidential manner, for at least seven (7) years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:
 - a. The complete file for each sexual harassment investigation and formal resolution process, including (i) any determination regarding responsibility; (ii) any audio or audiovisual recording or transcript of the live hearing; (iii) any disciplinary sanctions imposed on the respondent; and (iv) any remedies provided to the complainant;
 - b. Records of any appeal and its result;
 - c. Records of any informal resolution process and its result;
 - d. All materials used to train Title IX Coordinators, Investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.
2. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.
3. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on the complainant's request or desire for the College to take no action or to provide supportive measures.
4. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

GI Bill® Beneficiary Grievance Procedure

The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Enrollment in Noncredit Education Courses

Students who desire to take noncredit courses offered through Workforce Solutions and Continuing Education do not need to apply for admission to the college. Normally, tuition payment is due at the time of registration unless there is a Third Party Pay authorization accompanying the registration. Any student utilizing veteran/military education benefits or tuition assistance must provide complete benefit documentation at the time of registration, prior to the start of the class, otherwise, full payment may be required prior to the start of the course. If the student has less than 100% Post 9/11 eligibility, the uncovered balance is due prior to the start of the course.

Ongoing registrations are accepted until three days prior to the class start date, and minimum enrollments are required to ensure that classes will be held. Late registration may be available if minimum enrollment numbers have been met.

No High School Diploma or GED is required for enrolling in Workforce Solutions courses. For certain courses, prerequisites have been established that must be accomplished prior to successful enrollment in a course. Please refer to the Workforce Solutions course schedule for detailed information regarding a specific course of study's prerequisite requirements.

Contact Workforce Solutions at (540) 868-7021 for information and registration.

GI Bill® Delayed Payment Policy

Effective August 1, 2019, and per Section 103 of Veterans Benefits and Transition Act of 2018 (section 3679 of title 38), students using Ch. 31 (VR&E) or Ch. 33 (Post 9/11 GIBill®) benefits:

- a. Covered individuals that are currently enrolled cannot be denied the right to attend courses, if the following documentation is provided:
 - i. Certificate of Eligibility (COE), prior to the first day of session
 - ii. Written request to use such entitlement
 - iii. Additional information as required to submit proper certificate of enrollment, including but not limited to, domiciliary documentation, social security number, etc.
- b. Will not receive penalty, including late fees, denial of access to classes, libraries or school facilities, or be required to borrow additional funds due to his or her financial obligations to Laurel Ridge Community College as a result of delayed payments by VA for education assistance under Chapter 31 or 33. This period will begin on the date student provides the COE (or statement of benefits from eBenefits) and will end on the earlier of the following dates:
 - i. The date on which payment from VA is received by Laurel Ridge Community College
 - ii. 90 days after the date Laurel Ridge Community College certified tuition and fees in VA Once
 - iii. Will not be denied access to any school resource available to any current student
 - iv. Will be required to pay tuition and fees minus the anticipated VA payment, if they have less than 100% eligibility

To see the full policy, please go [here](#).

Refund Policy for Noncredit Courses

Once registered for a class, participants have reserved a space that obligates them to pay the advertised tuition/fees. In accordance of Federal code § 21.4255 Refund policy; nonaccredited

courses, if a student using veteran's benefits withdraws from a class prior to course completion, the exact amount of the refund will be determined based on the ratio of the number of days of instruction the person completed to the total number of instructional days in course. (Example: A student attends 5 days of instruction out of 20 total instructional days. The person has completed 25% of the class. Therefore, the person would receive a refund of 75% of the total tuition and fees.) For a prompt refund, any student using military education benefits must notify Workforce Solutions and Veteran Services department he/she will not be attending or completing course. Lack of notification to Workforce Solutions, instructor and Veteran Services department can delay refund process. Prompt refunds will be processed within 40 days from date student fails to enter, withdraws or discontinues course. Because textbooks are the student's responsibility, it is up to the student to pursue return and/or refund for any textbooks.

Eligibility for In-State Tuition

To be eligible for in-state tuition, a student (or in the case of an unemancipated minor or dependent student, the parent or legal guardian) must have been domiciled in the Commonwealth of Virginia for at least one year immediately prior to the commencement of the semester for which in-state tuition is sought. Domicile is a legal concept which means "the present home of an individual where he or she returns from temporary absences and where he or she intends to stay indefinitely." The student must establish eligibility by clear and convincing evidence.

Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information. Domicile guidelines may be referenced at State Council of Higher Education for Virginia at <https://www.schev.edu/students/military> and at <https://LaurelRidge.edu/veterans-services/domicile-information/>.

- [Domicile Exceptions for Active Duty Members](#)
- [Domicile Exceptions for Family Active Duty Members](#)
- [Domicile Exceptions for Veterans and Family Members](#)

Federal Military Domicile Exceptions

Laurel Ridge Community College, in compliance with title 38 United States Code Section 3679(c), shall provide in-state tuition rates in accordance with the following qualifying exceptions:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill® - Active-Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- Anyone using transferred Post-9/11 GI Bill benefits who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty.

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- A spouse or child using benefits under Survivors' and Dependents' Education Assistance (Chapter 35) living in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- An individual using educational assistance under chapter 31, Veteran Readiness and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. Therefore, the described person must be enrolled in the institution and use educational benefits under Chapters 30, 31, 33 or 35 of Title 38, United States Code.

GI Bill® is a registered trademark of the U.S Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Website at <http://www.benefits.va.gov/gibill>.

Domicile Appeal Process

Any applicant denied in-state tuition has the right to appeal according to the following process:

1. A member of the Enrollment Services staff will make the initial determination.
2. Upon appeal, an intermediate review will be conducted by the Registrar.
3. Final administrative review will be made by a domicile appeals committee.

Additional information regarding the domicile appeal policy is available in the student handbook and from the Enrollment Services Office

Continuing Education Units (CEUs)

Continuing Education Units are awarded upon successful completion of professional course requirements. The CEU is a nationally recognized standard for recording participation in noncredit continuing education. One CEU is defined as ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

Credit for Previous Education and Training

Laurel Ridge's commitment to lifelong learning provides students with an opportunity for advanced standing through the assessment of prior learning. In accordance with guidelines established by the Center for Adult and Experiential Learning (CAEL), Prior Learning Assessment (PLA) is the process by which Laurel Ridge Community College evaluates the **college-level knowledge and skills** an individual has gained outside of the classroom, including from employment (e.g. on-the-job training, employer-developed training), military training/service, travel, hobbies, civic activities and volunteer service, for academic credit.

LAUREL RIDGE utilizes a number of methods to assess prior learning, including standardized exams (e.g. Advanced Placement – AP/IB and the College Level Examination Program – CLEP), challenge exams, evaluation of non-collegiate instruction, and portfolio assessments. Credit earned through prior learning assessment may help some students **progress more quickly** toward a college degree or credential, saving both time and tuition money. Because of the college’s commitment to supporting LAUREL RIDGE students’ experiential learning, Laurel Ridge students will be able to spend time on new learning and the college’s residency requirements.

Please note that credit awarded through advanced standing is applicable only to Laurel Ridge Community College’s curriculum requirements. Students are advised that credits awarded through AP examinations, International Baccalaureate, articulation, CLEP examinations, credit-by-examination, credit-by portfolio, or other means of advanced standing may not be accepted in transfer by other post-secondary institutions. Students are advised to work closely with their faculty advisor and refer to the transfer requirements established by specific institutions.

The following criteria apply to students considering prior learning assessment (PLA):

- To be eligible for credit based on PLA, students must be currently enrolled in a program (or student must declare a major) at the college.
- Students must have completed at least one course at LAUREL RIDGE before an official transcript reflecting transfer credit will be issued.
- Students are only eligible for PLA opportunities that are in effect at the time they make a request for credit.
- There is no limit on the number of credits that may be awarded through PLA, but PLA credits may not be used to fulfill Laurel Ridge’s residency requirement for graduation.
- Credit based on PLA must be applied toward a specific program at the College. Non-curricular students are not eligible for obtain advanced standing based on PLA.
- In order to graduate from Laurel Ridge, a student must complete a minimum of 25% of the total credits required for the degree, diploma, or certificate at LAUREL RIDGE. PLA credit shall not be applied towards the 25% residency requirement. Student will be notified after PLA evaluation is complete. Any PLA credit applicable to degree or certificate plan shall be reflected on student account and academic requirements report.
- Applicable transfer credit can reduce required credits for degree or certification to be completed at Laurel Ridge. VA Certifications will exclude courses fulfilled by PLA credit.
- Transfer credit from other institutions may be awarded for up to 75% of the degree, diploma, or certificate requirements. Credit-by portfolio may be awarded for up to 25% of the academic degree’s requirements. In all cases, at least 25% of the academic degree requirements must be completed at LAUREL RIDGE.
- Transfer credit may be allowed for certain courses which do not correspond directly to Laurel Ridge courses. The division dean responsible for the student’s curriculum will determine if and how the elective(s) may be used in the curriculum.
- Credit through PLA shall be awarded to the extent possible for courses listed in the current *Laurel Ridge Catalog and Student Handbook*. In certain rare instances, PLA credit may be awarded for courses listed in the *Virginia Community College System Master Course Guide*.
- Each of the areas specified by the VCCS must be met before a student can graduate; deans cannot waive compliance with VCCS distribution requirements.
- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through advanced standing.

