JOHN TYLER COMMUNITY COLLEGE

2009-2010 FACULTY MANUAL
PREPARED BY THE DIVISION OF STUDENT SERVICES
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NONDISCRIMINATION POLICY

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

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

College Security Information
Chester Campus
796-4025
796-0786 (pager)
Desk locations: Moyar Hall – 1st floor (across from M101)
Nicholas Student Center – inside main entrance

Midlothian Campus
897-6678
778-6582 (pager)
Desk locations: Administration Bldg. – atrium
Academic Bldg. – 2nd floor (across from A215)
Science Bldg. – 1st floor (near the Multipurpose Room)

Nursing Facility (CJW)
622-8700
320-2705 (Surgical Associates of Richmond (SAR))
897-6678 (Midlothian Security Services)
778-6582 (Midlothian Security pager)

CCWA – Featherstone
440-2447
897-6678 (Midlothian Security Services)
778-6582 (Midlothian pager)
796-0787 (Featherstone pager **after 5:00 p.m.)
920-0882 (Featherstone cell **after 5:00 p.m.)

Power Outage and Telephone Use
If an emergency occurs that causes a power outage, campus phones may not operate. In such as case, if you need to report emergency information, the following locations have phones that will work:
Chester - Nicholas Student Center Security Desk
Midlothian – Administration Building Security Desk
Nursing Facility – Reception Area
Emergency Notification
John Tyler Community College uses the following tools to notify employees, students, and the public of an emergency situation: fire alarms, e-mail, voicemail, Tyler Alert, indoor emergency call boxes, electronic bulletin boards, web site (www.jtcc.edu), security staff, area emergency coordinators, and media outlets.

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

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

Chester Campus
Bird Hall – Parking Lot F
Godwin Hall – Parking Lot C
Goyne Hall – Parking Lot A
Moyar Hall – Parking Lot F
Nicholas Student Center – Parking Lot A
Physical Plant – Parking Lot H

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

Nursing Facility (CJW)
Front parking lot assembling as close as possible to Johnston-Willis Drive

CCWA – Featherstone
Parking lot in front of building toward Huguenot Road
Severe Weather/Tornado Warnings
In the case of severe weather, you may be instructed to proceed to the College’s severe weather shelters.

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

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

Nursing Facility (CJW)
J114, J129, interior office behind receptionist desk

CCWA – Featherstone
F101, F108b, restrooms in suite 108

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

Fire
In the case of a fire, follow these steps as you evacuate the building:
- If it can be done safely, close all windows and internal doors.
- If you are in an area filled with smoke, drop to the floor, and keep your head no more than 8 – 12 inches off the floor.
- Before opening any door, feel it for heat. Do not open doors that are hot.

Hazardous Spill
In the event of a hazardous or suspected hazardous spill, secure the area, notify your supervisor and those who work nearby, and report the incident to Security Services.
Bomb Threat or Suspicious Device/Package Found
If you find a suspicious device/package, do not attempt to pick up the device/package. Do NOT sound the fire alarm, use 2-way radios or use cell phones as they may trigger an explosive device. Evacuate the immediate area and report the device to the nearest security officer. Should you receive a phoned-in bomb threat, try to get as much information as possible from the caller, and then immediately report the call to Security Services. (A Bomb Threat Call Form may be found in the Emergency Response plan at https://intranet.jtcc.edu.)

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

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

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

Area Emergency Coordinators
Area Emergency Coordinators are available throughout the College to notify, direct and assist in the event of an emergency. A list of area emergency coordinators may be found in the Emergency Response Plan at https://intranet.jtcc.edu.

Automated External Defibrillator Locations
Chester Campus
Bird Hall – outside B121
Godwin Hall – outside G108
Goyne Hall – outside room A101
Moyar Hall – behind security desk
Nicholas Student Center – behind security desk

**Midlothian Campus**
Academic Building - outside A217
Administration Building - behind security desk

**CCWA - Featherstone**
On the wall between JTCC and VCCS

**First Aid Kits & Bloodborne Pathogen Kits**
**Chester Campus**
Moyar Hall – M101, M117, M129, M131
Bird Hall – B105, B123
Godwin Hall – G108, G121, G124
Goyne Hall – A102
Nicholas Student Center – N100 (Security Officer’s Desk – 24 hours)
Physical Plant

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

**CCWA – Featherstone**
F108

The College’s complete Emergency Response Plan may be found on the intranet.

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

• A student who wishes to enter a degree, certificate, or career studies certificate program must:

  1. have received a high school diploma or GED or have completed secondary school through home schooling;

  2. take Placement Tests (transfer students may not need to take Placement Tests if they previously completed college-level English and mathematics courses with grades of “C” or better);

  3. request that official copies of transcripts from all colleges and universities he or she may have previously attended are sent to the Admissions and Records Office, if the student:

     a. is applying for an Allied Health program (also needs an official high school transcript);
     b. has been suspended or dismissed from another college or university; and/or
     c. is requesting a transcript review for transfer credits.

   Transcripts are not required from other VCCS institutions.

• The student must make an appointment for the purpose of program placement with a member of the counseling staff prior to the designated deadlines noted in the Schedule of Classes.

• The counselor will confirm whether the student is eligible for program placement and complete a Program Plan Form.

• The student will be assigned a faculty advisor.

• The student will be officially placed in his or her program and coded as a curriculum student in the Student Information System (SIS) within 48 hours after the completion of the Program Plan Form.

• The registrar or assistant registrar will evaluate official transcripts of a transfer student once the Transfer Review Form is received in Admissions and Records. Audits will be posted on the student’s myTyler account within 45 working days.
Program Plan Form

**Part 1  Student Information**

Student’s Name __________________________________________________ Student ID # ____________________

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

Current Program Name ____________________________ Current Program Code ____________________________

New Program Name _______________________________ New Program Code _______________________________

New Advisor’s Name ______________________________ Advisor’s Email Address __________________________

Advisor’s Office Location __________________________ Advisor’s Office Telephone Number _________________

**Part 2  Program Admission Checklist**

- ☐ Application for Admission on File _________________________
- ☐ Placement Tests _______________________________________
- ☐ High School Transcript/GED Scores _______________________
- ☐ Home School Certificate of Completion ___________________
- ☐ College Transcripts ____________________________________
- ☐ Ability-to-Benefit Test Scores ___________________________
- ☐ Other Requirements _____________________________________

**Part 3  Possible Transfer Credits**

**Part 4  Student Responsibilities**

1. Schedule an appointment with your faculty advisor prior to your next registration for classes.
2. Periodically check your student transcript on myTyler (on-line) to confirm your academic progress and the acceptance of any transfer credits.
3. Periodically meet or communicate with your faculty advisor to ensure that you are enrolling in the appropriate courses.
4. Complete SDV 100-College Success Skills as soon as possible but no later than your second semester at the institution.
5. Apply for graduation in accordance with posted College deadlines. You must obtain an Application for Graduation from your faculty advisor. After your advisor signs the form, you must submit it to the Admissions and Records Office.

Signature of Student  Date   Signature of Counselor  Date

**THIS EVALUATION IS PRELIMINARY AND FOR INFORMATION PURPOSES ONLY. ONLY THE COLLEGE REGISTRAR CAN OFFICIALLY CONFIRM THE ACCEPTANCE OF TRANSFER CREDITS.**
THE ADVISING PROCESS

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

1. To assist students in developing educational plans consistent with their life goals and objectives;

2. To provide students with accurate information about institutional policies, procedures, resources, and programs;

3. To assist students in considering their life goals by relating their interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education; and

4. To assist students in evaluating or reevaluating their progress toward established goals and educational plans.

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

Student Responsibilities

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

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

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

The Advising Team

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

STANDARD PLACEMENT TESTS

Placement tests in English and mathematics generally are required for all entering students seeking admission to degree and certificate programs, as well as some Career Studies Certificate programs (see the current College Catalog for specific placement testing requirements). John Tyler Community College administers ACT’s COMPASS placement tests on a regular basis.

A student must pay a $6 placement testing fee at the College Business Office and obtain a receipt prior to taking placement tests. The student must present the receipt at the testing center prior to the administration of the tests.

Placement tests in English (writing and reading) and mathematics are required for:

1. A beginning student enrolling in or planning to enroll in a college-level course in mathematics or English composition or communications;

2. Admission to all degree and certificate programs, as well as some career studies certificate programs (see current College Catalog for specific program admission requirements); or

3. A student enrolling in a course that requires English and/or mathematics proficiency as a prerequisite. Note: The mathematics placement test is required before enrolling in business mathematics, chemistry, mathematics and physics courses unless a waiver is approved by the instructor or a counselor.

Exceptions to mandatory placement testing in writing will be made only for:

A student transferring from another accredited college(s) to John Tyler Community College with a grade of “C” or better in a college-level English course.

Exceptions to mandatory placement testing in reading will only be made for:

1. A non-degree-seeking student enrolling for personal satisfaction, to upgrade skills, or to transfer to another institution who maintains a GPA of 2.0 or better; or
2. A student seeking admission to a degree or certificate program who has completed a college-level course with a grade of “C” or better at John Tyler Community College or at another college or university accredited at the post-secondary collegiate level. *Note:* to be eligible for this exception, a student must have received a grade of “C” or better in a course that required textbooks and/or other reading materials written at the 13th-grade level (college freshman) or higher. Usually, courses in *social sciences, history, humanities, literature, natural sciences,* and *business administration/management* require books at this grade level.

**Exceptions to mandatory placement testing in mathematics:**

1. *All entering students must take or provide mathematics placement tests* prior to enrolling in MTH 103-104, MTH 115-116, MTH 120, MTH 163-164, MTH 170, MTH 173-174, MTH 240, MTH 241-242, MTH 270, or MTH 273-274. A student who has completed a college-level mathematics course with a grade of “C” or better may enroll in MTH 103 or MTH 120 without testing;

2. A student who has completed three semester hours or more of college-level algebra or calculus with grades of “C” or better should contact the dean of student services for guidance regarding the possible waiver of the mathematics placement test for specific courses at John Tyler Community College.

Any other exceptions to placement testing procedures must be approved by the dean of student services or his/her designee. Such exceptions normally will be made only in unusual circumstances and with regard to a specific course(s).
PLACEMENT TEST SCORES

Students who seek admission to degree and certificate programs are required to take the COMPASS placement tests or present scores on other approved tests (see below), unless otherwise stated in the College Catalog. SAT scores only may be used in place of placement test scores in reading, writing, and basic mathematics (pre-algebra), as noted below.

READING

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ASSET</th>
<th>SAT</th>
<th>ACT</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-81</td>
<td>55-42</td>
<td>500*</td>
<td>36-21</td>
<td>No Developmental Courses.</td>
</tr>
<tr>
<td>80-69</td>
<td>41-35</td>
<td>NA</td>
<td>20-16</td>
<td>ENG 06</td>
</tr>
<tr>
<td>68-0</td>
<td>34-0</td>
<td>NA</td>
<td>15-0</td>
<td>ENG 05</td>
</tr>
</tbody>
</table>

*Students with SAT verbal scores of less than 500 must take the COMPASS Reading and Writing tests.

WRITING

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ASSET</th>
<th>SAT</th>
<th>ACT</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-76</td>
<td>55-43</td>
<td>500*</td>
<td>36-18</td>
<td>No Developmental Courses.</td>
</tr>
<tr>
<td>75-33</td>
<td>42-33</td>
<td>NA</td>
<td>17-16</td>
<td>ENG 03</td>
</tr>
<tr>
<td>32-0</td>
<td>32-0</td>
<td>NA</td>
<td>15-0</td>
<td>ENG 01</td>
</tr>
</tbody>
</table>

*Students with SAT writing scores of less than 500 must take the COMPASS Writing and Reading tests.

PRE-ALGEBRA

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ASSET</th>
<th>SAT</th>
<th>ACT</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-34</td>
<td>55-38</td>
<td>500*</td>
<td>36-22</td>
<td>MTH 103, MTH 120, CHM 101,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CHM 110, BIO 101, NAS 130</td>
</tr>
<tr>
<td>33-0</td>
<td>37-0</td>
<td>NA</td>
<td>21-0</td>
<td>MTH 02</td>
</tr>
</tbody>
</table>

*Students with SAT math scores of less than 500 must take the COMPASS mathematics tests.

ALGEBRA

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ASSET<em>SAT</em></th>
<th>ACT*</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-44</td>
<td>NA</td>
<td>NA</td>
<td>IND 101</td>
</tr>
<tr>
<td>43-0</td>
<td>NA</td>
<td>NA</td>
<td>MTH 03</td>
</tr>
</tbody>
</table>

*Students in programs requiring IND 101 must take the COMPASS mathematics placement tests.
### COLLEGE ALGEBRA

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ASSET*</th>
<th>SAT*</th>
<th>ACT*</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-41</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>MTH 115, MTH 170, MTH 163, CHM 111, EGR 140, EGR 216</td>
</tr>
<tr>
<td>40-0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>MTH 04</td>
</tr>
</tbody>
</table>

*Students in programs requiring MTH 115, MTH 163, MTH 173, MTH 240, MTH 241, MTH 270, MTH 273, PHY 201, CHM 111, EGR 140, EGR 216, EGR 245, EGR 246, EGR 248, or EGR 250 must take the COMPASS mathematics placement tests.

### TRIGONOMETRY

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>ASSET</th>
<th>SAT</th>
<th>ACT</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-31</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>MTH 173, 273*</td>
</tr>
<tr>
<td>30-0</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>MTH 163 or MTH 164 (See note below**)</td>
</tr>
</tbody>
</table>

*Students who wish to enroll in MTH 173 or MTH 273 must have completed 4 units of high school mathematics, including Algebra I, Algebra II, Geometry, and Trigonometry, and have scores of 41+ on the COMPASS College Algebra Test and scores of 31+ on the COMPASS Trigonometry Test.

