

Student Handbook

The purpose of this portion of the Catalog is to present information about important aspects of the College and services available to students.

Campus Services

Activities

The student activities program is designed to provide a variety of meaningful educational, cultural, and social experiences and includes the following: student government, publications, music activities, departmental clubs, and special interest groups as approved by the College. The Student Activities Specialist will coordinate such student activities.

All student clubs or activities are responsible to the elected Student Government. College social activities are planned and operated under the direction and control of the Student Government Association. Listed below are approved CVCC activities and organizations. Additional information about these organizations and publications can be obtained from an SGA Representative or the Student Activities Specialist.

- Administration of Justice (Chi Lambda Chi)
- American Society of Certified Engineering Technicians (ASCET)
- Art Club
- Black Student Alliance
- Campus Crusade for Christ
- Campus Free Thought Alliance
- Drama Club
- Electronics Club
- Games Club
- IAAP (International Association for Administrative Professionals)
- Medical Laboratory Club
- Phi Beta Lambda
- Phi Theta Kappa
- POLIS (Online Literary journal)
- Radiography Club
- Respiratory Therapy Club
- Spanish Club

Approval of Campus Organizations

The following procedures should be followed in organizing student clubs:

1. Care shall be taken in the establishment and organization of campus groups so that the basic rights, freedoms and responsibilities of students will be preserved.
2. Student organizations shall submit a clear written statement of purpose, criteria for membership, rules or procedures and a list of officers as a condition of institutional recognition. They shall not be required to submit a membership list as a condition of institutional recognition.
3. Membership in campus organizations shall be limited to matriculated students (day or evening) at the College. Membership shall not be restricted by race, religion or nationality. The members shall have sole power to determine organization policy consistent with the regulations of the College.
4. Each organization is free to choose its own advisor. Advisors to organizations shall advise but not control the organizations and their policies. Advisors will be appointed by the Vice President for Academic Affairs and Student Services on the recommendation of the President of the Student Government.
5. The proposed organization submits a Constitution and By-Laws to the Executive Committee of the Student Government for approval. If the Executive Committee recommends approval, it must do so in writing to the Vice President for Academic Affairs and Student Services. If the Executive Committee does not recommend approval to the Vice President for Academic Affairs and Student Services, the Executive Committee must state the reasons for denial and afford the proposed organization an opportunity for a hearing. The Vice President for Academic Affairs and Student Services will then seek to obtain final approval by the College President.
6. The proposed organization must affirm in advance a willingness to adhere to reasonable campus law. Such a requirement does not impose an unreasonable condition on the student's rights. Freedom to speak out, assemble, or petition for changes in school rules is in no sense infringed. It merely constitutes an agreement to conform to reasonable standards respecting conduct.
7. It elects officers and subsequently submits a budget request to the Treasurer of the Student Government.
8. It advises the Student Activities Specialist of special events to be conducted by the organization, if other than routine in-club business, at least one week prior to the scheduled date of the event.
9. It observes College procedures and regulations.
10. It submits a list of the organization's officers to the Student Activities Specialist.

Student Activities Fund

A Student Activities Fund is established to support the program of student activities. This fund evolves from a \$2.00 per credit activity fee collected from students and from receipts from specific student activities. The funds in this account are to be spent only for student activities which have been authorized by the College and by the duly elected Student Government. The CVCC Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Department of Community Colleges and approved by the State Auditor.

Approval of Dances and Special Functions

Approval is obtained through the Office of the Dean of Enrollment Management.

Bookstore

Books and supplies may be purchased in the student bookstore located in the Student Center. The bookstore is operated for the convenience of students.

Bookstore Hours - Bookstore hours are listed in the course schedule each semester.

Books Out of Stock - When a book is out of stock, please see a bookstore associate who can let you know when the book will be available. They can also assist you with options for reordering the book if necessary. Out of stock books may be prepayed. Please bring pink copy and receipt when picking up your books.

Checks - Make payable to "CVCC Bookstore" for amount of purchase only. Phone numbers and drivers license are required with any check. During rush periods, write your check in advance except for the amount. This will help us serve you faster.

Authorizations - The Bookstore manager is the only person authorized to approve replacements, exchanges, or refunds.

Replacements - Books found defective due to publisher's error (misprints, pages missing, etc.) can be exchanged upon our inspection if presented for exchange during the semester in which purchased. Please check your books thoroughly at time of purchase.

Refund/Exchange Policy -

Text books may be returned with 10 days from the beginning of the semester.

TEXTBOOKS:

- A full refund will be given if textbooks are returned during the first week of classes with a receipt.
- With a proof of schedule change and a receipt, a full refund will be given during the first 30 days of classes.

- A full refund will be given on all medical and specialty reference books with a receipt within three days of purchase.
- No refunds will be given on textbooks without a receipt.
- Textbooks must be in original condition.

ALL OTHER MERCHANDISE:

- A full refund will be given with a receipt.
- With a receipt, unopened CD's and DVDs may be exchanged or refunded.
- Without a receipt, a merchandise credit will be issued at the current selling price.
- Cash back on merchandise credits or gift cards will not exceed \$5.
- No refunds on gift cards, prepaid cards, phone cards, or magazines.
- All merchandise must be in its original condition.

All refunds will be given in its original form of payment.

Charges - Students who have scholarships may charge books and supplies during the dates posted for each semester according to their agencies policies. Any student who over charges will be responsible for payment.

Suggestions - Students should purchase texts and supplementary items needed at the beginning of each semester. Books are stocked only for the individual semester needs and are usually returned to the publisher sometime before the end of the semester. Keep your cash register receipt or charge copies. Examine books fully for publishing or other defects and report them promptly to the bookstore. Keep books free of soil, damage, marking or writing until after the refund period.

BuyBack- Main buyback is held during exam week at the end of each semester. A CVCC ID or VA Drivers license is required for this transaction.

Bulletin Boards

Information of interest to all CVCC students is posted on bulletin boards located throughout the College. Items to be posted on bulletin boards are to be cleared for approval by the Vice President for Academic Affairs and Student Services, at which time a removal date is recorded on each item.

Bulletin boards serve the student body best if the material posted is current and the boards are neat and readable. "Lost and Found" and "Items for Sale or Rent" may be reported on bulletin boards in certain areas, when approved. The College assumes no responsibility for the validity of other than official College notices.

Campus Facilities

Space at CVCC is at a premium. Requests for rooms to be used for student meetings should be reserved by contacting the Buildings and Grounds Department.

At least two weeks notice should be given for meetings prior to the event. Failure to reserve a room with the proper office could result in conflicts. In such cases, only those activities which have been correctly reserved will be allowed to use the facilities. In posting signs or notices of such meetings, only established bulletin boards may be used.

Fund-raising in or on College facilities must be approved by Dean of Enrollment Management.

Campus Police

CVCC has its own police officers, who are sworn officers with full police powers, including that of arrest. Their primary function is to afford protection of your rights, safety, and security while on campus. Feel free to call upon their service when needed. The Campus Police Office is located in Room 2120, next to the Counseling Department in Amherst Hall.

If a situation should develop which appears to be serious enough for police assistance, the following personnel should be contacted:

1. The Campus Police Officer.
2. The President of the College, or in the absence of these individuals, the Vice President of Academic Affairs and Student Services, the Vice President of Financial and Administrative Services, the Vice President for Workforce Development and Continuing Education, or a Dean.

Campus Speakers

Requests for speakers who will have the privilege of appearing on campus before students, faculty, and staff of Central Virginia Community College should be made in writing by the President of a recognized student club or activity of the College. The request must be submitted to the Vice President for Academic Affairs and Student Services at least two weeks prior to the proposed speaking date and before the invitation is extended to the proposed speaker so that suitable reception and protocol procedures can be assured.

There must be a moderator for each speaker. The moderator will determine in advance from the speaker if questions are to be entertained from the audience after or during the speech. If a speaker desires to answer questions from the audience, the moderator will recognize the person desiring to ask a question and thereby ensure control for the speaker.

The advisor and officers of the club or activity assume responsibility in selection of speakers to assure that topics and discussions do not adversely affect the reputation or well-being of CVCC and its student body.

Emergency Situations

General

The college has a "Call Boxes" emergency system placed in strategic positions around campus. They provide direct access to the campus police via radio phone. Once campus security is notified they will follow established procedures as determined appropriate for the situation.

If you are unable to access security through the call box, please dial 9-911 using standard campus phones. Please give complete details of the situation, including your name, location and the nature of the emergency. Once you have completed contact with 911, please dial the switchboard and advise the operator of your call.

Fire

Please use the "Call Box" system as noted above, or dial 9-911. College Fire Wardens will evacuate buildings in accordance with established procedures. Instructions for evacuation are posted throughout the college. Fire extinguishers are strategically placed about the buildings for small fires.

Police

Please use the "Call Boxes" as noted above, or dial 9-911. Campus Police are available for your assistance as needed.

Food Services

The Student Center offers facilities for hot and cold food and drinks. When classes are in session the hot food section is open each day from 8:30 a.m. until 8:30 p.m., Monday through Thursday and 8:30 a.m. until 2:00 p.m. on Fridays. Vending machines are available at all other times. It is the responsibility of each student to keep the Center clean. Hours subject to change during special events or other occasions.

Health Services

First aid kits are located in the Vice President for Academic Affairs and Student Services Office, the Office of the Campus Police and in various Engineering and Technology labs. First aid kits have been placed in these locations for your use in case of minor cuts or scratches. If the student feels faint or ill and more extensive medical attention is needed, the switchboard operator or Office of Campus Police should be notified in order to secure immediate medical treatment.

