

# **Eastern Shore Community College**

Where Tomorrow Begins

## **2006-2007 College Catalog & Student Handbook**

**29300 Lankford Highway  
Melfa, VA 23410**

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**DISCLAIMER**

The information contained in the 2006 - 2007 Eastern Shore Community College Catalog and Student Handbook has been reviewed for accuracy and completeness. However, Eastern Shore Community College retains the right to correct, change and modify any or all of the procedures, policies, guidelines, requirements and/or any other information published in the catalog and student handbook at any time without prior notification.

***ESCC is an equal opportunity institution.***





























































































## **WORKFORCE DEVELOPMENT**

Contact: Workforce Development Services 757.789.1751

The Workforce Development Program at Eastern Shore Community College offers a broad range of cost effective education and training services to individuals, as well as business, industry, government and professional organizations in support of economic development and community enrichment. The Division is comprised of five integrated programming units that work closely with local business and industry as well as community, economic development and planning agencies and government, civic and social service organizations. In addition, the Division maintains close ties with the College's Academic and Instructional Division.

ESCC is also committed to helping local Eastern Shore business and industry compete and win in today's global marketplace. In addition to open enrollment continuing education classes, our Workforce Development staff can customize a program to meet your specific needs, and, in most cases deliver right in your own workplace to save you down time and travel costs.

### **BUSINESS DEVELOPMENT AND WORKFORCE TRAINING CENTER**

Eastern Shore Community College is committed to developing and delivering programs and services that meet the business, industry and economic development needs of Accomack and Northampton Counties. The Business Development and Workforce Training Center is a new facility, currently under construction that, when completed in 2008, will enhance the Division's efforts to establish links between the College and the business community as well as individuals who need training and professional development in order to advance in their careers. The Division already collaborates with business, local and regional government, social service agencies, and economic development authorities, as well as the College's academic departments to fulfill the educational component of community and economic development initiatives. The new facility will be an invaluable resource to the Eastern Shore business community by greatly advancing the Colleges capacity to accomplish those goals.

### **CUSTOMIZED CONTRACTED TRAINING**

This service is designed to meet the training and educational needs of, businesses, industry, and government, organizations in support of economic development and community enrichment. All classes can be customized to meet the specific training needs of the client organization's employees, and training can be conducted on-site or on-campus depending upon client preference. Program designers and instructors work closely with management and labor representatives to be certain that all training supports the overall business goals as well as the corporate culture and values of the organization. Short- and long-term evaluation is conducted so as to be certain that employees not only have learned the skills, but that those skills are applied effectively on the job. Depending upon the content desired and the needs of the client organization, various credentials, including the general CEU; professional CEUs in any number of fields; various industry recognized certifications; and even college credit are available.

With our connections to statewide and regional colleges and universities as well as resources for videoconference and web-based training, ESCC can bring a world of training and development opportunities to your local Eastern Shore workforce. We evaluate and monitor the quality of all programs, whether they are our own, or whether we broker them in from one of our many partner training providers. As a neutral broker, we will look out for your needs in the often confusing training marketplace. Whenever your organization needs training, let ESCC do the shopping and negotiating for you. The package you get will be tailored for your specific needs and will often be more cost efficient as well.











time necessary to help him or her define a direction before proceeding to other services. Contact Connie Fentress at 757.789.1761 for more information or to schedule an appointment.

**SPARK Plus / Even Start**

Accomack County Public Schools (ACPS) and Eastern Shore Community College (ESCC) collaborate to deliver a family literacy program for Limited English Proficient (LEP) families. This Even Start program provides opportunities for eligible families to break the cycle of under-education and poverty. Time is provided for separate early childhood, adult instruction, and joint family learning experiences. Contact Debbie Daniels at 757.789.1793 or Grace Cormons at 757.665.4698 for more information.

**WORKFORCE INVESTMENT ACT SERVICES**

Eastern Shore Community College uses funds available under the Workforce Investment Act (W.I.A.) from the Bay Consortium Workforce Investment Board to help learners participate in full and part-time academic /training programs. Contact Michelle Spangler at 757.302.2001 for more information.

**One-Stop Center Management**

ESCC is a managing partner of the Eastern Shore One-Stop Center Management Consortium. Together with our two primary partners, the Eastern Shore Office of the Virginia Employment Commission and the Eastern Shore Community Action Agency/Area Agency on Aging, the College facilitates the development and delivery of comprehensive set of workforce development services to link job seekers with employers. Individuals can access job search assistance, career planning and employment training programs while the One-Stop Center provides employers with pre-employment services such as job posting and initial applicant screening. This is accomplished through a network of social service and government agencies who work together to provide seamless services to businesses and individuals through referrals and open communication.

**Eligibility Counseling and Review**

Individuals meeting the eligibility criteria of the Workforce Investment Act who also meet the college's admission requirements and are willing to accept employment upon completion of the program, may qualify for an array of services including: funding for tuition, books and supplies, career and academic assessment, planning and counseling. Other supportive services such as job readiness classes, transportation and job placement assistance will be provided as needed for each individual.

