

# *Student Handbook*

# COLLEGE POLICIES

## NONDISCRIMINATION STATEMENT

Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability in its programs or activities. For more information, please contact: Karen Foreman, Human Resource Manager, 173 Skirmisher Lane, Middletown, VA 22645, kforeman@lfcc.edu.

## STUDENT GRIEVANCE PROCEDURE

A student dissatisfied with any aspect of the College should send direct correspondence to the vice president of student success. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College Catalog and student handbook. These publications are available in the Office of Student Success and at <http://www.lfcc.edu>. Procedures for other student grievances are provided at <http://www.lfcc.edu/grievance>.

## CODE OF STUDENT RIGHTS, RESPONSIBILITIES AND CONDUCT

### Short Title

1. These rules shall be known as the Lord Fairfax Community College code of conduct.

### Bill of Rights

2. The following enumeration of rights shall not be construed to deny or disparage others retained by students in their capacity as members of the student body or as citizens of the community at large:
  - A. Free inquiry, expression and assembly are guaranteed to all students consistent with the first amendment to the United States Constitution.
  - B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
  - C. The right of students to be secure in their persons, papers and effects against unreasonable searches and seizures is constitutionally guaranteed.
  - D. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges and an opportunity for a fair hearing.

### Definitions

3. When used in this code
  - A. The term "institution" means Lord Fairfax Community College and collectively, those responsible for its control and operation.
  - B. The term "student" includes all persons taking courses at the institution both full-time and part-time.
  - C. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of his/her status in a particular situation shall be determined by the surrounding facts.
  - D. The term "legal compulsion" means a judicial or legislative order which requires some action by the person to whom it is directed.
  - E. The term "organization" means a number of persons who have complied with the formal requirements of institution recognition.
  - F. The term "group" means a number of persons who have not yet complied with the formal requirements for becoming an organization.
  - G. The term "student press" means either an organization whose primary purpose is to publish and distribute any publication on campus or a regular publication of an organization.
  - H. The term "shall" is used in the imperative sense.
  - I. The term "may" is used in the permissive sense.
  - J. All other terms may have their natural meaning unless the context dictates otherwise.

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### **Access to Higher Education**

4. Within the limits of its facilities, the institution shall be open to all applicants who are qualified according to its admission requirements. The institution shall make clear the characteristics and expectations of students, which it considers relevant to the program. Under no circumstances may an applicant be denied admission because of race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability or any other irrelevant criteria.

### **Classroom Expression**

5. Orderly discussion and expression of all views relevant to the subject matter is permitted in the classroom subject to the responsibility of the instructor to maintain order.
6. Information about student views, beliefs and political associations acquired by professors in the course of their work as instructors, advisors and counselors is confidential and is not to be disclosed to others unless under legal compulsion. Questions relating to intellectual or skills capacity are not subject to this section.

### **Campus Expression**

7. Discussion and expression of all views is permitted within the institution subject only to requirements for the maintenance of safety, order and respect for others' rights to privacy and freedom from harassment and applicable policies of the institution.
8. Students, groups and campus organizations may invite and hear any persons of their own choosing subject only to the requirements for use of institutional facilities.

### **Publications**

9. A student, group or organization may distribute printed material on College-owned property, provided they abide by the College's distribution of printed materials procedure available at <http://www.lfcc.edu>.
10. The College press is to be free of censorship. The editors and managers shall not be arbitrarily suspended because of student, faculty, administration or community disapproval or editorial policy or content. Similar freedom is assured oral statements of views on an institution-controlled and student-operated radio or television station. This editorial freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the Federal Communications Commission.
11. All student communications shall explicitly state on the editorial page or in broadcast that the opinions expressed are not necessarily those of the institution or its student body.

### **Institutional Government**

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

### **Protest**

15. The right of peaceful assembly is granted within the institutional community, so long as law and policy are observed and the educational process is not adversely affected.
16. Orderly assembly and other forms of peaceful gatherings are permitted on institution premises provided that the following stipulations are met:
  - A. Interference with ingress to and egress from institution facilities, interruption of classes or damage to property does not exceed permissible limits.
  - B. No assembly or demonstration is held in the College buildings so as to prevent disruption of educational activities.
  - C. Demonstrations or assemblies held outside the buildings, but on College property, are registered with the vice president of financial and administrative services 48 hours prior to the assembly or demonstration.
  - D. All students are restricted from an area within 100 feet of each fire hydrant on the College property during the time of the assembly or demonstration.

### **Student Code of Conduct**

17. The institution may institute its own proceedings against a student who violates a law on campus, which is also a violation of a published institution regulation. Official notices conspicuously displayed on bulletin boards in public areas throughout the campuses are considered to be published institutional regulations. It is the responsibility of every student to read all official notices conspicuously posted throughout the College facilities.

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### **Proscribed Conduct**

Generally, institutional discipline shall be limited to conduct which adversely affects the institutional community's pursuit of its educational objectives. The following misconduct is subject to disciplinary action:

- A. All forms of dishonesty including cheating; plagiarism; knowingly furnishing false information to the institution; forgery; alteration or use of institutional documents or instruments; or identification with intent to defraud.
- B. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
- C. Physical abuse of any person on campus premises or at campus sponsored or supervised functions.
- D. Damaging, defacing, stealing or destroying College property or property of a member of the College community or campus visitor.
- E. Failure to comply with directions of officials acting in performance of their duties.
- F. Violation of published institutional regulations including those relating to entry and use of institutional facilities, the rules in this code of conduct and any other regulations which may be enacted.
- G. Violation of law on institutional premises in a way that affects the institutional community's pursuit of its proper educational purposes.
- H. Use, possession, or distribution of narcotics, hallucinatory drugs or controlled substances of any nature.
- I. Abusive language, fighting, obscene conduct or public profanity.
- J. Possession on one's person or in one's automobile of illegal or dangerous weapons (e.g., knives, guns, etc.).

Violations involving sexual harassment or sexual misconduct will be resolved by governing procedures specified in the College's sexual harassment and sexual misconduct policies.

### **Off-Campus Student Code of Conduct**

Students participating in any College, club or organization sponsored off-campus trip have the responsibility to display conduct and behavior for the duration of the trip and at all times, that reflect favorably on them, the College and the community. Students are expected to recognize their responsibility for proper conduct and to respect the rights and welfare of others.