**Students who score 30 and below on the COMPASS Trigonometry Test and 41+ on the COMPASS College Algebra Test should take MTH 163 or MTH 164 after consulting with a counselor or academic advisor. Students who score 40 and below on the COMPASS Algebra Test, regardless of their scores on the Trigonometry Test, must take MTH 04.

### WorkKeys

#### Reading for Information

<table>
<thead>
<tr>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>6+</td>
<td>No Developmental Courses.</td>
</tr>
<tr>
<td>5</td>
<td>ENG 06</td>
</tr>
<tr>
<td>4-3</td>
<td>ENG 05</td>
</tr>
</tbody>
</table>

#### Listening and Writing: Writing

<table>
<thead>
<tr>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>5+</td>
<td>No Developmental Courses.</td>
</tr>
<tr>
<td>4-3</td>
<td>ENG 03</td>
</tr>
<tr>
<td>2-1</td>
<td>ENG 01</td>
</tr>
</tbody>
</table>
Applied Mathematics

<table>
<thead>
<tr>
<th>Score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>4+</td>
<td>MTH 103, MTH 120, CHM 101, CHM 110, BIO 101, NAS 130</td>
</tr>
<tr>
<td>3</td>
<td>MTH 02</td>
</tr>
</tbody>
</table>

EXCEPTIONS

Students must adhere to the results of their placement tests with the following exceptions:

1. If a student believes his/her COMPASS test scores were not an accurate reflection of his/her current competencies, the student may petition the dean of student services in writing and request a retest. The student must provide a justification for the retest. The dean will respond to the request in writing within five days. If the request is granted, the student must pay an additional placement testing fee and reschedule to take the tests. If the request is denied, the student cannot make any further appeal.

2. If a student scores within five points of the cut-off scores on the COMPASS reading or COMPASS writing placement tests (scores of 76 or higher in reading; 71 or higher in writing), a member of the counseling staff may elect to waive the placement of the student in ENG 06 and/or ENG 03. Such a waiver must be noted and justified on the student’s Counseling Interview Sheet and communicated via e-mail to the coordinator of testing services and the appropriate director of counseling and student success services.
ONLINE/INTERNET TESTING

Instructors may provide students with the following information:

- Specific testing requirements (example, type of test, need for scantron sheet, etc.)
- Beginning and ending testing dates
- Schedule an appointment with the Testing Services Department at least two working days prior to test date student chooses
- Provide own writing materials (pen, paper, graphs, etc.)
- BRING PHOTO ID

Additional information:

- No walk-ins allowed
- The test will not be provided after the date specified by your instructor without written authorization from your instructor
- Tests may be taken at either Chester or Midlothian campuses
- During final exams, Testing Services Department may extend its hours

ABILITY-TO-BENEFIT

In order to be placed in a curriculum and be eligible for student financial aid, a student must be qualified to study at the postsecondary level. A student with a high school diploma or a recognized equivalent (General Education Development [GED] certificate) is considered qualified. All others (except students eighteen years of age or under who are concurrently enrolled in high schools and who are pursuing high school diplomas or equivalents) must demonstrate their ability-to-benefit (ATB) from instruction at John Tyler Community College. The Ability-to-Benefit Certification Form must be completed by a counselor.

Examples of students who need ATB are those who:

1) Have a **SPECIAL** high school diploma. They are students with a disability who complete the requirements of their IEP but do not meet the requirements for other diplomas.
2) Have a **Certificate of Completion**. These are students who complete a prescribed program of studies as defined by the local board but do not qualify for a diploma. These students may or may not have an IEP. However, they must take an ability-to-benefit test (ATB) for admission and financial aid.
3) Do not have a high school diploma or its recognized equivalent, and do not have English as their native language. These students may take the COMPASS ESL test to establish his or her ability-to-benefit from instruction per Title IV.

**Standard ATB COMPASS test scores:**

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>32</td>
</tr>
<tr>
<td>Reading</td>
<td>62</td>
</tr>
<tr>
<td>Prealgebra</td>
<td>25</td>
</tr>
</tbody>
</table>
Ability-to-Benefit Certification Form

Student’s Name_______________________________________Date________________

S.S. No.________________________________

In order to be placed in a curriculum and be eligible for student financial aid, a student must be qualified to study at the postsecondary level. A student with a high school diploma or a recognized equivalent (General Education Development [GED] certificate) is considered qualified. All others (except students eighteen years of age or under who are concurrently enrolled in high schools and who are pursuing high school diplomas or equivalents) must demonstrate their ability-to-benefit from instruction at John Tyler Community College by one of the following methods:

[ ] 1. Present passing scores on one of the approved ability-to-benefit tests independently administered by persons or organizations with no current or prior financial or ownership interests in the institution.

Name of test_____________________ Scores Required to Pass________________

Student’s scores____________________

[ ] 2. Present documentation of having excelled academically in high school.

[ ] 3. Present a certificate or diploma of completion from a home-study program or correspondence school recognized by the Commonwealth of Virginia.

[ ] 4. Provide an official copy of an academic transcript from a postsecondary institution showing completion of a minimum of 60 semester hours of college-level course work.

[ ] 5. Student appears to have the ability to benefit from instruction in the course(s) indicated. Until such time as the formal ability-to-benefit criteria has been addressed, the student may be placed in a curriculum, receive financial aid, and be classified as a Restricted Student (Code 5029).

______________________________________      _________________________
Counselor’s Signature                        Date

17
CREDIT-BY-EXAMINATION PROCEDURES
JTCC Policy 1.20

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

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

Procedures:
1. A student who wishes to take an institutional challenge examination should contact the appropriate academic dean. The dean will either make a determination regarding the student’s readiness to take the challenge examination or refer the student to a member of the faculty for this determination.
2. If the student is deemed qualified to take the examination, the responsible faculty member will complete JTCC form VPACSS-04, Credit-by-Examination Permit, and forward it to the academic dean for approval.
3. The completed form will be returned to the student who will take the form to College Business Office and pay the $25 per credit examination fee. The receipt will be attached to the permit.
4. The academic dean will designate a faculty member to administer and evaluate the examination.
5. After the examination has been evaluated, JTCC form VPACSS-03, Credit-by-Examination Application and Reporting Form, will be completed by the faculty member and forwarded to the dean for approval.
6. The completed form will be forwarded to Admissions and Records.
7. If credit is approved, the course and credit will be recorded by Admissions and Record staff. The form will be filed in the student’s academic folder.

8. If credit is not approved, the student will be informed in writing by the academic division prior to the submission of JTCC form VPACSS-03 to Admissions and Records.
CREDIT-BY-EXAM PERMIT

In order to schedule your examination, this permit and $25 per credit must be paid to the College Business Office. You must obtain approval of the appropriate Academic Dean prior to submitting this completed permit to the Business Office.

Student Name: ____________________________
EMPLID: ____________________________ SSN: ____________________________
Course: ____________________________ Credits: ____________________________
Date: ____________________________
Faculty Approval: ____________________________
Dean Approval: ____________________________

Note: You must return your validated receipt to the above named faculty member.
CREDIT-BY-EXAM APPLICATION AND REPORTING FORM

PART I: To be completed by the student.

Name: ________________________________ Emplid or SSN: __________________
Mailing Address: ______________________ Date Entered JTCC: ________________
Phone Number: ________________ Course for which you wish to be examined: __________________

Briefly explain why you believe you can successfully pass the challenge examination in the above named course.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Note: You must be currently registered at JTCC in order to qualify for the credit-by-examination process. A student may only challenge (test) a course once. A personal interview with the Academic Dean may be required prior to approval. You will be notified if an interview is required. If approved, you must contact the appropriate faculty member who will administer your examination.

Student Signature: ________________________________ Date: ____________

PLEASE DO NOT WRITE BELOW THIS LINE OR ON PART II.

Application Approval: ________________________________ Date: ____________

Academic Dean

Comments:
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
CREDIT-BY-EXAM APPLICATION AND REPORTING FORM

PART II: To be completed by the faculty member.

Course: __________________________ Date Fee Paid: __________________________
Student Name: __________________________
Faculty Member: __________________________ Validation Number: __________________________
Date Test Administered: __________________________

Briefly describe the test.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Grade: __________________________ Score Needed to Pass: __________________________
Faculty Signature: __________________________ Date: __________________________

Division Approval for: __________________________ In: __________________________
Credits Course

Signature: __________________________ Date: __________________________
Academic Dean

Credit is NOT Approved: __________________________

Signature: __________________________ Date: __________________________
Academic Dean
COURSE WAIVERS AND SUBSTITUTIONS

Advisors may recommend course substitutions for degree and certificate requirements when they believe they are in the best interests of students’ overall academic or career objectives, or when program changes and accompanying course deletions make it impossible for students to complete their programs as they existed at the time of the students’ initial program placements. In all instances, recommended substitutions must ensure that students’ programs are in compliance with VCCS Table 5-1 requirements. All recommended substitutions must be approved by the appropriate academic dean and are subject to the review of the dean of student services and the vice president of academic and student services.

For purposes of graduation, Credit Waiver and Substitution Forms must be submitted to the Admissions and Records Office by appropriate the deadlines:

For summer semester candidates:       June 15
For fall semester candidates:         November 1
For spring semester candidates:       March 1
CREDIT WAIVER/SUBSTITUTION FORM

Date: ________________________

Name ___________________________ ID# ___________________________

Address ___________________________________ ZIP _______

The following waiver(s) and substitution(s) are being made for the above student in the __________________________ curriculum.

Waived

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Substituted

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Waived

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Substituted

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Signature: Advisor __________________________________________

Signature: Dean ____________________________________________
ADVANCED STANDING CREDIT POLICIES AND PROCEDURES

Students may seek advanced standing credit by (1) transferring credit earned at other regionally accredited colleges and universities; (2) receiving credit for courses and training completed in the military, criminal justice academies, technology certification programs, and health services certification programs; (3) taking and achieving acceptable scores on standardized tests and examinations; and (4) submitting documentation for life experiences deemed equivalent to college courses.

General Procedures

Program Placed Students Only

To be eligible to apply for advanced credit, a student must be admitted to the College and officially placed in a curriculum and be currently enrolled.

Advanced Standing and Graduation Requirements

There is no limit on the number of credits that may be awarded through advanced credit, but advanced standing credits may not be used to fulfill the residency requirement for graduation. A minimum of 25 percent of the credit required for a degree or certificate must be earned at JTCC.

Advanced Standing Credits on Transcripts

All accepted advanced standing credits will be acknowledged and recorded on the student’s permanent record, with the transferring agency or source of the credit identified. No grades, scores, or grade points will be recorded on the student’s permanent record for credits earned through advanced standing procedures.

CREDITS EARNED AT POST-SECONDARY INSTITUTIONS

Official transcripts are required. Only official transcripts will be evaluated. An official transcript is one that has the seal of the institution and the signature of an official of that institution. An official transcript must be received in a sealed envelope from the sending institution with no overt sign of having been opened or otherwise disturbed. Official transcripts may be mailed directly from the transferring institution to the Admissions and Records Office at JTCC or delivered in acceptable condition. Exception: Students who are seeking admission in the Funeral Services Program cannot submit hand-delivered transcripts. Note: Official transcripts are not required from other Virginia Community College System (VCCS) institutions. Official transcripts are not required if students do not wish to transfer any credits to JTCC. Exceptions are Allied Health for Nursing, Funeral Services, and Surgical Technology.

Registration Before Transcripts are Evaluated

The evaluation of transcripts is intended as a service to students who are pursuing academic programs at JTCC. It is not intended as a means for credentialing students or providing documentation for job promotions. Students must be in a curriculum and submit a Transfer Review Form to Counseling or Admissions and Records.

Initiation of the Evaluation Process: Admissions and Records will perform an evaluation of all official transcripts upon receipt of the Transfer Review Form. Results will be posted to the student’s myTyler account within 45 working days.
Accreditation Required: Credit is transferable from colleges and universities that are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accrediting associations. Credit also may be transferred from other accredited institutions if the credit is deemed to be college-level by the registrar or assistant registrar and appropriate academic dean.

Course Specific Credit: All courses that are applicable in the student’s curriculum will be transferred as closely to the VCCS course equivalents as possible. If this is not possible, elective credit may be given. The appropriate academic dean will determine if such elective credit may be applied in a student’s specific curriculum. Courses that are not considered applicable in the student’s curriculum may not be transferred by the registrar or assistant registrar. The appropriate academic dean may subsequently recommend that such courses be transferred.

Required Grades: Only courses with grades of “C” of higher will be accepted for transfer credit. Courses with grades of “P” (for a pass/fail course) or the designation “Cr” (for credit) will be accepted for transfer if the transcript indicates that credit hours were awarded.

Sequence Quarter Courses: Sequential quarter courses (two or three quarters) in which one or more grades of “D” were earned may be transferred as a sequence at full credit if the grades for the sequence average at least a grade of “C”. Failing grades will not be accepted for averaging. Grade averaging will be weighed by the credit hour value of the courses.

Natural Science Courses with Separate Labs: For courses with separate lecture and laboratory grades, a “C” average or higher must be earned in order for credit to be awarded. Failing grades are not accepted for averaging. If a student receives a grade of “F” in either the lecture or the laboratory, the course will not be accepted. Grade averaging will be weighed by the credit hour value of the courses.

Ten-Year Limit on Natural Sciences, Mathematics, Accounting, Administrative Support Technology, Advertising, and Marketing credits: Transfer credit for natural science, mathematics, accounting, administrative support technology, advertising, and marketing courses taken more than ten years ago will not be awarded. The academic dean who is responsible for a student’s curriculum may make exceptions to this policy.

Five-Year Limit on Information Technology and Computer Science credits: Transfer credit for information technology and computer science courses taken more than five years ago will not be awarded. The academic dean who is responsible for a student’s curriculum may make exceptions to this policy.

SDV 100-College Success Skills: Credit for College Success Skills (SDV 100) (1 credit) will be granted to transfer students who have completed associate or bachelor’s degrees or who have 24 transferable semester credits denoted on their myTyler account.