- Students may not petition for Institutional Credit by Examination for a particular course if they have enrolled (either for credit or audit) in that course, either at LAUREL RIDGE or at another institutions.
- The College reserves the right to place a time limit on prior learning experiences for which advanced standing may be granted. The College has a time limit for accepting credit for technical courses taken previously at other institutions. The Dean of Students, in consultation with the appropriate program faculty, will determine if courses taken more than five years ago may be used in the student's current course of study.
- Students are responsible for providing the College with appropriate official documentation of prior learning experiences.
- All accepted PLA credits will be acknowledged and recorded on the student's permanent record, with the transferring agency or other source of credit identified. No unsuccessfully attempted PLA credits or examination results will be recorded on the student's permanent record.
- No grades, grade point average, or other indication of academic standing shall be associated with PLA entries on the official transcript.
- Students may initiate an appeal process with an Associate Vice President of Instruction if they are not satisfied with the evaluation of their transfer credits. Such process must take place by the end of the next semester after the evaluation has been made. The summer term does not count in this time limit.

Articulation of course equivalency for college credit can occur when a course or series of courses in Laurel Ridge's Workforce Solutions and Continuing Education (WCSE) non-credit workforce division is recommended for equivalency credit to the College and is evaluated by Laurel Ridge Credit College faculty and administration and found to parallel in substance, academic rigor and content to one or more competency based technical skill college-level credit course(s).

The intent of this proposal is to establish a standard college-wide articulation procedure that will be utilized by appropriate Laurel Ridge full time credit faculty to evaluate appropriate Laurel Ridge non-credit workforce, competency based technical skill course(s). The purpose of the evaluation is to determine if said competency based technical skill non-credit workforce course(s) have sufficient time, academic rigor and substance to be eligible for advance standing for one or more Laurel Ridge credit competency based technical skill course(s). For instance, some technical skill-based areas that might be appropriate are welding, automotive, advance manufacturing to name a few.

Procedures

I. Evaluation Process

- A. Syllabi, proposed evaluation/assessment, number of lecture and lab hours and related materials for the Laurel Ridge non-credit, workforce competency-based skill course(s) to be considered will be submitted to the appropriate Laurel Ridge credit department chair and the coordinating Academic Dean of the technical skill based area(s) affected by the proposed articulation.
- B. The proposed evaluation/assessment for the non-credit, workforce competency-based skill course may be either: 1) A state or national certification test or 2) A LAUREL RIDGE designed assessment that has been evaluated and approved by an appropriate credit division faculty.

- C. The credit program lead of the technical skill-based area in collaboration with the coordinating Academic Dean will determine which department member should be asked to do the review.
- D. The purpose of the review will be to determine if a credit technical skill-based course(s) parallel the course content, competencies and learning outcomes listed in the noncredit workforce skill based course(s). The review will be completed within a reasonable time line.

II. Instructor

- A. The non-credit Workforce competency-based skill course instruction must be provided by an academically qualified instructor. The non-credit instructors should have the minimum credentials required for credit adjunct or a combination of experience/education and/or industry certifications in the area in order to be considered.
- B. The noncredit Workforce instructor will provide documentation requested for student(s) seeking advance standing for any approved noncredit course(s) identified under this process. The documentation will be proof of success using the established assessment or the identified state or national certification.
 - 1. **Identification of credits to be assigned.** During the review of the noncredit skill based course(s) material, the Laurel Ridge credit faculty doing the review will identify the existing appropriate Laurel Ridge credit course(s) and the number of credits to be awarded for advance standing.
 - 2. **Utilization of credits awarded.** Any credit awarded under the articulation agreement will appear on the student's transcript. The student will be notified of awarded credits

Non-credit workforce competency-based skill classes articulated to the credit transcripts under this articulation agreement will not be included in the calculation of their grade point averages.