All individuals requesting assistance from the Workforce Investment Act must submit a W.I.A. application and complete an interview and placement test prior to enrolling. An ESCC application must also be completed along with any other college entrance requirements including high school/college transcripts.

**Academic and Career Assessment, Counseling, And Planning**

These services are designed to help youth and adults identify their own interests, skills, abilities and aptitudes. This information is used to help the individual to determine how to achieve personal and career goals. W.I.A staff will provide career planning assistance to help youth and adults achieve their goals. Enrollment in a training or academic program at the college has proven successful for many individuals and has provided the skills necessary to meet individual goals. Personal and academic counseling services are available through the college, or by referral to other organizations/agencies.

**Job Readiness Classes**

Job Readiness Classes cover the general skills needed to get and keep a job and include topics such as: filling out applications, resumes, mock interviews, general and specific job requirements (timeliness, attitude, communications skills, personal hygiene, proper clothing and work equipment, etc.).

**Transportation**

Star Transit provides free or reduced-charge transportation to learners attending Eastern Shore Community College. A route schedule is available at the receptionist desk.













































**Education Suggested Sequence (63 - 64 Credits)**

**First Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<u>Credits</u>
ENG 111	3	ENG112	3
HIS 121	3	HIS 122	3
BIO 101	4	BIO 102	4
MTH 163	3	MTH 241	3
ITE 115	3	Humanities/Fine Art	
SDV 100	<u>1</u>	(ART 101, MUS 121)	<u>3</u>
	17		16

**Second Year**

<b>FALL</b>	<u>Credits</u>	<b>SPRING</b>	<u>Credits</u>
Science Elective <sup>2</sup>	3-4	GEO 210	3
ECO 201 or 202	3	General Elective <sup>3,4</sup>	3
HIS 111 or 112	3	HLT 160	3
SPD 110	3	Literature (Eng 241, 242, 243,244, 251, or 252)	3
EDU 200 <sup>5</sup>	<u>3</u>	PLS 135	<u>3</u>
	15-16		15

Secondary Education majors are recommended to take a second semester of precalculus (MTH 164).

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<sup>2</sup> ODU requires the third natural science be Chemistry I (CHM 111 – a lab science); other schools may require that the third natural science be a non-lab or lab science other than biology.

<sup>3</sup> Education majors are urged to refer to transfer college's requirements and to consult with their faculty advisor in these course selections.

<sup>4</sup> Recommended General Elective courses: GEO 200, PHI 101, PSY 201 or 235.

<sup>5</sup> EDU 200 presently transfers to ODU in place of ECI 301 and to Salisbury University as ECED 215.























































































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## STAFF

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Admissions Officer

## **ADJUNCT FACULTY**

**Senior Adjunct Faculty** – The following persons have served as an adjunct faculty member continuously for the past several years and are listed here in recognition of their contributions to the College.

**James E. Alexander**

Biology  
B.S., Niagara University  
M.S., Ph.D., University of Miami

**Elizabeth Alexander**

Biology  
University of South Florida

**Llewellyn Allison**

Health  
A.S., Ferrum College  
B.S., James Madison University  
M.S. Virginia Polytechnic Institute and State University

**Kim Boyd**

Sociology  
B.S., M.S., College of William and Mary

**Mary Margaret Browning**

English  
B.A., University of Richmond  
M.A., Old Dominion University

**Willie Crockett**

Art  
B.B.E., Columbia Bible College

**Lisa Glassco**

Developmental English  
B.S., Mount Senario College

**James Goldstine**

Electronics  
A.A.S., Suffolk County Community College  
B.S., Oswego State Teachers College

**Judith Gray**

Philosophy  
Nursing, University of North Carolina  
B.S., M.S., Old Dominion University

**Kim Grewe**

English  
B.A., St. Vincent College  
M.A. Salisbury State University

**Sharon Heerd**

Biology  
A.S. Thomas Nelson Community College  
B.S., M.S., Pittsburgh State University

**Dean Hickman**

Mathematics  
A.A., Chowan College  
B.S. Ed., University of Virginia,  
M.T.S., College of William and Mary

**Catherine Johnson**

Real Estate  
A.A.S., State University of New York  
B.A., University of Philippines

**Claudia Johnson**

Psychology  
B.A., University of Minnesota  
M.A., Ph.D., University of Utah

**Gail Lee**

Biology/Chemistry  
B.A., University of Washington  
M.S., Ph.D. Colorado State University

**Vincent Mascitti**

Mathematics  
B.S., Drexel University  
M.S. University of Virginia

**Michael P. McGarrity**

Developmental English  
B.S., Edinboro University of PA

**Margaret Miles**

Early Childhood  
B.S., James Madison University  
M.Ed., Salisbury State University

**Peter Mires**

Geography  
B.A., University of New Hampshire  
M.A., University of Arkansas  
Ph.D., Louisiana State University