Physical Education: One credit of the physical education requirement will be granted for physical education courses taken at other institutions that have different methods of indicating completion of the physical education requirement. For example, some instructions do not award credit for physical education, simply indicating completion.
English on International Transcripts: International students presenting an evaluated transcript from a non-U.S. college or university that recommends credit for English composition may be awarded credit for ENG 111 if the student qualifies for ENG 111 on the institution’s placement tests.

Time of Evaluation: The registrar or assistant registrar will complete the official review of a student’s transcript once the student has completed a Transfer Credit Review Form and submitted the form to the Admissions and Records Office or the Counseling Center. Review will take place within 45 working days if the student is curriculum placed. Other credits such as CLEP, AP, etc. will be reviewed at the time they are officially received through the U.S. mail and posted to the student’s account if the student is curriculum placed and currently enrolled.

CREDITS EARNED IN NON-TRADITIONAL EDUCATION/TRAINING PROGRAMS

Military-Related Experiences

Military Service Courses:
Credit will be granted for military service school courses and skills if the awarding of credit is recommended in the current edition of the American Council on Education publication, A Guide to the Evaluation of Educational Experiences in the Armed Services and approved by the academic dean of the student’s chosen curriculum. The following information must be obtained:

a. Full and correct title of course;
b. Location of training;
c. Length of course in weeks;
d. Exact dates of attendance; and
e. Branch of Service that gave the course.

Students must submit an official record and initiate the request for evaluation. Active duty service members must request that a DD295 certified by the commanding officer and the education officer be mailed directly from the office to JTCC. Veterans and reserve personnel must submit a certified copy of the DD214. The veteran’s advisor on each campus can certify a copy of the original. Students entering the Army on or after October 1981 may submit an AARTS (Army ACE Registry Transcript System) transcript in lieu of a DD295 or DD214. Transcripts may be requested by fax from AARTS Operation Center, Commercial 913-684-2011 or Autovon 552-2011.

Military service courses and skills should be equivalent to JTCC courses and will be used as the student’s program determines. Military service credit in occupational-technical areas that is ten or more years old and is to be applied toward graduation in the occupational-technical area must be approved by the appropriate academic dean. Students who have completed basic training, regardless of the date of military experience, may receive 2 PED elective credits.

Army Military Occupational Specialties (MOS):
Credit may be granted for Army primary and secondary MOSs at Skill Level 30-40 if current proficiency
can be documented. Credit for MOS Skill Level 10 will only be granted for ratings prior to October 1991, but credit may be granted for courses leading to this skill level after October 1991. After March 1995, skill levels 30 and 40 may yield credit for management skills but not technical skills. Skill level 20 is valid only from January 1990 to February 1995. No credit is awarded for duty MOSs.

**Marine Corps (MCE), Navy (NER), and Coast Guard (CGR) Ratings and Schools:**

Credit may be given in accordance with ACE Guide recommendations. Students who are active duty or Reserve Sailors/Marines or who separate/retire on or after 10/1/99 may submit a Sailor/Marine American Council on Education Registry Transcript (SMART). Requests may be faxed to DSN 992-1291 or COM 850-1281.

**Marine Corps Correspondence Courses (MCI):**

Transcripts listing completed correspondence courses may be obtained from the Marine Corp Institute, Arlington, VA 22222-0001, or call toll free 1-800-MCI-USMC.

**Community College of the Air Force:**

Air Force personnel, both active and veteran, must submit a CCAF (Community College of the Air Force) transcript. Transcripts may be obtained from CCAF/RRR, 130 West Maxwell Blvd., Maxwell Air Force Base, AL 36112-6613. CCAF will not accept fax requests for transcripts.

**Criminal Justice Academies**

**Virginia Criminal Justice Academies:** Per the statewide agreement, JTCC will grant credit for the completion of training programs certified by the Virginia Department of Criminal Justice Services. Graduates shall provide their official records from the Department of Criminal Justice Services to certify successful completion. Credits will be awarded as follows:

- **Law Enforcement Officer**
  - ADJ 100: 3 credits
  - PED Electives: 2 credits
  - ADJ Electives: 3 credits

- **Corrections Officer**
  - ADJ 100: 3 credits
  - PED Electives: 2 credits

- **Jailer**
  - ADJ 100: 3 credits
  - PED Elective: 1 credit
Virginia State Police Academy: Per the statewide agreement, credits will be awarded as follows:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ 100</td>
<td>3</td>
</tr>
<tr>
<td>ADJ 211-212</td>
<td>6</td>
</tr>
<tr>
<td>ADJ 236</td>
<td>3</td>
</tr>
<tr>
<td>ADJ Electives</td>
<td>6</td>
</tr>
<tr>
<td>PED Electives</td>
<td>2</td>
</tr>
</tbody>
</table>

**Health Services Experiences**

**Emergency Medical Technician Certification**

Evidence of current certification, such as the EMT certification card, must be presented to Admissions and Records to receive the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 111</td>
<td>6</td>
</tr>
<tr>
<td>EMS 120</td>
<td>1</td>
</tr>
</tbody>
</table>

**EMT-Basic, Virginia**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 151</td>
<td>4</td>
</tr>
<tr>
<td>EMS 170</td>
<td>1</td>
</tr>
</tbody>
</table>

**EMT-Enhanced, Virginia**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 153</td>
<td>2</td>
</tr>
<tr>
<td>EMS 157</td>
<td>3</td>
</tr>
<tr>
<td>EMS 155</td>
<td>4</td>
</tr>
<tr>
<td>EMS 159</td>
<td>2</td>
</tr>
<tr>
<td>EMS 172</td>
<td>1</td>
</tr>
<tr>
<td>EMS 173</td>
<td>1</td>
</tr>
</tbody>
</table>

**EMT-Intermediate, Virginia**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 106</td>
<td>2</td>
</tr>
</tbody>
</table>

**First Aid and CPR Certification**

Evidence of current certification, such as a First Aid or CPR card, must be presented to Admissions and Records to receive the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT 105</td>
<td>1</td>
</tr>
</tbody>
</table>

**CPR Card**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLT Elective</td>
<td>1</td>
</tr>
</tbody>
</table>
CPR for Healthcare Providers and First Aid Cards
HLT 100  2 credits

CPR and AED Defibrillator Cards
HLT 105  1 credit
HLT Elective  1 credit

Online CPR/First Aid cards/documentation are not accepted at John Tyler Community College.

Technical Studies

Students in the Technical Studies Program who present evidence of related prior work experience and/or training to their program advisor and academic dean may be eligible for credit in IND 197 and/or IND 297. Upon the presentation of the approved Work-Based Learning Application Form to Admissions and Records, a student will be awarded the designated number of credits (not to exceed 9 credits) in IND 197 and/or IND 297.

Child Development Associate Credential

Students who present the Child Development Associate Credential will be awarded 6 credits in CHD 145 and CHD 165. Students must present their credentials to the program head of the Early Childhood Development Program. The program head will forward the credential with a letter specifying which CHD courses are to be awarded to the Admissions and Records Office.

CREDITS EARNED IN STANDARDIZED EXAMINATIONS

Advanced Placement Examination Program (AP)

The College Entrance Examination Board (CEEB) administers advanced placement examinations that enable high school students to complete college-level courses while still in high school, to demonstrate college-level achievements through examinations, and to receive college course credit when they matriculate at an institution of higher learning. AP credit is only awarded to students who are enrolled in classes at JTCC and are curriculum-placed. For evaluation, students must have official AP score reports forwarded from ETS to the Admissions and Records Office at JTCC. College credit will be awarded for minimum scores of 3 on the following examinations:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Course Equivalent</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>ART 101-102</td>
<td>6</td>
</tr>
<tr>
<td>Art Studio: Drawing</td>
<td>ART 121</td>
<td>3</td>
</tr>
<tr>
<td>Art Studio: General</td>
<td>ART 131</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 101-102</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 111-112</td>
<td>8</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>CSC 201</td>
<td>3</td>
</tr>
</tbody>
</table>
Economics, Macro  ECO 201    3  
Economics, Micro  ECO 202    3  
English Language & Composition  ENG 111-112    6  
English Literature & Composition  ENG 243    3  
French Language  FRE 201-202    6  
French Literature  FRE 233-234    6  
German  GER 201-202    6  
Government & Politics/Comparative  PLS 120    3  
Government & Politics/U.S.  PLS 211    3  
History, U.S.  HIS 121-122    6  
History, European  HIS 101-102    6  
History, World  HIS 111-112    6  
Human Geography  GEO 210    3  
Latin/Literature or Virgil  LAT 201-202    6  
Mathematics (Calculus AB)  MTH 173    5  
Mathematics (Calculus BC)  MTH 173-174    10  
Music Theory  MUS 111-112    8  
Physics B  PHY 201-202    8  
Physics C/Mechanics  PHY 241    4  
Physics C/Electricity & Magnetism  PHY 242    4  
Psychology  PSY 200-203    4  
Spanish Language  SPA 201-202    6  
Spanish Literature  SPA 233-234 or SPA 271-272  6  
Statistics  MTH 241    3  

College-Level Examination Program (CLEP)

Credit for the General Examinations and Subject Examinations of CLEP is awarded subject to the recommendations of the Commission of Educational Credit and Credentials of the American Council on Education (ACE) and the faculty at John Tyler Community College. CLEP credit is awarded only to students who are enrolled in classes at JTCC and who are curriculum-placed and who have submitted official CLEP records to the Admissions and Records Office. All scores below refer to computer-based testing in effect as of February 15, 2003. CLEP examinations taken at John Tyler Community college do not count toward the 25 percent coursework (see Experiential Learning).

CLEP examinations are administered at John Tyler Community College by the Testing Services Office. CLEP examinations are not administered at John Tyler during the last two weeks of a semester or during the final examination period.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Minimum Score</th>
<th>Credit</th>
<th>JTCC Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Literature</td>
<td>50</td>
<td>3</td>
<td>ENG 241</td>
</tr>
<tr>
<td></td>
<td>58</td>
<td>6</td>
<td>ENG 241-242</td>
</tr>
<tr>
<td>Course</td>
<td>Credits</td>
<td>Semester Credits</td>
<td>Code</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------</td>
<td>------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3</td>
<td>ENG 245</td>
</tr>
<tr>
<td>English Composition (with essay)</td>
<td>60</td>
<td>6</td>
<td>ENG 245-246</td>
</tr>
<tr>
<td>English Composition (without essay)</td>
<td>50</td>
<td>3</td>
<td>ENG 111</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>3</td>
<td>ENG 243</td>
</tr>
<tr>
<td>College French</td>
<td>50</td>
<td>2 sem crd</td>
<td>FRE 101-102</td>
</tr>
<tr>
<td>College German</td>
<td>50</td>
<td>2 sem crd</td>
<td>GER 101-102</td>
</tr>
<tr>
<td>College Spanish</td>
<td>50</td>
<td>2 sem crd</td>
<td>SPA 101-102</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>PLS 211</td>
</tr>
<tr>
<td>History of the U.S. I (Early Colonization to 1877)</td>
<td>50</td>
<td>3</td>
<td>HIS 121</td>
</tr>
<tr>
<td>History of the U.S. II (1865 to the Present)</td>
<td>50</td>
<td>3</td>
<td>HIS 122</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>3</td>
<td>PSY 230</td>
</tr>
<tr>
<td>Humanities</td>
<td>50</td>
<td>3</td>
<td>HUM 201</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>3</td>
<td>PSY 245</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>3</td>
<td>ECO 201</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>50</td>
<td>3</td>
<td>ECO 202</td>
</tr>
<tr>
<td>Course</td>
<td>Credit Hours</td>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(Ancient times to 1648)</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>(1648 to the Present)</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>50</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>50</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>50</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>63</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>50</td>
<td>3</td>
<td></td>
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<tr>
<td>Precalculus</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>61</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>53</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Defense Activity for Non-Traditional Educational Support (DANTES)**

JTCC awards specific course credit for acceptable scores, as recommended by the American Council on
Educations, on DANTES college-level examinations as reported by DANTES. Several types of examinations are reported: end of course examinations for correspondence, extension courses from regionally accredited colleges and universities, College-Level Tests of General Educational Development given prior to 1960, and General Examination of the College-Level Examination Program. Also, college course credits may be granted for tests administered by the United States Armed Forces Institutes (USAFI) prior to June 1, 1974. Scores at the 40th percentile and above are accepted by JTCC. Scores at the 20th percentile and above are accepted for DANTES exams taken prior to September 1981. A complete listing of current and prior tests and recommended scores may be found in ACE’s 2004 Guide to Educational Credit by Examination.

International Baccalaureate (IB)

Students completing the Higher Level exams for International Baccalaureate may be granted advanced standing credit for these exams if a score of 4 or above is achieved.

<table>
<thead>
<tr>
<th>IB Examination</th>
<th>Score of 4 &amp; 5</th>
<th>Score of 6 &amp; 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Design</td>
<td>ART 131, 3 cr</td>
<td>ART 131-132, 6 cr</td>
</tr>
<tr>
<td>Biology</td>
<td>BIO 101, 4 cr</td>
<td>BIO 101-102, 8 cr</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHM 111, 4 cr</td>
<td>CHM 111-112, 8 cr</td>
</tr>
<tr>
<td>Computing Studies</td>
<td>CSC 201, 4 cr</td>
<td>CSC 201-202, 8 cr</td>
</tr>
<tr>
<td>English A1</td>
<td>ENG 111, 3 cr</td>
<td>ENG 111-112, 6 cr</td>
</tr>
<tr>
<td>English B</td>
<td>ENG 111, 3 cr</td>
<td>ENG 111, 3 cr</td>
</tr>
<tr>
<td>French A1 or B</td>
<td>FRE 101-102, no cr</td>
<td>FRE 201-202, 6 cr</td>
</tr>
<tr>
<td>German A1 or B</td>
<td>GER 101-102, no cr</td>
<td>GER 201-202, 6 cr</td>
</tr>
<tr>
<td>Geography</td>
<td>GEO 220, 3 cr</td>
<td>GEO 205, 220, 7 cr</td>
</tr>
<tr>
<td>History</td>
<td>HIS 101, 3 cr</td>
<td>HIS 101, 102, 6 cr</td>
</tr>
<tr>
<td>History of the Americas</td>
<td>(only if 5,6, or 7)</td>
<td>HIS Elective, 6 cr</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MTH 173, 5 cr</td>
<td>MTH 173-174, 10 cr</td>
</tr>
<tr>
<td>Philosophy</td>
<td>PHI 101, 3 cr</td>
<td>PHI 101-102, 6 cr</td>
</tr>
<tr>
<td>Physics</td>
<td>PHY 201, 4 cr</td>
<td>PHY 201-202, 8 cr</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSY 200, 3 cr</td>
<td>PSY 200, 3 cr</td>
</tr>
</tbody>
</table>
Social Anthropology: SOC 211, 3 cr
SOC 211-212, 6 cr
Spanish A1 or B: SPA 101-102, no cr
SPA 201-202, 6 cr

Students must have an official report of exam scores sent from the International Baccalaureate Organization to the registrar at their campus.