The college has an Automatic Electronic Defibrillator (AED) for extreme heart related conditions. Please contact the College Police Department by using the call boxes to summon help for all emergencies. In cases where the AED is required, please request that the responding officer bring it to the appropriate location.

The Lynchburg Fire Department is within minutes response time to the campus and is available in cases of emergencies.

Inclement Weather

Recognizing that the instructional mission of the College requires as much continuity as possible and that students at Central Virginia Community College are adults, it is the policy of the College that classes will be continued in all but extreme cases of inclement weather.

When weather conditions are severe, but classes have not been suspended, each student is expected to evaluate the situation in light of their own circumstances and exercise prudence. Instructors are requested to be liberal in the application of attendance requirements in the event of severe weather and recognize that road conditions can vary greatly within the College’s service area.

When classes for an entire morning or entire day are postponed due to inclement weather, the make-up schedule will be announced at a later date. When classes are canceled for a portion of the morning, public service announcements over local radio, television stations and website will indicate when classes will resume. When classes resume under these conditions, the regular class schedule for that day will be followed.

When evening classes must be canceled, they will meet at their next regularly scheduled time. Make-up classes, if necessary, will be announced by the instructor or the Vice President for Academic Affairs and Student Services after resumption of classes. Friday evening and Saturday make-up sessions may be required when unusual or prolonged cancellations have been encountered. Announcements of cancellations or delays will be made as early as possible. Announcements of class cancellations and other campus emergencies will be made by the **E2 Campus notification system** to all individuals signed up to receive text messaging, by **recorded message on the campus main phone line (434) 832-7600, by web at www.cvcc.vccs.edu**, and by **announcement on radio and television** as listed below.

Station	City	Frequency/ Channel
AM Radio		
WJJS	Lynchburg	1320
WKDE	Lynchburg	1000
FM Radio		
RIVER	Lynchburg	96.7
SPIRIT	Lynchburg	103.7
WYYD	Lynchburg	108
WSLQ	Roanoke	99.0
WVTF	Roanoke	89.0
WXLK	Roanoke	92.3
WROV	Roanoke	96.3
WKDE	Lynchburg	105.5
Television		
WSET	Lynchburg	13
WDBJ	Roanoke	7
WSLS	Roanoke	10

Lost and Found

All personal articles found at the College are forwarded to the Campus Police Office, Room 2120, Amherst Hall. These items may be claimed upon demonstration of ownership.

Parking and Traffic

Vehicle Registration

Students who desire to use a vehicle on the campus should obtain a parking decal during the registration period. This decal will authorize the driver of the vehicle to park in student designated areas. It must be placed on the left side (driver’s side) of the rear bumper or in the rear window so as to be clearly visible. Decals for motorcycles and motorbikes should be placed on the vehicle so that they will be clearly visible during inspection.

Central Virginia Community College will not be responsible for loss or damage to motor vehicles or their contents while they are on College property.

Special Parking Authorization

There are two types of special parking authorizations.

- 1) For individuals with disabilities: Persons with Handicapped Permits issued by the Division of Motor Vehicles are permitted to use parking spaces marked with the handicapped symbol.
- 2) Temporary Disability: Special parking permits for students who have temporary medical problems which necessitate parking close to the classroom buildings. (Parking in Lot #6 north side of Amherst Hall and lot #4, south side of Bedford Library, only.) The Request for Special Permit form is obtained from the Campus Police and must include a physician’s statement regarding the nature, duration, and extent of the disability. Students must reapply each semester for temporary permits.

Designated Parking Areas

Lot No. 1—Bottom of hill in front of the Appomattox Administration Building.

Parking for students, visitors, registration, and the College library.

Lot No. 2—South of Bedford Library and North of State Route 368.

Parking for students, visitors, registration, and the College library.

Lot No. 3—South of Bedford Library and South of State Route 368.

Parking for students, visitors, registration, and the College.

Lot No. 4—Adjacent to Bedford Library.

A restricted parking area reserved strictly for faculty and staff.

Lot No. 5—East of Amherst Hall.

A restricted parking area to be used by visitors, College-owned vehicles, and those authorized to

park in special parking spaces. There is a 30 minute parking limit.

Lot No. 6—North side of Amherst Hall.

Restricted parking area reserved strictly for faculty and staff.

Lot No. 7—Between Amherst and Campbell Halls.

A restricted parking area reserved strictly for faculty and staff; for emergency vehicles; use as loading zone; delivery and service vehicles.

Penalties for Violation of Parking Regulations

Offenses

Vehicles operated within the boundaries of Central Virginia Community College must be in compliance with all state, local, and College regulations. Disregard for these regulations will result in a citation being issued. All signs and curb markings must be observed and parking must be in authorized lots.

Fines

There is a \$15 fine for all violations with the exception of Handicapped Parking violations which is a \$100.00 fine. Repeated offenses will result in disciplinary action which may include removal of campus parking privileges or other measures deemed appropriate.

Removal of Vehicles

Where circumstances warrant, the College may have a vehicle removed at the owner's expense. Vehicles obstructing traffic or blocking other vehicles are circumstances that warrant removal. Any unauthorized vehicle parked in the "special" or designated "handicapped" and faculty/staff areas may be towed away at the owner's expense.

Enforcement of Parking Regulations

Parking regulations will be enforced by an agent of the College. A hold will be placed on the student's record to whom the citation was issued. All fines for violations must be paid within one week in the accounting office (unless the case is on appeal). Persons receiving four or more citations within an academic year may be considered to be chronic offenders and will be subject to disciplinary action which may lead to loss of parking privileges or suspension from the College.

Appeal Procedure

Under normal circumstances assuming fair and consistent enforcement of the parking regulations, no appeal will be necessary. However, for those instances in which the individual feels that there have been errors in the process, there are two avenues of administrative review and appeal.

1. The designated Campus Police Officer - This officer will be available during designated hours each week to discuss these matters with individuals who have a grievance.

2. Appeals Committee - The Vice President for Financial and Administrative Services, Vice President for Academic Affairs and Student Services, one faculty representative, and one student will sit as an Appeals Committee on Thursdays at 1 p.m. or as needed. The Vice President for Academic Affairs and Student Services shall chair the committee. Individuals must make arrangements with the Campus Police Officer to appear before the Appeals Committee at least one day prior to the Thursday meeting.

The Appeals Committee shall hear appeals of parking citations when such matters have not been resolved through discussions with the Campus Police Officer, and to summon those individuals who have become chronic offenders. The Appeals Committee shall communicate its findings in writing to the individual and the Campus Police Officer. The Appeals Committee's action is final and concludes the process of administrative review.

In the case of an appeal of a parking citation, the Appeals Committee shall have the authority to:

- (a) Determine that the citation was erroneously issued and cancel the citation.
- (b) Determine that there were strong mitigating circumstances surrounding the infraction and cancel the citation.
- (c) Determine that the citation was properly issued and that the mitigating circumstances, if any, were not sufficient to warrant cancellation of the citation.

In the case of an individual summoned to appear because of chronic offenses, the Committee shall determine, if possible, whether legitimate misunderstandings exist as to the individual's responsibility to comply with traffic and parking regulations and if the nature of the regulations is clear. The Committee shall establish the fine (not to exceed \$25) for the fourth and each subsequent offense. Additionally, the Committee may admonish the individual privately, may direct that the campus parking privileges be removed from the individual, or may refer the case for disciplinary action by the Vice President for Academic Affairs and Student Services, if the offender is a student. A chronic offender is one who has four or more citations within one academic year.

Phone Calls

The phones in the College are limited and should be used only by the staff for official College business. However, there are pay telephones available throughout the College for student use.

Incoming emergency telephone calls will be received by the Office of Admissions and Records. In such an emergency, the student will be located as quickly as possible and given the message.

Small Children

The College does not have facilities for unsupervised children of persons attending classes at CVCC. There are no child-care facilities in the Student Center or elsewhere on campus at this time. Since the College does not permit the presence of unattended children at the College, parents should be aware of this restriction and make appropriate plans and allowances. Children not being allowed in computer, science, and engineering classrooms and laboratories is especially pertinent because of the expensive and potentially life-threatening equipment located in these areas. This policy will be announced by the faculty in these classrooms and laboratories, and a statement addressing this matter shall be included in all course syllabi. Violations of the above policy should be reported to the appropriate dean.

Campus Policies

AIDS (Acquired Immunodeficiency Syndrome) Policy

The College policy on AIDS is: AIDS (Acquired Immunodeficiency Syndrome), ARC (AIDS-Related Complex), or a positive HIV antibody test normally does not pose a health risk to other students or employees in an academic setting. Therefore, students or employees who have AIDS, ARC, or a positive HIV antibody test should be allowed regular classroom attendance and use of all institutional facilities.

Campus Demonstrations

Each campus organization participating in a demonstration must file three copies of a registration form in the Office of the President of the College for all demonstrations 96 hours in advance of the demonstration.

The following regulations apply:

1. Only organizations recognized by the College may sponsor demonstrations on College property.
2. Picketing is not permitted inside buildings.
3. Outside picketing shall not interfere with entrance traffic or the normal flow of pedestrian/vehicular traffic.
4. Precise boundaries and number of those picketing will be set by agreement among College administration, organizations involved, and those in charge of any building specifically involved.
5. Lack of substantial compliance with these rules and regulations or failure to register will result in a reconsideration by the College of non-complying organizations.