All students representing the College off-campus will be subject to the same disciplinary action as though they were on-campus. Proscribed conduct and disciplinary proceedings are specifically addressed in the College's student handbook, *Code of Student Rights, Responsibilities and Conduct*. The College's drug/alcohol policy is in effect at all times and specifically states:

All students of Lord Fairfax Community College shall not possess, use, distribute or manufacture illicit drugs and alcohol on school property including buildings, facilities, grounds, property controlled by the College, as part of College activities on or off campus, while serving as a representative of the College at off-campus meetings, in any state-owned, controlled or leased property or at a site where state work is performed. College representatives and/or club advisors responsible for off-campus events will be in charge of their groups and responsible for reporting violations and infractions to the director/coordinator of student success and the coordinator of student activities immediately upon return to the campus.

### **Disciplinary Proceedings**

Any academic or administrative official, faculty member or student may file charges against any student for misconduct. In extraordinary circumstances, the student may be suspended pending consideration of the case. Such suspension shall not exceed a reasonable time. When the vice president of student success receives information that a student has allegedly violated a rule, regulation, policy or procedure, the vice president or designee shall investigate the alleged violation. After completing the preliminary investigation, the vice president or designee may:

1. Dismiss the allegation as unfounded.
2. Determine the severity and nature of the problem.
3. Summon the student for a conference to evaluate the severity and dispensation of the allegation and:
  - a. proceed administratively if it is determined that the alleged violation is of a nature that the facts are not in dispute and can be handled by the vice president or designee;
  - b. proceed administratively if it is determined that the facts of the alleged violation are in dispute and must be further probed by the vice president or designee; or
  - c. prepare a formal complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegations.

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All charges will be presented to the accused student in written form and he/she will respond within a reasonable time. A time will be set for a hearing. A calendar of the hearings in a disciplinary proceeding will be determined after consultation with the parties. The institution will have discretion to alter the calendar for good cause. The president of the College, vice president of student success or designated representative may take immediate interim disciplinary actions, suspend the right of a student to be present on the campus and to attend classes or otherwise alter the status of a student for violation of rules, regulations, policies or procedures when the student is a clear or present danger to himself/herself or others. The president shall afford the affected student an informal opportunity to discuss the matter preliminary about exigent circumstances.

### **Disposition of a Non-disputed Violation**

When the facts are not in dispute the vice president or designee may administratively dispose of any violation. In administratively disposing of a violation, the vice president or designee may impose any disciplinary action authorized under the section entitled "Sanctions." At a conference with a student in connection with an alleged violation, the vice president or designee shall advise the student of the charges against him/her and of the process available to respond to the charges. The vice president of student success or designee will prepare a written summary of each administrative disposition of a violation and other appropriate administrative personnel. If a student accepts administrative disposition, he/she will sign a statement that he/she understands the nature of the charges and that the student waives the right to a hearing and the right to appeal.

### **Disposition of a Disputed Violation**

At a conference with a student in connection with an alleged violation, the vice president or designee will advise the student of the disciplinary procedures to be followed in disposing of the matter. The vice president of student success or designee may administratively dispose of any violation if it is in the best interest of the College and the student concerned consents in writing to administrative disposition.

In administratively disposing of a violation, the vice president or designee may impose any disciplinary action authorized under the section entitled "Sanctions." If a student accepts administrative disposition of the alleged violation, the student will sign a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed and the waiver of the right to appeal.

A student may refuse administrative disposition of the alleged violation and on refusal, is entitled to due process and a hearing. The vice president of student success will prepare a written summary of each administrative disposition of a violation and forward a copy to the student and to other appropriate administrative personnel.

### **Hearing**

- A. A written request for a hearing must be made to the vice president of student success on or before the third class day following the administrative disposition. (Saturdays and Sundays are not defined as class days.)
- B. The discipline ad hoc committee will be selected by the vice president or designee from a list of faculty, staff and students who have volunteered to serve on the committee if needed and will consist of two faculty-ranked personnel, one classified staff person and two students. The list of names of the interested persons will be developed at the beginning of each academic year and will be in effect for the duration of that year. The student requesting the hearing may, if he/she believes one of the selectees will not fairly judge the merits of the alleged violation, choose another person from the list in that same category.
- C. The discipline ad hoc committee will elect a chairperson. The chairperson will set the date, time and place for the hearing and the Office of Student Success will notify the student by certified letter or by hand delivery of the date, time and place of the hearing. This notice will be sent within five class days of receipt of the student's request for a hearing.
- D. The discipline ad hoc committee may hold a hearing at any time if the student has received actual notice of the date, time and place of the hearing and is not present.
- E. An accused student has the right to be accompanied by counsel, advisor or attorney who may come from within or outside the College. Such counselor, advisor or attorney must restrict his/her participation to advising the accused and he/she may not participate in the actual proceedings of the hearing such as discussion or cross-examination of the witnesses.
- F. The committee will proceed generally as follows during the hearing:
  1. The vice president of student success or designee reads the complaint.
  2. The vice president of student success or designee presents the College's case. Any person giving testimony may be questioned by the student.

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3. The student presents his/her defense. Any person giving testimony may also be questioned by the vice president or designee.
4. The vice president of student success or designee and the student may present rebuttal evidence and argument.
5. The committee will presume a student innocent of the alleged violation until the facts and information presented support a decision to the contrary. A student will be found in violation when the weight of the evidence indicates that the student has violated this code of conduct.
6. All evidence will be offered to the committee during the hearing and made part of the hearing record.
7. A student may not be compelled to testify against himself/herself.
8. Committee members may freely question witnesses at any time.
9. The committee will vote the issue of whether or not there has been a violation of this code of conduct. If the majority of the committee finds the student violated the code of conduct, the committee will recommend an appropriate penalty as stated in the section entitled "Sanctions."

### **Hearing Records**

The hearing record will include:

1. A copy of the notice provided to the student;
2. All documentary and other evidence offered or admitted in evidence;
3. Written motions, pleas and any other materials considered by the committee; and
4. The committee's finding.

The hearing record will be forwarded to the vice president of student success where it will be securely maintained.

### **Appeal**

A student is entitled to an appeal to the president of the College. If a notice of appeal is given, the vice president of student success or designee will send the record to the president on or before the 10th day after the notice is given. The president of the College will automatically review every penalty of expulsion. A student will file a request for appeal with the president on or before the third class day after the vice president communicates the findings, recommendations and sanctions to the student. The student has the right to review the hearing record in the office of the vice president of student success prior to the day of the appeal. The president will take such action as determined to be appropriate at any time during the process.