**Information**
International Baccalaureate Organization
200 Madison Avenue, Suite 2007
New York, NY 10016

**Professional Legal Secretary (PLS)**

Upon successful completion of *all* parts of the PLS examination, students will be awarded 15 credits:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 211</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>AST 205</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>AST 243</td>
<td>Office Administration I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 111</td>
<td>College Composition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 126</td>
<td>Psychology for Business/Industry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Address:**
National Association of Legal Secretaries
2250 East 73rd Street, Suite 550
Tulsa, OK 74136
918-493-3540
CREDITS EARNED BY LIFE EXPERIENCES (EXPERIENTIAL LEARNING)

SDV 198-Portfolio Development 1 credit

*Students who wish to request credit for all life experiences other than those specifically addressed by standard college transfer course procedures, non-traditional education and training programs, standardized examinations, and institutional credit-by-examination, must register for SDV 198-Portfolio Development.*

1. A student must register for SDV 198 no later than the end of the late registration period of his or her final semester (prior to the date of his or her graduation).

2. A student must contact the director of counseling and student success to request permission to register for SDV 198.

3. A member of the counseling staff will be assigned to work with the student in developing his or her portfolio.

4. The typical portfolio will consist of a cover letter (summarizing the student’s relevant life experiences), a course credit request form (for all courses for which the student is requesting credit), a learning resources form, and all appropriate documentation for each course.

5. The completed portfolio must be submitted to the assigned counselor no later than the withdrawal date of the semester of enrollment.

6. After reviewing the portfolio, the counselor will attach a portfolio evaluation form and forward the portfolio to the appropriate division dean(s). The academic dean will assign the portfolio to the appropriate program head or faculty member for assessment and evaluation.

7. Once evaluated, the portfolio will be returned to the assigned counselor. The counselor will inform the student of the results of the evaluation.

8. The counselor will forward the portfolio to the College registrar or assistant registrar. If course credit has been approved, the College registrar will record this on the student’s academic record.

9. The student will receive a grade of “P” in SDV 198 if the portfolio is completed and turned in prior to the submission deadline (see 5 above). A student who does not submit the portfolio by the specified date or does not appropriately withdraw from the course will be given a grade of “F.”

10. To be awarded an associate degree, certificate, or career studies certificate, a student must earn a minimum of 25 percent of the total semester credits required for the degree, certificate, or career studies certificate at John Tyler Community College. *Note: Credits earned via experiential learning are not considered residency credits and do not constitute courses earned at John Tyler Community College. In addition, experiential learning credits may be used to satisfy no more than 25 percent of the requirements for a degree, certificate, or career studies certificate.*
11. Students may only graduate with one specialization within a single degree.

12. All subsequent awards (degrees, certificates, career studies certificates) must differ from prior awards by at least 25 percent.
GRADUATION PROCEDURES

GRADUATION REQUIREMENTS

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

1. Fulfill all course and credit hour requirements specified in the John Tyler Community College Catalog at the time of his or her official placement in the curriculum. Subsequent program changes may necessitate course substitutions, but these can only be made with the recommendation of the student’s academic advisor and the approval of the appropriate division dean.

2. Earn a minimum of 25 percent of the total semester credits required for the degree, certificate, or career studies certificate at John Tyler Community College. Note: Credits earned via experiential learning are not considered residency credits and do not constitute courses earned at John Tyler Community College. In addition, experiential learning credits may be used to satisfy no more than 25 percent of the requirements for a degree, certificate, or career studies certificate.

3. Have a grade point average of at least 2.0 in all courses that are applicable toward graduation in the curriculum.

4. Demonstrate computer literacy either by passing ITE 115, the CLEP test for ITE 115, or a comparable course approved by the student’s faculty advisor. (This requirement does not apply to certificate and career studies certificate candidates.)

5. Resolve any financial obligations to the College, and return all library books and other materials.

6. Participate in the institution’s assessments of its academic programs prior to graduation. Information will be sent to students, outlining specific information about the process. Applications for Graduation will not be finalized until assessment activities are completed.

APPLYING FOR GRADUATION

To be considered for graduation, a student must:

1. Obtain an Application for Graduation from the student’s academic advisor, counselor, or Student Success Center advisor.

2. Be officially in the curriculum (career plan) for which he or she is seeking graduation. A student may only be in one curriculum (career plan at a time).

3. Request his or her advisor, counselor, or Student Success Center advisor to attach an advising transcript to the Application for Graduation.
4. Complete all designated sections of the application for graduation.

5. Submit the completed application for graduation to the Admissions and Records Office by the appropriate deadline to receive an audit report:

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

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

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

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

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

PARTICIPATING IN COMMENCEMENT

- John Tyler Community College’s annual commencement ceremony is held each May. Students who graduate in the preceding summer, fall and spring semesters may participate.

- Students who wish to participate in the annual Commencement Ceremony must indicate on their graduation applications that they intend to participate in the ceremony. There are no exceptions to this requirement. Students must also RSVP to graduate@jtcc.edu after receiving a letter from the dean of student services.

- Information about the Commencement Ceremony and the purchase of caps, gowns, and announcements is mailed to all participants in the spring semester.

DIPLOMAS

- The Admissions and Records Office will notify graduates when their diplomas are ready for distribution. Candidates should make certain that their mailing addresses are accurate at the institution. Students who require official verification of their graduation should request official transcripts three-to-four weeks after their graduation date.
• All graduation honors reflect all course work attempted at John Tyler Community College. This includes courses that may not be used in satisfying specific graduation requirements.

• To be eligible for academic honors (summa cum laude, magna cum laude, cum laude), students must complete at least 50 percent of the courses used to satisfy the requirements of their degrees and/or certificates at John Tyler Community College.

MULTIPLE AWARDS

• Students seeking to graduate with two degrees and/or certificates must submit graduation applications for both awards.

• Current State Council of Higher Education in Virginia (SCHEV) procedures limit the number of awards (degrees and certificates) that can be officially reported by VCCS institutions for a student within an academic year (summer, fall, spring) to no more than two.

• Students may only graduate with one specialization within a single degree.

• All subsequent awards (degrees, certificates, career studies certificates) must differ from prior awards by at least 25 percent.
Graduation Application

This application is used to prepare your diploma and process your academic records. Failure to graduate requires you to submit a new graduation application. Please keep your address current in myTyler to receive any correspondence from the College. We utilize the address that is recorded in myTyler.

Please press firmly with the use of a ballpoint pen.

Expected date of graduation: ____________________________
Semester __________ Year __________
ID# ____________________________
Check one:

☐ Degree  ☐ Certificate  ☐ Career Studies Certificate
Curriculum __________________ Specialization __________________

Print your legal name clearly and exactly as you wish it to appear on your diploma or certificate. In order to ensure proper spelling for your diploma/certificate, please print legibly.

First ____________________________ Middle ____________________________ Last ____________________________
Street Address ____________________________
City ____________________________ State __________ Zip Code __________

Phone Number (work) ____________________________ (home) ____________________________

Member of JTCC PTK? ☐ Yes ☐ No

Assessment Activities:
John Tyler Community College annually assesses the effectiveness of its academic programs. All candidates for degrees are required to participate in the institution's assessments of its academic programs prior to graduation. A letter will be mailed to you later outlining specific information about the process. Your application for graduation will not be finalized until you complete the assessment activities. Your cooperation is appreciated.

You must maintain a curricular GPA of 2.0 or higher to graduate from JTCC. You have to earn a minimum of 25% of the total semester credits required for the degree, certificate or career studies certificate at John Tyler Community College to graduate. Students who have earned a minimum of 30 credit hours or 50% of the degree/certificate requirements at JTCC may be eligible to graduate with honors. Students graduating with career studies certificates are not eligible for graduating honors.

Advising transcript must be attached.

Signature of Applicant/Date ____________________________
Counselor/Advisor's Printed Name ____________________________
Counselor/Advisor's Signature/Date ____________________________

College Use Only

<table>
<thead>
<tr>
<th>Current Term Requirements</th>
<th>Final Term Requirements</th>
<th>Comments/Missing Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date ____________ ☐ Copy mailed to student ☐ To Advisor

Crt: _______ Grad. req: _______ Curr. GPA: _______
Cr. req: _______ 2nd curr: _______ Honors: _______
Cr. req: _______ Curr. GPA: _______
JOHN TYLER COMMUNITY COLLEGE
GRADUATION DEADLINES

<table>
<thead>
<tr>
<th>GRADUATION SEMESTER</th>
<th>DEADLINE TO RECEIVE AN AUDIT REPORT</th>
<th>FINAL DAY TO APPLY (WILL NOT RECEIVE AUDIT REPORT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2009</td>
<td>June 15, 2009</td>
<td>October 1, 2009</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>September 15, 2009</td>
<td>February 1, 2010</td>
</tr>
<tr>
<td>Summer 2010</td>
<td>February 15, 2010</td>
<td>May 17, 2010</td>
</tr>
</tbody>
</table>

FREQUENTLY ASKED QUESTIONS

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

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

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

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

4. **What happens after I turn in my graduation application?**
   
   If you have met the deadline to receive an audit report, the report will be mailed to the address on record in the Student Information System in myTyler. The report is mailed approximately two weeks prior to the next registration period for the upcoming semester.

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

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

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

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

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

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

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

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

9. **When can I expect to receive a letter about commencement?**
   If you marked “yes” to participating in the commencement ceremony, you will be mailed a letter in March. We graduate after each semester; however, there is only one commencement ceremony. The letter is sent from the dean of student services and contains details on ordering caps, gowns and announcements, as well as other pertinent information.

10. **If I participate in the ceremony in May and I’m a spring graduate, will I receive my diploma during the ceremony?**
    No, as previously stated in #7, all diplomas are ordered after graduation status is confirmed. Therefore, spring diplomas are not ordered until June. You will receive a diploma cover upon crossing the stage at commencement.

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

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

**12. If I am unsuccessful with my graduation attempt, do I complete another application to apply for a future semester?**
Yes, you are responsible for submitting a new graduation application reflecting the semester in which you plan to graduate, signed by your faculty advisor, and accompanied by an Advising Transcript.

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

**13. If I am a summer 2010 graduate, can I march in the ceremony in May 2010 prior to my summer graduation?**
No. You must complete all of your requirements before marching in the ceremony. If you complete your courses during the summer 2010 semester (May-August), you would be eligible for the May 2011 ceremony. Only those students who submit an application and complete all requirements by the end of spring 2010 semester will be eligible for the May 2010 ceremony.

**14. What if I would like to pursue a different program once my graduation from my current program has been processed?**
You may see a member of the counseling staff at any time during your graduation term in order to complete the placement paperwork. During the appointment, inform the counselor that you are a candidate for graduation in your current program. The counselor will assist you in completing the placement paperwork and will submit the form to the graduation coordinator (see #15).

**15. Is it possible to obtain an additional degree or certificate after I have already completed one?**
If you wish to earn an additional degree or certificate, the Virginia Community College System mandates that your prior program and current program differ by at least 25 percent worth of credits. This means that 25 percent of your new curriculum must be satisfied by courses that were not used in awarding your prior degree or certificate. Please mention your previous degree to a counselor upon request to be placed in the new program to determine whether you may be eligible for the second degree or certificate.
ADVISING TRANSFER STUDENTS

When advising students who plan to transfer to four-year colleges and universities, advisors are encouraged to recommend that students closely adhere to the course requirements in the institution’s Associate of Arts, Associate of Science, and Associate of Arts and Sciences degree programs and specializations. Course substitutions other than those specified in the John Tyler program templates should be avoided except in circumstances owing to the specific requirements of a four-year institution. Advisors should reference the transfer guides of four-year colleges and universities whenever possible, as well as the VCCS articulation agreements with senior institutions. The latter are available at http://myfuture.vccs.edu/Students/Transfer/tabid/106/Default.aspx.

Transfer guides for specific institutions are available in the Counseling Centers and Student Success Centers at both the Chester and Midlothian campuses. Many of these guides also may be accessed online at the web sites of the respective colleges and universities.

ADVISING STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 mandates that all postsecondary institutions that receive federal assistance must offer the same services and programs to students with disabilities that are offered to non-disabled students. “Reasonable accommodations” must be instituted in instructional programs and departmental policies in order to ensure full educational opportunities for all students. The intent of these accommodations is not to alter the academic standards of the institution but to allow the unique needs of students to be met.

Once disabled students self-identify and provide appropriate documentation to designated counseling personnel at either the Chester or Midlothian campuses, specific instructional accommodation plans are prepared by designated members of the counseling staff. Students are responsible for giving their letters of accommodation to their instructors on the first day of classes. Adherence to these letters of accommodation extends beyond professionalism and moral responsibility – it is a legal mandate.