**Mary Kay Mulligan**

Associate Professor Sociology  
B.A., Albertus Magnus College  
M.A., Princeton University

**D. Michael Murphy**

Psychology  
B.A., Muskingum College  
M.A., Stephen-Austin University

**Joseph Mysko**

Chemistry  
B.A., Bridgewater College

**Clint Rogers**

Information Systems  
A.S., Franklin Institute of Technology  
B.S., Wentworth Institute  
M.S., Lesley College

**Linda L. Rouse**

Developmental Mathematics  
B.A., Longwood College  
M.A., Norfolk State University

**John Schneider**

Developmental Mathematics  
B.A., Johns Hopkins University

**J. Frank Turner**

Music  
A.A., East Los Angeles Community College  
B.A. University of California- Los Angeles  
M. A., California State University



**Shenay Wharton**

Psychology

B.S., Virginia Commonwealth University

M.Ed., Salisbury State University

**Sandra Widgeon**

Nursing

R.N., A.A.S., Eastern Shore Community College

**Vesna Zidovec**

Spanish/English for Speakers of Other Languages

Academia Municipal de Bellas Artes

## **ADVISORY COMMITTEES**

Local advisory committees for specialized programs and curricula listed below are utilized in the establishment and evaluation of such programs and curricula. Members of these local advisory committees are recommended by the President to the Eastern Shore Community College Board for approval.

- Business
- Electronics
- Early Childhood
- Drafting
- Nursing
- Long-Term Care Associate
- Welding
- CADD
- Industrial Maintenance Technology
- Hospitality/Food Service/Tourism
- Open Enrollment/Continuing/Community Education *under development*
- Workforce Investment Act Services/One-Stop Center
- Adult Basic Education
- Tech Prep Consortium

Members of the individual advisory committees meet together on an annual basis as the Joint Workforce Development Advisory Council. The purpose of the Council's annual meeting is to allow advisors to communicate across committees, sharing information and expertise as appropriate and also learning best practices from one another. At the annual meeting, the members of the Joint Council also receive information about the overall direction of the College's programs, services and plans.

## **EASTERN SHORE COMMUNITY COLLEGE JOINT WORKFORCE DEVELOPMENT ADVISORY COUNCIL**

Sara Baldwin	New Ravenna
Paul Berge	Accomack/Northampton Planning and Development Council
Jack Bonniwell	Virginia Employment Commission
Rick Bowmaster	Northampton Public Schools
Donna Bozza	Eastern Shore Tourism Commission
Deborah Christie	Northampton County Chamber of Commerce
Jerre Clauss	Perdue Farms
Nancy Collins	Old Dominion University (TeleTechNet)
Terry Combs	Tyson Foods
Grant Cooley	Shore Engineering Company, Inc.
Jeff Davis	Eastern Shore Chamber of Commerce
Carol Evans	Cape Charles House
John Fiege	Financial Solutions
Jan Jackson	Northrup Grumman
Chris Kababick	Lockheed Martin
J.B. Laird	Laird Electric Company
Oral Lambert	Bay Creek Resort and Marina
Lisa Lentz	Shore Bank
Dr. Adena Loston	NASA Wallops Flight Facility
Linda Martin-Warner	Accomack County Government
Benny Mason	Accomack County Schools, Retired
Diane Musso	Eastern Shore Area Agency on Aging/Community Action Agency

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Katie Nunez	Northampton County Board of Supervisors
Paula Paschall	PC Enhancements
Kim Paughf	Eastern Shore Rural Health
Ann Preston	Eastern Shore Area Agency on Aging/Community Action Agency
Willie Randall	Edward Jones
Chad A. Saunders	Bayshore Concrete Products Corporation
George Schoolfield	Sun Trust Bank
Bill Sterling	Eastern Shore News
Suzanne Taylor	Chincoteague Chamber of Commerce
Tracy Turman	Shore Health Services
Steve Wallace	Accomack County Board of Supervisor
Chuck Waters	Shore Health Services, Inc.
Lou Wright	Wrights Seafood Restaurant

The following ESCC administrators staff the Joint Council:

Dr. Cheryl Thompson-Stacy	President
Richard Wilt	Dean of Instruction
Eddie Swain, CWDP	Dean of Workforce Development and Continuing Education

The following ESCC staff members staff the Workforce Development oriented advisory committees:

Maureen Dooley	Adult Education Program Coordinator
Teresa Guy	Career Pathways Coordinator
Michelle Spangler	Workforce Investment Act Services Program Coordinator

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Each individual is considered a responsible adult and is expected to maintain standards of conduct appropriate to membership in the College community. Emphasis is placed upon standards of student conduct rather than on limits or restrictions of students. Guidelines and regulations governing student conduct usually are developed by representatives of the students, faculty, and administration. The College refrains from imposing a rigid code of discipline, but it reserves the right to take disciplinary action compatible with its own best interest if such action is clearly necessary.