### **Sanctions**

A. The discipline ad hoc committee may recommend and the vice president of student success will determine and impose one or more of the following penalties for violation of the code of conduct:

1. Admonition – a written reprimand from the vice president of student success to the student on whom it is imposed.
2. Warning probation – indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time up to one calendar year and the student will automatically be removed from probation when the imposed period expires.
3. Disciplinary probation – indicates that further violations may result in suspension. Includes exclusion from participation in privileged or extracurricular campus activities as set forth in the notice for a period of time.
4. Restitution – reimbursement for damage to or misappropriation of funds or property. This may take the form of appropriate service or other compensation.
5. Suspension – exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time.
6. Expulsion – permanent severance from the College. The conditions of readmission, if any, shall be stated in the order of expulsion.

## ACADEMIC HONESTY POLICY

The collegiate experience depends on the absolute integrity of the work completed by each student and it is imperative that students maintain a high standard of honor in their course work. Academic honesty is essential to develop students' full intellectual potential and self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism or collusion.

### Procedures in Cases of Academic Dishonesty

1. If a faculty member suspects a student of academic dishonesty, he or she will discuss this suspicion and the reasons privately with the student involved. Then, if the instructor is convinced that the student is guilty of academic dishonesty, one or more of the following penalties may be imposed by the instructor depending on his or her judgment as to the seriousness of the offense:
  - Reprimand the student.
  - Require that the work in question be done over.
  - Assign a grade of zero on the work involved.
  - Assign a grade of F for the course.

If more than one student is involved, the situation must be discussed with each one individually.

2. The faculty member must keep any documentation and evidence of the violation for reference in case of an appeal.
3. In addition, the faculty member must send a completed LFCC report of academic dishonesty form to the vice president of learning. The student must be provided the opportunity to read and sign the form, indicating that he or she is aware of the report and of the right to appeal. The student may provide the vice president a separate written response if desired. The vice president will keep the report as part of the student's disciplinary record (separate from the student's academic record). The vice president will also inform each student in writing that he or she is on disciplinary probation and that future violations may result in more severe sanctions as described in the *Code of Student Rights, Responsibilities and Conduct*.
4. A student has the right to appeal the instructor's decision to the vice president of learning. In this case, the disciplinary proceedings in the student handbook will be followed. If the instructor's decision is reversed on appeal, the vice president will remove the report of academic dishonesty from the student's disciplinary record.
5. If the vice president receives a report of academic dishonesty on a student who already has such a notice on file and neither case is reversed on appeal, the student may be suspended for no less than one semester.
6. A third violation of academic honesty by a student may result in expulsion from the College.

## DOMICILE APPEALS PROCESS

Any student who had applied for admission to the College and is denied in-state tuition has a right to appeal according to the following process.

**Initial determination** – The Admissions and Records Office staff is responsible for making an initial determination of eligibility for in-state tuition rates. The decisions shall be based on information provided on the application for Virginia in-state tuition rates, supporting documents and statements made by the student. The Admissions and Records Office shall follow guidelines issued by the State Council of Higher Education for Virginia in making determinations of eligibility for in-state tuition rates. The initial determination made by the Admissions and Records Office shall be an oral communication. All documents needed to support determination of domicile must be submitted to the Admissions and Records Office prior to the first day of semester classes.

**Intermediate review** – A student who is aggrieved by an eligibility determination made by the Admissions and Records Office staff may appeal the decision to the director of enrollment management/registrar. The student must file a written appeal within 10 calendar days of initial determination. A supplemental application for Virginia in-state tuition rates may be required if the director of enrollment management/registrar determines that additional domicile information is necessary. Within 10 calendar days of receipt of an appeal, the director of enrollment management/registrar will review the initial determination. The student shall be provided with the opportunity to present information either in person or in writing. In reviewing the initial determination, guidelines issued by the State Council of Higher Education for Virginia shall be followed. The director of enrollment management/registrar will notify the student in writing of the review outcome. Notification shall be within 20 calendar days of receipt of the appeal.

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Final administrative review – A student who is not satisfied with the outcome of the review by the director of enrollment management/registrar may appeal to the domicile appeals committee. The student must file a written appeal to the domicile appeals committee within 10 calendar days of notification. Within 10 calendar days of receipt of an appeal, the chair of the committee shall schedule a meeting to review the initial determination and intermediate review. A supplemental application for Virginia in-state tuition rates may be required if the committee determines that additional domicile information is necessary. The student shall be provided the opportunity to present information to the domicile appeals committee, either in person, or in writing. In reviewing the initial determination, the domicile appeals committee shall follow guidelines issued by the State Council of Higher Education. The decision of the domicile appeals committee shall be in writing and a copy of the decision shall be sent to the student. Notification shall be within 20 calendar days of receipt of the appeal. The letter shall clearly explain that the decision is final.

## STUDENT DRUG AND ALCOHOL POLICY

### **Policy Statement**

All students and employees of Lord Fairfax Community College shall not possess, use, distribute or manufacture illicit drugs and alcohol on school property including buildings, facilities, grounds, property controlled by the College, as part of College activities on or off campus, while serving as a representative of the College at off-campus meetings, in any state-owned, controlled or leased property or at a site where state work is performed.

### **Disciplinary Action/Responsibilities**

#### **Students**

The College is committed to uphold the rules and regulations as stated in the *Code of Student Rights, Responsibilities and Conduct* section printed in the student handbook and distributed at the beginning of each academic year through the Office of Student Success. Depending on the severity of the violation and the result of a disciplinary hearing, one or more of the following penalties can be imposed: admonition, warning probation, disciplinary probation, restitution, suspension or expulsion.

Individuals in violation of this policy may also be subject to legal sanctions under Fauquier, Frederick or Page counties, the Commonwealth of Virginia or federal law regarding the unlawful possession or distribution of illicit drugs and alcohol. Lord Fairfax Community College students and employees experiencing a problem with drug or alcohol abuse or dependency are encouraged to seek counseling services. Alcoholism and drug addiction are treatable diseases. Please see a counselor in the Office of Student Success for referral to an appropriate community agency that will assist with private confidential counseling or information.

## HIV/AIDS POLICY

### **Educational Program**

Lord Fairfax Community College takes an active role in making available to all students, faculty and staff information about the transmission of HIV and the means of minimizing the risk of developing AIDS to the members of the community. Through a variety of educational programs, LFCC strives for an educated constituency that is aware and supportive of the prevention, risk behaviors, coping strategies and other related issues surrounding HIV/AIDS.