All assemblies or demonstrations on the campus must have prior registration with the Office of the President of the College.

To prevent misunderstanding, the State Board has issued the following clarification:

1. When an assembly on campus of students and/or College employees not authorized by the College has been requested to disband by the President or other designated officer, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action.
2. In the event that an assembly appears to be a demonstration related to a grievance, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to. College officials will not negotiate with such groups under conditions of duress such as unauthorized occupation of College property.
3. Any unauthorized occupation of College buildings and/or property constitutes cause for dismissal of students or College employees who may be involved. Furthermore, legal action will be brought against any student or College employee involved in acts on community college property that are prohibited by law.
4. Any person currently not a student or College employee is not allowed to participate in demonstrations on campus.

Campus Security and Crime Awareness

The College complies with the Campus Security Awareness Act of 1990. The College makes available a brochure concerning crime statistics over a three-year period. The College employs campus police and encourages the reporting of any criminal actions and other emergencies to that office or to the College's switchboard. Access to campus facilities for students is during classroom hours. Access is restricted at other times in accordance with the College's access and security policy.

While on campus, students and visitors are cautioned as follows:

1. Doors to the outside should not be propped open.
2. Rooms that are unavailable on weekends should be locked.
3. Persons traveling from campus buildings to parking lots after the hours of darkness are encouraged to travel in pairs or groups.
4. Stay within the lighted walkway areas at night.
5. Avoid working or studying alone on campus at night or on weekends.
6. Keep car doors and windows locked.
7. Do not leave purses, book bags, or other valuables open or unattended.

Copies of information related to Campus Security and Crime Awareness are available through the Vice President for Academic Affairs and Student Services.

Cellular Phones and Pagers

Cellular phones and pagers are not to be used in any CVCC classroom, laboratory, library or at any function or activity where they could be a distraction to others. Pagers and cellular phones are allowed on campus, and can be used in any setting where they will not disturb any student, faculty or staff. Pagers set to vibrate may be kept on at all times, but students are not expected to leave class to respond to any page until class is over or when on break.

Violation of this policy will be considered a violation of the Student Conduct Policy and will be governed by the Student Disciplinary Procedures.

Drug and Alcohol Policy

Central Virginia Community College is committed to protecting the health, safety, and welfare of the citizens it serves by ensuring that a drug-free campus is maintained. In compliance with this commitment and consistent with the guidelines provided by the U. S. Department of Education and the Virginia State Council of Higher Education, the College has established the following substance abuse policy for students.

Standards of Conduct

The unlawful manufacture, possession, use or distribution of illicit drugs and controlled substances and the use or distribution of alcohol on College property or at off-campus course locations is strictly prohibited. All actions consistent with the law and individual privacy rights will be taken with individuals found in violation of Virginia's statutes and federal laws pertaining to such substances.

All incidents involving the suspicion of drug distribution or the recovery of suspected drugs, contraband, or paraphernalia should be immediately reported to the Campus Police Office, who will notify the Lynchburg Police Department. In the event a Vice Officer is unavailable, College officials should call 911 and request the Watch Commander, or designee. The individual finding the suspected item(s) should keep it in their immediate possession until a police officer arrives. No attempt should be made to transport the suspected item(s) to the police department or any other location on campus.

Disciplinary Sanctions

Students are further warned that illegal involvement with drugs or alcohol on campus will result in disciplinary action by the College above and beyond any criminal penalties. The disciplinary action may include suspension or dismissal from the College.

The College's established procedure for student discipline would be applied to any student suspected of violating this drug and alcohol policy. If a suspected student is found guilty of the offense, the student would be subject to the following action:

1. A one-year suspension for being found guilty of selling illegal substances on campus;
2. A one-semester suspension for being found guilty of the possession of illegal drugs on campus;
3. A one-semester suspension for a student found guilty of the possession of alcohol on campus; and,
4. A suspension or probation period to be determined by the Disciplinary Hearing Committee for a student who is in possession of alcohol on campus and exhibits unruly or disorderly conduct on the campus or at a student function at which alcohol is served.
5. Appropriate action will be taken:
 - a. when a student receives due process through the Disciplinary Hearing Committee;
 - b. when a visitor on campus is referred to the Lynchburg City Police.

Health Risks

Numerous adverse health problems can occur from the use of illicit drugs and the abuse of alcohol. Both substances can cause physical and psychological dependence. Individuals become addicted and have difficulty withdrawing from a substance. The result is illness or adverse effects on the central nervous and/or cardiovascular systems.

Alcohol is a sedative and depressant. Therefore the bodily functions are affected. Coordination and speech can be adversely impacted. Operation of motor vehicles and/or other machinery can be hazardous. While the substance is legal, it can have serious effects on individuals, families, and friends.

Drugs and controlled substances are by and large illegal. Some controlled substances are available as medication and usage is strictly according to prescription. Drugs that are used by individuals may consist of narcotics, depressants, stimulants, hallucinogens and cannabis. All of these alter the normal function of the body. The individual is unable to control the effects which can range from slowing the individual and creating a false sense of euphoria to a speeding up, curbing of appetite, and insomnia.

Education

Central Virginia Community College recognizes that substance abuse is a serious problem. Educating students on the health dangers inherent in substance abuse is an important aspect in addressing the problem. The College will focus its educational efforts on the incorporation of information into existing courses and the dissemination of informational brochures.

Health courses offered by the College will provide information concerning the harmful effects of substance abuse on the body. The SDV 100 (Orientation) course will discuss these effects and also reemphasize the College's stand on substance abuse.

Counseling and Referral

Students who think they are having difficulty because of substance abuse have counseling and referral services available. It is the responsibility of the Counseling Department to act as a referral agent for students. The Counseling Department has knowledge of community programs and is prepared to direct students to those programs which best meet their needs. Students will be made aware of this service during their orientation class.

Central Virginia Community College personnel understand the seriousness of the substance abuse problem which currently exists and they are fully committed to providing a learning and working environment which is free of substance abuse. The College administration enacts this policy and expects full compliance of all employees and students in the achievement of this goal. This policy is applicable to all CVCC students. It will be reviewed at least biennially to determine its effectiveness and to ensure that disciplinary sanctions are consistently enforced. Upon review of the policy, changes will be implemented, if needed.

CVCC Information Technology Acceptable Use Policy

Central Virginia Community College (CVCC) is one of 23 community colleges within the Commonwealth of Virginia that comprise the Virginia Community College System (VCCS). To meet its Information Technology (IT) requirements, CVCC uses a combination of IT resources. Some of these resources are owned and managed by CVCC, independent of the VCCS, and others are owned and managed by the VCCS. The CVCC IT resources are used by thousands of users and the VCCS IT resources are used by hundreds of thousands of users. Irregardless of the resource owner, the unethical use of these resources by as little as one user can have a devastating impact on the entire system. Therefore all users of CVCC and VCCS IT resources are required to comply with the terms of this policy.

This policy and the enforcement thereof, are independent of other legal statutes that govern the use of IT resources (see the non-inclusive list of legal statutes provided below).

State Law (Article 7.1 of Title 18.2 of the Code of Virginia) classifies damage to computer hardware or software (18.2-152.4), unauthorized examination (18.2-152.5), or unauthorized use (18.2-152.6) of computer systems as (misdemeanor) crimes. Computer fraud (18.2-152.3) and use of a computer as an instrument of forgery (18.2-152.14) can be felonies.

The following terms shall govern the use of all CVCC/VCCS IT resources; this includes VCCS-owned IT resources used by CVCC:

1. Use of CVCC/VCCS IT resources is restricted to authorized users. The use of false or misleading information to gain unauthorized access to said resources is prohibited and may be prosecuted as a criminal act.
2. It is prohibited to use CVCC/VCCS IT resources to gain unauthorized access to IT resources of other institutions, organizations and/or individuals that may be interconnected with CVCC/VCCS IT resources.
3. It is prohibited to permit anyone to access any IT resource using your access control mechanisms. All users must take reasonable precautions, including password maintenance and file protection measures, to minimize the chance of anyone using his/her access to gain unauthorized access to IT resources.
4. The use of IT resources is limited to lawful, authorized purposes. Examples of unlawful and unauthorized use of IT resources include: the use of IT resources to conduct private consulting business, the installation of fraudulently or illegally obtained software, and the installation of proprietary software in a manner inconsistent to the license agreement.
5. Permission to connect CVCC/VCCS IT resources to external networks must be granted in advance by the CVCC Administration.
6. It is prohibited to access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization from CVCC's administration.
7. The use of electronically stored materials is permitted in accordance with CVCC/VCCS policies and procedures and state and federal copyright laws.
8. It is prohibited to copy, distribute or disclose proprietary software without prior authorization from the licensor.
9. It is prohibited to use any CVCC/VCCS IT resources in an irresponsible or needless manner that may affect the work of others. This includes, but is not limited to: transmitting or making accessible offensive, annoying or harassing material; intentionally, recklessly, or negligently damaging systems; intentionally damaging or violating the privacy of information not belonging to you; the intentional misuse of resources or allowing misuse of resources by others; and loading software or data from untrustworthy sources.
10. It is the responsibility of CVCC/VCCS IT resource users to notify any and all violations of these regulations to CVCC administration.