Failure to meet standards of conduct acceptable to the College may result in disciplinary probation, suspension, or other penalty depending upon the nature of the offense. Unless specified otherwise, a disciplinary probation period is for the duration of one semester. Students who are dismissed must reapply to the College. Readmission is not assured.

The Virginia Community College System guarantees to students the privilege of exercising their rights of citizenship under the Constitution of the United States without fear of prejudice. Special care is taken to ensure due process and to spell out defined routes of appeal when students feel their rights have been violated.

For student conduct which tends to discredit or injure the College, the chancellor is authorized by the State Board for Community Colleges to impose such penalty as he may deem appropriate, including expulsion from the College. This authority has been delegated by the chancellor to the administration of each community college, subject to review by the chancellor or his delegated representative. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the president of the College.

### **Application of Laws**

The laws of the United States, the laws of the Commonwealth of Virginia, the ordinances of Accomack County, and regulations of the Virginia Community College System are fully applicable on the campus. These laws and regulations were not written by the College and cannot be altered or suspended by College officials.

A single act may simultaneously violate a federal law, a state law, a county ordinance, and a College regulation. Judgment and punishment by one governmental agency for a violation of its laws and a second judgment and punishment by a different governmental agency for a violation of its laws, even though based on the same act, does not constitute double jeopardy.

The policy of the College in cases of violation of state, federal, or county laws is to state the facts to the appropriate authorities and to press neither for, nor interfere with, their judgment and punishment. Separate action by the College for violation of the College rules will be conducted without reference to the action of other authorities.

### **Application of College Regulations**

Eastern Shore Community College has, for its orderly and effective conduct, special regulations in addition to the laws of the land. These regulations supplement, but do not supersede, higher laws and regulations.

## **ACADEMIC MISCONDUCT POLICY**

ESCC students are expected to maintain high standards of honor in their academic work. All forms of academic misconduct, including cheating and plagiarism, are forbidden.

Cheating may be generally defined as the giving or receiving of any help in fulfilling course requirements used to determine the grade except as prescribed by the instructor.

Cheating can be done in many ways and it is difficult to name every situation which constitutes cheating. However, the following conduct is considered to be unacceptable:

1. Copying from another student's examination or test or using unauthorized materials during an examination or test without the express permission of the instructor or the proctor.
2. Buying, selling (including offering to buy or sell), bribing for, or stealing an assignment or examination or content thereof.
3. Taking an examination for another person, or posing as another student in a course or when taking an examination.
4. Collaborating with other students in the completion of homework or other assignments for which the student receives a grade or credit unless such collaboration has the express permission of the instructor.
5. Giving false reasons for missing tests or assignments.

While the conduct listed above is generally considered to constitute cheating, individual instructors may stipulate other behavior which is unacceptable in their courses. Such behavior will be stated in either the written course of study or in written handouts accompanying assignments in the course.

Plagiarism is defined as passing off as one's own a work or an idea derived from existing sources without giving proper credit to the original by the use of quotation marks, footnotes, citations or other explanatory inserts. Students who are not familiar with the concept of plagiarism may obtain more information from the Learning Resources Center, which has publications on the topic. Students may also discuss the matter with individual instructors.

This policy applies to cheating and plagiarism detected by either the instructor or by students in a course. Whenever a student believes that cheating is occurring, he or she should report it to the course instructor.

### **Sanctions/Penalties**

Any student who engages in academic misconduct may be penalized with a grade of "F" for the specific assignment, a reduced grade for the course, or a failing grade for the course. The specific penalty depends upon the importance of the assignment in satisfying the requirements for the course. Any student found guilty of a second violation will be dismissed from the College.

### **Procedures**

1. After discussing the matter with the student and hearing the student's explanation of the situation, the instructor may find the explanation acceptable and determine that no penalty is necessary.
2. After discussing the matter with the student, the instructor may impose a grade of "F" for the work in question.
3. After discussing the matter with the student, the instructor may reduce the grade for the course or impose a failing grade for the course if the work in question weighs heavily in the requirements for the course, as specified in the written course of study.

Any penalty imposed by an instructor for academic misconduct must be reported in writing to the dean of instruction, with a copy given to the student and a copy placed in the student's permanent file.

### **Appeal Procedures**

1. A student may appeal only after attempting to resolve the issue through discussion with the faculty member. If the student and instructor resolve the issue, the instructor should inform the dean of instruction in writing as to the resolution.
2. An appeal must be made in writing to the dean of instruction within ten (10) days of the student receiving the report from the instructor. The dean will refer the appeal to the Student Conduct Committee. After conferring with both committee members and the student, the dean will schedule a hearing at a time convenient to all parties and within ten (10) days of the student's appeal unless there are extenuating circumstances which force an extension.
3. The committee may uphold, reject, or reduce the penalty imposed by the instructor. The written decision of the committee will be mailed to the student within five (5) days of the appeal hearing. A copy of the decision will be given to the instructor.
4. The student may request that the dean of instruction conduct an administrative review of the decision. The student's written request must be made within five (5) days of receipt of the committee decision. The dean may overturn the committee's decision only if there is clear and convincing evidence that the committee erred in its interpretation or application of College policy. The decision of the dean will be mailed to the student within five (5) days of the administrative review hearing and will be final. A copy of the decision will be given to the instructor and the student and a copy will be placed in the student's permanent file.