When advising students with disabilities, it is critical that advisors stress the importance of personal responsibility. Unlike high school, where parents, teachers, and counselors were engaged to ensure accommodations, in college the student must serve as his or her own advocate. Advising students with learning disabilities (LD) can be particularly challenging. In many instances, reading comprehension, reading rates, written expression, visual processing, and short-term memory are the greatest areas of difficulty for LD students. Even though these impairments will vary from student to student, it is important for the advisor to give particular attention to course scheduling, adjusting a student’s schedule to avoid enrollment in several demanding reading or writing courses concurrently, or ensuring that a student takes critical academic skills courses in the most optimum sequence. Advisors should regularly consult with professional counselors, especially with regard to the career aspirations of their disabled advisees. Research suggests that students with disabilities appear to possess less mature career-decision attitudes than their peers without disabilities.

It also is helpful to acquaint students with the differences between high school and college with regard to required services and the responsibility of students.
<table>
<thead>
<tr>
<th><strong>Public High Schools</strong></th>
<th><strong>College</strong></th>
</tr>
</thead>
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<td>All students are guaranteed an education by law until the age of 21.</td>
<td>Students have no rights for education but cannot be discriminated against.</td>
</tr>
<tr>
<td>Schools must screen and evaluate students with a possible learning disability.</td>
<td>Colleges are not obligated to screen or evaluate.</td>
</tr>
<tr>
<td>Individual Educational Plans (IEP) must be developed for students identified with learning disabilities.</td>
<td>Students are responsible for developing their own educational plans.</td>
</tr>
<tr>
<td>High schools must provide appropriate fundamental services and accommodations to meet individual needs.</td>
<td>Colleges must provide “reasonable accommodations.”</td>
</tr>
<tr>
<td>Students have the right to request a due process hearing.</td>
<td>Students may only file a grievance with the college and have no right to due process.</td>
</tr>
<tr>
<td>Parents are legal advocates for students until age 18.</td>
<td>Students act as their own advocates.</td>
</tr>
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</table>
ADVISING CRITERIA FOR INTERNET COURSES

Students are permitted to register for all classes offered through individual divisions without requiring special approvals from their advisors. Internet courses, however, may not always represent the most appropriate option for advisees. Faculty should note the following special criteria when advising students about internet options:

- New students (those who have completed less than 12 semester hours of college-level work) should demonstrate that they possess college-level reading and writing skills by attaining passing scores (as defined by the College) on JTCC’s reading and sentence-skills placement tests. Additionally, students may need to demonstrate that they possess college-level mathematics skills for enrollment in certain courses.
- Continuing students (those who have completed 12 or more semester hours of college-level work) should be in “good academic standing” and have a minimum cumulative grade point average of 2.0.
- Transfer students must be eligible to return to their former institutions and have completed at least 12 semester credits with a minimum cumulative grade point average of 2.0.
- Additionally, all students must complete any required course prerequisites.
TUTORING SERVICES: THE STUDENT SUCCESS CENTERS

The Student Success Centers provide free tutoring to all JTCC students in various subjects.

**Subject availability varies each semester**, but generally, help is offered in the following areas:

- All levels of English (or any paper editing)
- Developmental math, accounting, pre-calculus, statistics, and liberal arts math
- Biology, chemistry, A&P, and occasionally physics
- Most areas of psychology, sociology and history, religion and philosophy
- ITE/computers and some upper-level IT courses such as web design and programming
- Most levels of Spanish and speech communications

There are two Student Success Centers, one at each campus, as well as online tutoring available.

**Chester SSC**—M208—706-5087

- **Offers walk-in tutoring** as well as appointments in most subjects
- Request for Tutoring Form required before first tutoring session commences; Form can be obtained
  - on the door of M208
  - from a SSC staff member
  - by printing offline at www.jtcc.edu/tutoring
- Appointments set in-person or by phone at time of request
- Open 10:00 a.m. – 7:00 p.m. Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Friday while classes are in session.

**Midlothian SSC**—A208—594-1542

- Tutoring **by appointment only**
- Request for Tutoring Form required before appointment is made; Form can be obtained
  - on the outside of A208
  - from a SSC work study
  - by printing offline at www.jtcc.edu/tutoring
- After completed form is turned in, appointment is made within 3-4 business days
- Open 10:00 a.m. – 7:00 p.m. Monday through Thursday and 8:00 a.m. – 5:00 p.m. on Friday while classes are in session.

**Online tutoring** is available at askonline.jtcc.net or as a sidebar link under “Current Students” on the JTCC web site.

- Students sign in using their myTyler username
- Includes scheduled chat sessions, “ask a tutor” feature, and discussion boards
Tutor recommendations:

• Faculty recommendations of students who may qualify to be tutors are appreciated
• Tutors must meet these guidelines:
  o Knowledge of subject matter as reflected by an “A” or “B” in subjects to be tutored
  o Good communication skills, patience and flexibility
  o A successful interview with the academic advisor in charge of the SSC

For more information, forms, and links, please visit www.jtcc.edu/tutoring
REPEATING A COURSE

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

VCCS Policy 5.7.4 limits a student to two enrollments in the same course. No student may enroll in a course for the third time without the authorization of the Vice-President of Academic and Student Services or his designee, the Dean of Student Services. A student who wishes to enroll in a course for the third time must contact the Vice-President and request permission. If permission to enroll is granted, the Vice-President (or the Dean of Student Services) will complete the form below and enroll the student.

Name of Student____________________________________ ID#____________________

Telephone Number____________________________________

e-mail address________________________________________

Permission has been granted to enroll in ______________________

Course prefix & number

Prior enrollment history:

1\textsuperscript{st} enrollment Semester/Year_______ Grade_______

2\textsuperscript{nd} enrollment Semester/Year_______ Grade_______

Additional enrollments____________________________________________________

Comments:__________________________________________________________

___________________________________________________________
Signature: Vice-President of Academic and Student Services Date

Forward to the Office of Admission and Records

VPACSS-01
STUDENT OVERLOADS

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

GRADE CHANGE POLICY

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

ACADEMIC RENEWAL

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

DATE: ________________________________

NAME: __________________________ ID: | ___ | ___ | ___ | | ___ | ___ | | ___ | ___ | | ___ | ___ | | ___ | ___ | | ___ | ___ | (Print)

I hereby apply for Academic Renewal at John Tyler Community College. I have met the following requirements:

1. I have had a break in attendance at JTCC of five (5) years (60 months) or more.

2. I have earned a cumulative GPA of 2.5 in the first 12 credits immediately proceeding my return to JTCC after the five-year or more absence. The GPA calculation is based on all courses and attempts taken in any term (or terms) up to the point of the twelfth semester hour being completed.

3. I am currently enrolled.

I further understand that Academic Renewal will not change any grade on my permanent record and that any grade of “D” that is eliminated from my cumulative GPA cannot be used to meet any requirement for graduation.

______________________________________
(Signature)

DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE ONLY

______________________________________

Received in Admissions & Records

Last semester enrolled prior to five-year absence

First semester enrolled after five-year absence

GPA for first 12 credits (or more) completed after return

Currently enrolled ______ Yes ______ No ______ Approved ______ Disapproved

______________________________________
(Registrar) ____________________________

______________________________________
(Date)  ____________________________
ATTENDANCE POLICIES

- Institutions of higher education must have procedures in place to document attendance for financial aid purposes. Federal Student Aid (FSA) funds are awarded to a student based on the assumption that the student will attend college for the entire period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, resulting in a change in the student’s enrollment status, the College must recalculate the student’s award based on the lower enrollment status. Likewise, when a student withdraws from or stops attending all classes before the 60 percent point of the semester (last day to withdraw without academic penalty) has passed, the student may no longer be eligible for the full amount of Title IV funds originally received. As a result, it is necessary to have a procedure in place to determine whether or not a student began attending and continued attending classes through the 60 percent point of the semester. The Department of Education does not dictate the method a college uses to document attendance, however, a student is considered NOT to have begun attendance in any class in which the college is unable to document that attendance.

- Students whose names appear on class rolls but who do not attend class during the first 15 percent of class meetings (the period during which students may drop the class and receive tuition refunds) must be reported to Admissions and Records by faculty using NEVER ATTENDED Forms. These forms must be submitted no later than 48 hours after the last day that a student may drop the class and receive a tuition refund (the end of the Add Period).

- Faculty members are required to take attendance in all of their classes. For each “F,” “U,” or “W” reported, the last date of student attendance must be provided.

- All faculty members must include their attendance policies in their class syllabi.

- In fashioning their specific class attendance policies, faculty members are encouraged to adopt policies that permit students a finite number of absences. Faculty members may not permit any number of absences that are in excess of 20 percent of the total contact hours. (Contact hours for a variety of delivery types are defined below.) Faculty may have attendance policies that are more stringent than the 20 percent requirement; for example, 10 percent of absences.

- Examples of how contact hours may be defined:
  - Traditional courses meeting approximately 45 hours in a classroom setting: 20 percent of absences are equivalent to three (3) weeks of missed class meetings. Classes that meet:
    - Once per week – three class meetings
    - Twice per week – six class meetings
    - Three per week – nine class meetings
  - Hybrid courses meeting approximately 22.5 hours in a classroom and 22.5 hours online: 20 percent of absences are equivalent to three (3) class meetings; plus, the faculty member must define the level of weekly participation that constitutes “online attendance.” Faculty should consider the level of preparation and effort required to attend and participate in a class meeting compared to the level of participation required of students in the online component. The sum of classroom and online absences combined may not exceed the 20 percent limit.
Online courses also constitute at least 45 hours of contact time with the instructor. Faculty may determine attendance utilizing Blackboard log-in records, discussion boards, and/or class assignments. The faculty member should specify the required participation levels for the following attendance dates:

- Drop with Refund Date (Refer to the JTCC academic calendar for specific dates for regular session classes and to the division office for special session classes as the date will vary based on course length) – Faculty must withdraw any student who has not accessed the course.
- Drop with “W” (Refer to the JTCC academic calendar for specific dates for regular session classes and to the division office for special session classes) – Faculty must drop any student who has failed to satisfy the attendance requirements as stated clearly in the course syllabus.

Traditional courses with labs meet 45 hours per semester for lecture and 45 hours for lab: 20 percent of absences are equivalent to any combination of missed lectures and/or labs totaling 18 hours (i.e. 3 weeks worth of lectures and labs).

- It is recommended that all absences be treated the same, regardless of the reason a student gives for an absence. Specifically, absences should not be defined as either “excused” or “unexcused.” A student either attends a class meeting or is absent from it. Faculty members are given considerable discretion in how they may treat a student’s absence with regard to making up missed work. Such policies are best delineated in the syllabus and discussed with students at the start of the term.
- Students who are called to military service or jury duty should not be withdrawn from class on the basis of absences. Class absences in those instances with the proper documentation would not be counted toward the 20 percent limit.

When a student exceeds the permitted number of absences, faculty must take the following actions:

- If the absence limit is exceeded prior to the official withdrawal date for a class, the faculty member must submit a Stopped Attending Form to A&R noting the student’s last day of attendance. The student will be withdrawn from the class and assigned a grade of “W.”
- If the absence limit is exceeded after the withdrawal date, a faculty member must submit a Stopped Attending Form to A&R noting the student’s last day of attendance. Students who cease attending after the withdrawal date are normally assigned grades of “F” (per VCCS Policy 5.7.0).

(Note: If a student ceases to attend class after the withdrawal date due to a medical emergency or other mitigating circumstance, it is the student’s responsibility to inform the instructor. The instructor may then elect to award the student a grade of “W” for mitigating circumstances or “I” for incomplete. Both require that the student be passing the class at the time the student stopped attending. Mitigating Circumstances Forms accompanied by documentation must be submitted to the appropriate academic dean. For incomplete contracts follow College policy.)
Faculty may wish to consider adopting an attendance policy akin to the following:

For traditional courses:

**Attendance Policy:** Regular class attendance is expected. This instructor’s policy requires 80 percent attendance of all class meetings. (Extended absences should be discussed in advance with the instructor.) Three (3) tardies will be counted as an absence. Leaving class early will also be counted as an absence. Maintaining communication with the instructor via phone or e-mail is a must when absences occur.

**Course Withdrawal Policy:** Students who are experiencing academic difficulties may elect to withdraw themselves from class prior to the last day to withdraw without academic penalty (first 60 percent of the class). Excessive absences prior to last day to withdraw will result in the instructor withdrawing a student from the course and the recording of a “W” grade. If the attendance policy is violated after last withdrawal date, the student will be awarded a grade of “F.”

For virtual and hybrid courses:

**Attendance Policy:** Attendance can be gauged in an online or hybrid course. Regular participation in the discussion forums, the timely submission of required assignments, and the prompt notification of problems in the course all constitute “class attendance” online. Students are expected to participate in all class activities, submit all assignments, and complete all tests and examinations in accordance with the class syllabus and outline. Students who cannot participate in or complete assigned class activities, assignments, tests, and examinations by the designated deadlines owing to emergencies should contact the instructor prior to any anticipated emergencies or immediately following all unforeseen emergencies. Because of the public availability of computers on and off campus, computer problems will not be accepted as a reason for lack of participation. Students who fail to complete a class activity, assignment, test, or examination (electronic and/or traditional) by the designated deadline will be considered to have committed an absence. (The limit for these absences should be defined in the course syllabus.)
This form must be used to report students on your class roll who never attended class prior to the census date of the semester/term (the last day to drop with a tuition refund). Students who never attended must be reported to ensure institutional compliance with federal and state mandates addressing the appropriate disbursement and refunds of financial aid and veterans’ benefits. NEVER ATTENDED FORMS submitted after the census date could place the college in financial liability. NEVER ATTENDED FORMS should be submitted within 48 hours of the last day to drop and receive a refund.

Course Identification

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<tr>
<th>Prefix</th>
<th>Number</th>
<th>Section</th>
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Student EMPLID | Last Name, First Name

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Instructor’s Signature

Date

(Return to Admissions and Records)
This form must be used to report students on your class roll who exceed the number of class absences permitted by your class syllabus. If a student’s *official last date of attendance* is prior to the withdrawal date of the semester/term, a student will be awarded the grade of “W”. If a student’s *official last date of attendance* is after the withdrawal date, a student will be given the grade of “F” (or “U” if the class is a developmental course) by the instructor when grades are recorded.