An HIV/AIDS advisory committee composed of students, faculty, staff and a community member has been established to develop and implement an HIV/AIDS educational program. The primary purpose of the advisory committee is to provide outreach through the educational arena to three groups: faculty/staff, students and the community. The comprehensive education program includes information distribution regarding prevention and risk reduction of HIV/AIDS and the development of the skills and support needed to change risk behaviors.

### **Protection of Individual Rights**

In addition, Lord Fairfax Community College ensures the protection of the individual rights of all members of the College community and the preparation of individuals to act in a responsible manner. Discrimination of persons who are HIV positive or who may have AIDS will not be tolerated.

### **Confidentiality**

Members of the LFCC community who need assistance in dealing with HIV/AIDS issues are encouraged to seek the confidential services of the College's Office of Student Success staff and a variety of community agencies. Students, faculty and staff who are HIV positive or who live with AIDS will be able to remain at Lord Fairfax Community College as long as they are physically and mentally able to perform their role. Confidentiality of any person with HIV or AIDS will be protected. The status of an HIV/AIDS infected individual will not be provided to faculty, administration or family without the expressed written permission of the infected individual.

## ETHICAL STANDARDS FOR PROFESSIONAL RELATIONSHIPS AND SEXUAL MISCONDUCT POLICY AND PROCEDURES

The purpose of this policy is to provide all Lord Fairfax Community College students, administrators, faculty and classified staff with a method for addressing complaints of sexual harassment and sexual assault. A further purpose is to communicate the intent of the College to create a campus environment free of such behavior. A college is a community of learners in which strong emphasis is placed on self-awareness and consideration for the lives and feelings of others. In a setting of this kind, there is no place for conduct that diminishes, humiliates or abuses another person. Such conduct subverts the mission of the College and threatens the careers, the quality of educational experience and the well-being of students, faculty and staff. For these reasons sexual harassment of any kind is unacceptable at Lord Fairfax Community College.

The policy applies to all members of the College community; specifically, administration, faculty, classified staff and students and includes mechanisms for addressing student-to-student problems, employee-to-employee problems and employee-to-student or student-to-employee problems.

### **Ethical Standards**

Lord Fairfax Community College endorses in principle the American Association of University Professors (AAUP) Statement on Professional Ethics as an appropriate basis for general norms of professional conduct. Part II of the ethics statement relates to avoidance of exploitation, harassment or discriminatory treatment of students. Sexual relationships that might be appropriate in their circumstances are inappropriate when they occur between a faculty member/administrator and a student or a supervisor and an employee with whom that person has an authority relationship. Because of the difference in power between professors and students and supervisors and employees, all faculty, administrators and staff are expected to maintain appropriate professional boundaries at all times. In addition, consenting romantic and sexual relationships between faculty and any student are deemed very unwise and are not encouraged. A faculty member who enters into a sexual relationship with a student or a supervisor who does so with an employee where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it may prove difficult to successfully claim consent as a defense.

To implement the general norms of the Statement of Professional Ethics, the related standards and procedures shall be operable within the institution. Unethical conduct may be subject to sanctions which range from a warning to dismissal depending upon the severity and/or frequency of the conduct.

This policy is in accordance with the VCCS policy manual for employees and students in Section 3.11.

### **Committee on Sexual Misconduct**

A committee on sexual misconduct is appointed by the president or the president's designated official. The committee is charged with advising the president or the designated official on matters covered by the policies and procedures governing adjudication of cases of alleged sexual harassment and with assisting both alleged victims of sexual harassment and those accused to deal with College procedures and to locate appropriate resources, while protecting the rights of individuals alleged to have violated the College policy. Members of the committee receive training regarding the College's sexual misconduct policy and complaint procedures to enable them to carry out their duties and responsibilities.

The committee is chaired by the EEO/AA officer of the College. Its membership includes: two faculty members, at least one administrator, one Office of Student Success staff member, one classified staff and the president of the Student Government Association. Members of the committee serve staggered three-year terms as appropriate and may be reappointed. The student member does not participate in the complaint resolution procedures described below, but may refer individuals to other members of the committee and participate in discussions about the effectiveness of the policy and related resolution procedures. The names of the members of the sexual misconduct committee are published at least once each semester in the campus newsletters. The committee meets at least once each semester to discuss issues related to the policy and complaint procedures and to review complaints received and recommend actions taken to resolve them.

## SEXUAL HARASSMENT POLICY

Sexual harassment in any situation is reprehensible and will not be tolerated. Sexual harassment is a form of sex discrimination prohibited by Title IX (students) of the Educational Amendments of 1972 and Title VII (employees) of the Civil Rights Act of 1964. Sexual harassment of employees and students at Lord Fairfax Community College is defined as any unwelcome sexual advances, unwelcome requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. It takes two legal shapes:

### **Quid pro quo**

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or academic performance.
2. Submission to or rejection of such conduct is used as a basis for an employment decision, performance evaluation or academic performance evaluation concerning a member of the College community.

### **Hostile Environment**

Hostile environment harassment differs from "quid pro quo" harassment in that no discriminatory effect on grades, wages, job assignments or other tangible benefits is required. Instead, such unwelcome sexist or sexual conduct has one of these purposes or effects:

1. It unreasonably interferes with an individual's work or academic performance.
2. It creates an intimidating, hostile or offensive work or academic environment.

Direct propositions of a sexual nature, subtle and/or persistent pressure for sexual activity, conversations of a sexist or sexual nature or similar jokes and stories, sexual remarks about a person's clothing, body or sexual relations or the display of sexually explicit materials may constitute harassment if shown to be unwelcome and sufficiently pervasive or severe. Nothing in this policy precludes academically relevant discussions or presentations concerning gender or sex. The fact that such discussions or presentations may cause some students discomfort does not in itself indicate hostile environment harassment. If relevant to course content, gender and sex are legitimate areas of inquiry. It is important to realize that some physical acts that constitute sexual harassment may also constitute criminal offenses that may be separately prosecuted in court. It is a violation of College policy for any faculty member, administrator, student or staff employee, hereafter referred to as members of the College community, to seek or offer gain, advancement or consideration in return for sexual favors. It is a violation of College policy for any member of the College community to make an intentionally false accusation of sexual harassment. Any deliberately false accusations may be subject to the following: warning, probation, suspension, dismissal or other actions deemed appropriate by the committee, (i.e., counseling, education, referral and also including prosecution for libel or slander in the court systems). It is a violation of College policy for any member of the College community to initiate a negative personnel or academic action against an individual in retaliation for reporting an incident or allegation of sexual harassment, except in cases of intentionally false accusations of sexual harassment. In determining whether the alleged conduct constitutes sexual harassment, those charged with such determinations will consider all relevant information including the nature of the alleged sexual conduct and the context in which the alleged conduct occurred. Such determinations will be based on fact and will be made on a case-by-case basis.