### **SEXUAL MISCONDUCT POLICY**

Eastern Shore Community College strives to maintain an environment in which learning can occur without fear for personal safety or well-being. To maintain this environment requires prompt disciplinary action for unacceptable behavior.

Sexual misconduct or assault is not only unacceptable behavior at the College, but also it is a serious, violent crime subject to both criminal and civil legal action. When it occurs at the College or at College sponsored functions, it is subject to punishment through College disciplinary procedures.

Sexual misconduct or assault is defined as:

- Sexual intercourse including sodomy or other forms of sexual penetration without consent. 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.
- Intentionally 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.

### **Options and Procedures**

ESCC students who are sexually assaulted and who seek assistance from Shore Memorial Hospital, the police, the dean of student services or anyone else are not obligated to take further action.

Victims may choose one or more of the following courses of action:

- Emergency Room Examination - Victims can go directly to the emergency room of the hospital or other medical facility for medical attention. While no one can force an assault victim to press criminal charges against the assaulter, it is a good idea to preserve evidence that could be vital in case a criminal prosecution is pursued later. Victims are advised, if possible, to take the following steps prior to going to the Emergency Room:
  - Do not bathe, shower, or douche.
  - Try not to urinate.

- If oral contact took place, do not drink, smoke, eat, or brush teeth.
- If clothes are changed, place them in a paper bag (plastic destroys evidence.)

### **Counseling**

Students can seek personal assistance from counselors in the Division of Student Services (789-1730), Eastern Shore Community Service Board's Emergency Crisis Hotline (442-7707), the Coalition Against Domestic Violence (787-1329), or the Light House Ministries (787-2535). The College will take reasonable steps to maintain confidentiality for the victim and for the accused. The student may request a change in academic setting from an Academic Advisor after an alleged assault, if such changes are available.

### **Criminal Prosecution in the Local Courts**

It is the victim's choice whether to report an assault. Reporting an assault does not obligate a victim to prosecute but it begins the legal process should the victim decide to prosecute later. The sooner an assault is reported, the easier it is to collect evidence. Victims may report an assault by notifying any ESCC counselor or faculty member, local law enforcement officials by calling 911, or asking an emergency room medical examiner to call 911. Victims can report the incident to the law enforcement authorities. The Commonwealth's Attorney will consider the case and decide whether to prosecute. If the victim wishes to remain anonymous, he or she can use what is called "third party reporting." This type of report is informational only and informs the police of particularly dangerous areas and information. No names are given and the victim does not become personally involved.

### **Civil Suit for Damages in Local Courts**

Victims can consult a lawyer about instituting a suit for damages against the assailant for the tort of battery in local civil court. The purpose of the suit is to seek compensation for the wrong done to him or her. The assailant does not face the possibility of a criminal record, but may face paying the victim financial compensation. A suit for battery must be brought within two years of the attack. Because memories fade, evidence should be collected and suits filed as soon as practical.

### **ESCC Disciplinary Procedures**

Victims can accuse the assailant under the Code of Conduct procedures by filing a complaint with the dean of student services within six months of the sexual assault. In order for ESCC disciplinary procedures to be invoked, the alleged assailant must be an ESCC student and the alleged assault must have been committed at ESCC, on ESCC-leased or used property, or at ESCC sponsored functions. The College will ensure that the rights of the complainant and the accused will be protected in all campus disciplinary proceedings. Furthermore, the College will safeguard the identity of the complainant outside the confidential proceedings of the College's disciplinary process and also, assures that the complainant's sexual history will be excluded in campus proceedings.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is a form of sex discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Some state laws and/or regulations also make it illegal.

There are two kinds of sexual harassment:

- **Quid Pro Quo Harassment** - This Latin term means "trading this for that." It occurs when a person in a position of power, such as a teacher or a supervisor, pressures another person to meet his or her sexual demands. For example, it is quid pro quo harassment when a professor offers a student a higher grade in return for sex or when a supervisor offers an employee a promotion or salary increase in return for sex.

- **Hostile Environment Harassment** - This is the most common kind of harassment. It occurs when repeated offensive behavior or comments create an unpleasant or intimidating environment and unreasonably interfere with an employee performing his/her job or a student receiving an education. For example, a hostile environment is created when a female student walks down the hallway and hears male students describing to her their sexual ability, their sex organs, and making it clear they want to have sex with her. Another example of a hostile environment is three employees who work in a small office where one cannot avoid hearing conversation and one is offended by the other two who constantly talk about their weekend dates and the sexual ability of their boyfriends.