*NOTE: Last Official Date of Attendance* is defined as the date a student exceeds the permissible number of absences in a class as defined by the class syllabus, not a student’s actual last physical attendance of the class.

<table>
<thead>
<tr>
<th>Student ID No.</th>
<th>Last Name, First Name</th>
<th>Number of Absences in the class</th>
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Instructor’s Signature ___________________________ Date ___________________________

(Return to Admissions and Records)
FERPA SECURITY AWARENESS TRAINING FOR FACULTY/staff

What is FERPA?
The Family Education Rights and Privacy Act (FERPA) was passed in 1974 by Congress to require educational institutions to:
- Provide students access to their educational records.
- Allow students to correct inaccurate or misleading information in these records.
- Limit the release of information to third parties.

What is DIRECTORY INFORMATION?
The College may disclose any of these "directory information" items without prior written consent, unless the student has submitted a written request to the Admissions and Records Office not to release directory information pertaining to them. If the student has requested non-disclosure, you will see a FERPA Service Indicator on the VCCS Custom Menu. Listed below is VCCS policy on student directory information that can be provided:
- Student's full name
- Electronic mail address
- Local and permanent mailing addresses and telephone numbers
- Semesters of attendance
- Enrollment status (full- or part-time)
- Date of admission
- Date of expected or actual graduation
- School, major and minor fields of study (current or past)
- Classification (freshman, etc.)
- Type of degree being pursued
- Degrees, honors, and awards received (including scholarships and fellowships)

What is NOT DIRECTORY INFORMATION?
- Social Security Number
- Race
- Ethnicity
- Nationality
- Gender
- Date/place of birth
What are YOUR RESPONSIBILITIES?
You are responsible for controlling access and protecting the student records you possess:
• A “record” is any information or data recorded in any medium including handwritten, print, tapes, film, microfilm and computer.
• Do not provide anyone with student schedule, roster or attendance information except when requested by the Admissions and Records Office or your academic dean or VP.
• Keep confidential paper in file cabinets and shred rather than trash.
• Keep your faculty/staff EMPL ID secure and keep SIS screens hidden from unauthorized individuals.
• Final grades are posted on student’s account information. There should be no need to post elsewhere.
• If you post exam or assignment grades throughout the term, use a system that ensures that FERPA requirements are met, such as Blackboard or using code words or randomly assigned numbers that only the instructor and individual student know.
• Even with written and dated permission from the student, do not use any part of the social security number (except when requested by the student).
• Don’t leave graded assignments together in a public place for students to pick up (and see the grades of others).
• Don’t leave tests/exams on the copy machines for students to pick up.
• Be sensitive to student privacy – don't inadvertently display confidential information on distributed class materials.
• Decline requests from parents – refer them to your academic dean if they want to meet or speak with a faculty member.
• If a parent wants to review his/her dependent child’s academic record (24 or under and parents claim student on their taxes), refer them to the College registrar or assistant registrar.
• Don't volunteer confidential information in letters of recommendation (get specific written request from student).
• Get signed confidentiality statements from student workers who work with student educational records. All faculty and staff must sign confidentiality statements during the hiring process.
• If a student inquires about a FERPA block for their account, please refer them to the Admissions and Records Office at Chester or Midlothian.

You are responsible for granting student access to student records in your possession.
• Access to official student academic records may be obtained in the Admissions and Records Office.
• Advisement records and grade records must be made available to a requesting student. Be sure not to violate the confidentiality of other students.
• "Sole possession" records are not subject to FERPA, but any notes or written data about a student becomes an educational record as soon as they are shared with another individual including the student.

You are responsible for understanding "need-to-know."
• According to FERPA, a faculty member, staff member, or school official has a legitimate education interest in accessing or reviewing a student’s educational records without the student’s written consent if, and only if, he or she needs to review an educational record in order to fulfill his or her professional responsibility.
• According to the VCCS regarding the designation of individuals who will be deemed to have a legitimate educational interest in reviewing student records: A school official is a person employed by the Virginia Community College System (VCCS) or one of its colleges in an administrative, supervisory,
academic, research, or support staff position (including law enforcement unit personnel and any health staff); a person or company with whom the VCCS or one of its colleges has contracted as its agent to provide a service instead of using college employees or officials (such as an attorney, auditor, or collection agent); a person serving on the State Board for Community Colleges; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the VCCS or for the particular college where he or she works.

More about laws, litigation, and liabilities:

- Although institutions can no longer be sued under FERPA, you could be the target of civil action for breach of confidentiality or invasion of privacy.
- The victims of identity theft crimes are now taking legal action against the institutions from which the identity thief obtains the victims' information.
- When in doubt, contact the Division of Student Services or the Registrar’s Office.

U.S. Department of Education, Family Policy Compliance Office
View Class Roster/Record Grades

Overview
This document provides you with instructions on how to view the class roster and record grades at the end of the term. You will be notified when the grade rosters are available. Prior to that time, you will be unable to view your grade rosters for grade entry.

Sign on/Sign out using myTyler Portal

Step 1 – Sign on

To sign on to myTyler, you need to go to the myTyler portal, which is accessible from the John Tyler web site (www.jtcc.edu/myTyler). Please note that you will need to enter your username, which is the same as your VCCS ID, and password to access this system.

If you do not know your username, you may click on the link found on this page to access your username.
Enter the appropriate information to access your username.

Step 2

Once you have accessed the myTyler portal, click onto the VCCS SIS89:Student Information System link to access PeopleSoft.

Step 3 – Sign out

When your work is completed in PeopleSoft, you may sign out of the system by clicking the sign out link found in the top, far-right corner of the page. Please note that when you sign out, your EMPID or sign on ID is retained.

Be sure to close the PeopleSoft window and click the LOGOUT link from myTyler to completely sign out of the system.
Accessing Class Rosters and Record Grades
Now, that you have accessed PeopleSoft, use the following navigation to access your information.

Navigation:
Self Service>Faculty Center

Step 1
Verify that the correct term is displayed. If you need to select a different term, click the change term button, and select the appropriate term from the list.
Step 2

Once the correct term and classes listed are confirmed, you may view the Class Roster, by clicking on the appropriate icon.
Class Roster
Step 3
To record grades, you may select the **Grade Roster** icon from the Faculty Center page.
Step 4

You should now be able to view your grade roster for any one class.

Grade Roster

Step 5

Click in the Roster Grade field for each student and enter the appropriate grade. You may also click the Lookup button (magnifying glass) to select from the valid grade values for a given student. Continue entering the grades until complete by tabbing or clicking the next field. Be sure to enter the last date of attendance for any “F” grades to be received by the student.
Step 6

Once completed, change the Approval Status to **Ready for Review**.

Verify all entries and click **Save**.

Change the Approval Status to **Approved** and **Save**.

If a grade needs to be changed after you have changed the status to approved, change the status back to **Not Reviewed** and make the appropriate changes. You must then resave the transactions and change the status back to **Approved** to ensure that the grades will be posted by the College registrar.
INSTRUCTIONAL TECHNOLOGY

The Instructional Technology Office collaborates with faculty members in the design, development, utilization, management and evaluation of processes and resources for teaching and learning. The most widely used tool is Blackboard (Bb), an online course management system that provides web space for materials specifically related to individual courses.

Blackboard makes it possible for faculty to deliver entire courses online or supplement traditional on-campus classes with online content. Blackboard allows instructors to put their syllabi, lecture notes, PowerPoint presentations, assignments and other course documents online for students to access at anytime. The program also includes interactive features, such as asynchronous discussion boards and synchronous chats (typed, audio and video), which enhance communication between students and faculty.

Blackboard course shells are created for all JTCC courses. Instructors may copy previous courses or course materials into their shells. Course shells are unavailable to students until instructors make them available. If you do not plan to use Blackboard to supplement an on-campus course, your students will not see your course in their Bb course listings. Special requests (multiple sections within one Bb course, etc.) can be made using the Course Request Form: http://www.jtcc.edu/Blackboard/CourseRequest.

Other popular tools and resources include podcasts, Respondus software for creating tests, Camtasia for creating screen captured video, Google Apps tools, and Wimba Classroom for synchronous online communication.

Students may receive assistance with Blackboard or their student e-mail accounts by filling out this help request form: http://www.jtcc.edu/customapps/helpform2/.

Faculty may receive technical support by emailing edtech@jtcc.edu. Our entire office has access to this account. All faculty members are enrolled in the JTCC Instructional Technology organization in Blackboard (located in the module just below your courses). This organization contains numerous tutorials for Blackboard, Wimba, Google Apps, Testing in Bb and Respondus, MERLOT, Impatica, etc.

Information regarding group or individualized training sessions and/or instructional assistance can be found here: https://sites.google.com/a/email.vccs.edu/instructionaldesign/.

FIELD TRIPS

To initiate a field trip:

- Submit request form to division dean (www.jtcc.edu > faculty/staff > JTCC Intranet > College Forms > Student Services Forms > Field Trip Authorization).
- Distribute JTCC Waiver Liability Form to students.
- Collect completed/signed JTCC Waiver Liability Form from all participating students, and submit to the division dean.
WAIVER OF LIABILITY

I ______________________________ (Name) as an authorized representative of ______________________________ (organization) participating in _________________________ (event) being held at John Tyler Community College hereby agree to the terms of this Waiver of Liability. Unless rescheduled, this event is presently scheduled to occur on __________________________ (dates).

I/We understand and acknowledge that there is no guarantee that this activity is free of risk of personal injury or property damage or loss. I/We agree to abide by all applicable College rules, and understand that the College reserves the right to exclude my/our participation at any time if I/we are disruptive or for any other good reason.

I/We understand that no one, except the College President or designee, has the authority or right to change or waive any of the foregoing terms, or to make any representation of any nature to me/us as to this program, except as may be stated in official College publications.

I/We understand and acknowledge that in order to participate in this event I/We agree to assume all liability and responsibility for any and all potential risks, injuries, or even death that may be associated with participation in the event.

I/We understand, acknowledge, and agree that John Tyler Community College, its Board, employees, agents, students, volunteers, or representatives shall not be liable for any injury/illness, damage to or loss of property suffered by me/us which is incident to and/or associated with preparing for and/or participating in such event.

I/We hereby release, discharge, indemnify, and agree to hold harmless John Tyler Community College, the Board, employees, agents, students, volunteers, and representatives free from any and all liability arising out of or in connection with my/our participation in this event. For purpose of this Waiver, liability means all claims, demands, losses, causes of action, suits, or judgments of any kind that may originate from any guardians, heirs, executors, administrators, and assigns may have against the College, Board, employees, agents, students, volunteers, or representatives because of my/our personal, physical, or emotional injury, accident, illness, or death, or because of any loss of or damage to property that occurs to me/us or my/our property during my/our participation that may result from any cause including but not limited to College, Board, employees, agents, students, volunteers, or representatives own passive or active negligence or other acts than fraud, willful misconduct, or violation of the law.

______ (Initial) I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS RELEASE OF LIABILITY. I UNDERSTAND THE POTENTIAL DANGERS AND AM WAIVING CERTAIN RIGHTS AND ASSUMING THE RISK OF DAMAGE FROM MY PARTICIPATION.

______________________________
Signature

Organization: ______________________________

Name: ______________________________

Address: ______________________________

Date: ______________________________
**TRANSFER TIPS**

**TRANSFER LINK**  
myComputer > p:drive > Academic and Student Services > Arts and Sciences > (name of university)

### RECOMMENDED ELECTIVES FOR TRANSFER

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Numbers</th>
<th>Title</th>
<th>Subject</th>
<th>Course Numbers</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ACC</td>
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<td>121, 122</td>
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<td>ARA</td>
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<td>HUM</td>
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<td>Fundamentals of Design I – II</td>
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<td>General Biology I – II</td>
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<tr>
<td>PSY</td>
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<td>Principles of Psychology</td>
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<td>PSY</td>
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<td>PSY</td>
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<td>PSY</td>
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<td>235</td>
<td>Child Psychology</td>
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<td>REL</td>
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<tr>
<td>REL</td>
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<tr>
<td>REL</td>
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<td>Survey of the New Testament</td>
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<td>210</td>
<td>Survey of Physical &amp; Cultural Anthropology</td>
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<td>Sociology of the Family</td>
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<td>246</td>
<td>Death and Society</td>
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<td>Social Problems</td>
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<tr>
<td>SPA</td>
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<td>Intermediate Spanish I – II</td>
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</table>

**CST prefixes formerly SPD**

| CST  | 100         | Principles of Public Speaking     |
| CST  | 115         | Small Group Communications        |
| CST  | 131, 132    | Acting I – II                     |
| CST  | 231, 232    | History of Theatre I-II           |
| CST  | 267         | Creative Drama                    |

*Please seek your advisor for additional classes acceptable for transfer.*
STUDENT DISCIPLINARY POLICIES AND PROCEDURES

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

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

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

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

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

Student Administrative Hearing
After reviewing allegations, specifying the charges, and obtaining any necessary information, the campus judicial affairs officer will contact the student via mail, requesting a meeting to discuss the case with the student, including the nature and source of the charges and the student’s rights and responsibilities. During this discussion, the student may question the credibility of his or her accusers or other witnesses by submitting questions through the campus judicial affairs officer. The student will be given an opportunity to review any and all materials, which may have been presented as evidence against him/her. Following this review, the campus judicial affairs officer will either impose a disciplinary sanction or vacate the charges. This decision will be forwarded to the student in writing within ten (10) business days of the initial meeting between the campus judicial affairs officer and the student.
All records of the infraction and materials pertaining to and resulting from the inquiry (and any subsequent appeal) will be forwarded to the Office of the Dean of Student Services. This information will remain in the dean’s office.