### **Process Governing Cases of Alleged Sexual Harassment**

This process is to be used by any member of Lord Fairfax Community College to address complaints alleging sexual harassment where a member of the administration, faculty, classified staff or a student is a party as complainant or accused. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed as part of these proceedings. A member of the College community who believes that he or she is or has been the victim of sexual harassment, as defined by College policy and who wishes to seek a remedy by using the informal or formal procedures discussed below, must contact a member of the sexual misconduct committee as soon as possible, preferably within 30 days from the end of the semester or term during which the alleged sexual harassment occurred.

Consistent with Lord Fairfax Community College's *Code of Student Rights, Responsibilities and Conduct*, the rights of the accused will include the right to an explanation of the charges; the right to be accompanied by a person of his/her choice at the hearing; the right to remain silent; the right to testify on his/her own behalf; the right to be informed in a timely manner of the finding and outcome of the proceedings; and the right to an appeal.

This process is not intended to impair or to limit the right of anyone to seek remedies available under state or federal law. Since federal and state procedures require that complaints be filed within specific deadlines from the onset of the behavior construed as sexual harassment, individuals who pursue the internal complaint procedures described below may fail to meet state and federal guidelines for filing a complaint. A complaint may be filed with an external agency in order to meet state

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and federal agency deadlines without jeopardizing one's right to a College hearing. However, if relief is sought outside the College, the College is not obliged to continue processing a grievance while the case is being considered by an outside agency or civil or criminal court.

### **Step 1 – COMPLAINT AND INFORMAL RESOLUTION PROCEDURES**

The purpose of this informal procedure is to provide assistance and guidance to both the individual complaining of sexual harassment and the accused in the functioning of the College's procedures. It provides an opportunity for the complainant and the individual accused of harassment to resolve the problem in an informal manner, without the necessity of disciplinary action or the more formal procedure for processing a complaint. However, use of the informal procedure shall not impair the right of a complainant not satisfied by this procedure to utilize the formal procedure described below.

When a complaint has been initiated, the chair of the sexual misconduct committee or a committee member designated by the chair meets with the complainant to discuss that individual's concern and to clarify the College's policy and internal complaint procedures. Additional information about federal and state complaint procedures is available from the chair of the sexual misconduct committee. The committee member prepares a brief summary of the meeting. The summary is forwarded to the chair of the committee, or designee, in order for the chair, or designee, to assess the effectiveness of the policy and complaint procedures to this point in the case.

The resolution procedure followed from this point depends upon the complainant's willingness to have her or his identity disclosed to the individual alleged to have committed the unwelcome behavior covered by these procedures.

- A. If the complainant does not agree to the disclosure of her or his identity, the committee member, within a two-week period and with the consent of the complainant, meets with the individual alleged to have harassed the complainant. The committee member advises the accused of the College's sexual harassment policy and complaint procedures and affords the accused an opportunity to respond to the allegation. The committee member subsequently contacts the complainant to confirm that the meeting was held and to describe the response of the individual accused of violating College policy. The committee member prepares a written summary report of the complaint procedure followed, without disclosing the identities of the parties involved and files the report with the chair of the committee, or designee, within 10 working days after the meeting with the individual accused of violating College policy. The accused may demand the "right to know" his/her accuser in which case Step B, below, may be followed to informally resolve the case or Step 2 may be followed to formally resolve the case, or the accusation(s) may be dropped by the accused at this point, thereby bringing the case to resolution.
- B. If the complainant agrees to the disclosure of his or her identity, the committee member, within a two-week period and with the consent of the complainant, meets with the accused to discuss the allegations raised by the complainant. The committee member advises the accused of the College's sexual harassment policy and complaint procedures. Based on the information obtained from the complainant and the accused, the committee member prepares a written resolution agreement believed to be acceptable to both parties. The resolution agreement releases the College and all parties from any claims arising from the specific incident or behavior which prompted the initiation of the complaint procedure. Each party receives a copy of the resolution agreement. A copy is also filed with the chair of the committee, or designee, not later than three working days after the resolution agreement has been signed by both parties.
- C. If the resolution agreement proposed by the committee member is unacceptable to the complainant or to the accused each is advised in writing of that fact by the committee member and of the formal internal procedure for addressing sexual harassment complaints. A copy of this letter is sent also to the chair of the committee, or designee. Upon request, the committee member may assist the complainant in drafting a formal complaint as provided for in the following section.
- D. The written reports and resolution agreements described in this section are not released to any individual or administrative authority at the college, other than the complainant, the accused and the chair of the sexual misconduct committee, or designee. In the event that formal litigation or external complaint procedures require disclosure; however, it may be necessary for the College to comply with formal requests for such records under subpoena. Records will be kept for five years.

### **Step 2 – COMPLAINT AND FORMAL RESOLUTION PROCEDURES**

The purpose of this formal procedure is to provide assistance and guidance to individuals complaining of sexual harassment regarding the formal complaint and resolution procedures governing cases of alleged sexual harassment where a member of the administration, faculty, classified staff or a student is a party. This formal procedure may also be initiated by an individual accused of sexual harassment.

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Any member of the College community who believes that she or he is or has been the victim of sexual harassment, as defined by the College policy and who elects to seek a remedy through formal College procedures must file a written statement with the chair of the sexual misconduct committee within 30 days after the end of the semester or term during which the incident or behavior occurred, or within 30 days after the unsatisfactory outcome of the informal resolution procedure described above, whichever is later. Provisions to safeguard the identity of the complainant outside of the confidential proceedings of the College's disciplinary process will be addressed as outlined and presented in the *Complaint and Informal Resolution Procedures* sections A and B.

Within two weeks of receipt of the complaint, the chair or a committee member designated by the chair meets separately with the complainant and the accused to advise them of the College's policy on sexual harassment and the complaint procedures and to determine the facts relevant to the complaint. The committee member then presents a written statement of findings to the chair, or designee, together with a recommended resolution agreement, within 10 working days after the meeting with the individual accused of violating College policy. A copy of the committee member's report with the recommended resolution agreement is sent by the chair to the complainant and to the accused with an invitation to comment in writing within five days on the committee member's statement of findings.

