

EASTERN SHORE COMMUNITY COLLEGE

Where Tomorrow Begins



2019-2020 College Catalog & Student Handbook Updated 9.16.19

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We strongly encourage current and prospective students to confer with a college advisor for the most credible information about the College's programs and services.

ONLINE AND PRINT VERSIONS OF THE CATALOG

The ESCC Catalog and Student Handbook resides on the College's website <https://es.vccs.edu/>. Curricular listings in the catalog are in effect through the academic year shown on the catalog cover. Up-to-date information also is available throughout the ESCC website. Statements and policies in this catalog are not to be regarded as a contract between the student and the College that cannot be recalled or changed when conditions so warrant. The College reserves the right to change, when necessary, any of its policies, programs, courses and fees.

NONDISCRIMINATION STATEMENT

Eastern Shore Community College does not discriminate in its employment or educational opportunities on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, marital status, veteran status, political affiliation, genetics, disability, or other non-merit factors. Inquiries related to the college's nondiscrimination policies may be directed to ESCC's Human Resource Manager, 29300 Lankford Highway, Melfa, VA, 23510, 757.789.1754.

ESCC also prohibits sexual harassment including sexual violence or misconduct. Students or prospective students who believe they have witnessed or experienced discriminatory conditions or discriminatory acts inclusive of sexual misconduct, sexual violence, sexual harassment or inaccessible conditions, should present their concerns to the College Title IX Coordinator by phone (757.789.1759) or email (TitleIXCoordinator@es.vccs.edu). Students who wish to make a criminal report of an incident should contact the ESCC Campus Police at 757.789.7990.

PRIVACY POLICY

It is the policy of the Commonwealth of Virginia and of Eastern Shore Community College that personal information about citizens will be collected only to the extent necessary to provide required services or benefits, that only appropriate information will be collected and that citizens shall understand the reasons information is collected and be able to examine their personal records which are maintained by a public body.

COLLEGE POLICIES AND CONSUMER INFORMATION

Consumer information and college policies are on the College's website at <https://es.vccs.edu/about/college-policies/>.

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THE COLLEGE

Eastern Shore Community College, one of 23 two-year colleges that make up the Virginia Community College System (VCCS), serves the residents of Accomack and Northampton counties. Originally a branch of the University of Virginia, the institution joined the VCCS in 1971 and moved to its current location in 1974, a 115-acre site on U.S. Route 13, south of Melfa and in Accomack County.

The college offers a comprehensive range of programs and services designed to meet the educational and training needs of the people it serves. Programs of study lead to associate degrees or certificates; they include the first two years of university-parallel instruction and many career and technical programs. Most offerings are delivered from a new building that opened in 2019. Facilities include classrooms, laboratories, a bookstore, a lecture hall, administrative offices, a student lounge, a testing center, and a Learning Resources Center.

The Workforce Development Services Center opened in 2009 and primarily houses employer training programs. ESCC's Workforce Development Services Division offers a broad range of high quality, 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. In addition to offering open enrollment continuing education classes, Workforce Development Services customizes programs to meet specific needs.

Mission, Vision, and Values

Our Mission

Eastern Shore Community College empowers learners to enhance the quality of life for themselves and their communities.

Our Vision

To be an innovative, learning-centered community college recognized as a leader in education and as a vital link in the economic and cultural enrichment of our communities.

Our Values

- Lifelong Learners
- Positive Community Connections and Partnerships
- Innovative and Diverse Workforce
- Teaching and Learning Excellence
- Student and Employee Goal Attainment
- Quality Customer Service
- Positive Engagement with and Service to Employers

Accreditation

Eastern Shore Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Eastern Shore Community College.

The State Board for Community Colleges governs ESCC, a member institution of the Virginia Community College System. The State Board approves the college's associate degrees and certificates. The ESCC College Board approves the college's career studies certificates.

Certain curricula of the college are accredited or certified by specialized accrediting or certifying organizations. They include the following:

- The Associate of Applied Science Degree in Nursing, in cooperation with Tidewater Community College, is approved by the Virginia State Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, 804-367-4515. This Tidewater Community College program is also accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 300, Richmond, VA 23233; phone 804-367-4515.

- The Practical Nursing certificate program and the Long-Term Care Assistant (LTCA) career studies certificate program have full approval from the Virginia State Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, 804-367-4515.

All degree and certificate programs awarded by the college are approved by the Virginia State Approving Agency for payment of veterans' educational benefits.

ACADEMIC CALENDAR: 2019-2020

Fall Semester 2019

| | |
|-----------------------------------------------|------------------------------|
| Registration Begins | April 8, 2019 |
| Tuition Payment Deadline | July 22, 2019 |
| Classes Begin | August 19, 2019 |
| Last Day to Add Classes | August 26, 2019 |
| Fall Graduation Application Deadline | November 9, 2019 |
| Labor Day Holiday (College Closed) | September 2, 2019 |
| Last Day to Drop with Refund | September 4, 2019 |
| Last Day to Withdraw without Academic Penalty | October 24, 2019 |
| Thanksgiving Holiday (College Closed) | November 27-December 1, 2019 |
| Last Day of Classes (including examinations) | December 13, 2019 |

Spring Semester 2020

| | |
|-----------------------------------------------|-------------------|
| Registration Begins | November 4, 2019 |
| Tuition Payment Deadline | December 16, 2019 |
| Classes Begin | January 13, 2020 |
| Martin Luther King Holiday (College Closed) | January 20, 2020 |
| Last Day to Add Classes | January 21, 2020 |
| Last Day to Drop with Refund | January 29, 2020 |
| Mid-Semester Break (No Classes) | March 8-15, 2020 |
| Spring Graduation Application Deadline | March 30, 2020 |
| Last Day to Withdraw without Academic Penalty | March 27, 2020 |
| Last Day of Classes (including examinations) | May 11, 2020 |
| Commencement | May 11, 2020 |

Summer Semester 2020

| | |
|-----------------------------------------------|----------------|
| Registration Begins | April 13, 2020 |
| Tuition Payment Deadline | April 20, 2020 |
| Classes Begin | May 18, 2020 |
| Last Day to Add Classes | May 21, 2020 |
| Memorial Day (College Closed) | May 25, 2020 |
| Last Day to Drop with Refund | May 28, 2020 |
| Summer Graduation Application Deadline | June 29, 2020 |
| Last Day to Withdraw without Academic Penalty | July 1, 2020 |
| Independence Day Holiday (College Closed) | July 3-4, 2020 |
| Last Day of Classes (including examinations) | July 31, 2020 |

ADMISSION TO THE COLLEGE

General Admission

Individuals are eligible for admission to Eastern Shore Community College if they are high school graduates or the equivalent (GED), or if they are 18 years of age or older and able to benefit academically from study at the college, as demonstrated by assessment in reading, writing and mathematics. Applicants 18 years of age or older who have not earned a high school diploma or GED, or who received a “Certificate of Program Completion” or “Applied Studies Diploma” (formerly “Special Diploma”) from a Virginia public high school, may be admitted if they meet the following minimum assessment scores in reading, writing, and mathematics:

| | VPT Placement |
|----------------|---------------|
| Reading | ENF 1 |
| Writing | ENF 1 |
| Math | MTE 1 |

Individuals may submit applications in person, by mail, or online at https://www.apply.vccs.edu/Home/Sign_In/Logon.aspx. ESCC advises all prospective students to consult with counselors or advisors to discuss their educational interests and the requirements for admission to specific curricula. Applicants may be admitted as curricular or non-curricular students.

By submitting an application to the college, an applicant makes a voluntary decision to participate in a collegiate experience and abide by the policies, rules, and regulations of ESCC and the State Board for Community Colleges. In granting admission to an applicant, the college extends the privilege of joining the college community. Students may remain a part of that community as long as the required academic and behavior standards of the college and the VCCS are met.

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the College. The College also reserves the right to refuse admission to applicants who have been expelled or suspended from, or determined to be a threat, a potential danger or significantly disruptive by another college. Students whose admission is revoked after enrollment may appeal to the Admissions Committee. More information is accessible at <https://es.vccs.edu/about/college-policies/>.

Curricular Admission

Students accepted for general admission who have been admitted to one of the college’s academic programs are considered curricular students. Curricular students may be either full-time or part-time students.

Upon admission, all curricular students:

may be required to take placement tests and meet with counselors or advisors for interpretation of the test results. Curricular students who score below college level must enroll in appropriate developmental courses and may enroll only in those college credit courses for which they meet developmental prerequisites.

