

Administrative Information

Admission Requirements

General Admission to the College

Any person who has a high school diploma, its equivalent, or is 18 years of age, and is able to benefit from a program at the College may be admitted to LFCC as a curricular or noncurricular student. The College evaluates special cases for acceptance.

All students must submit a completed application to the Admissions and Records Office using the online application available at <http://apply.vccs.edu> or the printed application available at the Admissions and Records Offices of the College. The applicant's Social Security number is required to receive select services from the College. High school and previous college/university transcripts are not required unless otherwise specified.

The College may require additional information for admission.

Minors under the age of 18 are considered for admission with signed consent from a parent/legal guardian and approval from the minor's public school. Home-schooled minors and their parents should contact the Admissions and Records Office for admission requirements.

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the applicant poses a threat or is a potential danger to the college community or if such refusal or revocation is considered to be in the best interest of the College. Students whose admission is revoked after enrollment must be given due process. Procedures for general admissions denials are located at <http://www.lfcc.edu/college-policies>.

Please direct all inquiries concerning admission requirements to:

Admissions and Records Office
Lord Fairfax Community College
173 Skirmisher Lane
Middletown, VA 22645
540-868-7105
1-800-906-5322, Ext. 7105 (toll free)
540-868-7005 (fax)
Web site address: <http://www.lfcc.edu>

Placement Testing

Students need to complete placement testing or submit SAT scores to the Testing Center. Unless meeting an exception (see page 19) all new students are required to take placement tests in English, reading and math. The results of these tests are used to help students and advisors determine appropriate course selection. Students whose scores indicate specific needs may be required to enroll in and successfully complete skills improvement courses prior to college course work. Electronic study materials are available at www.act.org/compass/sample. Additional materials are available at www.testprepreview.com.

Placement testing at the Middletown and Fauquier Campuses is available on a first-come, first-serve basis when the College and library are open. Placement testing at the Luray-Page County Center is available by appointment only.

Photo identification is required. One of the following photo IDs must be provided:

- Valid driver's license
- Passport
- Photo ID from D.M.V.
- U.S. military ID
- LFCC ID
- Green Card

A student who presents SAT scores of at least 500 verbal and/or 500 math from a testing date within the last five years is not required to take placement testing and may register for college level courses. Students should provide copies of their SAT scores to the testing center.

New Student Orientation

First-time students registering for classes are encouraged to attend a new student orientation (NSO) session. Those students wishing to pursue degrees at LFCC are required to attend an NSO which provides students the opportunity to:

- learn about College programs, services and resources
- meet with career and academic advisors
- discuss educational interests
- determine and plan curricular needs
- register for classes

Admission to Specific Degree or Certificate Program

A student must formally request admission to, and receive approval for, each program (curriculum) in which he or she plans to graduate. Advisors are available to assist students in selecting an appropriate curriculum for their academic or career interests. In addition to general admission requirements, specific requirements are prescribed for each curriculum of the College. These requirements are listed in the *Instructional Programs Information* section of the College catalog.

For admission to associate degree programs, a person must be a high school graduate, have a general education development (GED) certificate or complete an approved developmental studies program to satisfy prerequisites and be eligible. Students not initially meeting admission requirements for a specific program may qualify to be placed in another curriculum or be considered noncurricular until requirements are satisfied and they are granted admission to the curriculum of their choice.

Admission to Courses

Students may enroll in courses only when prerequisites for the courses are met. Note: Prerequisites are noted in the *Course Description* section and the semester schedule of classes.

Admission to Health Professions Programs

Students must apply for admission to health professions programs (practical nursing, nursing, surgical technology, dental hygiene, phlebotomy, emergency medical technician – enhanced and emergency medical technician – intermediate) in addition to applying for admission to the College. Admission

requirements and application materials are available through the Division of Science and Health Professions. Specific requirements are in this catalog for each program.

Admission Priorities

When enrollment must be limited, first priority is given to all qualified applicants who are residents of the political subdivisions supporting the College and to Virginia residents not having access to a given program at their local community college. Such students must apply for admission to the program prior to registration or 120 days prior to the term. Selected programs may have specific earlier deadlines. In addition, residents of localities where the College has clinical-site or other agreements receive equal consideration.