Within 10 working days after receipt of notification of a request for a formal hearing, the chair, or designee, convenes a meeting of the sexual misconduct committee, except for the student member, to consider the report of the investigator and any written comments offered by the complainant or the accused. The committee may supplement the substance or procedures of the initial investigation to ensure adequate consideration of the matter and adequate protection of the legal rights of the accused. A written summary report of the committee's deliberations, together with the chair's, or designee's, initial report, is then transmitted by the chair, or designee, to the appropriate senior level administrator. In matters involving students, the appropriate administrator is the vice president of student success. At the same time, a copy of the summary report of the committee's deliberations is sent to the complainant and to the accused.

In findings of fault, sanctions may include warning, probation, suspension, dismissal, expulsion or other actions deemed appropriate by the committee, (i.e., counseling, education or personal/professional development). When the matter has been resolved, the accuser's supervisor, senior level administrator or the vice president of student success informs the chair, or designee, of the final outcome of the complaint. The chair, or designee, advises the complainant and the accuser. The written complaint and the statement of findings and recommendations are maintained by the EEO/AA for a period of five years from the date received. These records may be considered in the event that other formal complaints are filed against the same individual during that period.

## SEXUAL ASSAULT POLICY

Sexual assault includes sexual intercourse or assault without consent. A person's mental or physical helplessness or impairment shall constitute evidence of the person's inability to give consent. Sexual assault includes (but is not limited to) any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs or buttocks without the victim's consent. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault is punishable by penalties ranging from probation to dismissal.

Sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration is prohibited and is punishable by either suspension or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal conduct may constitute sexual harassment, which is also prohibited under College regulations.

### **Procedures for Violations of the Sexual Assault Policy**

Alleged incidents of sexual assault will be adjudicated according to the standards set forth in the College's student code of conduct with the following special procedures:

1. Both the accuser and the accused are each entitled to declare whether the hearing will be by the entire sexual misconduct committee (hereafter referred to as the committee) or by two hearing officers. Each will be consulted individually about the preferred type of hearing. If the accuser and the accused do not select the same type of hearing, the vice president of student success, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case.

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2. If the hearing officers' option is selected, the hearing will be conducted by two members of the committee, one male and one female, appointed by the committee chair.
3. The accuser and the accused may have present at the hearing a personal advisor of his/her choosing. The advisor will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.
4. The accuser is permitted but not required to be present throughout the hearing. The accuser may present the case in whole or in part, in lieu of the College presenter (vice president of student success or designee). The accuser and College presenter may not ask repetitive questions of any witness. Upon prior consultation, either the accuser or the presenter may make summary comments in the hearing.
5. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed in the hearing. The hearing officers or chair of the committee will make the determination.
6. The accuser and the accused will receive written notification of the verdict of the hearing and any penalty imposed.

## ADDITIONAL COLLEGE POLICIES AND PROCEDURES

### **ANIMALS ON CAMPUS**

No animals are allowed on College grounds or in College buildings with the exception of service animals trained to perform tasks for people with disabilities. Exceptions for extenuating circumstances must be approved in advance by the vice president of financial and administrative services or designee.

### **CHILDREN ON CAMPUS**

Children needing supervision cannot be left unattended on LFCC premises. The LFCC staff has no responsibility for protecting such children from the possibility of harming themselves nor for insuring they do not disrupt scheduled operations when they are left unattended. Additionally, they cannot be taken into classrooms or laboratories without the explicit permission of the instructor, which instructors may grant at their discretion. In short, responsibility for arranging proper care of children needing supervision rests solely upon those persons responsible for them (e.g., parents, guardians, brothers or sisters). Violators of this policy may be subject to appropriate administrative review/action.

### **SMOKING POLICY**

Smoking and use of tobacco products are not permitted inside the College facilities. There are, however, sheltered smoking areas designated on both campuses.

### **STUDENT IDENTIFICATION CARD POLICY**

The student identification card program at Lord Fairfax Community College offers students access to a variety of resources at the College. All on-campus students are required to obtain a student identification card to receive all services available at the College. Student Identification Cards exist as LFCC property. IDs are intended for the sole and exclusive use of the student to whom the ID is issued for purposes of identification as a member of the College community and qualification for College services, i.e., use of computer labs and student activities. ID cards are not transferable (to another person) and must be returned upon request. Policy and details regarding the student identification card program are available at <http://www.lfcc.edu>.

## ADDITIONAL COLLEGE INFORMATION

### **Announcement Boards, Official Notices, College Information**

Announcement boards are located throughout the College and official notices are posted on them. Students are expected to read all posted official notices. Each student has an individual e-mail address through the College and the College will also use this e-mail address to provide important and timely communications to students.

The Office of Student Life publishes a student newsletter on the 1<sup>st</sup> and 15<sup>th</sup> of each month. The newsletter, called the *LFCC Focus*, is posted on the student activities website. Any member of the College community may place an announcement in the *LFCC Focus* by submitting it in writing to the Office of Student Life. All announcements must be received by 4 p.m. ten days prior to publication. No telephone messages will be printed. If space is limited, preference will be given to announcements dealing with College matters. All announcements are subject to the approval of the vice president of student success.

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### **Emergency Information**

Fire/Ambulance—Local Volunteer Fire and Rescue Company—911.

### **Campus Bookstore**

Textbook purchases in resalable condition will be fully refunded with receipt within seven calendar days from the start of classes or within two days of purchase thereafter, including during the summer term. Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy. Computer software may be returned if it is unopened and shrink wrapped. In addition, upon proof of drop/add, the bookstore will accept textbook returns from students who have dropped a course up to 30 days from the start of classes or until the end of the official drop/add period, which ever occurs first.

Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt. All major credit cards are accepted. Personal checks need the following information: address, phone number and ID or driver's license number.

### **Campus Safety**

Safety rules are established to protect the individual from injury or death and must be observed at all times. Posted speed limits, traffic patterns and fire access lane regulations are rigidly enforced. Personal attention and care is required by all students for their own safety and the safety of others whether in the classrooms, halls, laboratories, libraries, lounges or parking areas. Specific safety precautions and the exercise of common sense and courtesy are key elements of the College safety program.

### **Lost and Found/Assistance**

Lost and found items are stored in student success Room 213 at the Fauquier Campus and Room 309 at the Middletown Campus. If you locate an item or misplace one of your own, stop by the Office of Student Success at Fauquier and the Office of Security at Middletown. If you have locked your keys in the car or need assistance, please contact the College receptionist for assistance at 540- 868-7116 on the Middletown Campus or 540-351-1505 on the Fauquier Campus.