Note: Students may submit a high school/home school transcript, college transcript and/or an approved standardized test score in lieu of taking the college’s placement tests if their scores meet or exceed the minimum determined as acceptable. Students may be exempt from math and/or English placement tests if their scores meet or exceed the minimum determined as acceptable. Minimum scores that may qualify a student for exemption are in the “Placement Testing” section of this Catalog.

AND

must submit official transcripts from all colleges and universities attended. Graduates who complete secondary school in a home school setting must provide a graduation date and may be required to provide documentation of coursework. (Note: The VCCS Student Information System academic records are sufficient for students transferring coursework within the VCCS.)

AND

may be required to submit additional information with the application to determine admission eligibility or admission to specific curricula

Admission to Specific Curricula

Some curricula may specify admission requirements in addition to the college's general admission requirements. Students who do not meet all program admission requirements may be able to make up deficiencies by successfully completing prescribed developmental courses or other course prerequisites. ESCC advises all students to consult with counselors or advisors to discuss their educational interests and the requirements for admission to specific curricula.

Admission to the college does not guarantee admission to credit programs with restricted enrollments or competitive admissions requirements. Information on restricted admissions programs is available elsewhere in this catalog.

Admission Priorities

When enrollments must be limited for any curriculum, priority shall be given to all qualified applicants who are residents of the political subdivisions supporting the college and to Virginia residents not having access to the curriculum at their local community college, provided such students meet required prerequisites and apply for admission to the program prior to registration or by a deadline established by the college. In addition, residents of localities with which the college has clinical-site or other agreements may receive equal consideration for admission.

Non-Curricular Admission

Non-curricular students are those who have not requested admission to curricula or who do not meet requirements for curricular status. Non-curricular applicants may be required to complete placement testing and/or submit high school or college transcripts. There are numerous reasons to apply for non-curricular status, including the following:

- to upgrade skills for a current job;
- to develop skills for a new job;
- to explore a new career;
- to take classes for personal satisfaction or general knowledge;
- to take classes at ESCC while maintaining primary enrollment at another college or university;
- to take classes at ESCC for transfer to another college or university without completing graduation requirements for a ESCC degree;
- to take college-level classes as a high school student;
- to enroll with special approval (usually for one semester) to meet general or specific admission requirements as stated in the ESCC catalog; and
- to enroll in classes while waiting for admission to a program with restricted enrollment or competitive admissions and procedures.

Applicants with Disabilities

Applicants with disabilities are not required to identify themselves. However, students wishing to request special assistance or academic accommodations because of disabilities or chronic health problems should contact the college's Chief Student Affairs Officer 30 days prior to the first day of classes. Students seeking accommodations or program modifications must provide completed documentation of the disability in the form of a report or a letter from a doctor containing detailed information about the disability.

Transfer Applicants

Transfer students must submit an application for consideration of admission. Transfer students who are eligible for re-entrance at the last college of attendance are also eligible for admission to the community college. The admission of transfer students who are ineligible to return to the previous college is determined by ESCC's Admissions Committee, which shall decide on each case and can impose special conditions for the admittance of such students. Students in this circumstance may appeal for admission to the college by submitting a letter to the Chief Academic Officer.

High School and Home School Student Applicants

High school juniors and seniors and home school students studying at the high school junior or senior levels who meet requirements for participation in the college's dual enrollment programs may be admitted according to the *Virginia Plan for Dual Enrollment* and Virginia Community College System policy. Although high school and home school students are not normally qualified for general admission, the college may offer admission to those students who meet additional criteria and demonstrate readiness for college. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board, or a copy of the letter filed by the parent/legal guardian declaring home school status. Documentation of parental permission is required for all dual enrollment students.

Because admitting high school freshmen and sophomores is considered exceptional, the college-ready status of each prospective freshman and sophomore student will be treated on a case-by-case basis and formal approval by the college president is required for admission.

All students admitted under this section must demonstrate readiness for college, as determined by placement testing or acceptable scores on standardized examinations recognized by the college and provided in subsequent sections. Eligibility for continued enrollment will be reviewed each term. Public or private high school students or homeschooled students may not enroll in developmental courses.

Family Educational Rights and Privacy Act (FERPA) regulations may be discussed with applicants and parents to clarify disclosure regulations concerning personally identifiable information.

All students admitted under this section must demonstrate readiness for college by meeting the criteria below.

High School and Home School Admission Criteria for Transfer Courses

Students admitted under this section must demonstrate readiness for transfer coursework at the college by meeting the criteria below. Students must also meet course pre-requisites.

| | Virginia Placement Test (VPT) | PSAT | SAT | ACT | SOL |
|------------------|--------------------------------------|-------------|------------|------------|------------------|
| English/ Writing | ENG 111 | N/A | N/A | 18 | N/A |
| Reading | ENG 111 | N/A | N/A | 18 | N/A |
| Writing/ Reading | ENG 111 | 390 | 480 | N/A | N/A |
| Mathematics | MTE 1 | 500 | 530 | 22 | Algebra I - Pass |

High School and Home School Admission Criteria for Career and Technical Courses

Students admitted under this section must demonstrate readiness for career and technical coursework at the college by meeting the criteria below. Students must also meet course pre-requisites.

| | Virginia Placement Test (VPT) | PSAT | SAT | ACT | SOL |
|-------------------------|--------------------------------------|-------------|------------|------------|------------------|
| English/ Writing | ENF 1 | N/A | N/A | 18 | N/A |
| Reading | ENF 1 | N/A | N/A | 18 | N/A |
| Writing/ Reading | ENF 1 | 390 | 480 | N/A | N/A |
| Mathematics | MTE 1 | 500 | 530 | 22 | Algebra I - Pass |

Returning Students

Returning students who have not been enrolled in credit courses at the college during the past three years (nine terms) must reapply by resubmitting an application for admission prior to registration.

Reinstatement as a Result of Military Service

Students who are called to active duty or mobilized shall be entitled to reinstatement to the college without having to re-qualify for admission following the student's release or return from service in the uniformed services if:

- the student provides notice of intent to return to the college not later than three years after the completion of the period of service;
- the student returns to the college after a cumulative absence of not more than five years; and,
- the permanent change of station (PCS) orders require the military member to be absent from the college for an extended period, and the PCS orders must have been issued after the start of the semester and require execution prior to the end of that semester or term.

A student returning to the college from active duty or mobilization in accordance with the provisions delineated above will be reinstated in the same program of study in which he or she had been enrolled prior to withdrawal.

Exceptions may be made in cases where the program has been discontinued by the college or the program has specialized accreditation and selective admission requirements. In the latter case, reinstatement shall be consistent with any relevant standards of the respective accrediting agency.

A student who was admitted to a program but did not begin attendance because of service in the uniformed services shall be allowed to defer his or her enrollment in the program until reinstatement to the college as described above.

A student returning from active duty or mobilization should contact a counselor or advisor to determine the impact of absence from the program and to review available options when a program is no longer available or suitable.

Non-Credit Students

Persons who wish to enroll in non-credit continuing education courses should contact the Workforce Development Services Division.

PLACEMENT TESTING

Eastern Shore Community College offers VCCS-approved placement tests, the Virginia Placement Test (CAOT). Tests are given to evaluate students' reading, writing, and mathematics skills. Test results are used to assist students in identifying academic strengths and recognizing specific skills that need further development.

The following students are required to take the Placement Test:

- New students entering associate degree or certificate programs that require a reading, writing, or math prerequisite
- New students planning to take English, math, or courses with English or math requisites
- Students who do not meet the General Admission requirements

Virginia Placement Test-English scores are valid for five (5) years after the date of the test. Students who take the Virginia Placement Test - English and who do not enroll in developmental English are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental English course are not eligible for a retest except under documented and extenuating circumstances approved by the Chief Academic Officer. Similarly, students who take the Virginia Placement Test - Math and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt a developmental mathematics course are ineligible for a retest, unless approved by the Chief Academic Officer.

Select students may be exempt from math and/or English placement tests if one or more of the following criteria are met:

1. Has completed college-level English and/or math courses with a grade of C or better.
2. Has successfully completed developmental English and/or math courses at another VCCS institution within the last 5 years
3. Has enrolled in a program at ESCC that does not require a reading, writing, or math prerequisite
4. Has satisfactory scores for English or math through Advanced Placement (AP), International Baccalaureate (IB), College Level Advanced Placement (CLEP), or Defense Activity for Educational Support Program (DANTES)
5. Has graduated, or will have graduated, high school within the last 5 years with an earned GPA of 2.7 or higher and/or has achieved minimum SAT, ACT or GED test scores within the last 5 years, as reflected on high school/home school transcripts or testing documentation. Seniors in high school or home school may submit documentation upon completion of the first semester in their senior year. The measures ESCC uses in placing these students in math and English are provided in the tables below.

