Academic Information

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, general studies, science 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

Student Development

All curricula placed students shall enroll in a College Success Skills class (SDV 100, 101, 108) within the first fifteen (15) credits of their program of study at the College. The course is designed to help students transition to college and introduce them to College resources and services. Effective study skills, career and academic planning and college transfer are among the topics offered to help students succeed in their course work. 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 class. Audited classes are not eligible for financial aid.
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 advisor for assistance.

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.

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 in 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)

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

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. Courses with lab component require extra time. 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.

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 advisor.
Change of Registration (dropping, adding and withdrawing from courses)
Students must follow established add, drop and withdrawal deadlines as published in the Academic Calendar each term when making any change in their class schedule. Failure to do so could place their academic record in jeopardy. To make changes in your enrollment (adds or drops) students may use the Student Information System accessed by logging into your My LFCC account. For withdrawal, students must complete a withdrawal request form from the Admissions and Records Office. It is the student’s responsibility to be aware of all deadline/penalty dates listed in the Academic Calendar.

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

Dropping a Course
A student wishing to drop a course must complete the drop electronically through the student information system, MyLFCC, by the published last date to drop and 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. To withdraw from a course, it is advisable that the student discuss their withdrawal with the faculty member teaching the course. In the event the faculty member is not available, an advisor can sign off on the form unless otherwise noted in the student’s program (i.e. nursing). Students enrolled in online courses should communicate via email with their faculty member and attach a copy of that conversation to the withdrawal form. If a student chooses to withdraw from all courses, an advisor’s signature is required. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date the form is received in the Admissions and Records Office and must be processed before the published last date to withdraw from 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 to an advisor 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 recipients are strongly advised to meet with a financial aid officer prior to requesting a withdrawal to determine the impact this may have on future aid eligibility.

Dual enrolled students who encounter mitigating circumstances and need to withdraw should work with the director of guidance at their high school sign. The LFCC Director of High School Outreach’s signature is required for approval.

Cancellation of a Course/Section by the College
Classes with low enrollment may be cancelled before the course start date. Students should work with an advisor to identify an open section.

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 an advisor and the appropriate academic 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.

Examinations

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

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  Pass  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 Non-developmental 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.

A 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.

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.

**Academic Renewal**

Students who previously earned grades of F or D at LFCC may request academic renewal once they have returned to LFCC after being separated from the College for a period of five or more consecutive years and have a GPA of 2.5 or higher in the first 12 semester hours completed after re-enrollment.

Contact the Admissions and Records Office for more information and the Academic Renewal Request form.

**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.

**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.

**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 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. Electronic 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 and sports
12. Weight and height of members of athletic teams
13. Photos

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, 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 22645-1745 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 coursework. 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
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 Complaint Procedure
The College supports the rights of students to bring forth complaints and is committed to resolving these matters in a fair and timely manner. This policy applies to all enrolled students in matters relating to other students, faculty, administrators and staff at all LFCC locations.

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. A student who has a concern is encouraged to attempt to resolve the complaint in an informal manner. A reasonable effort should be made to resolve the complaint in an informal manner. If a satisfactory resolution cannot be reached informally, the student may appeal in writing by submitting a complain form. By doing so, the issue becomes a formal complaint.

Formal Complaint
The student must complete and submit a complaint form (available in the Student Services Office and electronically at the College’s official website) within ten (10) business days of his/her initial attempt to resolve the matter. The College will neither entertain complaints that are not in writing or which are anonymous, nor will it consider complaints sent electronically or through facsimile transmission. Formal complaints will be logged and forwarded to the appropriate respondent for further action.

1. For academic matters, the formal complaint will be reviewed and addressed by the Dean of the division involved in the complaint. Complaints regarding student service issues, such as admissions and financial aid, will be reviewed and addressed by the Dean of Students at the respective campus where the complaint was lodged. Complaints about a Dean or Associate Vice President should be made directly to the Vice President of Academic and Student Affairs.

2. Upon receiving the complaint form, the appropriate Dean will arrange a conference with the student to discuss the issue within ten (10) business days. After the conference, the Dean will render his/her decision, in writing, to the student and the college employee involved.