In general, sexual harassment may be described as unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Sexual harassment can be verbal, visual, or physical. It can be:

1. Overt, as in the suggestion that a person can get a higher grade by submission to sexual advances.
2. Implied from the conduct, circumstances, and relationship of the individuals involved.
3. Persistent, unwanted attempts to change a professional or an educational relationship to a personal one.
4. A range of actions from unwelcome sexual flirtations and inappropriate put-downs of individuals or classes of people, based on gender, to physical assault. Examples include, but are not limited to, unwelcome sexual advances; repeated sexually-oriented kidding, teasing, joking, or flirting; verbal abuse of a sexual nature; graphic statements about an individual's body, sexual prowess, or sexual deficiencies; derogatory or demeaning comments about women in general or about men in general, whether sexual or not; leering, whistling, touching, pinching, or brushing against another's body; offensive crude language; or displaying objects or pictures which are sexual in nature that create a hostile or offensive work or learning environment.

It is important to remember that students may be sexually harassed by other students as well as by teachers. Employees may be sexually harassed by other employees as well as by supervisors. Teachers and employees can be sexually harassed by students.

### **Procedures**

1. Any student or College employee who believes that he or she has been the victim of sexual harassment by a student should use the DISCIPLINARY PROCEDURES portion of the Student Rights and Responsibilities Section in this catalog.
2. Any student who believes that he or she has been the victim of sexual harassment by a College employee should use the STUDENT GRIEVANCE PROCEDURE portion of the Student Rights and Responsibilities Section in this catalog.
3. Any employee who believes that he or she has been the victim of sexual harassment by another employee, including the supervisor, should use the Commonwealth of Virginia Grievance Procedure for Classified Employees or the VCCS Faculty Grievance Procedure, whichever is appropriate.



## DISCIPLINARY ACTION POLICY

Generally, College disciplinary action shall be limited to conduct which adversely affects the College's pursuit of its educational objectives. A student may be subject to disciplinary action for just cause, including the following (hereafter referred to as the **Student Conduct Code**):

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other College activities. Under no circumstances will fighting be tolerated while on College property or at College activities.
2. Assault and/or battery.
3. Psychological abuse or harassment.
4. Participating in or inciting a riot or an unauthorized disorderly assembly.
5. Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction by College officials or other persons authorized by the institution.
6. Sexual assault.
7. Use of alcoholic beverages, including the purchase, consumption, possession or sale of such items except where specifically authorized by state law and regulations of the College.
8. Failure to comply with the official and proper order of a duly designated College official.
9. Gambling or holding an unauthorized raffle or lottery.
10. Manufacturing, possessing, using, selling, or distributing any type of illegal drugs.
11. Use or possession of weapons (guns, knives, etc.) on one's person or in one's motor vehicle.
12. Littering.
13. Defacing, destroying, damaging, removing or using public or private property without proper authorization.
14. Violating any rule or regulation not contained within the official College publications, but announced as administrative policy by the president or the president's designee.
15. Encouraging or assisting others to commit any of the acts which are prohibited by this Code.
16. Knowingly furnishing false information to the College, including the forgery, alteration or misuse of College documents, instruments, or identification.
17. Unauthorized use of computers or word processors or unauthorized efforts to penetrate or modify the computer or word processing security system or any program software.
18. Use of profanity.

## Sanctions/Penalties

For violations of the Student Conduct Code, the following penalties may be imposed:

1. Admonition: An oral or written statement to a student that she/he is violating or has violated College rules and may be subject to more severe disciplinary action.
2. Disciplinary Probation: Exclusion from the privilege of participating in extracurricular activities of the College, including the holding of any student office, for a definite period of time.
3. Suspension: Exclusion from attending College as a student for a definite period of time, not to exceed one year.
4. Dismissal: Removal from the College for a period in excess of one year. Such person will have to reapply. Readmission is not assured.
5. Restitution for damages.
6. Bar against readmission to the College.
7. Immediate Suspension: A student will be suspended immediately when:
  - a. In the judgment of the president or the president's designee, the presence of the student poses a serious threat to persons and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and possible resolution and/or
  - b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the president or the president's designee. When such suspension is involved, the student must leave the campus immediately. Students refusing to do so will be removed by law enforcement authorities and charged with trespassing. When a student is placed on immediate suspension, a disciplinary hearing will be held at the earliest reasonable time.

A second violation of the Student Conduct Code may result in dismissal. Written notice of dismissal will be given to the student by the dean of student services.

### **Disciplinary Procedures**

The dean of student services is responsible for carrying out disciplinary procedures within the College except those penalties for academic misconduct which may be carried out by faculty with written notification to the dean of instruction.

Any administrator, faculty, staff member, or student may file a written complaint with the dean of student services against any student for violation of any College rules or regulations. The dean will begin an immediate investigation of the alleged violation.

A student alleged to have violated the conduct code shall appear before the dean of student services for possible disciplinary action. A reprimand or admonition may be administered by the dean.

In cases involving possible probation, suspension, or dismissal by the College, the student will be informed of the charges and the alternatives available. The student has the right to request in writing that a hearing be held or may waive the right to appear before a hearing.