Students who have been exempted from taking the CAOT have the option of taking it to improve their placement standing. Such placement test scores will not be used to place a student in a lower-level English or math course unless the student requests a lower placement.

Measures for Math Placement: Table I

| Math Placement Measures# | HS GPA or Score Range | Placement |
|---------------------------------------------------------|------------------------------|-------------------------------|
| HS GPA and Algebra II and One Algebra Intensive Course* | 3.0 or higher | MTE 1-9 Satisfied |
| | 2.7-2.9 | MTE 1-9 Co-Requisite Eligible |
| HS GPA and Algebra II | 3.0 or higher | MTE 1-5 Satisfied |
| | 2.7-2.9 | MTE 1-5 Co-Requisite Eligible |
| HS GPA and Algebra I | 3.0 or higher | MTE 1-3 Satisfied |
| | 2.7-2.9 | MTE 1-3 Co-Requisite Eligible |
| SAT – Math | 530 or above | MTE 1-9 Satisfied |
| | 510-520 range | MTE 1-5 Satisfied |
| ACT – Subject Area Test Math | 22 or above | MTE 1-9 Satisfied |
| | 19-21 range | MTE 1-5 Satisfied |
| GED – Math | 165 or above | MTE 1-5 Satisfied |
| | 155-164 range | MTE 1-3 Satisfied |

Measures for English Placement: Table II

| English Placement Measures | HS GPA or Score Range | Placement |
|----------------------------------------------|------------------------------|------------------|
| HS GPA | 3.0 or higher | ENG 111 |
| | 2.7-2.9 | ENF3/ENG 111 |
| SAT-ERW (Evidence-Based Reading and Writing) | 480 or above | ENG 111 |
| | 460-470 range | ENF3/ENG 111 |
| ACT-Subject Area Tests English and Reading | 18 or above | ENG 111 |
| | 15-17 range | ENF3/ENG 111 |
| GED-English | 165 or above | ENG 111 |

REGISTRATION INFORMATION

Academic Calendar

The college produces an academic calendar that includes registration dates, class start dates, add/drop deadlines, tuition deadlines, and more. The academic calendar is published annually in the *College Catalog and Student Handbook*.

Enrollment and Changes to Enrollment

To take courses at ESCC, students may register:

- online via *MyESCC*, ESCC's Student Information System (SIS), accessible from the ESCC website at <https://es.vccs.edu/>, or
- in person in Student Services at ESCC.

Currently enrolled students in good academic and financial standing at the college should consult advisors prior to the enrollment period to determine which classes to take.

Students on waiting lists for classes that are full are automatically added to the class if/when seats become available. An instructor's permission is not required.

Students with academic blocks on their records due to academic suspension or dismissal may not register until granted readmission. Students with administrative blocks on their records due to indebtedness to the college may not register until their balances are paid and their records are cleared.

Students must follow established procedures for making any changes to their course schedules or curricula. Changes are not official until students complete all required procedures online, in person, or by providing written permission to a representative authorized to act on their behalves. To prevent problems with permanent college records, financial aid status, or veterans' benefits, students are encouraged to consult counselors or academic advisors before making changes to their enrollment.

Deadlines for registering and dropping courses and withdrawing without academic penalty from regular session courses are published annually in the college's academic calendar, and each semester in the *ESCC Class Schedule*.

Students need written permission from the course instructor to add classes or register after the published deadline. Permission from the instructor must be in writing, in the form of an email from the instructor's VCCS account or the instructor's signature. Students are counted absent from class meetings missed as a result of late registration.

Dropping means officially cancelling registration for courses on or before the "last day to drop with refund" date and allows for tuition refunds. Enrollment in dropped courses will not appear on academic records, and students will not receive grades for the dropped courses.

Course Withdrawal

Withdrawing from courses means students officially leave courses after the refund period. Students may withdraw from courses without academic penalty after the last day to drop with refund and during the first 60 percent of a semester and receive grades of W (withdrawal). This grade will be reflected on students' permanent records. The last day to withdraw without academic penalty is published in ESCC's academic calendar and the *ESCC Class Schedule*. After the last day to withdraw without academic penalty, students will receive failing grades of F or U if they withdraw or are administratively withdrawn from courses. The college reserves the right to withdraw students for just cause.

Exceptions to this policy may be made if all of the following conditions are met:

- Instructors initiate withdrawals approved by the Chief Academic Officer.
- Students are able to document mitigating circumstances.
- Students were making satisfactory progress in the courses.

Students should not stop attending college without officially withdrawing from all classes. Failure to properly withdraw from the college may result in the assignment of F or U grades to the permanent records. Students should meet with advisors to consider options before withdrawing from courses.

Effective Date of Official College and Course Withdrawal

When students withdraw from classes or from the college, the official withdrawal date is the date on which the request is received and processed by the college, not the date of the last class attended or last date of participation for online courses, unless the two dates are the same. If students are administratively withdrawn from courses, the official withdrawal date is the last day the students attended or participated in class, as reported by the instructors.

Auditing a Course

To audit courses (attend classes without taking examinations or receiving credits), students must obtain permission from the Chief Student Affairs Officer. Students must then register and pay full tuition.

To change the status of courses from audit to credit, or from credit to audit, students must complete the changes by the registration deadline.

Audited courses do not carry credits and are not counted as part of the academic load when full-time or part-time status is reported to the Financial Aid Office or to external parties such as the Social Security Administration, an employer, health insurance carrier, the Immigration and Naturalization Service, or the Department of Veterans Affairs. Prior learning credit will not be awarded for audited courses.

Course Cancellation

Each course is offered on the condition of adequate enrollment. The college reserves the right to cancel or discontinue any course offered, either because of inadequate enrollment or for any other reason deemed appropriate by the college.

College Success Skills/SDV 100 or 101 Enrollment

Students in curricula that require SDV 100 or 101 and who are placed in at least one developmental education course should take the student success course (SDV 100 or 101) in their first semester of enrollment at ESCC. All curricular students, except those in career studies certificate programs, must enroll in SDV 100 or 101 within the first 15 credit hours of enrollment. The requirement is waived for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree or certificate.

Prerequisites are courses or other requirements that must be successfully completed prior to enrollment in other courses. Co-requisites are courses or other requirements that must be taken simultaneously with other courses, unless the co-requisites were completed previously. Requisites are listed in the course description section of this catalog and may include developmental courses identified through placement testing. The college's Student Information System (SIS) may block students from registering for courses if the requisites have not been met. Students who believe they have satisfied requisites, but are blocked from registering should consult counselors or academic advisors for assistance. The college reserves the right to withdraw students from courses in which they have enrolled without successfully completing the appropriate requisites.

Academic Load

The full-time course load is 12 to 18 credit hours. Students should consult advisors to plan academic loads that will be compatible with their work schedules, family responsibilities, health, and other obligations. As a rule, one credit hour of coursework requires at least two hours of study outside of class each week.

Students who wish to take more than 18 credit hours of course work in a session must obtain the approval of the Chief Academic Officer.

Students who are on academic warning or academic probation should meet with advisors and may be required to take reduced course loads for the next semester.

CREDIT FOR EDUCATION AND PRIOR LEARNING

Students may seek credit for prior learning through (A) course work taken at regionally accredited and other approved colleges and universities; (B) non-collegiate training and experiences such as military service, participation in business/industry training programs, and earned professional certifications and licensures; (C) taking and achieving acceptable scores on standardized tests and examinations; and (D) taking and achieving acceptable scores on faculty-prepared examinations.

To be eligible to apply for advanced credit, students must be admitted to the College, curricular-placed and currently enrolled. Students will earn advanced credit only when it applies to their curriculum.

Requests for the evaluation of credit for education and prior learning shall be made using the *Student Request for Evaluation* form. The form, along with all official and supporting documentation, shall be directed to ESCC's Registrar at:

Eastern Shore Community College

Attention: Registrar

29300 Lankford Highway

Melfa, VA 23410

(Official documents delivered electronically shall be directed to registrar@es.vccs.edu.)

There is no limit on the number of credits that may be awarded, but credit awarded for prior learning may not be used to fulfill the residency requirement for graduation. A minimum of 25 percent of the credits required for a degree or certificate must be earned at ESCC.

All credits awarded will be acknowledged and recorded on the student's permanent record, with the transferring agency or source of the credit identified. No grades, scores, or grade points will be recorded on the student's permanent record for credits earned through prior learning assessment. Results will be posted to the eligible student's MyESCC account within 30 working days of receipt of the request and required documentation. If credit is granted, thereby shortening the academic completion time (or training period) for Veterans, they will be notified along with the Department of Veterans Affairs.