Special Admission Enrollment

Dual Enrollment

Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Because enrolling freshman and sophomore students is considered exceptional, the college ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis. Formal approval by the college president is required.

Students interested in dual enrollment should contact their high school guidance counselor. Please visit LFCC's homepage and click on Future Students for the procedures to enroll. For more information, please contact the High School Outreach Office. LFCC works in cooperation with all area public high schools and some private high schools in the region to provide dual enrollment opportunities.

Admission Policy for International Students

LFCC is authorized by the United States Immigration and Naturalization Service (INS) to enroll nonimmigrant international students. It is the policy of the College to admit qualified international students already residing in the service area. If an applicant requires a student visa status (F1), the prerequisites listed below must be met to issue a certificate of eligibility for student visa status (I-20 form).

An applicant must:

- be in the United States at the time of application to the College
- submit documentation of eligibility for admission, including the following items:
 - a) the equivalent of an American high school diploma
 - b) official transcripts and records of previous educational experiences translated into English and certified by the institution attended
 - c) verification of financial support
 - d) an "official" TOEFL score of at least 500 (173 on computerized version)
 - e) documentation of possessing, or be in the process of obtaining, personal health insurance coverage for the period of time the applicant expects to be enrolled at the College

Students who are I-20 applicants must ensure that all required documents and test scores arrive at least 60 days prior to the beginning of classes for the semester. A form I-20 is issued when:

- the required documentation is received
- the student is admitted for full-time enrollment and placed in a degree program

If an individual already has F-1 status but wishes to transfer to LFCC, the applicant must first complete one satisfactory term at the school issuing the I-20. If individuals hold another type of visa, or need further information about student visas, they should contact the Admissions and Records Office.

Senior Citizens Higher Education Program

Eligible Virginia senior citizens (residents 60 years of age or older who have had their legal domicile in Virginia for one year or more) may audit credit courses or enroll in noncredit courses. No tuition or fees apply except those for course materials, such as laboratory fees. Eligible Virginia senior citizens may enroll in courses for academic credit, full or part time, and pay no tuition if their Virginia taxable income for the preceding year did not exceed \$15,000.

For professional development courses, a percentage of the tuition may be charged.

Senior citizens are required to complete an application for admission. They will be accepted in a course after all full- and part-time students paying regular tuition fees have been accommodated, on a space-available basis, unless they have completed 75 percent of the requirements necessary for a degree. At such time senior citizens can enroll in courses at the same time as other tuition-paying students. Interested persons should contact the Admissions and Records Office.

Transfer Credit Policy

Transfer of Credit from Other Postsecondary Institutions

Credit may be transferred only from colleges and universities that (a) are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accreditation associations, such as the Southern Association of Colleges and Schools or (b) conform to the requirements published in the *Transfer of Credit Practices of Designated Educational Institutions* by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis. Transfer credit must be similar in content, credit, and learning outcomes to the counterpart courses at LFCC. The student must have been in good standing and only courses with a grade of C or better are considered for transfer credit. Transfer credit does not guarantee curricular substitution of specific course requirements. Requests for evaluation of transfer credit must be submitted to the Admissions and Records Office. Students are urged to meet with a counselor or faculty advisor to determine specific course requirements.

Credit from international postsecondary institutions must first be evaluated by a private evaluation agency that follows guidelines of AACRAO. Student must send an official transcript to the agency and request an English translation with a course-by-course evaluation. The transcript evaluation must be sent directly from the evaluation agency to the Admissions and Records Office. Students must pay private evaluators for their fees for evaluation of their transcript.

Portfolio Course Credit (PLACE) It is the policy of Lord Fairfax Community College to maintain an organized, systematic method of evaluating portfolio credit (life experience). The method of evaluating

portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools and the Virginia Community College System.

PLACE: (Prior Learning Activity for Credit Evaluation) allows students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, the student is then awarded credit for the course or courses. PLACE is for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments, travel, independent study, and similar “life” experiences. Interested students should contact the Office of Student Success to learn more about PLACE.