Information Technology Student/Patron Acceptable Use Agreement

As a user of the Virginia Community College System's information technology resources, I understand and agree to abide by the following acceptable use agreement terms. These terms govern my access to and use of the information technology applications, services and resources of the VCCS and the information they generate.

The college granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me.

I will treat all information maintained on the VCCS computer systems as strictly confidential and will not release information to any unauthorized person. I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. I will follow all the security procedures of the VCCS computer systems and protect the data contained therein.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible to immediately report the incident to the Institutional Police or the CVCC employee responsible for the area where the incident occurred. If the incident occurs in:

- The classroom, notify the instructor;
- An open lab, notify the employee managing the lab;
- in the library, notify an employee at the circulation desk.

Once the Institutional Police or an employee is made aware of the alleged violation, he/she must immediately notify the Vice President for Academic Affairs and Student Services. The Vice President will contact the Chief Information Security Officer and the institutional police to collect the facts. The same involved parties will assess the severity of the alleged violation and determine the appropriate disciplinary action. Disciplinary actions may include but are not limited to:

- Temporary restriction of the violator's computing resource access for a fixed period of time, generally not more than six months
- Restitution for damages, materials consumed, machine time, etc. on an actual cost basis. Such restitution may include the cost associated with determining the case facts.
- Disciplinary action for student offenders shall be in accordance with the college student standards of conduct.
- The College President or designee will report any violations of state and federal law to the appropriate authorities.
- I understand that VCCS Information Security Office, or appropriate designated college officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any VCCS or college IT resources.
- I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.
- By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.
- My enrollment at CVCC serves as my acknowledgment of this agreement and I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

Wireless Internet Access

The Wireless Internet Access provided by Central Virginia Community College (CVCC) is for use by students, staff, faculty and guests of the college free of charge. It is the responsibility of each user to protect his or her computer against any potential abuse such as viruses, malware and breach of privacy. CVCC assumes no responsibility for any direct or indirect damages arising from the use of its connection to Internet services.

To assist in the protection of their computers, students are encouraged to download and install the free anti-virus software that is available from within Blackboard.

Sexual Misconduct Policy

An educational institution is a community of trust whose very existence depends on the recognition of each individual's importance and value. This trust creates the freedom for each individual to live, think, act, and speak without fear of physical harm. Sexual assault is a violent crime that shatters the bond of trust within our community.

The Virginia Community College System will not tolerate sexual assault in any form. Sexual assault is a flagrant violation of the values and behavioral expectations for our College community and all reported violations will be aggressively investigated. Sexual misconduct is punishable through civil and criminal proceedings, as well as through College disciplinary processes.

The policy is written with four distinct objectives: (1) to define the various types of sexual misconduct, (2) to increase awareness of the negative consequences of sexual misconduct for the victim, perpetrator, and institution; (3) to encourage victims to report incidents of abuse and seek help; and (4) to provide information regarding resources, support, and options for victims.

Sexual Assault

Sexual assault is defined as sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy or other forms of sexual penetration. To constitute lack of consent, the acts must be committed either by force, threat of force, intimidation, or through use of the victim's mental helplessness of which the accused was aware or should have been aware. Mental helplessness includes incapacitation by alcohol or other drugs. Sexual assault also includes intentional touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent, as well as touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Verbal misconduct, without accompanying physical contact as described above, is not defined as sexual assault. Verbal misconduct may constitute sexual harassment, which is also prohibited under VCCS regulations and is specifically addressed below.

If the assault occurs on College property, it should be reported to the Campus Police. A counselor will assist in obtaining medical assistance and discuss the rights and options with the assaulted individual. Complaints of sexual assault may be filed in writing with the Vice President for Academic Affairs and Student Services or the College's Equal Employment Opportunity (EEO) Officer.

Sexual Harassment

CVCC strives to provide a working and educational environment for all faculty, staff and students that is free from sexual harassment. Sexual harassment directed to a student, employee, or applicant for employment or matriculation is contrary to the policy of the State Board.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which is intimidating, hostile, or offensive. Sexual harassment shall be considered to have occurred when: (1) accepting or tolerating such conduct is made a term or condition of a student's status or an individual's employment either explicitly or implicitly; (2) accepting or rejecting such conduct is used as the basis for academic or employment decisions affecting the student or employee; or (3) such conduct creates an intimidating, hostile, or offensive working or learning environment, or substantially interferes with an employee's work performance or a student's academic performance.

Complaints of sexual harassment may be handled through established grievance procedures or complaints may be discussed or filed in writing with the Vice President for Academic Affairs and Student Services or the College's Equal Employment Opportunity (EEO) Officer.

Smoking Policy

Since the Virginia Indoor Clean Air Act (SB 150), passed by the Virginia General Assembly on April 18, 1990, requires all buildings owned or leased by the Commonwealth to have areas designated as non-smoking areas, the classroom buildings have been so designated. Smoking is permitted in designated areas only.

Student Bill of Rights

The following enumeration of rights shall not be construed to deny or disparage other rights retained by students:

1. Free inquiry, expression and assembly are guaranteed to all students.
2. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on the campus shall be provided by the institution.
3. No disciplinary sanctions may be imposed upon any student without notice to the accused of the nature and cause of the charges, and a fair hearing which shall include confrontation of witnesses against the accused and the assistance of a person of the accused's choosing.
4. A student accused of violating institutional regulations is entitled, upon request, to a hearing before an administrative board.

Student Conduct

Each individual is considered a responsible adult, and it is assumed that men and women of college age will maintain standards of conduct appropriate to membership in the college community. Emphasis should be placed on standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct will be developed by representatives of the students, faculty, counseling staff, and administration. The College should refrain from imposing a rigid code of discipline but should reserve the right to take disciplinary action compatible with its own best interests when it is clearly necessary.

The Virginia Community College System guarantees to each student the privilege of exercising the rights of citizenship under the Constitution of the United States without fear of prejudice. Special care must be taken to assure due process and to spell out defined routes of appeal when a student feels these rights have been violated.

Student Disciplinary Procedures

I. Purpose

The purpose of this procedure is to provide an equitable and orderly process for student disciplinary actions.

II. Definitions and Scope

A. Student - Student herein is used to mean any person who is officially registered at Central Virginia Community College during the specific academic semester in which the alleged disciplinary violation takes place.

B. Proscribed Conduct - The following actions are considered to be misconduct and are subject to disciplinary action by the College:

1. All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use in institutional documents or instruments of identification with intent to defraud. (Where applicable, handled under the Honor Code.)
2. Internal disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institution activities.
3. Failure to comply with directions of faculty members or other institution officials acting in performance of their duties.
4. Violation of published institutional regulations. Sexual assault and sexual harassment, for example, are serious violations of the standards of conduct.

5. Disorderly conduct on campus. Hallways, laboratories, and classrooms should be quiet and orderly at all times in order not to disturb those who are engaged in academic pursuit. Littering the campus or buildings, profanity, audio equipment operating at an objectionable level and boisterous behavior all come under the heading of unacceptable conduct.
6. Raffles or lotteries held on campus. Other forms of gambling using cards, dice, or other forms of chance are forbidden.
7. Smoking in the Library, classrooms, and laboratories. The College has an established smoking policy whereby certain areas have been designated as smoking areas.
8. Failure to be properly attired. Though the College has no student dress code, the following minimal standards must be observed:
 - a. All students must wear shoes while on campus for reasons of safety and health.
 - b. Except for certain physical education classes or active sports participation where other attire may be appropriate, all students will wear shirts while on campus.
9. Hostile behavior toward a fellow student or employee of the College is defined as making verbal comments, or engaging in actions/activities that are threatening, or could reasonably be interpreted as threatening, in classrooms or other settings of the College.
10. Possessing on College property or at any College activity any dangerous chemical or explosive elements or component parts thereof. Also, possessing any rifle, shotgun, pistol, revolver, or other firearm or weapon not used for lawful College studies without an authorization of the president of the College. Law enforcement officials required to carry a firearm are exempt.
11. Making a false police report or reporting a false incident/violation where no violation exists.

III. Procedures

Instances in which students are accused of committing infractions of the College rules and regulations are to be referred to the Vice President for Academic Affairs and Student Services. The Vice President for Academic Affairs and Student Services shall conduct a careful and thorough investigation of the alleged infraction. In the event the investigation shows that there is no substantial evidence to support the allegations of wrongdoing on the part of the student, the Vice President for Academic Affairs and Student Services shall drop the charges.

Level I - If the investigation indicates sufficient evidence, the Vice President for Academic Affairs and Student Services shall set a date to meet with the student to discuss the charges. Within five calendar days of the conference with the student, the Vice President for Academic Affairs and Student Services shall render a decision to dismiss the charges, to impose an administrative reprimand, or to place the student on probation for up to one calendar year. The decision of the Vice President for Academic Affairs and Student Services will be presented in writing to the student. The student may, within five calendar days of receipt of the notice from the Vice President, appeal this decision, in which case a Hearing Committee shall be established as provided in Level II. In cases of sexual assault or other violations where reasonable belief has been established that a serious violation has occurred and suspension or dismissal may be imminent, the procedure will be as stated in Level II. The results of any recommended disciplinary action will be forwarded to the Coordinator of Admissions and Records for notation on the student's record.