3. If a satisfactory resolution is not reached as a result of the conference, the student may appeal within five (5) business days to the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs will review the complaint form and any supporting documentation and render a decision, in writing, within five (5) business days. If the student is not satisfied with the Vice President’s decision, he/she may request that the President review the findings.

4. The President maintains the right to refuse any request for appeal for insufficient cause. The decision of the President shall be final.

Student Status

Good Standing
Students are considered to be in good academic standing if they maintain a minimum grade point average (GPA) of 2.0 per semester, are eligible to re-enroll at the College, and are not on academic suspension or dismissal status.

Academic Warning
Students who fail to attain a GPA of 2.0 for any semester shall be placed on academic warning. Students on academic warning are encouraged to consult with an advisor/counselor and take advantage of academic support services provided by the college.

Academic Probation
Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement “Academic Probation” shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by
the vice president or another College administrator. Students may be required to carry less than a normal load the following semester and are required to consult with an advisor/counselor. Students shall be placed on probation only after they have attempted 12(twelve) semester credits.

**Academic Suspension**

Students on academic probation who fail to attain a semester GPA of 1.5 for or better shall be placed on suspension only after they have attempted 24 semester credits. The statement “Academic Suspension” shall be placed on the students’ permanent records. A student who has been informed of the academic suspension may submit an appeal in writing to the assistant registrar or 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. Suspended students may be reinstated at the conclusion of the suspension period by submitting an appeal to the registrar. Students who have been reinstated from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ permanent records.

Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

**Academic Dismissal**

Students who do not attain at least a 2.0 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.0 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in result in academic dismissal. The statement “Academic Dismissal” shall be placed on the students’ permanent records.

Academic dismissal is normally permanent. In exceptional circumstances, students may appeal to the associate registrar or registrar and be reinstated. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75.

Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

**Transcript Requests**

There is no fee charged for sending transcripts. This policy is subject to change. Students may request transcripts electronically from their MyLFCC 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.
General Education

General education encompasses the common knowledge, skills and attitudes required by each individual to be effective as a person, worker, consumer and citizen. Programs of study in transfer curricula and occupational technical programs are designed to promote the achievement of the following general education competencies established by the Virginia Community College System. Degree graduates will demonstrate the ability to:

Area 1: Communication
1.1 understand and interpret complex materials
1.2 assimilate, organize, develop, and present an idea formally and informally
1.3 use Standard English
1.4 use appropriate verbal and non-verbal responses in interpersonal relations and group discussions
1.5 use listening skills
1.6 recognize the role of culture in communication

Area 2: Critical Thinking
2.1 discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data
2.2 recognize parallels, assumptions, or presuppositions in any given source of information
2.3 evaluate the strengths and relevance of arguments on a particular question or issue
2.4 weigh evidence and decide if generalizations or conclusions based on the given data are warranted
2.5 determine whether certain conclusions or consequences are supported by the information provided
2.6 use problem solving skills

Area 3: Cultural and Social Understanding
3.1 assess the impact that social institutions have on individuals and culture—past, present, and future
3.2 describe their own as well as others’ personal ethical systems and values within social institutions
3.3 recognize the impact that arts and humanities have upon individuals and cultures
3.4 recognize the role of language in social and cultural contexts
3.5 recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems

Area 4: Information Literacy
4.1 determine the nature and extent of the information needed
4.2 access needed information effectively and efficiently
4.3 evaluate information and its sources critically and incorporate selected information into his or her knowledge base
4.4 use information effectively, individually or as a member of a group, to accomplish a specific purpose
4.5 understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally

Area 5: Personal Development
5.1 develop and/or refine personal wellness goals
5.2 develop and/or enhance the knowledge, skills, and understanding to make informed academic, social, personal, career, and interpersonal decisions

Area 6: Quantitative Reasoning
6.1 use logical and mathematical reasoning within the context of various disciplines
6.2 interpret and use mathematical formulas
6.3 interpret mathematical models such as graphs, tables and schematics and draw inferences from them
6.4 use graphical, symbolic, and numerical methods to analyze, organize, and interpret data
6.5 estimate and consider answers to mathematical problems in order to determine reasonableness
6.6 represent mathematical information numerically, symbolically, and visually, using graphs and charts