College Transfer Credit

Official transcripts are required for evaluation, with the exception of any coursework taken at a Virginia Community College System (VCCS) college. An official transcript is one that has the seal of the institution and the signature of an official at that institution. An official transcript must be received from the sending institution electronically and/or with no overt sign of having been opened or otherwise disturbed. Official transcripts that are mailed should be directed from the transferring institution to the Registrar at the address above, or electronically to registrar@es.vccs.edu.

In collaboration with faculty and/or the Chief Academic Officer, as needed, the Registrar will perform an initial

evaluation of all official transcripts. Final determination of any disputed credit awarded resides with the Chief Academic Officer.

Credit is transferable from colleges and universities that are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accrediting associations. Credit also may be awarded for courses taken at institutions accredited by agencies recognized by the U.S. Department of Education's Office of Post-secondary Education (OPE) Department of Education if the credit is deemed to be college-level by faculty in the discipline and the Chief Academic Officer. Students requesting transfer credit from non-regionally accredited institutions must submit course syllabi and course descriptions for review by the Chief Academic Officer and faculty in the discipline. Upon approval of the Chief Academic Officer, transfer credit will be awarded consistent with ESCC policies addressing the acceptance of transfer credit from regionally accredited institutions.

Transfer credit may be awarded for course work completed at international colleges and universities that are accredited or approved by the appropriate Ministry of Education or other governmental agency. Transcript(s) must be evaluated by a professional organization or agency that is a member of the National Association of Credential Evaluators or is approved by the Virginia Department of Education. The fee for this evaluation and the time required for completion is the responsibility of the student.

Course Specific Credit: All courses that are applicable in the student's curriculum will be transferred as closely to the VCCS course equivalents as possible. If this is not possible, elective credit may be awarded if appropriate for the student's curriculum. Transfer credits awarded may affect financial aid eligibility.

Required Grades: Only courses with grades of "C" or higher will be accepted for transfer credit. Courses with grades of "P" (for a pass/fail course) or the designation "Cr" (for credit) will be accepted for transfer if the transcript indicates the equivalent of a "C" grade or higher as required to assign a "P" or "Cr" grade.

Sequence Quarter Courses: Sequential quarter courses (two or three quarters) in which one or more grades of "D" were earned may be transferred as a sequence at full credit if the grades for the sequence average at least a grade of "C". Failing grades will not be accepted for averaging. Grade averaging will be weighted by the credit hour value of the courses.

Natural Science Courses with Separate Labs: For courses with separate lecture and laboratory grades, a "C" average or higher must be earned in order for credit to be awarded. Failing grades are not accepted for averaging. If a student receives a grade of "F" in either the lecture or the laboratory, the course will not be accepted. Grade averaging will be weighted by the credit hour value of the courses.

SDV 100-College Success Skills: Credit for College Success Skills (SDV 100) will be granted to transfer students who have completed associate or bachelor's degrees. Students awarded 24 or more transfer semester credits may appeal to the Chief Academic Officer for SDV 100 credit.

Physical Education: Up to two (2) credits of physical education/health credits may be awarded for basic military training.

English on International Transcripts: International students presenting an evaluated transcript from a non-U.S. college or university that recommends credit for English composition may be awarded credit for ENG 111 if the student qualifies for ENG 111 on the institution's placement tests.

Standardized Examinations

Students may be awarded credit through achieving the college's minimum scoring requirements on the following standardized examinations: Advanced Placement Examination Program (AP); College-Level Examination Program (CLEP); Defense Activity for Non-Traditional Educational Support (DANTES); and higher level International Baccalaureate courses (IB). Minimum score requirements and their ESCC equivalent are posted on the college's website at <https://es.vccs.edu/student-services/advising-and-counseling-services/request-credit-for-prior-learning/>

The awarding of credit through standardized examinations shall be given, to the extent possible, to courses listed in the current ESCC Catalog. In certain instances, credit may be awarded for courses listed in the Virginia Community College System Master Course File (MCF). The college reserves the right to decline the acceptance of courses

that do not match the curriculum requirements of the student's program of study and/or cannot be used as an elective.

Students seeking an evaluation of standardized examinations should submit the *Student Request for Evaluation* form to the Registrar. Students must also request that the testing agency submit official test results to ESCC's Registrar.

Non-Collegiate Training and Experiences

The college awards credit for armed service school experiences, non-collegiate institutions, and earned professional certifications/licensures. Where applicable, credit is awarded in accordance with The American Council on Education's College Credit Recommendation Service (CREDIT), the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as reflected on the official Joint Services Transcript (JST), or the National College Credit Recommendation Service (NCCRS), or another college-approved organization.

Students seeking an evaluation of their non-collegiate training and experiences should submit the *Student Request for Evaluation* form and all relevant documentation to the College's Registrar.

Faculty-Prepared Examinations

Students may request faculty-prepared examinations from a faculty member qualified in the subject area sought, in instances where there is no CLEP examination available. Students may not challenge courses through faculty-prepared examinations for courses in which they have been previously enrolled. At the discretion of the faculty member and with approval from the Chief Academic Officer, a local examination may be prepared, scheduled and administered, with the minimum score requirement communicated to the student prior to administration of the examination. Students who meet the minimum score requirement will have credit for the course transcribed to their permanent record by the College's Registrar.

Prior Learning Assessment Appeals Procedure

The Registrar notifies students via their VCCS student email accounts when the evaluation of prior learning is completed. Students may appeal decisions regarding the transferability of prior learning. To initiate appeals, students should direct a letter along with supporting documentation to the Chief Academic Officer within 15 business days of official notification of the evaluation results.

For additional information regarding credit for education and prior learning, contact the Registrar at registrar@es.vccs.edu, or see the college's *Awarding Credit for Prior Learning Policy* at <https://es.vccs.edu/student-services/advising-and-counseling-services/request-credit-for-prior-learning/>

Substitution or Waiver of Curriculum Requirements

Students may seek a course substitution for previously completed collegiate-level credit courses, or a waiver for documented knowledge and skills required in their curricula. Substituted courses must cover the same content or otherwise meet the spirit of the courses being replaced. Course substitutions granted are curriculum-specific and may not apply to other curricula. Waivers, also curriculum-specific, do not result in the awarding of credit, and students may be required to take additional credits to make up the credits.

Students may initiate the substitution or waiver process by completing *Course/Waiver Substitution Request* forms, gathering documented evidence or justification in support of the requests, and consulting with counselors or faculty advisors. Students seeking financial assistance for an ESCC course substitution must have the substitution approved and processed prior to registering for the substitute course. Students seeking a course substitution or waiver due to documented disabilities must first contact the Chief Student Affairs Officer to determine if additional documentation is necessary. Requests for students planning to graduate during the semester the substitution or waiver request is made shall be submitted at least 30 days prior to the last day of classes for that semester.

Substitution or waiver requests will be reviewed by qualified faculty, who will determine if the requested substitution or waiver is appropriate given the student's program plan, catalog year, and future educational or career goals.

Course learning outcomes for each requested course waiver will be compared with the documented knowledge and skills attained by the student. A course successfully completed at ESCC or another college or university, and petitioned for substitution, will be reviewed for alignment with the content and/or spirit of the required course in the student's program plan.

Petitions for substitutions by individuals who, by reason of a disability, are unable to complete a requirement of the program pursued by the student, with or without reasonable accommodations, must be reviewed by the qualified faculty member in consultation with the Chief Student Affairs Officer. Pursuant to VCCS Policy 5.6.5.0.1, the Americans with Disabilities Act of 1990 (ADA), and the Rehabilitation Act of 1973 (section 504 as amended), the student's learning history, recent documentation of a disability that impairs performance in the course petitioned, and the nature and severity of the documented disability shall also be considered when rendering a decision. If the petitioned course is deemed essential to the student's program plan, future educational or career goals, or related to licensing requirements, under no circumstances will the petition be approved. Further, a substitution is permissible only if the student is unable to complete the course with all applicable accommodations. When deemed that a substitution is a reasonable accommodation, the course to be substituted may only be approved by the Chief Academic Officer, in consultation with qualified teaching faculty, for the original requirement.

As applicable, health or physical education requirements for degrees and certificates are waived for veterans with documentation of military experience. Student development courses (SDV 100 or 101) are waived for students who hold an associate degree or bachelor's degree from a regionally accredited institution.

Approved request will be recorded on the student's record in the Student Information System by the College Registrar Office. The student will receive notification once the substitution/waiver is complete (approved or unapproved).