Level II - If the student appeals the decision of the Vice President for Academic Affairs and Student Services or if the decision of the Vice President for Academic Affairs and Student Services is to recommend disciplinary suspension or dismissal, a Hearing Committee will be convened. The Vice President for Academic Affairs and Student Services shall within five calendar days select an ad hoc committee of disinterested persons from the panel provided in the Faculty and Staff Manual which consists of one faculty and one administrator and, the one student member selected from the honor council. The Vice President for Academic Affairs and Student Services shall designate a chair.

Within five calendar days after the Hearing Committee has been designated, the Chair of the committee shall set a time and place of the hearing and notify the student and the Vice President for Academic Affairs and Student Services. The hearing shall begin ten calendar days after the ad hoc committee has been designated. The ad hoc committee shall make its decision by simple majority vote and communicate its findings in writing to the President within five calendar days after the hearing is completed. The committee may recommend to the President that: the charges be dropped, a reprimand be issued, disciplinary probation be imposed for a period not to exceed two years, disciplinary suspension be imposed for a specified time, or a student be dismissed from the College.

Level III - Within ten calendar days of receipt of the Committee report, the President will communicate a final decision to the student. The President may impose a sanction equal to or less than that recommended by the Committee, but may not increase the severity of the sanction. The President shall provide a copy of the written decision, including the Committee report to the student, and, if the decision includes probation, suspension, or dismissal, to the Coordinator of Admissions and Records. The decision of the President shall be final and binding on all parties.

IV. Time Limitation

- A. Extension of Time** - Every effort will be made by all parties to expedite the disciplinary process. The time limitations specified for either party may be extended by written mutual agreement.
- B. Effect of Failure to Appeal Within Time Limit** - If there is no written mutual agreement to extend the time limits set herein, and if a decision at one level is not appealed to the next level of the procedure within the time limit specified, the decision reached at the previous level shall be determined to be final.
- C. Effect of Failure to Respond Within Time Limit** - Failure at any level of the disciplinary procedure to initiate communications of the decision to the student within the specified time limits shall permit the lodging of an appeal at the next level of the procedure within the time which would have been allotted had the decision been communicated by the final day.

V. General Provisions

- A. Identification** - All written notifications and appeals shall include the name of the accused student and a brief statement of the nature of the alleged offense.
- B. Avoiding Interruptions** - In pursuing the provisions of the procedure, every effort shall be made to avoid interruptions of classroom activities.
- C. Public Statements** - Except for such simple announcements as may be required covering the time of hearings and similar matters, public statements and publicity about a case shall be avoided by all parties so far as possible until all proceedings have been completed.

- D. **Immediate Suspension** - Nothing in the procedures described herein shall prevent the Vice President for Academic Affairs and Student Services from suspending the student immediately if the continued presence of the student is deemed to be a substantial threat to others or to the welfare of the institution. In such a case, the Vice President for Academic Affairs and Student Services shall insure that a hearing at the appropriate level is provided as soon as possible.
- E. **Delivery of Notices** - When giving notice of actions or requesting appeal, the notice of appeal should be delivered directly to the person designated to receive it or sent to such person by certified mail, return receipt requested.
- F. **Academic Freedom** - This disciplinary procedure shall not be used to restrain students in their exercise of constitutional rights or academic freedom as set forth in the Statement of Academic Freedom and Responsibility adopted by the State Board for Community Colleges on January 29, 1969.
- G. **Hearing Panel** - There shall be a Hearing Panel of faculty, of administrators, and of students which shall provide slates of prospective committee members for the ad hoc committee provided for in Section III. The faculty Hearing Panel may be the same panel as provided for a similar purpose in the faculty grievance procedure. The student panel shall consist of not fewer than 15 students appointed by the President of the Student Government Association and may be the same panel as provided for a similar purpose in the student grievance procedure. The administrative panel will include all administrators.
- H. **Rights of Students** - The student shall have the right to counsel (student's expense), the right to present and cross-examine witnesses, the right to present evidence, the right to examine all documents and demonstrative evidence introduced during the proceedings (student's expense).
- I. **Recordings of Proceedings** - A written summary of the results of the investigation conducted by the Vice President for Academic Affairs and Student Services, a written summary of each meeting between the accused and College official relative to these proceedings, a written summary of the findings of the Hearing Committee, and all letters of appeal of notice shall constitute the record.

Student Grievance Procedures

I. Purpose

The purpose of the student grievance procedures, as described herein, is to provide equitable and orderly processes by which students at Central Virginia Community College may resolve grievances.

II. Definitions and Scope

- A. **Appeal of Grades** - A student having factual evidence that a grade, as reported, is in error and who wishes to appeal said grade, should use the provisions of the grievance procedures as set forth herein.
- B. **Discrimination** - This procedure shall be utilized by students to handle complaints of alleged unlawful discrimination on the basis of race, color, creed or religion, sex, national origin, age, physical or mental handicap, or other factors which cannot lawfully be the basis for decisions regarding a student's status.
- C. **Exceptions** - Those matters covered by the policies for admissions appeals, Honor Court appeals, traffic violation appeals, and appeals of disciplinary action shall not be subject to the grievance procedure as set forth herein in as much as separate procedures have been established for such appeals.
- D. **Grievance** - A grievance is a difference of dispute between a student and employee of the College with respect to the application of the provisions of the rules, policies, procedures, and regulations of the College of the Community College System as they affect the activities or status of such student.
- E. **Student** - Student herein is used to mean any person who is officially enrolled at Central Virginia Community College during the specified academic semester in which the grievance occurs or an appeal is made.

III. Procedure

Step I - Recognizing that grievances should be raised and settled promptly, a grievance must be raised within ten calendar days following either the event giving rise to the grievance or within ten calendar days from the time when the student reasonably should have gained knowledge of its occurrence. The student shall discuss the grievance with the College employee involved. Every reasonable effort should be made by both parties to resolve the matter at this level. If the student is not satisfied with the disposition of the grievance at Step 1, the student should consult with a counselor for direction in following the proper grievance procedure. The role of the counselor shall be to explain the grievance procedure to the student and the importance of the time element.

Step II - If the student is not satisfied with the disposition of the grievance at Step 1, the student may within five calendar days of the final decision at Step 1, file a written appeal with the dean, coordinator, director, or manager having direct supervision of the employee. Within five calendar days of receipt of the written grievance, the dean (or other administrator) will schedule a conference with the student and the employee in an effort to resolve the grievance. Within seven calendar days after the conference, the administrator involved shall prepare a report of the disposition of the matter with copies to the student, the employee, and the appropriate vice president.

If the administrator supervising the employee does not report directly to a vice president or the President, and if the student is not satisfied with the resolution of the grievance by the immediate supervisor, the appeal shall proceed to the next level of supervision, step by step as outlined above until reaching the administrator reporting directly to the vice president or the President. The appeal process shall proceed from Step I to Step III, as provided below.

Step III - If the student is not satisfied with the disposition of the grievance at Step II, the student may file a written appeal to the appropriate vice president within five calendar days of receipt by the student of the final decision rendered at Step II. Within five calendar days after receipt of the written report, the vice president shall select an ad hoc committee of four disinterested persons from the panel in the Faculty and Staff Manual, Section V(G). The vice president shall designate a chair. The committee shall consist of two students (Honor Council) and two College employees. If the grievance is against a classified staff member, the two employees shall consist of one classified staff member and one administrator. If the grievance is against a faculty member or an administrator, the two College employees shall be one faculty member and one administrator.

Within five calendar days after the ad hoc committee has been designated by the appropriate vice president, the chair of the ad hoc committee shall set a time and place for the hearing and notify the student, the employee being grieved against and the supervisors of this employee. The hearing shall begin within ten calendar days after the ad hoc committee has been designated. Within five calendar days after the hearing is completed, the ad hoc committee shall make its decision by simple majority vote and communicate its findings in writing to the student, the supervisors, and the appropriate vice president. Within ten calendar days of the receipt of the findings of the committee, the vice president shall accept or reject the findings of the committee. Should the vice president reject the findings of the committee, the vice president shall do so only on the basis of the requirements of law and shall set forth the rationale for this action in writing. The vice president shall provide a copy of the written decision to the student, the employee being grieved against, the supervisors of this employee, and the chair of the ad hoc committee.

Step IV - If the student is not satisfied with the findings of the ad hoc committee and the review by a vice president, within ten days after notification of the decision, the student may request a review by the President. The President can meet with the student and review the facts of the grievance. The decision of the President is final and binding on all parties.

IV. Time Limitations

- A. **Extension of Time** - It is important to good relationships that grievances be initiated and processed as rapidly as possible. Every effort shall be made by all parties to expedite the process. The time limitations specified for either party may be extended by written mutual agreement.
- B. **Effect of Failure to Appeal Within Time Limit** - If there is no written mutual agreement to extend the time limits set herein, and if a decision at one level is not appealed to the next level of the procedure within the time limit specified, it shall be determined on the basis of the last decision rendered.
- C. **Effect of Failure to Respond Within Time Limit** - Failure at any level of the grievance procedure to initiate communications of the decision to the student within the specified time limits shall permit the lodging of an appeal at the next level of the procedure within the time which would have been allotted had the decision been communicated by the final day.