Area 7: Scientific Reasoning
7.1 generate an empirically evidenced and logical argument
7.2 distinguish a scientific argument from a non-scientific argument
7.3 reason by deduction, induction and analogy
7.4 distinguish between causal and correlational relationships
7.5 recognize methods of inquiry that lead to scientific knowledge
The Honors Program
The LFCC Honors Program is designed to challenge and reward students who are intellectually motivated and academically able through opportunities for in-depth study and interaction with like-minded students. A student may obtain honors credit by earning credit in an honors section, by fulfilling the honors component in a regular course as specified by the course professor or by completing a special one-credit honors seminar. A grade of A or B is required in a course or seminar in order to earn honors credit. Faculty recommendation or approval is required for enrollment in an honors seminar.
Honors credit is noted on the student’s transcript for each course or seminar in which it is earned.
Graduating students with a GPA of 3.2 or higher, who have earned honors credit in at least three courses (for a total of ten (10) credits) plus one honors seminar, receive the title “Honors Program Scholar” which is designated on their transcript and diploma.

Developmental Studies
English foundations and math essentials courses are offered to meet these needs:
1. prepare individuals for admission to college programs
2. assist students already pursuing coursework who are experiencing difficulties or want to improve their efficiency
3. provide an opportunity for individuals interested in improving their skills in particular areas but are not necessarily enrolled in a program
Students can enroll in courses to meet these three types of needs both during the regular school year and during the summer term.

eLearning

eLearning (which is an abbreviation for electronic learning) is sometimes referred to as distance learning. ELearning takes place when an instructor and students are separated by physical distance and various technologies are used to bridge the instructional gap. LFCC offers eLearning in three basic formats: online, hybrid and compressed video.

Online
An online course is a course that uses the Internet and the World Wide Web (Web) exclusively to deliver content and does not have any activities that occur at a single designated time and specified physical location. Online courses are often referred to as Web-based courses. In these courses, 100 percent of the course content is delivered online either through synchronous (real-time) or asynchronous (students and instructor not necessarily online at the same time) communication. These courses allow students the flexibility of completing their coursework using connectivity provided through the Internet and Web.
Students enrolled in these courses use a Blackboard course management system account and student e-mail account provided by the VCCS to access the course materials and communicate with and send assignments to their instructors. Some courses may require attendance for on-campus labs or proctored testing. Such requirements are noted in the Class Schedule.

Hybrid Courses
Hybrid courses blend face-to-face instruction with online instruction and activities. In other words, a hybrid course is a course that uses the Internet and Web to deliver a portion of its content in lieu of traditional classroom hours. Internet access is required since much of the course material, activities, and interaction is accomplished through the VCCS Blackboard course management system.

Compressed Video (Live Interactive Television)
A compressed video course is sometimes referred to as a live interactive television course. These courses are live, real-time courses that meet on campus in a special distance learning classroom. Since the courses are real-time, the days and times of the courses are fixed. A typical distance learning classroom is equipped with multi-way audio and video technology which includes a large display for student viewing, computer for instruction, document camera, DVD player, and phone/fax for support. Students who participate in a compressed video course may be at a physical location for instruction that is different from their where their instructor is facilitating the lesson.
For example, the instructor may meet face-to-face with students at the Middletown Campus and televis
the live lecture to students at the Fauquier Campus and/or the Luray-Page County Center. Synchronous real-time interaction is facilitated through the technology that connects all of the participating sites. In other words, students can hear, see, and speak to the instructor and the instructor, in turn, can interact with the students in the same manner.

**Is Online Learning Right for You?**

Although there are a number of benefits to online and hybrid learning, the success of students depends highly on good time management, self-discipline and self-motivation. Additionally, online and hybrid learners must have proficiency in computer literacy and competency. In order to help you be a more successful distance learning student, we strongly recommend you examine your learning preferences and technology-related skills before registering for an online or hybrid course.