Students seeking to appeal a substitution or waiver request must file an appeal to the Chief Academic Officer within five working days of notification from the College Registrar. The student shall submit the initial request along with supporting documentation and rationale explaining the appeal request and provide any additional information that may be helpful in rendering a decision. The Chief Academic Officer shall render a decision and notify the student in writing within five working days of receiving the student's appeal. The Chief Academic Officer's decision is final.

STUDENT CLASSIFICATIONS

All students are classified according to the following categories:

Curricular Student: Students who are admitted to a curriculum and working toward completion of certificates or associate degrees at the college.

Non-Curricular Student: Students who have not requested admission to certificate or associate degree programs or do not meet requirements for curricular status.

Full-Time Student: Full-time students enroll in twelve (12) or more credit hours in a semester.

Part-Time Student: Part-time students enroll in fewer than twelve (12) credit hours in a semester.

Freshman/Sophomore Status: Students are classified as freshmen until they complete thirty (30) credits of coursework applicable to a curriculum. Students who have completed thirty (30) or more credits applicable to a curriculum are classified as sophomores.

TUITION AND FINANCIAL AID

Tuition and Fees

Payment of tuition and fees must be made in full by the close of business on the due date for each respective semester. Tuition and fee rates, and payment deadlines and options, may be viewed on the College's website at <https://es.vccs.edu/admissions-aid/tuition-and-fees/>.

VA Delayed Payment

A ***Covered Individual*** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

In compliance with the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, including VA Delayed Compliance Addendum, Eastern Shore Community College permits covered individuals who are entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits to attend or participate in the course of education during the period beginning on the date on which the individual provides to ESCC their Certificate of Eligibility (COE) for entitlement to educational assistance and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date ESCC certified tuition and fees following the receipt of the COE.

Covered individuals are required to take the following actions:

1. Submit their Certificate of Eligibility for entitlement to educational assistance no later than the first day of classes.
2. Submit a written request to use such entitlement.
3. Provide any additional information necessary to the proper certification of enrollment, (i.e. admissions application, transcripts, placement tests, etc.).
4. Be enrolled in classes that are part of their declared program of study or major. If a student chooses to take courses outside these requirements, they are responsible for the payment of such courses.
5. Required to satisfy any financial obligation to the college for which the VA education benefit disbursement does not cover the individual's account balance.
6. Notify the Certifying Official of ***any*** changes to their schedules.

Tuition and Fee Waiver Programs

The Virginia Military Survivors and Dependents Education Program

This program provides tuition and fees and education benefits to eligible spouses and children (ages 16 - 29) of military services members killed, missing in action, taken prisoner, or who became at least 90 percent disabled as a result of military services in an armed conflict. Eligibility requires that the military service member must have been a resident of Virginia at the time he or she entered active duty or must have been a Virginia citizen for at least five years immediately prior to the date of the application for admission. In the case of a deceased military service member, the surviving spouse can meet the residency requirements if he or she lived in Virginia for at least five years prior to marrying the military service member or has been a citizen of Virginia for at least five years immediately prior to the date of application.

Children of Deceased Law Enforcement/Firefighter/Rescue Squad Personnel

Any student between the ages of 16 and 25 whose parent has been killed in the line of duty while employed or serving as a law enforcement officer, firefighter, or rescue squad member in Virginia is entitled to free tuition and required fees if the deceased parent lived in Virginia at the time of death and certification of employment is provided.

Tuition Assistance for Senior Citizens

Senior citizens may apply for free tuition and fees provided by the Senior Citizens Higher Education Act of 1974. Students at least sixty (60) years of age who have been domiciled in Virginia for one year are eligible to audit up to three courses per semester with no tuition and fee costs. Additionally, if their taxable income for Virginia income tax purposes did not exceed \$23,850 for the year preceding enrollment, they may take courses for credit without

tuition and fees on a space-available basis. Policy limits tuition-free enrollment to a maximum of 49% of any credit class. Contact Student Services at 757-789-1720 for more information.

Tuition Refund Eligibility

To be eligible for a refund, students must do one of the following **on or before the last day to drop with tuition refund** each semester or session, as published in the Academic Calendar:

- drop the class(es) online through the Student Information System (*MyESCC*);
- complete and submit a drop form to Student Services; or,
- provide written permission to a representative who may act on your behalf through completion and submission of a drop form to Student Services.

Exceptions may be granted for students with documentation verifying their inability to comply with any of the above options. Students desiring to exercise this exception must notify the college's Student Services Office via postal mail, with the envelope postmarked on or before the published tuition refund deadline. Notification must include the classes students seek to drop along with documentation verifying their inability to follow the college's normal procedure.

Active Military/National Guard/Reservists

Per Code of Virginia (§ 23-9.6:2), students who are mobilized or ordered to active duty may request to be withdrawn from the college after the last day to drop classes with tuition refund. Tuition refund eligibility is available for military students who have been issued Permanent Change of Station orders after the start of the semester and require execution prior to the end of that semester. To initiate this process, students must submit a request to the College's Registrar that includes their student ID number, and a copy of their military or deployment orders, or other documentation indicating they cannot complete classes due to service in the uniformed services. Students may elect either to be deleted from the registration file and be awarded a full refund of tuition and fees, or to be administratively withdrawn with no refund and assigned a grade of "W". Except in cases of third-party arrangements, students electing to receive a full refund may opt to have the refund retained and applied to tuition and fees charged in the semester or term in which they return to the college.

Tuition Refund Processing

Refunds are processed up to four (4) business days after the "Last Day to Drop with Tuition Refund" deadline, through one of the following methods:

1. **Credit card payments via the online payment system (QuikPAY):** Credit card payments made via the Student Information System using QuikPAY are refunded to the cardholder.
2. **On-campus payments:** A third-party vendor contracted by the college issues refunds. All tuition refunds are issued electronically through either direct deposit to a bank account or to a prepaid debit card, based on the student's preference. Refunds in the form of a paper check are issued to students who have not selected direct deposit or prepaid debit card as their refund option. Checks are mailed to students at the address of record in the Student Information System. Refunds of this nature are issued to students, regardless of who made payment.

Direct deposit refunds are delivered within 5–6 business days. Refunds to prepaid debit cards are generally loaded within 3–4 business days. Check refunds are delivered within 10–14 business days. A business day is considered to be Monday through Friday, occurring after students see the refund posted within the Student Information System account. Certain state grants and tuition refunds may take an additional 3–5 business days.

Tuition Refund Appeal Procedures

Tuition refund appeals are accepted in the Business Office during normal hours of operation, or by mail, and are reviewed on a continuous basis. Appeals that do not represent a sound basis for reimbursement will be denied. Notification of approval/denial of appeals normally occurs by mail within two to three weeks. Eastern Shore

Community College (ESCC) will promptly refund tuition and/or cancel a financial charge from a student's account provided the student meets the requirements outlined below.

Submitting an Appeal

Refund appeals will not be considered unless the student has officially withdrawn from the class (es) and was making satisfactory progress in the class (es) at the time of withdrawal. (Students who are receiving financial aid should check with the financial aid office prior to withdrawal to determine what, if any effect this action may have on future financial aid eligibility.) If a student has a grade other than a "W", the student must first contact the instructor to determine whether or not the student is eligible to have the grade in question changed to a "W". If the change is granted, it must be submitted to the Registrar and processed by that office. The student may then submit a refund appeal to the Business Office using the *ESCC Tuition Refund Appeal Form*. All tuition appeals must be in writing and submitted with written supporting documentation to the Business Office within six months from the beginning of the semester for which the charge was incurred.

Tuition appeals will *generally* be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will not be accepted). This must be an unscheduled medical emergency diagnosed after the last day to drop for tuition refund. The physician's letter (on his/her letterhead) must include the date the student was first seen for the medical condition, as well as the beginning and ending date the student was incapacitated/hospitalized and must state that the student was physically unable to attend classes during this period of time. A letter that does not specifically state, "the student was physically unable to attend classes" will not be grounds to approve an appeal. Pre-existing conditions are not justifiable.
- Extended incapacitation/hospitalization or death of a student's immediate family member (which caused the student to miss 20 percent or more of the scheduled instruction) - verified with appropriate documentation. Immediate family is defined as: father, mother, spouse, child, sibling, stepfather, stepmother, stepchild, stepbrother or stepsister.
- Involuntary job transfers outside the Eastern Shore which is documented by the employer. (Includes dependent(s) enrolled at Eastern Shore Community College)
- Error in academic advising by ESCC personnel resulting in inappropriate course enrollment. Requests must be initiated through the ESCC office where student was advised.
- Late notification of denial to a specific degree program—with supporting documents.
- Institutional errors by ESCC that cause the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Administrative difficulties with internships, placements or practicums involving the single enrollment of a student—with supporting material from placement official.