Transfer Credit for Military Experience

LFCC awards credit for military experience/schooling. Those interested should contact the Admissions and Records Office.

Transfer Credit for Professional Legal Secretaries

LFCC awards transfer credit to those who have successfully completed the professional legal secretary examination (PLS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Transfer Credit for Certified Professional Secretaries

LFCC awards transfer credit to persons who have successfully completed the certified professional secretary examination (CPS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

Alternative Forms of Credit

Advanced Placement (AP) Program

LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is attained. To receive credit, students must:

- be admitted to the College
- be admitted to a program
- submit an official AP score report from the Educational Testing Service (ETS)
- submit a signed request to be awarded credit

Eligible students should contact the Admissions and Records Office. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine whether credit is granted for completion of AP courses.

College Level Examination Program (CLEP)

The College recognizes most CLEP general and subject examinations. College policy is periodically reviewed; therefore, students should request current information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer. The College’s testing center is an open CLEP center, providing convenient test administration to students of LFCC and other colleges.

Service Members Opportunity College (SOC)

LFCC has been designated an institutional member of SOC, a group of colleges and universities providing voluntary postsecondary education to members of the military worldwide. LFCC recognizes the unique nature of the military lifestyle and eases the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and

experience as well as other nontraditional sources. Those interested should contact the Admissions and Records Office.

Credit by Examination (CBE)

The College provides a means to earn credit by examination for some courses. Students whose previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the course professor to determine whether a course is available for CBE.

Credits earned through the examination method may or may not be transferable to other institutions. Students should determine transferability of credits earned through CBE with the institution to which transfer is planned.

Expenses

The VCCS is dedicated to giving individuals an opportunity for the continuing development and extension of skills and knowledge, along with the prospect to increase an awareness of his or her role and responsibility to society.

In an effort not to exclude any Virginia resident from the opportunities offered by LFCC, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. LFCC realizes that any tuition or fee may represent a barrier to those wishing to pursue further education. The College has funds available to help students needing financial assistance. (See the *Financial Assistance* section.) The College may be able to assist in providing funds for tuition, books and other expenses for students who qualify.

Eligibility for In-State Tuition

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

Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, the nonresident taxpayer’s exception or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information.

Domicile Appeal Process

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

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

Additional information regarding the domicile appeal policy is available in the student handbook and from the Admissions and Records Office.

Tuition and Fees

Tuition and fees are set by the State Board for Community Colleges and are subject to change. Consult the College's Web site for current fee information: <http://www.lfcc.edu>.

Tuition may be paid with cash, personal checks, money orders, MasterCard or Visa credit cards or FACTS interest-free payment plan. Online credit card payment using MasterCard or Visa is available. Tuition paid by check or credit card must be for the exact amount. The College is not permitted to cash checks or give change for checks written for an amount greater than that due for tuition and fees. Students enrolling in two or more community colleges simultaneously pay tuition at each college based on their status at either college.

Separate payment is required for bookstore purchases; one payment cannot be accepted for both tuition and books.

Additional Expenses

Payment of tuition and fees enables students to use the libraries, bookstores, parking lots, student centers and other facilities of the College. Students are required to pay charges for any College property they damage or lose (such as laboratory or shop equipment, supplies, library books and materials).

Books and Materials

Students are expected to obtain their books, supplies and consumable materials needed for their studies.

Student Activity Fee

A student activity fee supports student events and programs. Funds in this account are spent only for student activities, subject to the review of the College administration. The College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Board for Community Colleges and approved by the state auditor.

A student activity fee of \$1.15 per credit hour is charged to all students taking on-campus classes. Student activity fees fund various student activities and events throughout the school year. This fee is subject to change.

Parking Facilities Maintenance Fee

The College charges a parking maintenance fee of \$14 per semester to maintain and repair existing parking facilities and construct new parking facilities. Parking maintenance includes parking lot paving, painting, lighting repairs, security and other associated costs. A parking facilities maintenance fee will be charged to all on-campus students. The parking fee is subject to change.