**Old Dominion University – TELETECHNET**

LFCC’s Fauquier and Middletown Campuses serve as hosts for Old Dominion University’s (ODU) TELETECHNET program (TTN). The TTN program is an interactive distance education program that enables students throughout Virginia to earn undergraduate, masters, and a PhD from a fully accredited University without leaving their area of residence. ODU is accredited through the Southern Association of Colleges and Schools (SACS). ODU offers a traditional college degree in a distance setting. TELETECHNET students complete the first two years of college at the host site, LFCC, and then transfer to ODU to complete the remaining required coursework for the Bachelor degree. Courses are broadcast in live lecture format from the main campus in Norfolk through satellite technology to the LFCC campuses or as web based or video streaming format. ODU degrees are work-force based and select degrees are offered through distance learning. Students interested in taking courses or University admission should contact the Site Director for the Fauquier or Middletown campus. The site office for Middletown is located in the Corron Community Center and the Fauquier site office is located in Wolk Hall.
### General Education Minimum Requirements for Associate Degrees in the VCCS

<table>
<thead>
<tr>
<th></th>
<th>AA</th>
<th>AS</th>
<th>AA&amp;S</th>
<th>AAA/AAS</th>
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<tbody>
<tr>
<td>Communication</td>
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<td>6</td>
<td>6</td>
<td>3</td>
</tr>
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<td>Humanities / Fine Arts</td>
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<td>3</td>
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<tr>
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<td>9</td>
<td>3(a)</td>
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<td>Natural Sciences</td>
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<td>7</td>
<td>0-3(a)</td>
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<tr>
<td>Mathematics</td>
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<td>6(d)</td>
<td>6(d)</td>
<td>0</td>
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<tr>
<td>Major field courses and electives (columns 1-3)</td>
<td>18-21</td>
<td>24-27</td>
<td>24-27</td>
<td>49-53(f)</td>
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<tr>
<td>Career/technical courses (column 4)</td>
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<tr>
<td>Total for Degree(g)</td>
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<td>60-63(b)</td>
<td>60-63(b)</td>
<td>65-69(h)</td>
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</tbody>
</table>

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

(a) Must include at least one course in English composition.

(b) Only 6 semester hours of social/behavioral sciences are required for engineering majors who plan to transfer to a baccalaureate degree engineering program that requires 6 or fewer hours in this category, provided that the college/university publishes such requirements in its transfer guide.

(c) While general education courses other than those designed for transfer may be used to meet portions of these requirements, SACS principles require that general education courses be general in nature and must not "...narrowly focus on those skills, techniques, and procedures peculiar to a particular occupation or profession."

(d) Only 3 semester hours of mathematics are required for the General Studies major.

(e) Personal development includes health, physical education, or recreation courses that promote physical and emotional wellbeing and student development courses. Must include at least one student development course.

(f) AAA/AAS degrees must contain a minimum of 15 semester hours of general education. Students should plan to take at least 30 hours in the major; the remaining hours will be appropriate to the major.

(g) All college-level course prerequisites must be included in the total credits required for each program.

(h) Credit range for engineering programs is 60-72 semester hour credits. Credit range for AAA/AAS programs is 65-69, including nursing. For other programs in the Health Technologies, the range is 65-72 semester hour credits.
General Education Courses Approved to Meet General Education Requirements
All Programs (excluding Liberal Arts)

Communication Electives:
CST 100, 110, 126

English Electives:
ENG 111, 112

Health/Physical Education Electives:
All HLT and PED courses

History Electives:
HIS 111, 112, 121, 122

Humanities/Fine Arts Electives:
ART 100, 101, 102
ASL 201, 202
CST 130, 141
ENG (all 200-level literature courses)
Foreign Languages –All 200-level courses
HUM (all except 195, 295)
MUS 121, 122
PHI (all courses)
REL (all except 217)

Literature Electives:
ENG 241, 242, 243, 244, 251, 252, 276, 279

Mathematics Electives:
MTH 151, 152, 163, 164, 173, 174, 240, 271, 272

Science with Laboratory Electives:
BIO 101, 102, 141, 142
CHM 101, 102, 111, 112
GOL 105, 106
NAS 125, 130
PHY 101, 102, 201, 202, 241, 242

Social/Behavioral Science Electives:
ECO 201, 202
GEO 210, 220
HIS 111, 112, 121, 122, 141, 142, 251, 252, 253, 254, 267, 269, 276, 279
PLS 135, 211, 212, 241, 242
PSY 200, 215, 216, 230, 235, 236, 245, 265, 270
SOC 200, 210, 215, 266, 268

Approved Transfer Electives:
Any of the courses listed on this page (in addition to the ones below) may be used to meet an Approved Transfer Elective requirement.