Articulation agreements that are developed between Laurel Ridge WSCE non-credit and the Laurel Ridge academic division as a result of this evaluation procedure for non-credit competency-based skill course(s) have to be taken through the governance process, and in particular, the Curriculum and Instruction Committee, for review. This review must happen before or during the second offering of the non-credit course(s) listed in the individual articulation agreement. As part of the review, in addition to the articulation agreement, the WSCE non-credit division must also supply appropriate supporting documentation of parallel learning outcomes.

Standards of Satisfactory Progress...

Laurel Ridge Community College's office of Workforce Solutions requires that students maintain satisfactory academic progress. The College is required to submit to the VA an unsatisfactory progress notification for any student. Students must maintain satisfactory progress in order to receive any Veteran tuition funding.

Federal regulations require that a student receiving Veteran's Education Benefits make satisfactory academic progress in accordance with the standards set by the College and the federal government. Progress is measured and recorded throughout the course by the student's attendance, test scores, class participation, practical application labs, or combination thereof.

1. The student will be evaluated as indicated in the course description by approved assessments, including homework, quizzes, tests and other assignments. Active participation in class lectures, practical application labs, and class discussions are encouraged for every student. Instructors encourage open discussion often ask students to draw from personal or industry experience in their responses. Instructors are responsible for assessing the level of student class participation.
2. In general, and unless otherwise stated, the minimum grade average to maintain satisfactory progress is 70%. The evaluation and procedure described in each program description will be followed for determining satisfactory academic progress.
3. Formal evaluation will be made at the end of each course within a program, and at the end of the program.
 - a. A grade of "S" (Satisfactory) demonstrates overall satisfactory course completion.
 - b. If the student does not meet the minimum standard, he/she will be given a grade of Unsatisfactory. There is no allowance for a probation period.
 - c. If the student is unable to complete work to be evaluated, a grade of "I" (Incomplete) may be assigned.

For all students, alternate arrangements for continuing attendance, without termination from the school may be made to make up hours, at the discretion of the school officials by mutual agreement of all parties concerned. However, veterans may not be certified to the U. S. Department of Veterans Affairs (DVA) for benefits during this period of make-up and the DVA must be notified (on DVA form to be provided) within 30 days of the change in student status.

Grading System for Workforce Development Non-Credit Courses

A grade of “S” demonstrates satisfactory course completion. The grade of “U” is a failing grade. “I” is an interim grade or a non-punitive final grade. Grades of “N” and “W” are non-punitive grades.

No grade point credit shall be assigned to the following grades:

S	Satisfactory	Individual demonstrates subject competency (assignments, labs, tests, clinical, etc.) and fulfilled attendance requirements needed to pass the course. Individual is ready to progress to higher level course. CEUs can be awarded.
U	Unsatisfactory	Individual fails to demonstrate subject competency and/or fulfillment of attendance requirements needed to pass the course and to move to a higher level course. CEUs cannot be awarded.
I	Incomplete	Individual, due to unavoidable circumstances, attended part but not all of a course. CEUs cannot be awarded. Courses for which the grade of “I” has been awarded must be successfully completed by the end of the subsequent semester for another grade (“S” or “U”) to be awarded by the instructor. If “S” is awarded, CEUs can be awarded. If “U” is awarded, CEUs cannot be awarded.
N	No Show	Individual neither attends nor formally withdraws from a course for which registered.
W	Withdrawal	Individual formally withdraws from a course after the refund period but prior to the start of the course.

Academic Suspension and Reinstatement

Students removed from a class for a **Student Standard of Conduct** violation will not be allowed to retake a class until the issue has been satisfactorily resolved according to the Laurel Ridge Community College CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT. During suspension or dismissal for any reason, veteran or military benefits will not be certified with VA.

Attendance Policy for Veterans – Leave Policy

Students are expected to attend all classes. Veteran students who miss more than 30% of a class will be academically withdrawn and the LAUREL RIDGE Certifying Official and Department of Veterans affairs will be notified of the student’s change in status.

Attendance Policy for Veterans – Absence Policy

Students are advised that absences from any portion, hours or days, of the class may result in a reduction or loss of VA Benefits awarded. Veteran students who miss more than 30% of a class will

be academically withdrawn and the LAUREL RIDGE Certifying Official and Department of Veterans affairs will be notified of the student's change in status.