Technology Fee

A technology fee of \$5.50 per credit hour is charged to all students to support technology initiatives within the Commonwealth of Virginia. The technology fee is subject to change.

Additional Fees

Specific programs or courses may have additional fees. Students should consult specific program or course documents for details.

Transcript Requests

There is no fee charged for sending transcripts. This policy is subject to change. Students may request transcripts electronically from their LFCC student information account. All other requests for a transcript must include the signature and student identification number/Social Security number of the student.

The College does not provide copies of transcripts from other schools. Such copies must be obtained from the originating source. Students must provide written authorization at the time of the transcript request in order for any other person to pick-up a student transcript.

Accounts

Each student who enrolls at LFCC must meet his or her financial obligations to the College before transcripts, certificates, diplomas or degrees will be issued to the student. A student with delinquent accounts will be withdrawn, refused admittance to classes, precluded from registering for a course(s) or subject to civil court action. Students with special circumstances need to contact the financial aid officer or the budget and financial services officer regarding their situation.

Administration and Collection Charges

Past due accounts are charged a one percent per month, 12 percent per year, administrative and collection fee. The College utilizes a collection agency to assist in the collection of past due amounts. Costs of all collection efforts are passed to the debtor. Past due accounts sent to a collection agency are assessed an additional collection charge, usually 25 percent. This charge is calculated to provide the normal collection fee to the collection agency and to provide the full amount due the College.

LFCC participates in the Set-Off Debt Collection Program. This program permits the College to collect past due amounts from its debtors' by appropriating an individual's Virginia tax refunds and lottery winnings.

Dishonored or Insufficient Funds Checks

A service charge of \$20.00 is assessed for any check dishonored by a student's bank. Student accounts must be cleared immediately in order for the College to continue to provide service.

Refunds

Students are eligible for a refund for the credit hours dropped during the add/drop period of the standard or nonstandard session of the course(s). The refund will be at the per-credit rate, but no refund will exceed the student's tuition charges. A refund is given for the difference between:

- the student's tuition charges and
- revised tuition charges using the per-credit rate calculated from the number of credit hours for which the student remains enrolled.

Determination of Refund

To be eligible for refund under any of the above circumstances, a student must complete the drop procedure within the student information system. Eligibility for a refund is determined by the date the drop transaction is completed. The number of times a course has met is not used in determining eligibility for a refund. Questions regarding refunds should be directed to the Business Office.

The College has a military emergency refund policy that complies with state and federal regulations.

Academic Information

Academic Renewal

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of F or D previously. Students who return to the College after a separation of five consecutive years or more AND earn a 2.5 GPA in the first 12 semester hours completed after re-enrollment may petition for academic renewal. Contact the Admissions and Records Office to obtain additional information and a petition form.

Attendance

Attendance regulations limit class absences. Students are expected to attend all of their regularly scheduled classes. Faculty are responsible for attendance records and all matters related to attendance in his/her classes. Attendance is defined as participating as required by the course syllabus (e.g., participation in a BlackBoard discussion board for an online course, being present at a designated work site for an internship, etc.).

Attendance/Administrative Deletion Policy

The VCCS policy states that in order to receive any letter grade, a student must have attended a minimum of one class meeting or the equivalent in the case of a distance learning course. In a distance learning course, initial student attendance is determined by course participation as measured by accessing and using course materials, completion of a class assignment, participation in a course discussion or other evidence of participation.

It is the policy of LFCC that any student who has enrolled in a course but does not attend a minimum of one class meeting or the distance learning equivalent by the last day to drop a class and qualify for a refund for the semester (as published by the Office of Admissions and Records), shall be administratively deleted from the course. This administrative deletion will not entitle the student to any refund in full or in portion.

The Admissions and Records Office will issue notification letters to all students who are administratively deleted. It will be the student's responsibility to notify the office of Admissions and Records if the deletions were done in error and/or if the student requests reinstatement in the class.

Change of Registration (dropping, adding and withdrawing from courses)

Students must follow established procedures for making any changes in their courses after registration. Failure to do so could place their academic records in jeopardy.