ACC 211, 212
ART 100, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272, 283, 284
ASL 101, 102
BIO 150, 206
CHM 241, 242, 245, 246, 260, 261
CST 126, 130, 131, 132, 136, 141, 229
EDU 200, 254, 280
ENG (all remaining courses)
Foreign Languages (all 100-level courses)
HIS (all remaining courses)
ITE 115, 120
MUS 111, 112, 136, 137, 163, 164, 165, 185
PLS (all remaining courses)
REL 217
SOC (all remaining courses)

The courses listed on this page may be used to meet requirements at LFCC; however, it does not mean it will meet the same requirement at another college/university. It is recommended that you check with your transfer institution prior to selecting courses.
**Approved Electives for the Liberal Arts Degree**

**Communications (9 credits total)**  
Communication Electives (3 credits):  
CST 100, 110, 126

English Electives (6 credits):  
ENG 111, 112

**Cultural/Social Understanding (30-32 credits total)**  
Fine Arts Electives (3 credits):  
ART 101, 102, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272
ENG 211, 212, 215, 216, 217, 218, 261, 262  
MUS 111, 112, 131, 121, 122, 136, 137, 163, 164, 165, 185

Foreign Language Electives (6-8 credits):  
SPA 101, 102, 201, 202
FRE 101, 102, 201, 202  
GER 101, 102, 201, 202

Global Studies Electives (3 credits):  
ARM 103
ENG 251, 252, 244, 255
GEO 210, 220
HIS 111, 112, 251, 252, 253, 254, 267
HUM 100, 150
PLS 241, 242
REL 100, 230, 237
SOC 211, 212

History Electives (6 credits):  
HIS 111, 112, 121, 122

Humanities Electives (6 credits):  
ART 100, 101, 102
ASL 201, 202
CST 130, 141
ENG (all 200-level literature courses)  
Foreign Languages-All 200-level courses  
HUM (all except 195, 295)
MUS 121, 122
PHI (all except 227)
REL (all except 217)

Literature Electives (3 credits):  
ENG 241, 242, 243, 244, 251, 252, 276, 278, 279

Social Science Electives (3 credits):  
ECO 201, 202
GEO 210, 220
PLS 135, 211, 212, 241, 242
PSY 200, 215, 216, 230, 235, 236, 245, 265, 270
SOC 200, 210, 215, 266, 268

Information Literacy (3 credits total)  
ITE 115

Personal Development (2 credits total)  
All HLT and PED courses (1 credit)
SDV 100 (1 credit)

Quantitative Reasoning (6 credits total)  
Mathematics Electives (6 credits):  
MTH 151, 152, 163, 164, 173, 174, 240, 271, 272

Scientific Reasoning (8 credits total)  
Science with Laboratory Electives (8 credits):  
BIO 101, 102, 141, 142
CHM 101, 102, 111, 112
GOL 105, 106
NAS 125, 130
PHY 101, 102, 201, 202, 241, 242

Approved Transfer Electives (3 credits):  
Any of the course listed (in addition to the ones below) may be used to meet an Approved Transfer Elective requirement.

ACC 211, 212
ART 100, 103, 114, 121, 122, 131, 132, 138, 153, 154, 235, 236, 241, 242, 243, 244, 271, 272, 283, 284
ASL 101, 102
BIO 150, 206
CHM 241, 242, 245, 246, 260, 261
CST 126, 130, 131, 132, 136, 141, 229
EDU 200, 254, 280
ENG (all remaining courses)
Foreign Languages (all 100-level courses)
HIS (all remaining courses)
HUM (all remaining courses)
ITE 115, 120
MTH 275, 277, 285
MUS 111, 112, 136, 137, 163, 164, 165, 185
PLS (all remaining courses)
REL 217
SOC (all remaining courses)

The courses listed on this page may be used to meet requirements at LFCC; however, it does not mean it will meet the same requirement at another college/university. It is recommended that you check with your transfer institution prior to selecting courses.
General Engineering Technology
Technical Electives by Specialization as of 3/22/2013

Note: Technical electives listed do not have to be taken in the semester listed but doing so typically keeps a student’s program on track especially considering prerequisites. Since some technical electives are only offered in a specific semester keeping a program on track is very important. For example CIV 171 is only offered in the fall semesters and it is a prerequisite for CIV 172 which is only offered in the spring semesters. It is also important to understand that the technical electives listed are the only approved technical electives. Any other courses to be used as technical electives must be approved by program faculty and must have sufficient justification for approval.