**Appeals to the Dean of Student Services**

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

**Appeals to the Vice-President of Academic and Student Affairs**

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

**Disciplinary Actions**

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

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

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

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

Per VCCS Policy 3.8.4, a faculty member may be offered a teaching overload not exceeding ten (10) credit hours for pay per academic year (fall and spring semesters). Faculty members shall be considered as working an overload when they teach greater than (30) credit hours or greater than forty (40) contact hours; in classes where the number of credit hours for a full teaching load falls below twenty-four (24) credit hours, a faculty member shall be considered as working an overload when he/she teaches greater than forty-eight (48) contact hours. Where necessary, contact hours shall be converted to credit hours at rates consistent with prescribed course hour conversions. VCCS Policy 3.5.0 specifies that every laboratory hour shall equate to one-half (1/2) credit hour. This ratio will be adhered to in the conversion of overload contact hours to credit hours for compensation purposes.

For the purposes of workload calculations:

Every lecture hour equates to one (1) credit hour and one (1) contact hour;

Every laboratory hour equates to one-half (1/2) credit hour and one (1) contact hour.

Examples of workload and overload calculations:

Example A

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>credit</th>
<th>lecture</th>
<th>lab</th>
<th>contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 121-05A</td>
<td>3</td>
<td>3</td>
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<td>3</td>
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<tr>
<td>HIS 121-07A</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>3</td>
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<td>3</td>
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<td>HIS 122-71A</td>
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<tr>
<td><strong>Totals:</strong></td>
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<td>15</td>
<td>0</td>
<td>15</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIS 122-05A</td>
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<tr>
<td>HIS 122-07A</td>
</tr>
<tr>
<td>HIS 102-71A</td>
</tr>
<tr>
<td>HIS 101-01A</td>
</tr>
<tr>
<td>HIS 102-01A</td>
</tr>
<tr>
<td>HIS 270-01A</td>
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<tr>
<td><strong>Totals:</strong></td>
</tr>
<tr>
<td><strong>Year Totals:</strong></td>
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</table>
Overload calculation:

33 credits exceed 30 credits by 3 credits. OL = 3 credits.

Example B

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>credit</th>
<th>lecture</th>
<th>lab</th>
<th>contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101-01A</td>
<td>4 [4.5]</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
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<td>BIO 101-05A</td>
<td>4 [4.5]</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>BIO 102-71A</td>
<td>4 [4.5]</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>BIO 102-05A</td>
<td>4 [4.5]</td>
<td>3</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Totals:</td>
<td>18</td>
<td>12</td>
<td>12</td>
<td>24</td>
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</tbody>
</table>

Credit hours converted 4.5:

3 credits for lecture + 1.5 credits

for labs (2:1 ratio) per VCCS Policy

3.5.0.

Spring Semester

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>credit</th>
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<th>lab</th>
<th>contact</th>
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</thead>
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<td>BIO 102-01A</td>
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<td>BIO 102-05A</td>
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<tr>
<td>BIO 101-01A</td>
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<tr>
<td>Totals:</td>
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<td>12</td>
<td>12</td>
<td>24</td>
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</tbody>
</table>

Year Totals: 36 24 24 48

Overload calculations:

36 credits exceed 30 credits by 6. OL = 6

48 contact hours exceed 40 by 8. 8 divided by 2 = 4. OL = 4.

Total OL = 6 + 4 = 10 credits.

Example C

<table>
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<th>Fall Semester</th>
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<th>lab</th>
<th>contact</th>
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<tbody>
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<td>WEL 117-51A</td>
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<tr>
<td>WEL 117-71A</td>
<td>4 [5]</td>
<td>2</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>WEL 123-61A</td>
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<td>6</td>
<td>8</td>
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<tr>
<td>WEL 130-61A</td>
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<td>8</td>
</tr>
<tr>
<td>Totals:</td>
<td>20</td>
<td>6</td>
<td>24</td>
<td>32</td>
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</tbody>
</table>

Credit hours converted to 5:

2 credits for lecture + 3 credits

for labs (2:1 ratio) per VCCS Policy

3.5.0.
<table>
<thead>
<tr>
<th>Spring Semester credit</th>
<th>lecture</th>
<th>lab</th>
<th>contact</th>
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</thead>
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<tr>
<td>WEL 123-71A 4 [5]</td>
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<td>6</td>
<td>8</td>
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<tr>
<td>WEL 130-31A 4 [5]</td>
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<td>WEL 160-21A 4 [5]</td>
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<td>Year Totals:</td>
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</table>

*Overload calculations:*

35 credit hours exceed 30 by 5. \( OL = 5 \)
56 contact hours exceed 40 by 16. 16 divided by 2 = 8. \( OL = 8 \).
Total \( OL = 5 + 8 = 13 \). Maximum \( OL \) per VCCS policy is 10.
Total \( OL = 10 \).
# ACADEMIC CALENDAR 2009 – 2010

## FALL SEMESTER 2009
- **General Registration**: July 13 – August 14
- **Late Registration**: August 17 – 21
- **Labor Day Holiday (College closed)**: September 7
- **Founder’s Day (no classes)**: October 6
- **Thanksgiving Break (College closed)**: November 25 (noon)– 29
- **Grades due (all sessions)**: December 21, Noon

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

### 1st 8-Week Session
- **Classes begin**: August 24
- **Last day to add classes**: August 26
- **Last day to drop with a refund**: September 1
- **Last day to withdraw without academic penalty**: September 25
- **Classes end**: October 20

### 2nd 8-Week Session
- **Classes begin**: October 21
- **Last day to add classes**: October 23
- **Last day to drop with a refund**: October 28
- **Last day to withdraw without academic penalty**: November 23
- **Classes end**: December 19

## SPRING SEMESTER 2010
- **General Registration**: November 9 – December 18
- **Holiday Online Registration**: December 19 – January 4
- **Late Registration**: January 4 – 8
- **Martin Luther King Holiday (College closed)**: January 18
- **Spring Break (no classes)**: March 15 – 21
- **Assessment Day (no classes)**: April 13
- **Grades due (all sessions)**: May 14
- **Commencement**: May 15

### Regular Session
- **Classes begin**: January 11
- **Last day to add classes**: January 15
- **Last day to drop with a refund**: January 28
- **Last day to withdraw without academic penalty**: March 24
- **Classes end**: May 4
- **Final examinations**: May 5 – 11
1st 8-Week Session
Classes begin January 11
Last day to add classes January 13
Last day to drop with a refund January 19
Last day to withdraw without academic penalty February 15
Classes end March 8

2nd 8-Week Session
Classes begin March 9
Last day to add classes March 11
Last day to drop with a refund March 25
Last day to withdraw without academic penalty April 22
Classes end May 11

SUMMER SEMESTER 2010
General Registration April 5 – May 14
Late Registration May 17 – 21
Memorial Day Holiday (College closed) May 31
Mid-Summer Break (College closed) July 5 – 11
Grades due (all sessions) August 11

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

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

1st 5-Week Session
Classes begin May 24
Last day to add classes May 25
Last day to drop with a refund May 28
Last day to withdraw without academic penalty June 14
Classes end June 28

2nd 5-Week Session
Classes begin June 29
Last day to add classes June 30
Last day to drop with a refund July 12
Last day to withdraw without academic penalty July 23
Classes end August 9
FALL 2009 FINAL EXAMINATION SCHEDULE

For classes that meet on M & W and start between:
8:00 – 8:30 a.m.      Monday, December 14, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.    Wednesday, December 16, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.    Monday, December 14, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.      Wednesday, December 16, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.      Monday, December 14, 2:30 – 5:00 p.m.
4:00 – 4:30 p.m.      Wednesday, December 16, 2:30 – 5:00 p.m.
5:00 – 6:00 p.m.      Friday, December 18, 4:00 – 6:30 p.m.

For classes that meet on Tu & Th and start between:
8:00 – 8:30 a.m.      Tuesday, December 15, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.    Thursday, December 17, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.    Tuesday, December 15, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.      Thursday, December 17, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.      Tuesday, December 15, 2:30 – 5:00 p.m.
4:00 – 4:30 p.m.      Thursday, December 17, 2:30 – 5:00 p.m.
5:00 – 6:00 p.m.      Friday, December 18, 7:00 – 9:30 p.m.

For classes that meet on Friday and start between:
8:00 – 8:30 a.m.      Friday, December 18, 8:30 – 11:00 a.m.
11:00 – 11:30 a.m.    Friday, December 18, 11:30 a.m. – 2:00 p.m.
2:00 – 2:30 p.m.      Friday, December 18, 2:30 – 5:00 p.m.

For classes that meet on Tu, W & F and start between:
8:30 – 9:00 a.m.      Friday, December 18, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.    Tuesday, December 15, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.    Friday, December 18, 11:30 a.m. – 2:00 p.m.
1:00 – 1:30 p.m.      Tuesday, December 15, 11:30 a.m. – 2:00 p.m.
2:30 – 3:00 p.m.      Friday, December 18, 2:30 – 5:00 p.m.

For classes that meet on M, W & Th and start between:
8:30 – 9:00 a.m.      Monday, December 14, 8:30 – 11:00 a.m.
10:00 – 10:30 a.m.    Wednesday, December 16, 8:30 – 11:00 a.m.
11:30 – 11:45 a.m.    Monday, December 14, 8:30 – 11:00 a.m.
1:00 – 1:30 p.m.      Wednesday, December 16, 8:30 – 11:00 a.m.
2:30 – 3:00 p.m.      Monday, December 14, 2:30 – 5:00 p.m.

For evening classes that start between 6:30 & 7:00 p.m. and meet on:
Mondays       Monday, December 14, 7:00 – 9:30 p.m.
Tuesdays      Tuesday, December 15, 7:00 – 9:30 p.m.
Wednesdays   Wednesday, December 16, 7:00 – 9:30 p.m.
Thursdays    Thursday, December 17, 7:00 – 9:30 p.m.
If your class meets on a day or time not addressed by the above schedule, please see your instructor for specific exam days and times.

*Examinations must be held at the scheduled times noted above. No exceptions shall be made without the permission of the vice president of academic and student services. Requests for exception must be submitted via e-mail to the vice president with copies to the appropriate academic dean.*
SPRING 2010 FINAL EXAMINATION SCHEDULE

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

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

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

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

For classes that meet on Friday and start between:

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

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

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

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

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

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

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

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

Examinations must be held at the scheduled times noted above. No exceptions shall be made without the permission of the vice president of academic and student services. Requests for exception must be submitted via e-mail to the vice president with copies to the appropriate academic dean.
Table 5-1A
VCCS Degree Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENERAL EDUCATION</td>
<td>Minimum 15 credits <strong>Students must take at least one course in each of the five areas listed, to total at least 15 credits.</strong></td>
</tr>
<tr>
<td></td>
<td>(Students must take at least one course in each of the five areas listed, to total at least 15 credits.)</td>
</tr>
<tr>
<td>I. Foundations In Communication: Courses designed to enable students to interact with others using all forms of communication, resulting in understanding and being understood.</td>
<td>II. Foundations In Critical Thinking And Information Literacy: Courses designed to enable students to evaluate evidence carefully and apply reasoning to decide what to believe and how to act, and to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.</td>
</tr>
<tr>
<td>III. Foundations In Cultural And Social Understanding: Courses designed to enable students to have an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities.</td>
<td>IV. Foundations In Personal Development: Courses designed to enable students to strive for physical well-being and emotional maturity.</td>
</tr>
<tr>
<td>V. Foundations In Quantitative And Scientific Reasoning: Courses designed to enable students to possess the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues, and to adhere to a self-correcting system of inquiry (the scientific method) and rely on empirical evidence to describe, understand, predict, and control natural phenomena.</td>
<td></td>
</tr>
<tr>
<td>PROGRAM REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>Major Field Core</td>
<td>Minimum 15 credits* Maximum 15 credits</td>
</tr>
<tr>
<td>Related/Specialization Courses</td>
<td>0-15 credits</td>
</tr>
<tr>
<td>Electives</td>
<td></td>
</tr>
<tr>
<td>TOTALS</td>
<td>AA/AS/AAS: 60-63 credits**</td>
</tr>
<tr>
<td></td>
<td>AAA/AAS: 65-69 credits***</td>
</tr>
</tbody>
</table>

*Language in Section 5.1.0.0.1 of the VCCS Policy Manual states 25% of the courses in the degree program (15-18 credits) must be common across majors within a degree. The shared courses must be major or related/specialization courses.

**Credit range for engineering programs is 60-72 semester hour credits.

***Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.
Table 5-1B
Minimum Requirements for Associate Degrees in the VCCS

<table>
<thead>
<tr>
<th>General Education:</th>
<th>Minimum Number of Semester Hour Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1) AA</td>
</tr>
<tr>
<td>Communication(s)</td>
<td>6</td>
</tr>
<tr>
<td>Humanities / Fine Arts</td>
<td>6</td>
</tr>
<tr>
<td>Foreign Language (Intermediate Level)</td>
<td>6</td>
</tr>
<tr>
<td>Social / Behavioral Sciences</td>
<td>9</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>7</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Personal Development (e)</td>
<td>2</td>
</tr>
</tbody>
</table>

Other Requirements for Associate Degrees:

| Major field courses and electives (columns 1-3) | 18-21 | 24-27 | 24-27 | 49-53(f) |
| Career/technical courses (column 4)            |       |       |       |          |
| Total for Degree(g)                            | 60-63 | 60-63(b) | 60-63(b) | 65-69(b) |

Notes:
- The VCCS Policy Manual, Section 2-IV-C, defines general education within the VCCS. Sections 2.7.3, 3.4.10, and 3.5.1 of the Southern Association of Colleges and Schools (SACS) Principles of Accreditation specify general education requirements. Colleges must address all SACS requirements, the SCHEV Core Competencies, and the general education goal areas listed in this VCCS Policy Manual.

(a) Must include at least one course in English composition.
(b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.
(c) While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACS principles require that general education courses be general in nature and must not "...narrowly focus on those skills, techniques, and procedures peculiar to a particular occupation or profession."
(d) Only 3 semester hours of mathematics are required for the General Studies major.
(e) Personal development includes health, physical education, or recreation courses that promote physical and emotional well being and student development courses. Must include at least one student development course.
(f) AA/AAAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.
(g) All college-level course prerequisites must be included in the total credits required for each program.