All cases involving disciplinary probation, suspension or dismissal of a student shall be heard by the Student Conduct Committee unless the student waives the right to such a hearing.

The Student Conduct Committee will be composed of two faculty members and one student, both genders being represented. The dean of student services will be a non-voting observer at committee hearings. Members of the committee will be appointed by the president of the College.

To guarantee that a student receives due process, the following elements will be made available to the parties involved:

1. Published rules, regulations, and procedures (College catalog or handout).
2. Written notice of the charge(s) violating rules and regulations.
3. A hearing or oral proceeding before an administrative officer or committee.
4. Information about witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on the student's behalf.
5. Right to have counsel at the hearing to advise the student but counsel may not participate in the hearing.
6. A written record of the hearing.
7. A prompt written decision.
8. Information about appeal procedures.

The Student Conduct Committee will conduct a review of available evidence regarding the alleged violation. The committee will give the dean of student services a finding of facts and a recommendation as to any disciplinary action. The final disciplinary action will be decided by the dean of student services.

Notification will be sent to the parent or guardian of any student under eighteen years of age who is placed on disciplinary probation, suspension or dismissal.

Decisions of the dean of student services may be appealed to the president of the College. Appeals must be in writing and must be received by the President's Office within five days of the dean's decision.

### **Enforcement**

All College personnel are responsible for enforcing College rules and regulations. When a violation is observed, it should be reported in writing to the dean of student services. The accused

will be notified in writing of the charge and an impending hearing. The College reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and campus environment.

### **UNAUTHORIZED OR DISORDERLY ASSEMBLY POLICY**

Members of College organizations may show their positions on controversial matters by conducting an orderly demonstration. However, each organization must file in the dean of student services' office, ninety-six hours in advance, the College Registration of Demonstration Form, which is available in the dean's office.

Students may conduct political activities on campus, but such activities must be conducted with respect of the rights of all students and without disturbing classes or administration of the College.

The right of free speech irrevocably includes the right to speak, the right to listen, the right to be quiet, and the right not to listen.

The right to protest peaceably or demonstrate irrevocably includes the right not to agree and the right not to participate.

To prevent misunderstanding, the Chancellor has issued the following clarifications:

1. When an assembly on campus of students not authorized by the College has been requested to disband by the president or another 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 grievances, those present should be advised that orderly procedures for the hearing of grievances are available to which adherence is mandatory. College officials will not negotiate with such groups under conditions of duress, such as unauthorized occupation of College property.
3. Any unauthorized occupation of buildings and/or College property constitutes reason for immediate suspension and/or dismissal from the institution of students who may be involved. Furthermore, legal action will be brought against any student involved in illegal acts on community College property.
4. Any person currently not a student is not allowed to participate in demonstrations on the campus. Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal through disciplinary procedures.

### **STUDENT GRIEVANCE PROCEDURE**

Anyone who is or has been duly and legally registered as either a full-time or part-time student at Eastern Shore Community College is accorded an equitable and orderly process to resolve grievances other than grade appeals.

A grievance is defined as a difference or dispute between a student and an Eastern Shore Community College employee with respect to the application of the rules, policies, procedures and regulations exclusive of grade appeals of Eastern Shore Community College or the Virginia Community College System as they affect the student.

1. A grievance shall be made within ten (10) calendar days of the event leading to the grievance. The student should contact the College employee with whom the student has a difference or dispute. An effort shall be made to resolve the matter informally with no written records of the matter placed with the appropriate vice president or dean.
2. If the student is not satisfied with the disposition of the grievance, a written appeal may be submitted to the immediate supervisor of the employee within five (5) calendar days of the decision in the first step. The supervisor will give the employee written notification of the

complaint, will appoint a three member committee with at least one student and one College employee from the same general classification as the accused employee, and will schedule a committee hearing no later than ten (10) calendar days after receipt of the written appeal by the student. At this stage, the employee may respond in writing to the grievance. A written decision will be given to the student, the employee, and the supervisor by the committee chairperson within five (5) calendar days of the committee hearing. The supervisor will notify the student, the employee, and the committee chairperson as to whether the supervisor concurs with the committee decision and any follow-up action by the supervisor. A copy of decisions of both the committee and the supervisor will be filed with the appropriate vice president or dean. Any faculty or staff who is the target of a grievance has the right to appeal through the Faculty/Staff Grievance Procedure.

3. If the student is not satisfied with the disposition of the committee and/or follow-up action by the supervisor, a hearing may be requested with the appropriate vice president or dean unless that individual is the subject of the grievance, in which case the president of the College will consider the appeal. The written appeal to the appropriate vice president or dean (president, if applicable) must be made within five (5) calendar days of receipt of the committee's decision.

If the appeal and record of previous actions indicates that a hearing is not warranted, the appropriate vice president or dean (president, if applicable) will notify the student, employee, and committee chairperson within five (5) calendar days of receipt of the appeal. If the appropriate vice president or dean (president, if applicable) grants the appeal, a hearing will be held within ten (10) calendar days of receipt of the appeal and all parties will be notified as to the time, date and location. The appropriate vice president or dean will make a recommendation to the president.