Attendance Policy for Veterans – Class Cuts

Students are advised that cutting class in single or multiple hours or days, may result in a reduction or loss of VA Benefits awarded. Veteran students who miss more than 30% of a class will be academically withdrawn and the LAUREL RIDGE Certifying Official and Department of Veterans affairs will be notified of the student's change in status.

Attendance Policy for Veterans – Makeup Work

Students are advised that tardiness to class, in single or multiple hours or days, of the class may result in a reduction or loss of VA Benefits awarded. Veteran students who miss more than 30% of a class will be academically withdrawn and the LAUREL RIDGE Certifying Official and Department of Veterans affairs will be notified of the student's change in status.

Students may make a written request to their instructor for make-up work in the form of additional class time or outside of class assignments. Instructors will use their discretion based on the subject of the program and the past demonstration of student performance in granting such requests.

Attendance Policy for Veterans – Tardiness

Tardiness is not condoned. Students are advised that absences from any portion, including tardiness in hours or multiple days, may impact the ability to complete assignments in a timely manner and may result in a reduction or loss of VA Benefits awarded. Veteran students who miss more than 30% of a class will be academically withdrawn and the LAUREL RIDGE Certifying Official and Department of Veterans affairs will be notified of the student's change in status.

Exceptions: For Veterans called to service, the veteran will be allowed to delay or defer/continue their training for up to five (5) years. The Veteran student must request the deferment or refund in writing to the Vice President, Workforce Solutions, and submit government DOD documentation as proof.

Re-taking courses

If a student is academically withdrawn from a class, the student may retake the course at the full tuition rate at the next course offering.

Refund, Credits and Reinstatement as a result of Military Service

Laurel Ridge Community College shall provide tuition relief, refund, and reinstatement of students whose service in the uniformed services has required their sudden withdrawal or prolonged absence from their enrollment. For more information, please visit <https://laurelridge.edu/policies/>.

Return of Unearned Department of Defense Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with Department of Defense policy, Laurel Ridge Community College will return any unearned TA

funds to the Department of Defense (DOD) on a prorated basis through at least the 60% portion of the period for which the funds were provided.

TA funds are earned proportionally during an enrollment period, with unearned funds returned to the DOD based upon when a student stops attending. Return of funds to the DOD may result in student debt, for which the student will be responsible.

Unearned TA funds will be returned to the DOD on a prorated basis, depending on the length of the course. If a service member stops attending due to a military service obligation, LAUREL RIDGE will identify solutions that will not result in a student debt for the returned portion.

Any student may drop a course(s) without financial encumbrance within the College's established last date to drop and qualify for a refund period. During the refund period, LAUREL RIDGE will return 100% of tuition assistance paid funds to DOD on behalf of the student. After the allowable drop period and when a student receiving tuition assistance funds from DOD withdraws or ceases attending, LAUREL RIDGE will return unearned tuition assistance funds to the DOD on a proportional basis through the 60% portion of the period for which tuition assistance funds were provided. The returned amount of unearned tuition assistance will be added to the student's LAUREL RIDGE financial account. This is in accordance with LAUREL RIDGE's tuition policy. Within 45 days, the student will be notified by LAUREL RIDGE as to the portion of the funds to be returned to DOD and to LAUREL RIDGE. For more information, please visit <https://laurelridge.edu/policies/>.

Textbook Refunds

For some courses, textbooks are required and students are responsible for purchasing from the LAUREL RIDGE bookstore or other sources if available. Information on textbook requirements can be found in the Laurel Ridge Workforce Solutions Class Schedule and/or at laurelridgeworkforce.com. Refunds, if issued, will be provided in accordance with the textbook provider's policy.

Veterans Educational Benefits

Veterans who have served in the military or children, spouses, or widows/widowers of veterans may be eligible for educational assistance through the U.S. Department Veterans' Affairs (VA) or the Virginia Department of Veteran Services (DVS). For information concerning the VA and educational assistance, contact Laurel Ridge Veterans Services, the U.S. Department of Veterans Affairs, or the Virginia Department of Veteran Services. The Veteran Services Office at Laurel Ridge provides information about VA educational benefits to veterans, service members and eligible dependents. The office also certifies student enrollment with the VA, VANG, VMSDEP and Federal TA. This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

Workforce Solutions Staff...