V. General Provisions

- A. **Identification** - All written grievances and appeals shall include the name and position of the aggrieved party and a brief statement of the nature of the grievance and the redress sought by the aggrieved party.
- B. **Avoiding Interruptions** - In pursuing the provisions of this procedure, every effort shall be made to avoid interruptions of classroom activities.
- C. **Informal Discussion** - Nothing contained herein shall be construed as limiting the right of the student to have the grievance informally adjusted.
- D. **Rights of Grievant** - The grievant shall have the right to counsel (own expense), the right to present and cross-examine witnesses, the right to present evidence, the right to examine all documents and demonstrative evidence introduced during the proceedings and the right to a copy of the transcript of the proceedings (own expense).
- E. **Placement of Records** - If the procedures go beyond the informal stage of Step 1, and the decision is in favor of the aggrieved student, a copy of the findings of the case shall be placed in the official personnel file of all employees complained against by the aggrieved student.
- F. **Academic Freedom** - This grievance procedure shall not be used to restrain students or faculty members in their exercise of constitutional rights or academic freedom as set forth in the State of Academic Freedom and Responsibility adopted by the State Board for Community Colleges on January 29, 1969.
- G. **Hearing Panel** - There shall be a Hearing Panel of faculty, of administrators, and of students which shall provide slates of prospective committee members for the ad hoc committee provided for in Section III. The faculty Hearing Panel may be the same panel as provided for a similar purpose in the faculty grievance procedure. The student panel shall consist of not fewer than fifteen students appointed by the President of the Student Government Association. The classified panel shall consist of not fewer than eight classified employees of the College, elected for this purpose at a classified staff meeting. The administrative panel shall consist of all administrators.
- H. **Notification of Findings** - A copy of findings will be given directly to the student when possible. When the student is not available, notification will be by certified mail, return receipt requested.

Student Honor Code

Rationale

In accordance with a belief in the value of fundamental honesty, the student body of Central Virginia Community College hereby declares its unwillingness to tolerate within itself anyone who knowingly engages in unauthorized practices pertaining to any classroom or College procedure. Therefore, it establishes the Honor Code of Central Virginia Community College, hereafter called the Code, to require fundamental honesty among all members of the student body, both full-time and part-time. The student body exercises its privilege to assume responsibility for maintaining a standard of honorable conduct, including the right to investigate any breach of this Code and, if a student is found guilty, to recommend action to the Vice President for Academic Affairs and Student Services.

Objective

This Code is enacted by the student body of Central Virginia Community College so that, in the responsible exercise of its privilege, it may conduct itself with honor and in an atmosphere of trust.

Article I

It is the objective of this Code and these Articles to set forth and define regulations, violations, punishments, and responsibilities of the students, faculty, administration, and the Honor Council. Dishonesty, academic and personal, and dishonorable behavior shall be considered in violation of the Code. Specifically, violations are lying, stealing, cheating, viewing sexually explicit materials not directly related to ones status as a CVCC student or employee while on the CVCC campus, knowingly receiving stolen property, or failing to report a suspected Honor Code violation. (See Appendix #4).

Article II

Section A.

There shall be an Honor Council consisting of at least nine members of the student body, officially registered and not on probation.

Section B. Nominations

No later than the third week after classes begin for the fall semester, nominations will be received by the presiding officer of the student government.

Clause 1.

Following the nominations, the Secretary of the student body shall submit to the Vice President for Academic Affairs and Student Services the list of names for certification that the students nominated and meet the qualifications as stated in the Code.

Clause 2.

No later than fourteen days after nominations are closed, an election will be held among the general student body to determine Honor Council members. An election to the Honor Council will be based upon the nine students who received the greatest number of votes with the remainder being designated as alternates.

Clause 3.

It shall be the responsibility of the President of the student body to hold an election and to notify the Vice President for Academic Affairs and Student Services that the election is correct; within seven days after such certification, the Vice President of Academic Affairs and Student Services will swear in the elected members of the Honor Council.

Clause 4.

At its first meeting, to be held no later than ten days after election of the Council membership, Council members shall elect among themselves certain officers of the Honor Council. Elected by the Council membership will be a Chairperson, a Vice-Chair person, a Recorder, an Attorney General, a Public Defense Attorney, and a Jury of four.

Clause 5.

Replacements to the Honor Council will be elected by the student body. The Student Government Executive Committee will receive nominations for and conduct the elections as vacancies occur.

Section C.

Any hearing or meeting of the Honor Council shall require the presence of the Chair or the Vice-Chair and no fewer than five members of the Honor Council.

Clause 1.

The Honor Council shall have a faculty member of instructor rank or above to act in an advisory capacity. They shall be elected at the first meeting and shall take office immediately upon approval from the Vice President for Academic Affairs and Student Services. They shall serve for a period of one year (three semesters) at all meetings of the Honor Council.

Clause 2.

In the event of the incapacity of the faculty advisor another faculty advisor will be elected by the Council and approved by the method set forth in Clause 1.

Section D. Qualification for Membership to the Honor Council

All candidates shall have and, if elected, maintain at least a 2.2 grade point average for no fewer than nine credits per semester, except freshman candidates, who must maintain those qualifications after the first semester.

Section E. Interim Honor Code

During the Summer Semester, the Honor Council shall consist of the members of the Spring Honor Council and if this number is not nine, an election

will be held in the first week of the Summer session to fill the necessary vacancies. The Interim Honor Council will then elect all necessary officers and will operate under the same standards and qualifications as set forth in the Code for Honor Council members.

Article III**Duties of Honor Council**

It shall be the responsibility of the Chairperson or the Vice-Chairperson in the unavoidable absence of the Chairperson to preside over all meetings of the Honor Council and to assume all responsibilities of the overall conduct of its activities. They shall be the designated recipient of all reports that show evidence of a violation of the Code. They shall inform all members promptly when the reports are made. In writing, they shall inform the person accused, and they shall submit to that person the rights of those accused of Honor Code violations. A trial must be convened within 30 days of receipt of a suspected violation.

Section A. Responsibilities of the Chairperson and Vice-Chairperson

It shall be the responsibility of the Chairperson or Vice-Chairperson to see that the hearing is conducted in a dignified and orderly manner and that the rights of the accused are fully protected. They shall assure themselves that accurate records are kept, to include a tape recording of the Honor Council hearing.

Section B. Responsibilities of the Attorney General

It shall be the responsibility of the Attorney General or alternate to investigate charges in order to obtain all possible evidence and to show that evidence to the Jury in a formal hearing in as clear and accurate a way as possible. It shall be the responsibility of the Attorney General to seek a conviction based upon a reasonable interpretation of the evidence obtained. The Attorney General will be a non-voting member of the Honor Council.

Section C. Responsibilities of the Recorder

It shall be the responsibility of the Honor Council Recorder or alternate to attend all meetings and hearings of the Honor Council and to keep a complete record of all proceedings. It will be their responsibility to make sure that a tape recording is kept of the proceedings, and also shall be responsible for safeguarding this tape until it is presented to the Vice President for Academic Affairs and Student Services. Both tapes and written reports will be presented to the Vice President for Academic Affairs and Student Services, where they will be kept in a confidential file for reference and future use by members of the Honor Council, by the faculty, and by student body by special permission from the Vice President for Academic Affairs and Student Services.

Section D. Responsibilities of the Public Defense Attorney

It shall be the responsibility of the Defense Attorney to be available to any accused person and to serve on their behalf. The Defense Attorney shall investigate charges, obtain all possible evidence, and present these facts to the Honor Council at a formal hearing. It shall be the Defense Attorney's responsibility to give any aid and advice that the accused person desires to accept and to seek a verdict of not guilty on their behalf. The Public Defense Attorney will be a non-voting member of the Honor Council.

Section E.

It shall be the responsibility of all Honor Council members to weigh the evidence as presented by the Attorney General and the Defense Attorney and to request any clarifications necessary to an understanding of the charges and evidence presented at the hearing. Furthermore, it is the responsibility of each Honor Council member to determine the innocence or guilt of an accused person.

Section F.

A decision of guilty shall be obtained when two-thirds of the members present (not to include Public Defense Attorney and Attorney General) find that an accused person is guilty of an Honor Code violation beyond reasonable doubt. Specifically, a vote of guilty is three of four, four of six, or five of seven voting members present.

Section G.

If an accused person is found guilty by the prescribed method, a recommendation for further action will be made to the Vice President for Academic Affairs and Student Services. If possible, this recommendation will be made known orally to the accused as soon as possible after the hearing has concluded. No later than two days after the hearing has been closed, the Recorder shall notify the person in writing of the recommendation of the Honor Council and the action that the Council has recommended to the Vice President for Academic Affairs and Student Services. In the event that the Vice President of Academic Affairs and Student Services refuses to support the Honor Council recommendation, the student may request that the case be taken to the appellate body for a review.

Section H. Prescribed Punishments

Based on the evidence and nature of the violation, the Honor Council shall recommend one of the following actions if a person is found guilty:

- (1) If there has been no previous conviction of an Honor Code violation:
 - (a) the Honor Council may recommend that the person be placed on Honor probation and that they shall remain on Honor probation during their tenure as a student at the College;

- (b) the Honor Council may recommend to the instructor that the student receive a failing grade for the assignment (test, homework, or paper) or course in question;
- (c) the Honor Council may recommend suspension of a student from the College for the remainder of the semester, the following semester, or two semesters;
- (d) the Honor Council may recommend total suspension from the College with no possibility of readmittance; or,
- (e) the Honor Council may recommend a combination of the above.

- (2) When there has been no prior conviction but there is proven willful, premeditated, deliberate plagiarism, stealing or cheating, viewing sexually explicit not directly related on ones status as a CVCC student or employee while on the CVCC campus, the Honor Council is advised to recommend suspension for not less than two semesters.
- (3) If a person has been previously convicted of an Honor Code violation, suspension for a period of no fewer than one semester shall constitute the recommendation.
- (4) If a person, twice convicted previously of Honor Code violations is found guilty by the prescribed methods, the recommendation will consist of no less than dismissal from the College with no possibility of readmittance.