Tuition appeals will *not* be approved in the following instances:

- Personal errors in judgment or irresponsibility involving transportation, availability of finances, academic ability, time management, etc.
- Misinterpretation or lack of knowledge of college policies and procedures as published in the *ESCC College Catalog and Student Handbook* or *ESCC Schedule of Classes*.
- Dissatisfaction with course content.
- Dissatisfaction with academic progress in course.
- Non-attendance or minimal attendance of class.
- Inadequate investigation of course requirements prior to registration and attendance.
- Non-qualification, late application, or loss of eligibility for financial aid or scholarship.
- Non-receipt of mail due to obsolete address on student record.
- Notification of change in domicile status after the refund period.

- Changes of, or personal conflicts with, the course instructor.
- Student error resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds.
- Voluntary/involuntary acceptance of employment or other activity impacting ability to attend class. (i.e., work schedule/hours changed; lack of child care; vacation).
- Incarceration in a civilian or military facility.
- Other reasons not already specified.

In-State Tuition Eligibility

Student domicile determines eligibility for in-state tuition and state grants. Domicile refers to the state where students legally reside, which may be different from their current address. Answers to domicile questions on the ESCC admission application determine whether students are considered as in-state, and are thereby eligible for in-state tuition rates. Most ESCC students are Virginia domiciled.

The State Council of Higher Education for Virginia (SCHEV) provides general, descriptive information about establishing Virginia domicile in order to qualify for in-state tuition and state grants. An overview of the basic requirements for demonstrating and/or establishing Virginia domicile is below. More detailed information is accessible at SCHEV's website (see <http://www.schev.edu/index/tuition-aid/in-state-residency>).

Basic Requirements

To establish domicile in Virginia, individuals must demonstrate residence in Virginia and an intent to remain in Virginia indefinitely.

To become eligible for in-state tuition, students shall establish by clear and convincing evidence that for a period of at least one year immediately prior to the first day of class, he or she was domiciled in Virginia and has abandoned any previous domicile, or that the person on whom the student is legally and financially dependent was domiciled in Virginia.

Several factors are used to determine if a person demonstrates intent to remain in Virginia indefinitely. ESCC may ask for information from students or the parents/guardians of students about the following factors:

- Continuous residence in Virginia
- Social and economic ties
- Ownership of real property
- Sources of financial support
- Current employment in Virginia
- Enrollment in Virginia post-graduate program
- Military records
- State in which income taxes are paid
- Voter registration, and actual voting
- Driver's license

Dependent Students

Students are presumed dependent if they are under the age of 24, unless they meet any of the Independent categories below.

Virginia colleges and universities, to include ESCC, look at the parent's or guardian's domicile to determine if dependent students are eligible for in-state tuition or state grants. Dependent students are those who receive substantial financial support from a parent or guardian.

The following documents should be provided in order to demonstrate Virginia domiciliary intent for tuition purposes:

- Parent or Legal Guardian's State Tax Return

- Virginia Driver's License or Virginia DMV I.D.
- Virginia Vehicle Registration

Independent Students

Students are considered independent if they:

- Are married
- Are a veteran or active-duty member of the U.S. armed forces
- Have earned a bachelor's degree and are enrolled in a graduate program
- Are a ward of the court or were a ward of the court until age 18
- Both parents are deceased and there is no adoptive or legal guardian
- Have legal dependents other than a spouse

Students who indicate they are under 24 and self-sufficient on the application for admission are required to provide clear and convincing evidence of financial self-sufficiency. The following documents should be provided in order to demonstrate Virginia domiciliary intent for tuition purposes:

- Federal Taxes
- Virginia State Taxes demonstrating paid Virginia income taxes on at least \$14,500 (of earned income)

Married Students

A person's domicile is not automatically altered by marriage. However, students who receive substantial financial support from their spouse may claim domicile through the spouse. In such cases, ESCC will review the spouse's domicile to determine if the student is eligible for in-state. The qualifying spouse must meet the Basic Requirements (see above).

Military, Dependents and Spouses

State law provides exceptions for active-duty military personnel, their dependents and veterans when considering domicile status in Virginia.

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019.

Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30, chapter 33, or chapter 31 of title 38, United States Code.

Active duty service members stationed outside of Virginia are charged the military contract rate which includes a capital fee.

Active duty service members who are stationed in Virginia or a contiguous state may apply for a domicile exception to receive in-state tuition rates.

For the most updated information, students should visit the SCHEV website at <http://www.schev.edu/index/tuition-aid/in-state-residency>.

Non-Virginia Residents Living in Virginia

Non-domiciliary students who physically live outside of Virginia but work full time in the Commonwealth may be eligible for in-state tuition. Students must:

- Live outside Virginia (commute from outside Virginia to a work-site in Virginia)
- Have been employed full time in Virginia for at least 1 year immediately prior to the first day of class
- Have paid Virginia income taxes on all taxable income earned in the Commonwealth for the tax year prior to the date of alleged entitlement

Dependent students living outside of Virginia will be eligible under this provision if the nonresident parent claiming him/her as a dependent meets the above criteria. Students may claim eligibility under this section only through dependency on parent(s), not spouse.

Students shall continue to be eligible for in-state tuition under this provision so long as they continue to meet the above criteria. It is incumbent upon the student to provide the institution current information concerning classification under this category.

Students who reside in a state with which Virginia has income tax reciprocity cannot qualify under this section for in-state tuition purposes.

Citizens of Other Countries

Immigration status is a very strong indication that students do not intend to remain in Virginia indefinitely. Students who are not a U.S. citizen will need to present their immigration documentation to the college. Students are not automatically disqualified from establishing domicile in Virginia. However, it is very difficult for undocumented immigrants to do so.

Appeal of Domicile Status

The College's Application for Admission contains questions relating to domicile. An initial domicile determination is made based on the applicant's responses to these questions, and ESCC's Admissions Officer manages this initial determination.

The purpose of the domicile status appeals process is to provide for orderly and timely resolution of all challenges concerning an out-of-state determination. Applicants challenging the initial determination may introduce facts to support their claims for in-state domiciliary status at any point within the appeals process.

The appeals process of Eastern Shore Community College is as follows:

- 1) Students shall submit a written appeal to the Chief Student Affairs Officer (CSAO) within ten (10) calendar days of the initial domicile determination. The CSAO will conduct an intermediate review and inform the student by certified mail about his or her decision within ten (10) calendar days of this appeal.

- 2) Students challenging the CSAO's decision shall submit a written appeal to the Chief Academic Officer within ten (10) calendar days of receipt of the intermediate review decision. A Domicile Review Panel composed of an odd number of members, appointed by the College's President, will review the initial and intermediate decisions and make a decision. The student will be informed of the Panel's decision by certified mail within fourteen (14) days
- 3) Students not satisfied with the Panel's decision may appeal to the local circuit court and must do so within thirty (30) days of the College's decision. As provided by law, the court's function shall be only to determine whether the decision reached by the institution could reasonably be said, on the basis of the record, not to be arbitrary, capricious or otherwise contrary to law.

Failure to comply with the required deadlines will invalidate an appeal.

Textbooks and Supplies

Eastern Shore Community College's bookstore is operated by Follett. ESCC has a full-service location on its campus. For additional information, visit the bookstore website at <http://es.vccs.edu/student-services/bookstore/>.

Financial Aid

The College is committed to the philosophy that no student should be denied an opportunity to pursue postsecondary education due to a lack of financial resources. In support of this philosophy, the ESCC offers a variety of financial aid programs for students who qualify. Such aid is funded through federal and state agencies, local civic and service clubs, individual donors, and the Eastern Shore Community College Foundation. The College provides assistance to as many students as possible in the form of grants, employment, and local scholarships.

In order to qualify for financial aid, students must:

- demonstrate basic need
- be a U.S. citizen or national or an eligible non-citizen as defined by the U.S. Department of Education
- have a valid social security number
- be registered with Selective Service, if required
- be enrolled in an eligible curriculum for financial aid purposes
- register for courses that apply to their academic program.
- have a high school diploma or general education development (GED) certificate, or have completed a secondary school education in a home school setting
- meet Satisfactory Academic Progress (SAP) at Eastern Shore Community College
- have not defaulted on a federal student loan or owe an overpayment on a federal aid program

Students planning to attend college and in need of financial assistance are encouraged to complete the Free Application for Federal Student Aid (FAFSA) as soon after October 1 in the year prior to their anticipated enrollment. The FAFSA is available at <https://studentaid.ed.gov/sa/fafsa>. When applying, students should designate the Title IV code for ESCC as 003748. Students applying for local scholarships must complete the ESCC Foundation Scholarship Application accessible from <https://es.vccs.edu/admissions-aid/financial-aid/local-escs-scholarships/>.