Jeanian Clark, PHR

Vice President of Workforce Solutions and Continuing Education

Larry Baker

Director of Corporate Training

Bill Pence, PHR

Director of Operations and Registrations

Guy E. Curtis, III

Director of Marketing

Ramona Thompson

Content and Digital Marketing Specialist

Donna Comer

Workforce and Economic Development Outreach Coordinator

Carlene Hurdle

Workforce Director, Fauquier Campus

Tonya Thornhill

Corporate Training / Marketing Specialist

Stephanie Gray

Financial Operations Specialist

Patricia Leister

Enrollment Specialist

Beth Funkhouser

Enrollment Specialist

Rebecca McKee

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Al Pinto

Trades Lab Assistant

Matt Bennett

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Program Manager

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Allied Health Program Lead

Anna Teter

Program Manager

Sherry A. Pinto

Operations/Registration Lead

Michelle Cribbs

Outreach and Coaching Specialist

Thomas Monk

Outreach and Coaching Specialist

Lisa Bray

Enrollment Specialist

Veterans' Contacts:

LAUREL RIDGE Veteran Representative

Laurel Ridge Veterans Center

Phone: (540) 868-9753

Fax: (540) 868-4134

Email: Veterans@LaurelRidge.edu

WSCE Veteran's Intake Specialist

Beth Funkhouser

Phone: (540) 868-7021

Fax: (540) 868-7020

Email: LaurelRidgeworkforce@LaurelRidge.edu

Statement of Student Understanding...

STUDENT NAME: _____

Please read and initial each of the items listed below, sign and date where indicated:

	I understand that I must maintain satisfactory progress in order to continue receiving VA Benefits.
	I hereby certify that I have not received credit for any course for which I am registered.
	I understand that the Veterans Administration will not award benefits for courses that are not approved by the State Approving Agency.
	I agree to report immediately ANY enrollment changes made by me or by Laurel Ridge Community College including, ANY class changes, withdrawal from school, withdrawal and/or add/drop from courses to Laurel Ridge Veteran Services. Failure to do so may result in reduction or termination of my VA Benefits, or possible delayed refund.
	It is my responsibility to submit my certificate of eligibility or proof of benefits as shown in ebenefits to Laurel Ridge Veteran Services. If I have less than 100% Post 9/11 eligibility, the uncovered balance is due at the time of registration.
	It is my responsibility to submit necessary documents to prove domicile and/or instate tuition eligibility.
	It is my responsibility to submit an official Joint Services Transcript (JST) or CCAF transcript to Laurel Ridge Veteran Services or the Records office for evaluation of military credits.
	I understand monthly housing allowance benefits are paid based on rate of pursuit for Post 9/11 and VR&E beneficiaries. I understand not all Workforce Solutions programs will earn housing allowance (BAH).
	I understand textbooks, certifications or exams are not included in cost of Workforce Solutions course.
	I have read Laurel Ridge Veteran Benefits Information Package and agree to all policies and guidelines.
	I understand that if I withdraw from a class prior to course completion, the exact amount of the refund will be determined based on the ratio of the number of days of instruction I complete to the total number of instructional days in course.

I understand a [VA certification request form](#) is required at the time of registration or prior to the start of class. If no VA certification request form is submitted, the VA will not receive enrollment information. Thus, benefits will not be received by student or VA tuition payment to Laurel Ridge. Request for Certification form can be found at www.laurelridge.edu/veterans

Student Signature: _____ Date: _____

Return this form to: **Workforce Solutions**
 Laurel Ridge Community College
 ATTENTION: **Veterans' Services**
veterans@laurelridge.edu
 173 Skirmisher Lane

Name of Program:

Welding

Course Description:

Ideal for new welders and those who want to enhance current welding skills, our Welding Fast Track program is designed to American Welding Society (AWS) standards.

Prerequisite:

None

Curriculum Information:

See attached.

Number of Instructional Hours:

72 hours

Cost:

Tuition cost is \$2,106 for entire program, which does not include the exam which is an additional \$399. Individual class prices listed in outline. There are no administrative fees involved. Book costs, when applicable, are included in the student registration fee as part of the program. The following books and their costs are included in this program:

- ***There are no related textbooks with this program.***

Welding

Purpose: Ideal for new welders and those who want to enhance current welding skills, our Welding Fast Track program is designed to American Welding Society (AWS) standards and prepares students for AWS Certification; the most widely recognized welding certification in Business and Industries.