### **Weather Announcements**

When severe weather or emergencies (snow, ice, power failure) exist or require reduced operations or closure, announcements are made by local radio and television stations, through telephone weather announcements and on the College's Web site <http://www.lfcc.edu>.

The College will notify the media; however, LFCC cannot control whether the announcement is broadcast. If a student is in doubt, contact the College's announcement line: Middletown Campus, 540-868-7230; Fauquier Campus, 540-351-1505, or access the College's Web site for special weather information at <http://www.lfcc.edu>.

If it is not announced that the "College is closed" or that "classes are cancelled," then it may be assumed that the College is open and classes are being held.

Classes held at off-site locations will follow the inclement weather provisions of the governing agency that owns the facility. For example, classes taught at a high school will follow the inclement weather decisions for that school.

## **STUDENT ACTIVITIES**

Lord Fairfax Community College seeks to provide a diversified program of educational, cultural, recreational and social experiences responsive to the needs and desires of students. Although some major events have already been planned, the success of the program depends completely on you, the student. With your ideas and suggestions, the activities program can be exciting and enjoyable. Make the most of you LFCC experience and get involved!

### **Clubs and Organizations**

Clubs and organizations are one of the major segments of the student activities program. All clubs and organizations are open to any student enrolled in at least one semester hour of course credit at LFCC. A 2.0 minimum semester grade point average (GPA) is required for continued participation. Following are clubs and organizations are currently active at the College:

- Ambassadors
- American Sign Language Society
- Chi Alpha Christian Fellowship Club
- Dance Club
- Fine and Performing Arts Club (FPAC)
- Forensics Club
- Freshman Club
- Fuel Ministry
- Future Farmers of America (FFA)
- Student Alliance for Diversity Awareness/Acceptance
- Student International Association of Administrative Professionals (IAAP)
- History Club
- Phi Beta Lambda Business Organization (PBL)
- Phi Theta Kappa International Honors Society (PTK)
- Project International Education
- Rotaract
- Scientific Society
- Sophomore Club
- Student American Dental Hygienists' Association

A complete listing of all clubs and organizations at the College is available at <http://www.lfcc.edu>.

## **STUDENT GOVERNMENT ASSOCIATION**

An integral part of the student activities program at each campus is the Student Government Association (SGA). Each year, the student body elects a president, vice president, secretary and treasurer. These officers are recognized as the official spokespersons for the student body and represent the interests of the students on a variety of College-wide committees. For more information, see the campus student activities coordinator located in the Office of Student Success.

## **Establishing and Chartering Student Organizations and Clubs**

Student organizations and clubs which will contribute to the educational, social, community and/or physical improvement of Lord Fairfax Community College can be established. Student organizations must be academic, educational and/or service-oriented and all full-time and part-time students are eligible to participate.

### **All organizations and clubs must fulfill the following requirements:**

- Include as participants only currently enrolled LFCC students, LFCC alumni and LFCC faculty/staff members.
- Have at least seven students who are currently enrolled on the campus that is filing the charter.
- Have a full or part-time faculty/staff advisor who will participate actively.

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### **All organizations and clubs must:**

- Submit a constitution which describes the purpose of the organization; any academic or special membership requirements, such as fees, equipments needed, etc.; types of activities planned; and any national or other affiliations.
- Submit an initial recognition application which contains the day, time and place of meetings; a list of members; a list of officers; and the name and signature of the faculty/staff advisor.
- Be approved by the coordinator of student activities, SGA, student success committee and the president of Lord Fairfax Community College.
- Be in compliance with the LFCC nondiscrimination policy.
- Have the advisor or another member of the LFCC faculty or staff accompany the group on all trips and other activities.
- Establish and maintain a financial account in the Business Office.
- Deposit revenue from all sources into that account.
- Purchase items in accordance with College procurement guidelines in order to protect tax-exempt status.
- Recharter each year within 21 calendar days after the first day of scheduled classes for fall semester.
- Submit a budget proposal for funds to the coordinator of student activities for consideration and recommendation if seeking funding.

After these items have been reviewed and approved by the coordinator of student activities, the information will be submitted to the SGA. Once the SGA recommends approval of the petitioning club or organization, the documents will be forwarded to the student success committee. The final step in the process is the approval from the president of LFCC.

Once the official recognition has been granted, the president will notify the coordinator of student activities. The Student Activities Office will then issue an official charter to the organization or club. This charter will be good for the calendar year, up to the beginning of the next fall semester. This charter will grant the privileges of using college facilities and the Lord Fairfax Community College name.

Officers of all clubs and organizations must remain enrolled at LFCC and maintain at least a 2.0 GPA, or a higher GPA if required by an affiliated national organization.

### **Source of Funds for Clubs and Organizations**

There are four sources of funds for the student activities budget. They are student activities fees, vending revenue, ID card replacement fees and College-wide event sales. Individual clubs and organizations may receive additional funding through fund-raising efforts. Fund-raising efforts must follow LFCC guidelines.

### **Purpose of the Student Activities Fee**

The student activities budget, which is approved by the Lord Fairfax Community College Board prior to the beginning of each fiscal year, is largely funded from student activities fees. The fund accounts are for transactions related to student functions. These functions include intramurals and club sports teams; campus, community and cultural events; social activities; organization support; College-wide activities; student government associations and performing arts activities. Funds are also provided for additional student activities staffing needs and the student ID program.

### **General Standards**

Student organizations and clubs that receive financial support from the College must stipulate in their constitutions or bylaws the following:

- The primary purpose of the organization/club is educational or service, or both.
- The group permits expression of a wide range of views among its members.
- Currently enrolled students' lives will be enriched by their events and activities.

The following general guidelines are applicable to all College-recognized organizations and clubs that receive any type of funding from the student activities fee. These guidelines determine whether a student group is eligible to receive funding consideration.

### **Student Organizations**

Student organizations are sanctioned by Lord Fairfax Community College as official College entities and are benefactors of the support of the College. Student organizations provide a variety of services, information and resources to the College,

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community and individual students. These organizations benefit all LFCC students. The coordinator of student activities, director/coordinator of student success and the vice president for student success will review organization eligibility annually. Student organizations may apply for funding through the Student Activities Office on their campus. This process will occur during the College budget process in the spring semester. Any organizational funding must be used to enrich the lives of currently enrolled students in their organization or College-wide. Funding may not be used for service projects outside of the College. The College encourages organizations to use other means to fund service-oriented projects. Organizations may also request additional funding for unanticipated needs under the same guidelines set for student clubs. The Student Activities Budget Review Board may take into consideration funding that has already been allocated to the organization, the use of those funds to date and the intended use of any remaining funds that have been allocated.