Article IV

Rights of the Accused

Section A.

All persons shall be considered innocent until proven guilty. All students charged with Honor Code violations shall be notified in writing of that violation. Each accused person shall receive a letter which consists of a summons to a time and place where the Honor Council shall hear the case in question.

Section B.

Any accused person shall have an opportunity to consult with the Defense Attorney of the Honor Council; and if the accused desires, the Defense Attorney will defend or assist the accused in the preparation of the student's defense.

Section C.

All persons accused of an Honor Code violation may choose to have a public or private hearing. If a public hearing is chosen, the Honor Council will hand out ground rules of spectator conduct as spectators enter the room where the hearing is held.

Section D.

Any person accused of an Honor Code violation will be entitled to call witnesses, present evidence, and to have one student of the accused's choice present in the hearing room at all times during the proceedings and to have this student act, if necessary, in defense of the accused.

Section E.

If a student is found guilty of an Honor Code violation, they shall have the right to appeal this verdict to an appellate body consisting of three faculty members appointed by the President of the College and three members of the student body (not on the Honor Council) appointed by the President of the Student Government.

Clause 1.

This body shall review the Honor Council recording of the appealed case and, if necessary, may hold an informal hearing to call in anyone involved in the case for clarification.

Clause 2.

If two-thirds of this body find the accused to be guilty, they will recommend that the Honor Council recommendation be upheld by the Vice President for Academic Affairs and Student Services. No further appeal is possible under the Code; however, the decision may be appealed to the President of the College. In cases where suspension is the recommended punishment, the College President automatically reviews the case.

Clause 3.

If less than two-thirds of this body find the accused guilty, the person will be found innocent, charges will be dropped, and no recommendation will be made to the Vice President for Academic Affairs and Student Services. No further appeal is possible.

Section F.

If a student is found not guilty of an Honor Code violation, charges will be dropped and no recommendation will be made to the Vice President for Academic Affairs and Student Services. No appeal may be made of an innocent verdict.

Article V**Obligation of the Student Body****Section A.**

Students of the College are obligated to conduct themselves in accordance with the Honor Code and must guard against any action that would weaken the Code or bring it into disrepute. Students are reminded to abide by the Honor Code. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/Handbook and will uphold the honor of the College by observing the Honor Code.

Section B.

Each student will be honor bound to report any breach of this Code to the Honor Council. Finally, it is the responsibility of the student to become thoroughly acquainted with the Code and any changes thereafter.

Section C.

It will be assumed that all students' work, each assignment, quiz, test, or examination, including work delivered other than by written means, is covered by the Honor Code. The Honor Pledge will be written on the work at the direction of the instructor.

Section D.

Students are obligated to appear as witnesses in any case called by the Honor Council.

Section E.

A report of suspected Honor Code violation and request for investigation must be submitted within 30 calendar days of the date of the occurrence of the suspected violation. Requests submitted after the 30 calendar day period will not be tried.

Article VI**Obligation of Faculty and Administration****Section A.**

It shall be the responsibility of the Vice President for Academic Affairs and Student Services or alternate to clarify the contents of the College Honor Code during orientation and/or to any inquiring student.

Section B.

It shall be the responsibility of the Vice President for Academic Affairs and Student Services to maintain and, if necessary, make inquiries regarding the effective functioning of the Honor Council or its advisor.

Section C.

A faculty member or an administrator involved in an Honor Council meeting will be expected to offer clear and concise evidence.

Section D.

The Honor Council Advisor shall assist members of the Council in obtaining information during hearings. This is to insure the accused received due process and that information is presented in a clear and concise manner. They shall also assist the chair in maintaining order during the hearing.

Section E.

A report of suspected Honor Code violation should be investigated and brought to the student's attention within 30 calendar days of the date of the first knowledge of the suspected violation. Requests submitted after the 30 calendar day period cannot be tried by the Council.

Article VII
Impeachment of Honor
Council Members

With the advice and consent of the Vice President for Academic Affairs and Student Services, following a recommendation by the Chair of the Honor Council or the Advisor, a hearing will be held to determine whether a member or members of the Honor Council are functioning in an improper or ineffective manner. If, by a majority vote of those present, (a tie to be broken by the Chair), excluding the members accused of the inefficiency, the person or persons shall be removed from the Honor Council, and the alternates in order of their plurality shall be sworn in to fill the vacancies of the disbarred members. Members disbarred from the Council forego future right of election to this high body.

Article VIII
Ratification of Amendments

Section A.

This Honor Code shall become effective upon the ratification by a majority vote of the student body present and voting in the election. All amendments to this Code must be submitted in writing to the President of the student body for discussion in open student body meetings; thereafter, an amendment is referred to the Honor Council for its unanimous approval; thereafter, no less than 50% of the students present and voting in a special election to be called by the President of the student body no fewer than 7 or more than 30 days after Honor Council approval shall be necessary for the ratification of the amendment; thereafter, it shall be submitted to the Vice President for Academic Affairs and Student Services for presentation to the faculty.

Section B.

The ratification of this Code and all amendments shall also require the consenting vote of no less than 50% of the faculty in any general faculty meeting.

Section C.

Four weeks notice shall be given for all announcements of changes in the Code. Written statements shall be distributed among the student body and to all members of the faculty. All changes of this Code will become effective thirty days after student and faculty ratification.

Article IX
Dissemination of Copies of
the Honor Code

Section A.

The Honor Code shall be printed in the Catalog and Student Handbook.

Section B.

The Vice President for Academic Affairs and Student Services will provide every faculty member with a copy of the Honor Code and any changes made thereafter. All new faculty will receive a copy of the Honor Code and will receive instruction from the Vice President for Academic Affairs and Student Services during the orientation of that faculty.

Section C.

The Vice President for Academic Affairs and Student Services will provide the names, addresses, and phone numbers for all Honor Council members and keep the faculty advised of any changes.

Appendix

1. Upon admission to the College, the following statement shall be accepted and signed by all students: The Honor Code

CVCC operates under an honor system which is managed by the students under authority granted by the Administration. The Honor Code is based on the principle that the student will not cheat, lie or steal. An application for admission to CVCC implies that a student, if admitted, will read the Honor Code in the Catalog/Handbook, will uphold the honor of the College by observing the Code, and will report any violation witnessed.

2. The Honor Pledge shall read "I have neither given nor received unauthorized assistance on this assignment (paper, quiz, test, etc.). Neither have I observed cheating."

Indicate your acceptance of this responsibility by signing your name below.

Signature

3. Reports of suspected Honor Code violations and requests for investigation are available from the Office of the Vice President for Academic Affairs and Student Services for distribution among students and faculty. The form shall read as follows: Report of Suspected Honor Code Violation and Request for Investigation
Date
Type of Violation
Type of Assignment
Course name, number, section
Date of suspected violation
Person accused
Other comments

4. Plagiarism is the use of “distinctive ideas or words of another without adequate acknowledgment.” Plagiarism may involve theft, as the material is first improperly removed from its source; cheating, as that information reproduced in a final assignment; and lying, as the writer may intentionally seek to conceal the deed. This definition is taken from the faculty report on plagiarism.
5. Students accused of violations of the Honor Code will receive a letter of accusation which will contain the following information:
 - (a) The name of persons who reported the suspected violation.
 - (b) Type of violation the Honor Council will hear.
 - (c) If appropriate, course name, number, section, and name of instructor.
 - (d) Date of suspected violation.
 - (e) Date, time and place of the Honor Council hearing.
 - (f) The accused has the right to choose a public or private hearing, call witnesses, and present evidence.
 - (g) The absence of the accused at the hearing shall be taken as a plea of not guilty and the hearing shall proceed as scheduled.

Student Government

The Student Government serves as a vital link of communication between students, administration, and faculty. It works to provide the leadership necessary for the responsibility of initiating new policies, services, and activities for the benefit of the students.

Student Government elections are held each Spring Semester. Each Fall the freshman and sophomore classes elect representatives to serve on the Honor Council.

Copies of the Student Government Constitution and the Honor Code are included in this Handbook. It would be to your advantage to have a good understanding of the purpose and functions of both documents.

Student Government Constitution

Preamble

We, the students of Central Virginia Community College acting under authorization of the College administration and desiring to develop cooperation among students, administration, and faculty of this institution, do ordain and establish this Constitution.

Article I Name

This organization shall be known as the Student Government of Central Virginia Community College.

Article II Purpose

The purpose of this organization shall be to provide a representative form of Student Government; to regulate organized student activities; to promote the general welfare of the College; and to develop cooperation between students, faculty, and administration.

Article III Membership and Rights

All students of Central Virginia Community College shall have the right to nominate candidates for office and to cast their vote for candidates for offices. All qualified students have the right to hold office, to attend special sessions of the Executive and standing committee meetings, and to have representation in the Student Government.

Article IV Governing Bodies

The governing bodies of the Student Government shall consist of the Executive Committee and Standing Committees.

Article V Executive Authority

Section A. Composition

The Executive Committee of the Student Government shall consist of the President, Vice-President, Secretary and Treasurer.

Section B. Executive Power

All executive power herein granted shall be vested in the Executive Committee of the Student Government. The President shall head the Executive Committee.