(h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AA/AAAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.
The Learning Resources and Technology - LRTC
Library information for faculty – brief and basic
Detailed information will be found on the web site – http://www.jtcc.edu/library

HOURS
Monday – Thursday  7:30 a.m. – 9:00 p.m.
Friday       7:30 a.m. – 5:00 p.m.
Saturday    10:00 a.m. – 2:00 p.m.
Hours are shorter during holidays and semester breaks. These hours will be posted about the library and on the web site.

CARDS AND BORROWING
1. Library cards are issued to faculty on presentation of your Tyler ID and completion of a short form. They may be obtained at the circulation desk of either campus library.
2. Faculty are not charged overdue fines.
3. Faculty have borrowing privileges at the Richmond Academic Consortium libraries (RALC). These are J. Sargeant Reynolds, Randolph-Macon, Richard Bland, University of Richmond, Union Theological, Virginia State, Virginia Union, and Virginia Commonwealth. A John Tyler faculty ID is required, and the policies of the lending library govern the transactions.
4. Interlibrary loan services are available for obtaining materials not available at JTCC. Full details are on the web site.
   Your contact person is Peter McTague at the Chester Campus library, though an adequately documented request may be submitted to any member of the library staff.

FACULTY AND OUR COLLECTIONS
Faculty are encouraged to examine our collections to become familiar with materials pertaining to the courses they teach.
Recommendations for purchase are welcomed. The two campus libraries house approximately 50,000 books and 100 periodical subscriptions in hard copy. More than 8,000 periodicals may be accessed online.

THE CATALOG AND OTHER ELECTRONIC DATABASES
The catalog for our books, DVD/videos, and electronic books is freely available on all computers. The database page of the library web site will link to the databases featuring the full text of magazines, journals, and newspapers, as well as traditional indexing and other services. Our primary research databases for our students are in the EBSCO host group. These databases may be accessed off campus with the proper credentials.

LIBRARY INSTRUCTION
Bibliographic instruction sessions tailored to your classes may be arranged with appropriate staff at either campus. We need you to do this in advance (2 weeks is suggested) for scheduling and preparation. Most, but not all, students taking SDV 100 will receive a brief introduction to the library.

ACADEMIC COMPUTING, INSTRUCTIONAL SOFTWARE, AND APPLICATION SOFTWARE
The CLC (Collaborative Learning Center – the computer lab), adjacent to and part of the library at the Chester Campus, and various computer pod stations at the Midlothian Campus library may be reserved for class use. Please contact the appropriate staff in advance. Instructional software packages keyed to various courses and curricula are mounted on a number of the computers in these facilities. Word, PowerPoint, Excel, and Access are found on all computers at the Midlothian Campus library and are mounted on the computers in the CLC at the Chester Campus. Staff may give brief introductions to the software, as well as assist in its use. Please contact the staff well beforehand for these services.
Linda Luebke  Director of the LRTC and College Librarian
Helen McKann  Campus Librarian, Midlothian Campus

Bibliographic instruction, Midlothian Campus  Helen McKann, Christine Kush
Bibliographic instruction, Chester Campus  Peter McTague
Software introduction, Midlothian Campus  Emad Abu-Saleh
Software introduction, Chester Campus  Jill Painter
Interlibrary loan  Peter McTague
Recommendations for purchase  Judy Marsh
MEDIA SERVICES

Procedures

Hours
Audiovisual Media Services observes normal business working hours and are available to college departments Monday through Friday, 8:00 a.m. – 5:00 p.m. With sufficient notification, time may extend beyond the standard operating hours to complete work requests.

Submit Equipment Request Form (JTCC FORM 431-3R) to the Information Technology Services Center media services technician, or e-mail the request to helpdesk@jtcc.edu.

Event media requests must include date, location, begin and end time, equipment/services needed, and schematic drawing of setup.

Response Time
Response time for audiovisual service will vary. A lead-time of five working days is needed to ensure equipment reservation and staff assignment. Emergency/last minute requests requiring equipment or technical staff may not be possible due to previous commitments.

Services

AV Equipment Circulation
Various types of audiovisual equipment are available for classroom or other instructional use. These materials can either be delivered to a specific on-campus location or picked up by the faculty member.

To schedule your equipment needs, please submit an Equipment Request Form. Twenty-four-hour advanced notice is required to reserve your audiovisual equipment. The following information is needed to schedule classroom use of audiovisual equipment:

- Name and phone number
- Department/class
- Event date and time
- Building/room number
- Equipment needed

Available AV Equipment

- Overhead projectors
- TV & VCR cart
- DVD player
- Slide projectors
- Cassette recorder
**Multimedia Lectern**

Most lecterns contain a VCR/DVD unit, computer, laptop connectivity, and document camera.

Multimedia lectern training is available upon request. Training is a necessary prerequisite for use of lecterns. Individuals not employed by the college cannot have the password to gain access to lecterns. To schedule a training session, please call the help desk at 706-5050, or e-mail helpdesk@jtcc.edu.

**Equipment Checkout**

Off-campus equipment checkout is available to faculty and staff for College use only. Submit Equipment Check-Out Record Form (JTCC 710-8R) to the Information Technology Service Center.

**Event Scheduling/Coverage:**

On-campus event room rental should be scheduled through the Community College’s Workforce Alliance department (Susan Bernardo at 706-5193 or sbernardo@jtcc.edu).

ITSC staff will not provide coverage or borrowing of the College’s media equipment at off-campus locations or at night or on the weekends.

**Other Services**

**Production Services:** ITSC staff will not be available to tape (video or audio) events.

**VHS Tape Duplication:** Duplication of copyright protected materials is not permitted. Copying of tapes can be provided, if copyrights laws are followed (see Copyright Policy 19.0). Requestor is required to provide blank cassette(s) for the recording of materials.

**Satellite:**
Satellite feeds are no longer provided due to outdated equipment and inconsistency of broadcast feed.

**Flip Charts & Stands**

Flip charts and stands are not available through media services.

**Media Contacts**

- ITSC Help Desk – (804) 706-5050 or helpdesk@jtcc.edu

- Patty Williams, Information Technology Specialist I (Chester) – 804-706-5040 or pwilliams@jtcc.edu

- Jeff Greene, Midlothian, Information Technology Specialist I (Midlothian) – 804-594-1423 or jgreene@jtcc.edu
Midlothian Classroom Lectern
(Excludes A113 and A115. Contact ITSC HelpDesk at 706-5050 or helpdesk@jtcc.edu to schedule training.)

Media Equipment –
1. MLC52 Push Button Pad
2. Amplifier
   - The amplifier is used to provide audio for the lectern equipment. The speakers are on the wall and located on each side of the projection board in the front of the classroom.
   - The knobs are set in this particular location for a purpose and if messed with, the audio will not work or the quality will be affected.
   - The master knob is the only knob that should be used to adjust the audio.
3. Combo Unit (DVD/VHS) Player
   - Combo Unit has been added to the lectern.
   - The combo unit allows those at the Midlothian Campus to be able to play their movies whether on DVD or VHS format in the classroom. TVs with DVD/VHS will no longer be available.
   - Select Input 3 (Video) using the Input button for DVD/VHS viewing on the projection screen.
   - The combo unit should be already powered on; if not, press the power button.
   - There is NO remote for the combo unit so all selections (play, pause, stop, forward, and rewind) are done from the front panel on the combo unit.
4. VizCam
   - The VizCam resembles and performs like a “legacy” overhead projector.
   - Power ON/OFF VizCam by pressing the power button on the side of the VizCam.
   - Select Input 4 (S-Video) using the Input button for VizCam viewing on the projection screen.
   - For best viewing, VizCam requires direct light overhead. For best results, the lights in the front of the classroom might need to remain on.
   - Please remember to power off the VizCam.
   - Tips: using white paper underneath a transparency or using a dark color surface to place the object on (such as flipping over the mouse pad and using the back side to place the object on) helps visually.
5. Laptop Connection
   - Laptop access has been added to the lectern.
   - Please do not remove the cables from the cable clip on the lectern. There is enough cable length to reach the laptop on the desktop surface.
   - See picture to the left for location of laptop cables.
   - The laptop cables are:
     - VGA cable plugs into the VGA port on the back of the laptop.
     - Audio cable plugs into the headset port (not the mic port) on the laptop.
     - Network cable plugs into the Ethernet port on the laptop.
   - Power adapter for the laptop can be plugged into the surge protector on the bottom shelf of the lectern or the wall outlet next to the lectern if you prefer not to use your laptop battery.
Laptop Reminders

• Select Input 2 (RGB 2) using the Input button for laptop viewing on the projection screen.
• TOGGLE (FN and F8, might be different for other laptops) until laptop display appears on the laptop and projection screen. Sometimes it might take up to 3 toggles.

DOs and Don’ts:
• Do call ITSC HELPDESK for troubleshooting and media needs.
• Do remember to log off the computer.
• Do remember to power off the ceiling projector using the OFF button.

THIS EQUIPMENT IS EXPENSIVE.
• DON’T turn off the monitor, computer, amplifier, and combo unit.
• DON’T leave any belongings on any surface on the lectern.
• DON’T eat or drink around the lectern.
• DON’T allow students to troubleshoot equipment on the lectern.
• DON’T touch the knobs on Amplifier except for the master knob.

Chester Classroom Lectern
There is a variety of lecterns at Chester. For training and questions, please contact the ITSC Helpdesk at helpdesk@jtcc.edu or 706-5050.
Template for Syllabus

John Tyler Community College
(Specify Course Prefix and Number: Course Title)
(Specify Semester and Year)
(Meeting Day(s) and Time)
(Classroom Building and Room Number)

Instructor: (Your name and salutation)
Phone: (Your office number, and optional home number)
E-Mail: (Your e-mail address)
Walk-in Office Hours: (Your days, hours, and location of office hours)
Course Description: (Description from College Catalog)
Course Objectives: Upon completion of the course, students will be able to do the following:
  • (List of objectives)

Course Text:
(Course text using proper MLA or APA bibliographic format)
Additional References: (Additional text and article requirements, if appropriate)
Supplies: (Required or recommended as needed)
Attendance Policy:
(Your precise attendance policy, including how many absences, tardies, etc. are acceptable, and what the consequences are for going beyond that number. The attendance policy must be in accordance with College policy as follows: Faculty members may not permit any number of absences that are in excess of 20 percent of the total contact hours. Faculty may have attendance policies that are more stringent than the 20 percent requirement.)

Course Requirements:
  1. (highlight here, and list all course requirements)
  2. (highlight here, and list all course requirements)

Written Assignment Requirements:
  1. (List specific requirements, such as typed, inclusion of all rough drafts, late paper policy, etc.)

Make-up Policy: (Specify as precisely as possible your make-up policy, including the circumstances and conditions of make-ups.)

Evaluation: (List each evaluated assignment and what percent of the total grade it is assigned)

Course Withdrawal Policy: Withdrawal from a course without academic penalty may be made within the first 60 percent of the course. The student will receive a grade of "W" for withdrawal. After that time, the student will receive a grade of "F." In case of mitigating circumstances documented by the instructor, a grade of "W" may be awarded. Administrative withdrawal may be initiated by an instructor in the event of excessive absences on the part of the student.
Grading Scale:
(Spell out your grading scale or feel free to use the sample one below.)
100 - 92 A
91 - 83 B
82 - 74 C
73 - 65 D
64  F

Course Calendar:
(Highlight here and type class meeting dates, details of major topics to be covered, and any assignments due on those dates.) Example:
0/00 QUIZ:_________; Lecture on Environmental Transformation, domestication of plants, animals, and the development of villages; "The Rise of Cities;" Review for examination; Receive handouts of W. Europe Map I (countries and capitals), Physiographic Map, and exam questions.
Assignments:
  Reading: World Regional Geography Chapter 2, and pp. 4 - 15
  Writing: Rough Draft of Essay 1

STUDENT CONDUCT POLICY: (This is optional. List the specifics of your student conduct policy, and include the following note):
For the College policy on Student Conduct see the current Student Handbook at http://www.jtcc.edu/downloads/current/student_handbook.pdf.

Academic Honesty: At JTCC we expect the highest standards of academic honesty. Violations of academic honesty include the following:
  • Cheating: This includes seeking or giving unauthorized help on examinations, papers, and other academic assignments.
  • Plagiarism: This is defined as using another's words or ideas and representing them as one's own, either knowingly or unknowingly. In other words, by not documenting ideas or putting quotations around exact phrasing and documenting the source, one is committing plagiarism.

Misconduct in the area of academic honesty is subject to disciplinary action which can include failure for the assignment, or even failure of the course. For the complete college policy on Academic Dishonesty and for questions regarding Student Disciplinary Policies and Procedures see the current Student Handbook at http://www.jtcc.edu/downloads/current/student_handbook.pdf.

TURNITIN POLICY: Your professor has access to Turnitin plagiarism software which aids in detecting improperly cited materials. All of your written work may be submitted to Turnitin for analysis. Your instructor may ask you to upload your documents yourself. If you have concerns about your written work being stored in a database, you should address the issues at the beginning of the academic term.

STUDENTS WITH DISABILITIES: In keeping with the philosophy of providing educational opportunity for all individuals, JTCC has a professional counselor who will assist disabled persons by acting as the liaison between the students and the faculty/staff who will provide the support services needed. Go to the Disabilities Support Services web page at http://www.jtcc.edu/index.php?option=com_content&task=view&id=273&Itemid=369 for more information.

DIVISION OF STUDENT SERVICES—ADMINISTRATIVE PERSONNEL

Chris Pfautz, Dean of Student Services  
Office: M107e (Moyar Hall, Chester); B213a (Administration Building, Midlothian)  
Telephone: 804-706-5208 (Chester); 804-594-1566 (Midlothian)  
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Telephone: 804-594-1551
e-mail: cgoode@jtcc.edu
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www.jtcc.edu

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13101 Jefferson Davis Highway
Chester, Virginia 23831-5316

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

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