### **Student Clubs**

Recognized student clubs that have been approved through the College's annual recognition process are eligible to be considered for financial support. Student clubs are not guaranteed financial support from the student activity fund (SAF). Funding is based upon the availability of funds. Clubs should not plan to have SAF as their primary source of revenue. Fundraising and/or the collection of dues are highly recommended.

## **Criteria for Funding Clubs**

### **Events and Activities Funding**

- Clubs will be funded only for those events that maintain the purposeful functions of the group, as stated in its constitution.
- Funds are ordinarily allocated to recognized clubs whose programs will directly benefit or serve a large segment of the student body.
- Programs and activities funded in whole or in part by the SAF must be open to any interested student.

### **Unanticipated Needs**

- Emergency funding may be available if an unanticipated need arises that requires immediate attention for which event/activities or travel funding could not have been planned or applied for during the regular process.

### **Travel Funding**

- Funding may be requested for student travel to conventions, conferences, performances and competitive events. All travel requests are subject to the College's travel policies and procedures. Travel must also be related to the club's primary purpose as stated in its constitution.

### **All club funding requests must comply with the following criteria:**

- Clubs requesting funding must comply with the College's request procedures.
- Clubs may only maintain a College account. Clubs must deposit all receipts and make all expenditures through their campus Business Office.
- Requests for checks and purchases must be approved by the club's advisor.
- All purchase requests must fully comply with College procurement procedures.

### **Funding Guidelines**

- Clubs must submit a budget request within 21 calendar days from the first day of classes in the fall, for fall semester funding. All requests for the spring semester must be received by 4:30 p.m. on the last day of business in November.
- Written justification and oral presentation at a budget hearing must support budget requests.
- Clubs must demonstrate stability and fiscal responsibility by submitting budget records from the previous year, including all self-generating revenue.
- The request must state the number of students that will benefit from the event.
- The club must be supported, in part, by self-generating monies.
- The club must certify that its members approved the budget request at an open meeting and that it has consulted with the club advisor.
- The club must be active in at least one approved College event per semester.
- Funding is provided for all or any part of specific club events, activities and travel, but not for general club support.
- Funding may be used to pay off-campus vendors, as necessary, to support club activities.

**Student Activities Budget Review Board**

The campus coordinator of student activities, director of budget and financial services and Student Government Association president will make up the Student Activities Budget Review Board.

The Student Activities Budget Review Board will hold a budget hearing within seven days after the semester's budget request submission deadline. Clubs that have submitted requests will be notified when and where the hearing will be held. A representative of the club or organization should be present to field any questions and discuss the club's request. The Student Activities Budget Review Board will evaluate each request for funding upon completion of the budget hearing. Each request will be decided by a majority vote of the board.

**Allocations will be based upon the following criteria:**

1. Relationship between the request and the club mission statement.
2. The request must meet at least four of the following six standards:
  - Programs sponsored by the club in the past 12 months were successful.
  - Program has an educational value.
  - Program encourages interaction among students.
  - Program supports student commitment and loyalty to the College community.
  - Program will be visible and accessible to all students.
  - Program is designed to promote a diversity of student interests.
3. Club has shown past fiscal responsibility. Were forms turned in on time? Were proper procedures followed? Were SAF funds granted in the last 12 months used in the correct manner? If all funds were not used or used correctly, has the club provided an explanation?
4. Research and planning has taken place to ensure feasibility of the event.
5. College policies will not be violated by the program or event.
6. Estimates of expenses and revenues are reasonable and have been researched.
7. Overall level of detail provided in the request and budget hearing.

**The following items will not be funded for any activity:**

- Charitable contributions (students may participate in charitable fundraising activities)
- Scholarships
- Compensation for services if the individual is a member of the club or organization
- Funds to provide financial support to off-campus organizations
- Products that violate College policies
- Anything that promotes or has the potential to promote violence, illegal activities, defamation of individuals or defamation of groups
- Anything that assists the promotion or opposition of a specific political party or candidate

**Funding Allocation Appeal Procedure**

An organization or club can appeal a funding allocation to the vice president of student success or his/her designee. The appeal must be submitted in writing within five business days of the funding allocation decision by the Student Activities Budget Review Board. The vice president or his/her designee may request the Student Activities Budget Review Board to reconsider the request and any additional information provided, or may decide to grant the appeal decision without further Student Activities Review Board involvement. A decision of the appeal will be provided in writing to the organization or club within five business days.

**Inactive Student Organizations and Clubs**

Any recognized student club or organization that is allocated funds by the College shall meet three standards in order to receive College recognition and funds. A student organization or club shall meet at least once in both the fall and spring semesters and must submit the minutes of their meetings to their respective coordinator of student activities.

The club or organization shall not allow any funds in their account to remain inactive (i.e., no deposits or withdrawals), for a period of nine months in any academic year. Failure to spend these monies shall result in funds being refunded to the student activities fund by the end of the fiscal year in which the club was declared to be inactive.

The club or organization must assure that their president or designee regularly attends SGA Senate meetings. If a president of an official club or organization is unable to be the Senate member, each semester the club or organization must select a member of their organization to represent them in the Senate. The club or organization president must provide the SGA

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secretary written notification of the designee for the person to officially receive voting rights and be counted as present. If any club or organization misses more than 30 percent of the meetings during a particular semester, the SGA may recommend that the club or organization be declared inactive.

### **VCCS Requirements for Student Activities**

The State Board for Community Colleges encourages the development of a student activities program designed to promote educational and cultural experiences. The State Board shall recognize and encourage honorary, scholastic, service organizations and sports clubs that do not restrict membership based on race, color, gender, age, religion, disability, national origin, sexual orientation or other nonmerit factors. Private clubs, private associations, social fraternities and social sororities shall not be authorized or recognized by the VCCS. The following regulations and procedures apply to all student activity programs in the community colleges of the VCCS.

- a. The entire program of student activities shall be under College supervision.
- b. There shall be a faculty or staff sponsor for each student organization.
- c. All student activity funds shall be deposited with and expended through the College's Business Office, subject to State Board policies, procedures and regulations pertaining to such funds.
- d. Each college, with the approval of its local board, shall adopt its own regulations and procedures to implement the above policy.
- e. All student activity programs and organizations must comply with the VCCS's nondiscrimination policy.