Section C. Qualifications

1. Candidates
 - a. Each candidate for Executive Committee office must be registered as a curricular student taking 9 credits or more.
 - b. Each candidate must have at least a 2.5 cumulative grade point average.
 - c. Each candidate must have completed 12 credit hours at CVCC.
2. Maintaining Office
 - a. Each office holder must maintain at least 9 credit hours in each of the Fall and Spring Semesters.
 - b. Each member must maintain at least a 2.5 grade point average each semester.

Section D. Terms of Office

The terms of members of the Executive Committee shall be:

For three semesters, beginning in the Summer following election and continuing through the next two consecutive semesters. Out-going officers and newly elected officers will meet together during the Summer Semester to provide a smooth transition and training. The Executive powers and duties as stated in the Constitution shall be vested in the newly elected officers during the Summer Semester.

Section E. Functions

1. The Executive Committee has the twofold job of heading the Student Government and of serving as an Administrative Committee.
2. The Executive Committee shall determine and publish the rules of its own proceeding (not to be in conflict with the Constitution and its By-laws). Three-fourth of the Executive Committee shall constitute a quorum to do business.

Section F. Duties and Powers of the Officers of the Student Government

1. President
 - a. The President shall have the power to call and preside at all meetings of the Executive Committee, the joint meetings of the Executive and Standing Committees, the nomination meetings, and special sessions of the entire student body.
 - b. The President may attend all regular and special sessions of the Standing Committees, serving as an ex-officio member. The joint meeting of the Executive Committee and Standing Committee will be known as the Coordinating Council.
 - c. The President may call special sessions of the Coordinating Council.
 - d. The President may call consultative sessions of the Coordinating Council. In such cases, the President of the Student Government shall preside.
 - e. The President may call for a State of the Treasury report at any time considered necessary.
 - f. The President shall establish, appoint the chairperson and members of and define the powers of committee as deemed necessary in aiding the functioning of the Student Government. All budgeted committees and their members, as established by the President, shall be temporary during Summer Semester and subject to the approval of the Executive Committee in the following Fall Semester.
2. Vice-President
 - a. The Vice-President shall preside in the absence of the President. The Vice-President shall temporarily assume the powers of the President only in the absence of the President, and only with the written permission of the President.
- b. The Vice-President shall assume the office of the President if, for any reason, the President cannot continue to serve in the office. A new Vice-President shall be elected by the original procedure within 20 days of the action. If the Vice-President is unable to serve, a new election of President will be held.
3. Secretary
 - a. The Secretary shall preserve a written record of all actions which take place at Executive Committee and Coordinating Council meetings.
 - b. The Secretary shall keep on file records of all meetings, and keep in order the files of the Student Government.
 - c. The Secretary shall keep a register of members of the Student Government, attend to necessary correspondence, and furnish to the appropriate faculty advisors and to the Vice President of Academic Affairs and Student Services written reports of the meetings of the Coordinating Council.
 - d. The Secretary shall post all minutes of Student Government meetings prominently for the benefit of students.
 - e. The Secretary shall keep an official, up-to-date copy of the Student Government Constitution and its Bylaws.
4. Treasurer
 - a. The Treasurer shall head a financial committee which shall furnish a report obtained from the office of the Vice President for Academic Affairs and Student Services concerning the state of the treasury to the Student Government once a semester and at any other time as called for by the President of the Student Government.
 - b. The Financial Committee shall be composed of the Treasurer (as Chairperson of the Committee) and at least two student members. The student members must be approved by the President of the Student Government and no member of the Executive Committee other than the Treasurer shall serve on the Financial Committee.
 - c. The Financial Committee shall establish and publish guidelines for the preparation of budgets by all other organizations, clubs, and standing committees.
 - d. The Financial Committee shall be directly responsible for preparing a proposed budget of the Student Government for presentation to and approval by the Executive Committee.

- e. The proposed budget is forwarded to the Vice President for Academic Affairs and Student Services by December 1 for forwarding to the President. The President will present the budget to the CVCC College Local Board for approval.

Section G. Duties and Powers of the Executive Committee

1. The duty of the Executive Committee shall be to act as a steering board of the Student Government.
2. It shall evaluate and, when necessary, recommend revisions to Student Government policies, rules and regulations to the appropriate committee.
3. It shall receive and accept all resignations of members of the Student Government and all student representatives on official Student Government and College committees.
4. It shall receive recommendations and proposals from the administration, faculty, and members of the student body and direct these matters to the appropriate committee.
5. It shall rule on the qualifications of candidates for Student Government at the time of their nomination and shall be the judge of their election.
6. It shall have obtained, by date of elections and/or referendum, an official roster of the student body, which shall serve to determine voter eligibility. This roster shall be obtained from the Information Technology Department.
7. It shall supervise the balloting on the days of election and/or referendum. It shall judge and announce the results of the election and/or referendum.
8. It shall rule on selection of student representatives to the advisory committees appointed by the President.
9. It shall also perform all other duties pertaining to the functions of the Executive Committee.

Section H. Meetings

1. The Executive Committee shall meet at least once a month and at such times as it shall be called into special session by the President (see Section H-2 of this article for quorum).
2. Joint meetings of the Executive Committee and Coordinating Council shall be held at such times as the President deems necessary. Three fourth of the members shall constitute a quorum to do business.
3. Robert’s Rules of Order Newly Revised shall govern the parliamentary procedure in all meetings and matters pertaining to the Student Government if not in conflict with the Constitution and its Bylaws.

**Article VI
Committees**

Along with the Executive Committee, there are a number of appointments to standing committees. These standing committees are as follows: Finance Committee (Treasurer of Student Government as chair), Cultural Committee and Social Committee. Other ad hoc committees may be appointed by the President as needed. Also, there will be student appointees to the College advisory committees. These are appointed by the Student Government President with approval by the Executive Committee. Student committees shall meet at least monthly to plan and organize events or to make recommendations to the Executive Committee.

**Article VII
Coordinating Council**

All committee chairs, club presidents /or representatives, and Student Government officers shall meet as a group in an organization known as the Coordinating Council. The council shall publish minutes of its meetings by the Secretary of the Executive Committee or an appointee.

Section A. Membership

1. Executive Committee members of the Student Government will be members of the Coordinating Council. The president of the Student Government shall serve as presiding officer.
2. Each club, organization or council will be allowed one voting member who shall attend the monthly meetings. All standing committee chairs will be members of the Council.

Section B. Purpose and Meetings

1. The purpose of the Council is to hear reports from committees and coordinate with the representatives from other student groups a program of student-sponsored events and activities.
2. The Coordinating Council will meet at least three times each semester.

**Article VIII
Nominations**

Section A. Executive Branch

Nominations for President, Vice-President, Secretary, and Treasurer shall be held prior to Spring Semester examinations.

**Article IX
Elections**

Section A. Executive Branch

1. The election of the President, Vice-President, Secretary, and Treasurer shall be held by secret ballot two weeks after nomination in the Spring Semester. Elections shall last for two consecutive days.

2. A ballot box shall be placed so that all students have access to it at all times during the days of election. The ballot box shall be under the supervision of the Executive Committee.
3. A ballot shall be prepared by the Executive Committee listing all the candidates for each office.
4. The Executive Committee members shall be elected by a simple plurality vote.
5. In case of a tie vote between the two candidates with the largest number of votes, the winner shall be determined in a run-off election according to the original procedure.

**Article X
Vacancies**

Any vacancy in the Executive Committee or Coordinating Council (with the exception of the President or the non-curricular members) due to death, extended illnesses, resignation, or removal from office shall be filled by election to that office within twenty calendar days of the action. Nominations shall be within five days of the action. A vacancy in the Presidency shall be filled by the Vice-President and a new Vice-President shall be elected according to the above procedures. A vacancy in the non-curricular member shall be filled by a member newly-appointed by the President.

**Article XI
Conditions of Office**

No person shall hold more than one office. No member of the Executive Committee may serve on the Honor Council.

**Article XII
Advisors**

Section A. Members

The Student Government shall have at least one advisor.

Section B. Recommendation

The advisor shall be appointed by the Vice President for Academic Affairs and Student Services on the recommendation of the Student Government Executive Committee to serve a term of one year.

Section C. Functions

The advisor shall work with the respective committees and give opinions on proceedings. They shall attend all meetings of their committees. They shall represent the faculty at these meetings and shall inform and consult the faculty and administration of substantive matters.

**Article XIII
Amendments**

Section A. Proposal of Amendments

1. By written petition of ten percent of the students submitted to the Executive Committee.
2. By a two-thirds vote of the committee.

Section B. Ratification of Amendments

The proposed amendment shall be presented to the student body within 20 days of the above action, and must also be passed by two-thirds of those students voting. The constitutional amendment proposed by the students would be referred to the faculty of the College. The faculty would be requested to approve the constitutional amendment prior to review and approval of the Local Board of the College.

**Article XIV
Ratification**

Ratification of this Constitution shall revoke all previous constitutions. In order to ratify this constitution, a two-thirds vote of the student body voting is necessary. The constitution proposed by the students would be referred to the faculty of the College. The faculty would be requested to approve the constitution prior to review and approval by the Local Board of the College.

**Article XV
Oath of Office**

The following oath shall be taken by the officers of the Student Government: "I, (giving full name), realize the high trust and confidence placed in me by the student body of Central Virginia Community College, do solemnly swear or affirm that I will support the Constitution and its Bylaws and to perform the duties of my office to the best of my ability."