Mechanical Engineering Technology:
Second Year, first semester, technical electives: MTH 271, MTH 173, CHM 111, CIV 171, ELE 133
Second Year, second semester, technical electives: MTH 272, ELE 134, CIV 172, ARC 240

Civil Engineering Technology:
Second Year, first semester, technical electives: MTH 271, MTH 173, CHM 111, ARC 222
Second Year, second semester, technical electives: MTH 272, IND 145

Computer Aided Drafting Engineering Technology:
First Year, second semester, technical electives: ELE 133, MTH 163
Second Year, first semester, technical electives: ARC 240, MTH 241

Industrial Electricity and Controls Engineering Technology:
Second Year, first semester, technical electives: ELE 239, MTH 163
Second Year, second semester, technical electives: ELE 240, MTH 241

Technical Operations Engineering Technology:
If they have employment related to their program students should check with their employer before selecting their technical electives. Otherwise students should work with program faculty to pick appropriate electives for their targeted type of employment.
Second Year, first semester, technical electives: Any course with the following prefixes ELE, MEC, CAD, ARC, WEL, AIR, CHM, PHY, GEO, MTH, BIO
Second Year, second semester, technical electives: Any course with the following prefixes ELE, MEC, CAD, ARC, WEL, AIR, CHM, PHY, GEO, MTH, BIO
Courses Requiring Reading Prerequisite
Many LFCC courses require an English or math placement. To determine whether placement applies to a specific course, see Course Descriptions beginning on page 141.

Core Computer Competency Requirements

Overview
A minimum level of proficiency in the use of computers and various software applications is essential in today’s technological world. Therefore, LFCC requires each degree-seeking student to demonstrate proficiency in using a Windows-based operating system, along with components of an integrated productivity software package, including word processing, spreadsheet, database, presentation and/or communication applications.

Requirements:
The majority of the College’s associate degrees require that students complete a computer course such as ITE 115 - Basic Computer Literacy or equivalent. In lieu of completing a basic computer proficiency course, students may demonstrate proficiency in the core computer competencies. Students who successfully demonstrate proficiency in using a Windows-based operating system along with word processing, spreadsheet, database, presentation, and communications applications may then select an appropriate elective to complete the required credit hours for their degree.

Computer Competency Testing
LFCC requires many degree-seeking students to demonstrate proficiency in computer operations and software applications. Students may take ITE 115 in computer literacy and competency. Students may demonstrate proficiency in core computer competencies by passing each of the three sections of the IC³-Internet and Computing Core Certification (Computer Competency Certification Exam). The three sections cover topics in Computing Fundamentals, Key Applications, and Living Online. Each section requires the purchase of an exam voucher. In the event of a student not passing a section, two retakes are allowed with the purchase of additional vouchers. There is a one day waiting period required for the initial retake and a one day waiting period for the second retake. Student should allow approximately three hours to complete all three exams.

Individuals seeking IC³ certification are required to take and pass all three IC³ exam sections. Each section must receive a passing score to achieve the LFCC computer literacy requirement. If students don’t pass the exam or if they feel that they need to improve their computer skills, they must take a computer course.

However, after passing the IC³ exam, students neither earn college credit for exam certification nor fulfill computer competency requirements at transferring universities or colleges. Students who successfully demonstrate proficiency may then select an appropriate elective to complete the required credit hours for their degree.

Classification of Programs

Programs offered by the College may be classified both by their purpose and by the degree or certificate to which they lead. College-parallel transfer programs lead to an associate of arts and sciences (AA&S) degree. They are intended to prepare students for transfer to four-year baccalaureate programs.

Occupational-technical programs, intended to prepare students for specific occupations, lead to an associate of applied science (AAS) degree, a certificate (C) or a career studies certificate (CSC). Following completion of these programs, students may choose to enter the workforce or pursue additional education or training options.