The president's decision will be final. The student, employee and committee chairperson will be notified within five (5) calendar days of the hearing. A copy of the appeal and the final decision will be filed in the president's office.

Implemented on June 14, 1985.

## **VCCS COMPUTER ETHICS GUIDELINES**

Thousands of customers share VCCS information technology resources. Everyone must use these resources responsibly since misuse by even a few individuals has the potential to disrupt VCCS business or the work of others. Therefore you must exercise ethical behavior when using these resources.

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. VCCS internal procedures for enforcement of its policy are independent of possible prosecution under the law.

### **DEFINITION**

VCCS information technology resources include mainframe computers, minicomputers, microcomputers, networks, software, data, facilities and related supplies.

### **GUIDELINES**

The following guidelines shall govern the use of all VCCS information technology resources:

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use these resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCS information technology resources must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.
4. Other than material known to be in the public domain, you must not 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. The College or VCCS data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes:
  - 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;
  - Intentionally misusing resources or allowing misuse of resources by others;
  - Loading software or data from untrustworthy sources onto official systems without prior approval.
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

## **ENFORCEMENT PROCEDURE**

1. Faculty, staff and students at the college or VCCS should immediately report violations of information security policies to the local Chief Information Officer (CIO) who will research the information about the case and identify the offender. If state or federal law is apparently violated then the research shall be conducted in conjunction with appropriate legal authorities in order to protect legal evidence.
2. The College president will report any alleged violations of state and federal law to the appropriate authorities.
3. If the alleged offender is an employee, the CIO will notify the offender's supervisor. The supervisor, in conjunction with the College or System Human Resources officer and the CIO will follow the Human Resource published procedure for adjudication of the alleged violation.
4. If the alleged offender is a student, the CIO will notify the vice president of finance and administration. The vice president, in cooperation with the CIO, will follow the published student procedure for adjudication of the alleged violation.
5. All formal disciplinary findings and actions taken under this policy may be pursued by the accused through the appropriate grievance procedure.

***The VCCS Computer Ethics Guidelines shall remain in effect from November 30, 2000 until superseded or suspended.***

## **INFORMATION TECHNOLOGY STUDENT / PATRON ACCEPTABLE USE AGREEMENT**

Version 2.1 Approved February 22, 2006

As a user of the Virginia Community College System's (VCCS) 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 the 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 the agreement, I am responsible for reporting them to the Information Security Officer and management of my college.

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.

## Eastern Shore Community College Catalog and Student Handbook 2006 - 2007

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.

## **GOVERNING BOARDS**

### **STATE BOARD FOR COMMUNITY COLLEGES**

Shahnaz M. Ahmed  
Megan C. Beyer  
Mark R. Graham  
Gary C. Hancock  
Adele C. Johnson  
Constance R. Kincheloe  
Chris A. Lumsden  
Nathaniel Xavier Marshall  
Jeffery K. Mitchell  
R. Michael Mohler  
Michael Petters  
William E. Porter  
Paul J. Reagan  
Robert W. Shinn  
Alan G. Toxopeus

Glenn DuBois - *Chancellor, Virginia Community College System*  
*Secretary to the Board*

### **EASTERN SHORE COMMUNITY COLLEGE BOARD**

George Shrieves, *Chair*  
Lloyd Kellam, *Vice Chair*  
Terry A. Bailey  
W. Maurice Enright  
Charlene Gray  
Lynn K. Hines  
Stuart F. Mackler, MD  
Lillie Milbourne  
George V. Podelco  
Emma Rhyne  
Robert G. Turner  
Donna West

Cheryl Thompson-Stacy – *President, Eastern Shore Community College*  
*Secretary to the Board*



## **EASTERN SHORE COMMUNITY COLLEGE FOUNDATION**

The Eastern Shore Community College Foundation is a not-for-profit organization established to help the college provide the best possible learning and teaching environment for residents of the Eastern Shore, provide scholarships that enable students to pursue a college education, and motivate younger students through its Project Horizons program.

Incorporated in 1997, the Foundation is the supporting arm of the College, but it is fiscally and organizationally separate from the College. Funds raised by the Foundation have helped renovate and modernize labs, provide educational software, purchase handicapped-accessible furniture, support Project Horizons, and provide 70 annual scholarships, including several merit-based Presidential Scholarships.

### **FOUNDATION BOARD**

Harry Crandall - *President*

Jeff Holland - *Vice President*

Cheryl Thompson-Stacy - *Secretary*

Margaret Schutz – *Treasurer*

Willie Holland, *Director Emeritus*

Robert S. Bloxom

Nicholas J. Covatta

M. Carter Davis

Beman Dawes

Brenda Holden

Barbara Johnsen

Lucille Kornegay

R. Peter Lalor

L. Dixon Leatherbury

Sally Perkins

Paul Watson

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