Students awarded financial aid must maintain an acceptable grade point average and successfully maintain the College's Standards of Satisfactory Academic Progress (SAP). The student's satisfactory progress is evaluated at the time an application is received and again at the end of each semester. Under certain circumstances, students who fail to meet SAP standards and lose eligibility for financial aid may appeal the financial aid suspension.

By accessing the *MyESCC* Student Information System (SIS) portal on the ESCC website at <https://es.vccs.edu/>, students can view their financial aid award and account information.

Questions regarding financial aid may be directed to the Financial Aid and Student Accounts Support Center by

calling 855.874.6680.

Types of Financial Aid

Grants

Federal Pell Grant is an award for undergraduate students without a bachelor's or professional degree. Eligibility is primarily based on the Expected Family Contribution (EFC), but is also affected by enrollment status. A minimum of 12 credit hours is required each semester to receive full eligibility, with pro-rated awards going to those students with less than 12 credits.

Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduate Federal Pell Grant recipients with exceptional financial need (i.e., students with the lowest EFCs). Students may receive up to \$1,200 a year depending on eligibility and funding levels.

The Commonwealth Award (COMA) is a grant which is available to qualified students who are domiciled residents of Virginia. Students must be enrolled at least half-time (6 credits per semester) in a qualified degree or certificate program.

The Virginia Guaranteed Assistance Program (VGAP) provides grant assistance for full-time Virginia domiciled dependent students who graduated from a Virginia high school with at least a 2.50 grade point average. Students must be a first-time freshman and may qualify for renewal awards up to three additional years.

Part-time Tuition Assistance Grant Program (PTAP) is a VCCS, state-funded grant, which provides assistance to undergraduate Virginia residents who are enrolled in 1-8 credits in an eligible curriculum. The grant covers up to the cost of tuition and required fees.

Other Options: Students who do not qualify for any of the above mentioned financial aid programs under the FAFSA application should inquire with the Workforce Investment Act Office about other potential opportunities for financial assistance.

Federal Work Study Program

The Federal Work-Study Program (FWS) provides part-time jobs for students who demonstrate need and are enrolled at least half-time (6 credits per semester). Student class schedules, curricula, and job skills are considered in assigning jobs. Most employment is on campus, and students normally may not work more than twenty (20) hours per week while classes are in session.

Satisfactory Academic Progress Standards

All recipients of Federal and/or State aid are required to maintain Satisfactory Academic Progress (SAP). SAP is evaluated at the time a Free Application for Federal Student Aid (FAFSA) is received, and at the end of each semester. All enrollments at ESCC and all applicable transfer credits are considered, regardless if aid was awarded or received.

Students are placed on financial aid suspension if any of the following three standards of Satisfactory Academic Progress (SAP) are not met:

1. Cumulative GPA Requirements (GPA Rule)

Students must meet minimum cumulative grade point average requirements based on a progressive scale, and provided below. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are not included in this calculation. In order to graduate, a minimum cumulative grade point average of 2.0 is required in all courses applicable to the student's degree or certificate.

| Total Number of Credits Attempted | Minimum Cumulative GPA |
|-----------------------------------|------------------------|
| 1-15 | 1.5 |
| 16-30 | 1.75 |
| 31+ | 2.0 |

2. Completion Rate (67% Rule)

Students must, at a minimum, receive satisfactory grades in 67% of cumulative credits attempted. This evaluation will be made prior to aid being awarded and after grades are posted at the end of each semester a student is enrolled at the College.

The completion rate calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at ESCC (except audits) are included. All credits accepted in transfer count as both attempted and successfully completed credits. Courses with a grade of A, B, C, D, S, or P are considered satisfactory. Courses with a grade of F, W, U, I, R, or X are considered unsatisfactory.

Students may repeat courses using financial aid until successfully completed, but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade, but for only one additional attempt. Only the latest attempt will count toward the cumulative grade point average.

Financial aid is awarded to a student under the assumption that the student will attend college for the entire period for which the assistance is awarded. When a student withdraws or is withdrawn from all classes after beginning attendance, the student may no longer be eligible for the full amount of aid that the student was originally scheduled to receive. ESCC is required to determine the earned and unearned portions of Federal (Title IV) and/or State aid as of the date the student ceased attendance based on the amount of time the student spent in attendance. If the amount disbursed to the student is greater than the amount the student earned, the student will be responsible for repaying the unearned funds. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdraw disbursement of the earned aid received.

3. Maximum Timeframe (150% Rule)

In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental coursework is excluded in this calculation.

Attempted credits from all enrollment periods at the College plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

Students may receive financial aid for a maximum of thirty (30) semester hours of Developmental Studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

SAP Status Categories

- Warning Period

Students who fail to meet satisfactory academic progress for the first time (excluding students who have already attempted 150% of the credits required for their programs of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term.

Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will lose their eligibility for financial aid. However, with a successful SAP appeal, those students will be placed on Financial Aid Probation or an Academic Progress Plan and may retain financial aid eligibility.

- Financial Aid Probation

Students who have successfully appealed the loss of their financial aid are placed on probation. Students on probation are eligible to receive financial aid for one (1) semester, after which they must be meeting all of the satisfactory academic progress standards or the requirements of an academic progress plan that was pre-approved by the College Financial Aid Appeal Committee.

SAP Appeal Process

If eligibility for financial aid is suspended for lack of Satisfactory Academic Progress (SAP), students may appeal their loss of financial aid eligibility if it is due to mitigating circumstances. These circumstances include, but are not limited to, sudden illness of the student or an immediate family member or death of a family member.

To appeal, students must complete the Satisfactory Academic Progress Appeal (Appeal for Reinstatement of Financial Aid) form and submit it to the Coordinator of Financial Aid within five (5) calendar days of receipt of the letter indicating loss of financial aid eligibility. Failure to do so will invalidate any appeal. The Financial Aid Committee will hold a hearing as soon as possible, normally within five (5) calendar days of receipt of the appeal. A decision will be reached within two (2) calendar days of the hearing and the student will be notified in writing.

The student is responsible for all tuition and fee expenses while the SAP appeal is being reviewed. There is no guarantee the appeal will be reviewed prior to the payment deadline or the start of classes. Once a decision is made, students will be contacted.

If the appeal is unsuccessful, the student may submit a written appeal to the Chief Academic Officer (CAO) within five (5) calendar days of receipt of the Committee's decision. The CAO will review the case and make a decision within five (5) calendar days of the appeal. The CAO's decision is final.

Failure to meet Satisfactory Academic Progress does not prohibit enrollment at the College. A student may still enroll in classes at ESCC but without financial aid assistance until such time as eligibility is regained by meeting the Standards of Satisfactory Academic Progress or through a successful appeal.

Financial Aid Payments

Payments from Pell Grants and Commonwealth Awards are adjusted each semester according to the number of credit hours a student is enrolled. Students can charge tuition, fees, books, and supplies against most grant or scholarship awards. Students with a remaining balance after all charges have been deducted are mailed a check within 40 days after the "Last Day to Drop with Refund" date. This disbursement date is dependent on the receipt of funds from the funding agency.

Developmental Coursework

Students may receive financial aid for a maximum of thirty (30) semester hours of developmental coursework as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met.

Repeated Coursework

Students may repeat courses using financial aid until successfully completed, but repeating courses adversely affects the student's ability to meet completion rate requirements. Financial aid can be considered for successfully completed classes that are repeated to achieve a higher grade, but for only one additional attempt. Only the latest attempt will count towards the student's cumulative grade point average.

Return of Title IV Funds when a Student Withdraws

Financial aid is awarded to a student under the assumption that the student will attend college for the entire period for which the assistance is awarded. When a student withdraws or is withdrawn from all classes after beginning attendance, the student may no longer be eligible for the full amount of aid that the student was originally scheduled to receive. ESCC is required to determine the earned and unearned portions of Federal (Title IV) and/or

State aid as of the date the student ceased attendance. If the amount disbursed to the student is greater than the amount the student earned, the student will be responsible for repaying the unearned funds. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, the student is eligible to receive a post-withdraw disbursement of the earned aid received.

Financial Aid Payments

Financial aid awards are adjusted each semester according to the number of credit hours a student is enrolled. Students can charge tuition, fees, books, and supplies against most grant or scholarship awards. Students with a remaining balance after all charges have been deducted will be issued a refund. To create or review "Refund Preferences", visit <https://es.vccs.edu/admissions-aid/financial-aid/refund-preferences/> .