The College reserves the right to withdraw program offerings if there is not sufficient demand or for other appropriate reasons. The programs of study offered at LFCC are as follows:

College Transfer Two-Year Degree Programs:
Associate of Arts and Sciences Degree in Business Administration
Associate of Arts and Sciences Degree in Education
Associate of Arts and Sciences Degree in General Studies
Associate of Arts and Sciences Degree in Liberal Arts:
  Communication Specialization
Associate of Arts and Sciences Degree in Liberal Arts:
  Fine Arts Specialization
Associate of Arts and Sciences Degree in Liberal Arts: Philosophy and Religion Specialization  
Associate of Arts and Sciences Degree in Science  

**Administrative Support Technology Degrees and Certificates**  
Associate of Applied Science Degree in Administrative Support Technology  
Associate of Applied Science Degree in Administrative Support Technology: Virtual Assistant Specialization  
Associate of Applied Science Degree in Paralegal Studies  
Certificate in Office Legal Assistant/Paralegal Studies  
Certificate in Office Systems Assistant  
Career Studies Certificate: Information Processing Technician  

**Business Degrees and Certificates**  
Associate of Arts and Sciences Degree in Business Administration  
Associate of Applied Science Degree in Accounting  
Associate of Applied Science Degree in Management  
Career Studies Certificate: Entrepreneurship  
Career Studies Certificate: General Business  
Career Studies Certificate: Sales Management and Marketing  
Career Studies Certificate: Small Business Management  
Career Studies Certificate: Supervision  

**Education Degrees and Certificates**  
Associate of Arts and Sciences Degree in Education  
Associate of Applied Science Degree in Early Childhood Education  
Career Studies Certificate: Early Childhood Education  

**Engineering, Industrial and Trade Degrees and Certificates**  
Associate of Applied Science Degree in General Engineering Technology/Mechanical Engineering Technology  
Associate of Applied Science Degree in General Engineering Technology: Civil Engineering Technology Specialization  
Associate of Applied Science Degree in General Engineering Technology: Computer-Aided Drafting  
Associate of Applied Science Degree in General Engineering Technology: Industrial Electricity and Controls Technology Specialization  
Associate of Applied Science Degree in General Engineering Technology: Technical Operations  
Career Studies Certificate: Basic Electrical Technician  
Career Studies Certificate: Drafting  
Career Studies Certificate: Electrical Control Technician Intermediate  
Career Studies Certificate: HVAC  
Career Studies Certificate: Industrial Design  
Career Studies Certificate: Industrial Maintenance Technician Basic  
Career Studies Certificate: Industrial Maintenance Technician Intermediate  
Career Studies Certificate: Sustainability and Green  

**Fine Arts Degrees and Certificates**  
Associate of Arts and Sciences Degree in Liberal Arts: Fine Arts Specialization  
Career Studies Certificate: Fine Arts  
Career Studies Certificate: Nature and Outdoor Photography  

**Health Information Management**  
Associate of Applied Science Degree in Health Information Management  
Certificate in Medical Administrative Assistant/Transcription  
Certificate in Medical Billing/Coding  
Career Studies Certificate: Hospital Facility Coding  

**Health Professions Degrees and Certificates**  
Associate of Applied Science in Emergency Medical Services  
Associate of Applied Science Degree in Nursing  
Associate of Applied Science Degree in LPN Transition  
Associate of Applied Science Degree in Dental Hygiene (VWCC)  
Certificate in Health Science  
Certificate in Practical Nursing  
Certificate in Surgical Technology  
Career Studies Certificate: Central Service Technology  
Career Studies Certificate: Advanced Emergency Medical Technician (AEMT)  
Career Studies Certificate: Emergency Medical Technician-Intermediate
Career Studies Certificate: Home Health Technician
Career Studies Certificate: Personal Training and Group Exercise Leadership
Career Studies Certificate: Phlebotomy

Information Systems Technology Degrees and Certificates
Associate of Applied Science Degree in Information Systems Technology
Career Studies Certificate: Cyber Security
Career Studies Certificate: Database Administration Specialist
Career Studies Certificate: Information Technology Foundations
Career Studies Certificate: Networking Engineering Professional
Career Studies Certificate: Networking Specialist
Career Studies Certificate: Software Development
Career Studies Certificate: Web Applications Development Professional
Career Studies Certificate: Web Design Specialist

Other Certificates
Certificate in Administration of Justice
Certificate in General Education
Career Studies Certificate: American Sign Language