Adding Courses

Students are allowed to register late or add courses only through the end of the published dates.

An exception occurs when a student enrolled in a math course is recommended by that math faculty member to:

- add developmental math
- drop the credit math and add developmental math or
- change to a higher or lower level math course.

Such an exception is permitted through the last day of classes of the fourth week of each semester. A similar practice is used for English courses.

Dropping a Course

A student wishing to drop a course must complete the drop electronically through the student information system or in the Admissions and Records Office by the published last date to qualify for a refund for the particular course. This transaction removes the student from the class roll and no grade is assigned.

Withdrawal (from a course or the College)

A withdrawal from a course is required after the published last date to drop the course with refund. An enrollment request form requesting the withdrawal must be completed and signed by the student. The course professor's signature, or appropriate dean when the professor is not available, is required to withdraw from a course(s). A student success counselor can assist the student in exceptional circumstances. If a student chooses to withdraw from all courses, a counselor's signature is required. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date received in the Admissions and Records Office and must be processed before the published last date to withdraw for the course.

As described above, a student may withdraw from a course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. After that time, the student receives a grade of F.

An exception can be considered when the following two conditions exist:

- there are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College)
- the student is passing at the time of the onset of the mitigating circumstances

The mitigating circumstances must be documented by the student and presented with the request to withdraw. Requests for mitigating circumstances must be submitted prior to the close of business on the last day of classes. If the mitigating circumstances are approved, the student may receive a grade of W. A copy of the documentation will be filed in the Admissions and Records Office and retained according to records retention policy. *Financial aid students are strongly advised to meet with a financial aid officer prior to requesting a withdrawal.

Cancellation of a Course/Section by the College

A student must contact the Admissions and Records Office to receive a refund and/or add another course to replace the cancelled section.

Academic Warning

Any student who fails to make a GPA of 2.0 or higher for any one semester, or who fails any course, receives the statement "academic warning" on the respective semester academic record.

Academic Probation

Any student who fails to maintain a cumulative GPA of 1.5 is placed on academic probation. The statement, "academic probation," is placed on the student's academic record. A student on academic probation is required to consult with a faculty advisor or counselor and may be required to take less than the normal academic load in the next semester of attendance. Students are placed on probation only after

they have attempted 12 semester credit hours. A person on probation is ineligible for appointed or elective office in student organizations, unless the vice president of student success, or designee, grants special permission.

Academic Suspension

Any student on academic probation who fails to attain a semester GPA of 1.5 for the next semester in attendance is subject to academic suspension. Academic suspension normally lasts one semester unless the student reapplies and is accepted for readmission to another curriculum of the College. The statement “academic suspension” is placed on the student’s academic record. A student who has been informed of the academic suspension may submit an appeal in writing to the Director of Enrollment Management/Registrar for reconsideration. Suspended students may be readmitted after the suspension period by submitting a written request for readmission. Students are placed on suspension only after they have attempted 24 semester credit hours.

A student who is reinstated to the College after having been academically suspended must achieve a semester GPA of 2.0 or better for the semester of reinstatement or be academically dismissed.

Academic Dismissal

A student on academic suspension who does not maintain at least a 2.0 GPA for the semester of reinstatement will be academically dismissed. A student on academic suspension who achieves a 2.0 GPA for the semester of reinstatement must maintain at least a 1.5 GPA in each subsequent semester of attendance. A student remains on probation until the cumulative GPA is raised to a minimum of 1.5. Failure to attain a 1.5 GPA in each subsequent semester until the cumulative GPA reaches 1.5 results in academic dismissal.

Academic dismissal normally is permanent unless, with good cause, the student reapplies and is accepted under special consideration by the admissions and retention committee of the College. The statement “academic dismissal” is placed on the student’s academic record.

Examinations

All students are expected to take their examinations at regularly scheduled times. No exceptions will be made without the permission of the vice president of learning or another appropriate academic administrator and the instructor of the course.