Certificate Requirements: Completion of all courses or demonstrated credential substitution (ex; AWS certification)

COURSE OUTLINE CURRICULUM

Welding Program

I. Basic Welding (32 Hours), Tuition \$849

Weekly – Tue/Th, 5:00pm – 9:00pm; 8 sessions starting 8/9/22, ending 9/1/22

Weekly – Sat, 8:00am - 4:00pm; 4 sessions starting 9/10/22, ending 10/1/22

Weekly – Mon, Wed, 5:00pm -9:00pm; 8 sessions starting 8/17/22, ending 9/14/22

Are you interested in learning multiple welding processes? If the answer is yes, then this is the class for you. Explore several different welding processes, including stick arc, oxy-fuel, MIG, and TIG welding. Learn the many essentials of a weld, striking an arc, and arc patterns. Gain a basic understanding of an electrode and the importance of electrode selection. Explore band saw basics, welding beads, and the many different ways of welding joints. And as always, learn welding and fuel safety throughout this entire course.

II. Free AWS Certification Information Session, Tuition FREE

Weekly – Wed, 5:00pm - 6:00pm; starting 8/17/2022, ending 8/17/2022

Weekly – Sat, 4:00pm - 5:00pm; starting 9/10/2022, ending 9/10/2022

Weekly – Tue, 5:00 PM - 6:00 PM; starting 8/9/2022, ending 8/9/2022

Are you interested in attempting an AWS Welding Certification? If so, please attend this FREE one hour information session with our CWI (Certified Welding Inspector) to find out what is involved and required to get certified

III. MIG Welding Workshop (16 hours), Tuition \$429

Weekly – Mon, Wed 5:00 PM - 9:00 PM; 4 sessions starting 9/19/22, ending 9/28/22

Weekly – Sat, 8:00 AM - 4:00 PM; 2 sessions starting 10/8/22, ending 10/15/22

Weekly – Tues, Thur 5:00 PM - 9:00 PM; 4 sessions starting 9/6/22 ending 9/15/22

Metal Inert Gas (MIG) welding is sometimes referred to as the "hot glue gun" of the welding world. It is the awesome process of using electricity to melt and join pieces of metal together. Produce quality MIG welds on steel and aluminum using proper techniques and procedures. This hands-on course stresses safety, wire and shielding gas selection, machine settings, weld sizing and more.

I. TIG Welding Workshop (16 hours) Tuition \$429

Weekly- Mon Wed 6:00pm-10:00pm; 4 sessions starting 10/3/22, ending 10/12/22

Weekly - Sat 8:00 AM - 4:00 PM; 2 sessions starting 10/22/22, ending 10/29/22

Weekly – Tues, Thur 5:00 PM - 9:00 PM; 4 sessions starting 9/20/22, ending 9/29/22

Tungsten inert gas (TIG) welding is the process of blending together reactive metals, such as magnesium and aluminum. Success in TIG welding is mostly in getting the weld pool to form, simultaneously, on both pieces of metal. Produce quality TIG welds on steel and aluminum using proper techniques and procedures. This hands-on course stresses safety, rod and tungsten selection, machine settings, weld sizing and more.

II. AWS Welding Certification Prep (8 hours) Tuition \$399

Weekly – Mon, Wed 5:00pm – 9:00pm; starting 10/17/22, ending 10/19/22

Weekly – Sat 8:00am – 4:00pm; starting 11/5/22, ending 11/5/22

Weekly – Tues, Thur 5:00 PM - 9:00 PM; 4 sessions starting 10/4/22, ending 10/6/22

Join us to get ready for your AWS Welding Certification test. Our CWI will explain what certification options are available and guide you through hands-on practice welds to prepare you for success. What to wear: Long pants (preferably jeans or cargo pants) 100% cotton shirt, long sleeve or t-shirt depending on the weather Shoes should be leather & at least over the ankle (6"), high tops (8") are highly recommended; steel toes are preferred. Hair tie if necessary *** Everything you wear could be potentially damaged by the nature of the class. Please do not wear anything you don't want ruined. What not to wear: Shorts Tennis shoes/Flip flops Anything flammable or easily meltable (like nylon, flannel or synthetic material) Frayed or cuffed pants. What to bring: Students will be given the supplies needed to be successful throughout the class. Items like leather gloves, helmets, safety glasses are all shared among students. If you feel more comfortable buying and bringing your own personal supplies to each class, you are welcome and encouraged to do that. ** Please also keep lighters in your car during class. They have been known to explode so do not keep them on your person.