Normal Academic Load

The normal academic load for students is 15–17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits, excluding College Success Skills (SDV 100). A student wishing to carry an academic load of more than 18 credits must have the signed approval of a counselor or faculty advisor.

Course Substitutions for Program Requirements

All courses listed for a program are considered required courses. Substitutions for required courses must be approved in writing by the student’s faculty advisor and the appropriate dean. The Admissions and Records Office provides course substitution forms.

Repeating a Course

Any attempted course that is a repeat of a course previously attempted under the semester system is used in the calculation of the cumulative GPA. The previous semester attempts of the repeated course appear

on the academic record but are not used in the cumulative GPA calculation or to satisfy graduation requirements. All courses attempted under the quarter system appear on the academic record and are included in the calculation of the GPA. Questions concerning the repeat policy should be directed to the Admissions and Records Office.

A student may repeat a course previously taken but should normally be limited to two enrollments of the same course. Requests to enroll in the same course more than twice must be documented and approved by the College's chief academic officer, or designee. This policy does not apply to general usage courses numbered in the 90s, 95s, 96s, 97s, 98s or 99s.

Classification of Students

Student classification categories:

- Curricular students: Students who have a high school diploma, GED, or its equivalent, or are otherwise determined qualified for admission are designated curricular students. Student information system files must contain all of the information required for general admission to the College as curricular students, and students must have formally requested and been admitted to one of the curricula of the College.
- Noncurricular student: A student who has not been formally admitted to one of the curricula of the College.
- Full-time student: A student enrolled for 12 or more credits in a term.
- Part-time student: A student enrolled for fewer than 12 credits in a term.
- Freshman: A student is classified as a freshman until 30 semester credits have been completed.
- Sophomore: A student is considered a sophomore after successfully completing 30 semester credits.

Credits

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based upon approximately one academic hour (50 minutes) of formalized, structured instructional time weekly for 15 weeks (or equivalent) by each student. In addition to instructional time, a scheduled evaluation or examination period is given for each semester hour of credit. Courses may consist of lectures, out-of-class study, laboratory and shop study or their combinations.

Grading System

The grades of A, B, C, D and P are passing grades. Grades of F and U are failing grades. R and I are interim grades. Individual instructors determine criteria for letter grade assignments described in individual course syllabi.

Explanation of Grades

The quality of performance in any academic course is reported by a letter grade, assigned by the instructor. These grades denote the character of study and are assigned quality points as follows:

A	Excellent	4 grade points per credit
B	Good	3 grade points per credit
C	Average	2 grade points per credit
D	Poor	1 grade point per credit
F	Failure	0 grade points per credit
I	Incomplete	No credit, used for verifiable, unavoidable reasons.

I Incomplete

No grade point credit. The “I” grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the Chief Academic Officer of the campus. The student will be provided a copy of the documentation. College will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

P Pass

No grade point credit. Applies only to nondevelopmental studies courses. Pass grades carry academic credit but are not included within GPA calculations. A maximum of seven semester credit hours from courses for which the P grade has been awarded may be applied toward completion of a degree, diploma or certificate.

R Re-enroll

No grade point credit; the “R” grade may be used as a grade option, in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. In order to complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.

S Satisfactory

No grade point credit. Indicating satisfactory completion of course objectives, this is used only for developmental studies courses numbered 01–09 and English as a Second Language (ESL) courses numbered 11–16.

U Unsatisfactory

No grade point credit (applies to developmental studies courses numbered 01–09 and ESL courses numbered 11–16).

W Withdrawal

No credit. A grade of withdrawal indicates an official withdrawal from a course after the last date to be eligible for a refund.

X Audit

Student desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course. Audited courses carry no credit and do not count as a part of the student’s course load. Students

desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than “X”. Advanced standing credit should not be awarded for a previously audited course.

D Academic Renewal

F Academic Renewal
No credit.

Grade Point Average (GPA)

GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The cumulative GPA includes all courses attempted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

Grading—Developmental Studies Courses

A grade of S is assigned for satisfactory completion of developmental studies courses numbered 01–09 and ESL courses numbered 11–16. S grades are not included in GPA calculation.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course or an ESL course will be graded with an R (re-enroll) and must re-enroll to complete the course objectives.

Students not making satisfactory progress in a developmental studies course or an ESL course will be graded U. Students should consult with the instructor to determine the subsequent sequence of courses for students receiving a grade of U.

Grade Reports

Grade reports are available to students by the published date each semester. Students must access the student information system to view their grade report.

Grade Appeal Policy

Evaluation of student performance, reflected in the final course grade, becomes a part of the permanent student record of the College and is recorded on the College transcript for the student. Based upon factors relating to the achievement of course objectives, this grade is assessed by the instructor according to the policies of the College, and is considered final, unless a student files an appropriate appeal in a timely manner.

When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor (with a copy to the instructor’s dean) identifying specifically the reason(s) for the appeal and including any supporting documentation. This written report (with a copy to the instructor’s dean) must be filed with the instructor as soon as possible but no later than 10 business days after the first day of class of the next regular (fall/spring) semester. Within 10 business days following receipt of the appeal, the instructor will communicate the decision about whether or not to change the grade, and if so, the new grade, to the student in writing with a copy to the dean.

If the matter is not mutually resolved within 10 business days after notification of the instructor's decision, the student may appeal to the appropriate dean by submitting a written request for a review of the case at a formal hearing of the student, the instructor and the dean. The dean's response to the appeal will be issued within 10 business days of the formal hearing. The decision of the dean will be considered final and binding.

Continuing Education Unit

The Continuing Education Unit (CEU) recognizes an individual's participation in selected professional and personal development activities. One CEU is equivalent to 10 contact hours of participation in a seminar or class that meets specific criteria as set forth by the student's governing professional organization.

Satisfactory completion of activities awarding CEUs is based on some predetermined level of attendance or on a combination of attendance and performance. The College maintains a permanent record for each participant who successfully completes a program or activity. CEUs and such academic credit units as semester or quarter hours are separate and distinct units of measure and may not be interchanged.

Academic Recognition

President's List

This recognition is given to students who achieve a GPA of 3.8 or above without F or U grades in any academic semester with 12 or more credits completed.

Dean's List

This recognition is given to students who achieve a GPA of 3.2 or above without F or U grades in any academic semester with 12 or more credits completed.

Graduation

The College holds a formal commencement ceremony each May. Students completing graduation requirements in the summer term may receive their diploma in August. Students who graduate at the end of the summer or fall terms are considered graduates of the class the following May. Applications for graduation and additional information are available from the Admissions and Records Office.

Academic Apparel

All students participating in graduation exercises are required to obtain and wear appropriate academic apparel as determined by the College.

Graduation Requirements

The catalog in effect on the date a student is formally admitted to a curriculum/program is used to determine course and credit requirements for graduation. The new catalog for each academic year becomes effective on the first day of June. The College reserves the right to make changes in the curricular requirements when necessary. Students are encouraged to keep up with changes to their curriculum as listed in new catalogs. In cases where a student discontinues enrollment at the College for two consecutive semesters (excluding summer), graduation requirements are determined by the catalog in effect during the semester a student re-enrolls.

Graduation Honors

A student who has fulfilled the applicable program of study requirements is eligible for graduation honors. Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as follows:

Cumulative GPA Honor

3.2 Cum laude (with honor)

3.5 Magna cum laude (with high honor)

3.8 Summa cum laude (with highest honor)

Degrees and Certificates

The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs at the College.

- The associate of arts and sciences degree (AA&S) is awarded to students majoring in the liberal arts and specialized curricula such as business administration, pre-teacher education, and other professional programs that plan to transfer to a four-year college or university after completing their LFCC program.
- The associate of applied science degree (AAS) is awarded to students majoring in one of the occupational-technical curricula who plan to seek full-time employment upon graduation from the College.
- The certificate is awarded to students who complete one of the approved, non-degree curricula usually less than two years in length.

Associate Degree Requirements

To be eligible for graduation with an associate degree from the College, a student must:

1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

Certificate Requirements

To be eligible for graduation with a certificate from the College, a student must:

1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

Special Academic Policies

Orientation /Student Development

All curricular students, except those in career studies certificate programs, shall participate in SDV 100, 101 or 108 which are courses designed primarily to foster student success. This course should be completed within the first 15 credit hours of enrollment at the community college, unless the student is not required to complete an SDV course because it is waived. The requirement may be waived for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree.

Auditing a Course

Students desiring to attend a course without taking examinations or receiving credit for the course do so by registering to audit that course during the add/drop period. Students pay the regular tuition. Permission of the faculty member and appropriate dean is required to audit a course.

Audited courses carry no credit and do not count as a part of the student's course load. Students desiring to change status in a course from audit to credit must do so by the last date to be eligible for a refund for the course. Changes from credit to audit must be made by the official last day for students to withdraw from a course without penalty. Financial aid is not allowed to pay for audited courses.

Waiver of Requirements

Several programs allow the waiving of a course requirement under specific conditions. The credit requirement must be satisfied with other credits. Any student planning to take advantage of an allowable course waiver must meet the catalog-stated conditions. Students are advised to consult with a faculty advisor or counselor in selecting suitable alternative credits.

Transfer between Curricula

As students proceed in their studies, they may decide to change their program or curriculum. Students are encouraged to make an appointment with a counselor or faculty advisor for assistance.

Other Administrative Information and Policies

Annual Notice: Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access. Students should submit to the admissions and records officer, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record they believe is inaccurate or misleading by writing to the admissions and records officer. Students need to

clearly identify the part of the record requested to be changed and specify its inaccuracy or misrepresentation. If the College decides not to amend the record as requested by the student, it will notify the student and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

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 responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the College Board; 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.

The Follett Bookstore at LFCC has a legitimate educational interest and thus access to student financial aid records for verification of sufficient funds for the purchasing of books and supplies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

Student Directory Information

As provided for by FERPA, the College may disclose "directory information" relating to students as follows:

1. Name
2. Address
3. E-mail address
4. Telephone listing
5. Major field of study
6. Dates of attendance
7. Grade level
8. Number of credit hours
9. Degrees, honors and awards received
10. The most recent previous educational agency or institution attended
11. Participation in officially recognized activities
12. Weight and height of members of athletic teams

Any student who objects to having any or all of the directory information disclosed without his/her written consent must notify the Admissions and Records Office in writing each semester by the first day of classes.

Student Education Records

The student's permanent official education record is kept in the Admissions and Records Office. To protect the student's right to confidentiality, the Admissions and Records Office exercises strict control

over these records. The admissions and records officer is responsible for education records and requests for information regarding them should be filed with this office.

Student Records Retention Policy

The permanent academic record is the only official document of a student's academic history and the only official document used for record reconciliation. All other student documents are subject to disposal by the College in accordance with VCCS policy.

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 or kforeman@lfcc.edu.

Academic Honesty

The LFCC experience depends on the absolute integrity of the work completed by each student. 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; and collusion. Procedures in cases of academic dishonesty are outlined in the LFCC student handbook.

Student Conduct—Discipline

Each College student is considered a responsible adult who maintains appropriate standards of conduct. All students are expected to conduct themselves appropriately in class, at College-related events, when dealing with fellow students and staff, when using College equipment and resources and when online. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

All students are required to familiarize themselves with the College's rules and regulations as printed in the student handbook, and particularly with LFCC's *Code of Student Rights, Responsibilities and Conduct* section.

Disruptive Classroom Behavior

All students are expected to be in compliance with the College's *Code of Student Rights, Responsibilities and Conduct* section of the student handbook. This policy outlines misconduct that is subject to disciplinary action.

Student Grievance Procedure

The College provides that all grievances relating to students in its programs or activities will be handled fairly and equitably. The student grievance procedure provides students a fair and equitable process to present an issue which they feel warrants action regarding their right to secure educational benefits and services without regard to race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability.

This policy applies to all enrolled students in matters relating to other students, faculty, administrators, and staff at all LFCC locations.

A student dissatisfied with any aspect of the College should 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. This publication is 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-procedures>.