Non-Attendance

Financial aid will not pay for classes that the student has never attended or been academically engaged, as reported by faculty. In addition, these students will be administratively withdrawn.

Late Enrollment

If a student has special permission to enroll in classes after the "Last Day to Drop with Refund" date, the credit hours from that enrollment are not counted toward calculation of financial aid.

Summer Enrollment

Federal Pell Grants are available for the summer semester. Pell eligible students will be mailed and emailed summer award notifications in early April. Students who were enrolled full-time (12 or more credits) for the fall and spring semesters and who wish to receive Pell funds for the summer, must be enrolled at least half-time (6 credits).

Additional Financial Assistance

Workforce Innovation and Opportunity Act (WIOA) Financial Assistance

Program costs for eligible students, including college tuition, may be paid by the college's Workforce Innovation and Opportunity Act Total Service Center. Limited financial assistance is available and placement assistance is provided. Contact the WIOA Office at 757.789.1757 for more information.

Special Federal and State Programs

Federal and State laws have provisions for tuition-free education for the children of veterans killed or disabled in war, and for the children of law enforcement officers, fire fighters, and rescue squad members killed in the line of duty. Contact the Student Services Office at 757.789.1720 for details.

Rehabilitative Services

The College cooperates with Virginia Department of Rehabilitative Services in providing education and training for persons with special disabilities.

Veterans Benefits

The College is approved by the Virginia State Approving Agency for payment of benefits to qualified veterans, active military personnel, and children or surviving spouses of certain veterans or service personnel. The VA Certifying Official assists students in applying for VA benefits, certifying eligibility, and in maintaining accurate enrollment and student status records. All veteran students receiving benefits must be enrolled in a program leading to a certificate or degree. The veteran must submit the *Request for Veterans Educational Benefits* form each semester. Contact the College's VA Certifying Official at 757-789-1777 for assistance.

Scholarships

ESCC awards a variety of scholarships each year. Funds for these scholarships are donated by individuals, churches, civic organizations and businesses to the Eastern Shore Community College Foundation, a non-profit organization. The Foundation provides these monies to the College for awarding student scholarships.

The Eastern Shore Community College Foundation reserves the right to alter the eligibility requirements and the award amounts as circumstances may dictate. Changes will not be made after a student has been notified of an award. Additional awards may be made and applicants will be considered for all awards for which they are eligible.

In addition to the scholarships funded through the Eastern Shore Community College Foundation, a number of other organizations provide scholarships; however, the recipients are designated by the clubs and not by the Eastern Shore Community College Financial Aid Committee. For additional information, check the ESCC website at <http://es.vccs.edu/admissions-aid/financial-aid/local-escc-scholarships/> or <http://es.vccs.edu/admissions-aid/financial-aid/community-scholarships/>.

Anne Crumb Craft Memorial Scholarship

This scholarship program awards two \$1,000 scholarships to Practical Nursing students based on academic standing as evidenced by pre-admission testing, program head recommendations, and financial need.

Arc Welders Scholarship

This \$500 scholarship funded by Arc Welders, Inc., is given each year to an Electronics student who maintains a minimum 3.89 cumulative grade point average and who demonstrates financial need.

Arnold Barry Dalinsky Memorial Scholarship

This \$1,000 scholarship is funded by family and friends of Mr. Dalinsky, who believed that in order to be successful in most careers, one must be able to communicate verbally and write effectively. The recipient must be a graduate of Northampton High School, maintain a minimum 2.50 grade point average. He/she must also be a full-time student (enrolled in 12 or more credits). A one page essay on the student's career goals must also be submitted. After minimum academic requirements have been met, preference will be given to the applicant demonstrating the greatest financial need.

Bannon Foundation Scholarships

The Bannon Foundation funds five (5) \$800 scholarships. An entering high school student must have a minimum of a "B-" grade point average. Candidates must be admitted into a degree or certificate program and maintain a 2.75 grade point average. After academic requirements have been met, preference will be given to the applicant demonstrating the greatest financial need.

Barbara and Steve Johnsen Presidential Scholars

Two academic merit-based \$5,000 scholarships are given each year to graduates of Eastern Shore of Virginia high schools who are enrolled in any ESCC degree, not certificate, program. Applicants must have a minimum of a 3.40 grade point average and must complete an essay indicating their educational and career goals including plans to pursue additional education beyond ESCC.

Beth Taylor Posinski Post-GED Scholarship

Designed to assist applicants who have completed the Chincoteague Island GED program, this \$1,000 scholarship is awarded to a GED graduate, preferably who resides on Chincoteague, and demonstrates financial need.

C.L. Courtney Memorial Scholarship

Funded by the family and friends of C. L. Courtney, this scholarship is selected by Nandua High School.

Virginia Space / Mid-Atlantic Regional Spaceport Commonwealth Legacy Scholarship

This \$4,000 scholarship, which is funded by the VFCCE, is awarded to a first-time, full-time, degree-seeking student who has demonstrated academic excellence, has a willingness to promote community college education and mentor future scholars, and demonstrates a commitment to developing leadership potential.

David R. (Skeet) Skeoch Scholarship

Established by friends and family of the late David R. Skeoch, this scholarship is awarded to a degree-seeking, Accomack County student who demonstrates financial need. New students must have had at least a "B" high school grade point average. A 3.00 GPA must be maintained.

Dooley GED Scholarship

Established by friends and family of the late Elizabeth Sue and Samuel W. Dooley, this scholarship covers a minimum of tuition and fees for six (6) credits. Candidates must have earned a high school equivalency diploma or certificate and be enrolled in at least six (6) credits. Preference will be given to the applicant demonstrating the greatest financial need.

Dr. John Rogers Mapp Scholarship

This \$900 scholarship is funded by the Eastern Shore Community College Foundation. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least twelve (12) credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Dr. John W. Robertson Memorial Scholarship

This award of \$750 is funded by the Onancock/Melfa Rotary Club. It is given annually to an Accomack County resident who is enrolled for at least twelve (12) credit hours and maintains a minimum grade point average of 2.00, demonstrates financial need, has a record of service to the community, and has been an Accomack County resident for at least six months.

Dr. Ronnie and Brenda Holden Scholarship

This is a scholarship funded by Dr. Ronnie and Mrs. Brenda Holden, which is designed to give scholarship awards to students enrolled in Business or Education programs and who maintain a minimum grade point average of 3.00.

Eastern Shore Nursing Scholarships

The Eastern Shore Community College Foundation funds five (5) \$500 scholarships for full- or part-time ESCC/TCC Cooperative Nursing or Practical Nursing students. Three have financial need as the primary criteria;

two are based solely on academic merit. Candidates must maintain a 2.00 grade point average.

Edwin Leatherbury Memorial Scholarship

This \$1,000 award given in memory of Edwin Leatherbury by his family is awarded to a student who exhibits financial need, demonstrates involvement in high school activities, has a minimum of a 3.00 high school grade point average and, if a returning student, a minimum 2.75 college grade point average.

Elizabeth Payne Miles, Vernon W. Miles and Isabel G. Blanco Scholarship

This scholarship program was established by and funded by an endowment from Mr. Vernon Miles in memory of his wife, Elizabeth Payne Miles, himself, and Isabel G. Blanco. This endowed scholarship will fund scholarships to students in the Education program, the number and size of which will be adjusted by the income generated each year. Applicants must maintain a minimum 2.75 cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Frances B. Latimer Memorial Scholarship

This \$500 award given in memory of Frances B. Latimer benefits students in the Early Childhood Education or Development programs who demonstrate financial need and maintains a 2.75 cumulative grade point average.

Gregory A. Taylor, Jr. Memorial Scholarship

This scholarship is funded by the Community Foundation of the Eastern Shore of Maryland and is for one award of \$500. The applicant must be enrolled in the Welding or Career Studies Certificate in Welding program and must be most likely to complete the program successfully in one year. Preference will be given to applicants with a strong record of extracurricular or community activities. After all other criteria are met; preference will be given to the applicant who demonstrates the greatest financial need.

H. Michael Judge Memorial Scholarship

Awarded in memory of H. Michael Judge, this \$500 scholarship is available for students who are enrolled in one of the transfer programs, maintain a 2.75 cumulative grade point average and demonstrate financial need.

H. Powell Custis Memorial Scholarship

The Eastern Shore Community College Foundation funds this \$900 scholarship in memory of H. Powell Custis. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least twelve (12) credits and maintained a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Jane Duer Chandler Memorial Scholarship

This scholarship is given in memory of Jane Duer Chandler by friends and family. Candidates must enroll full-time in an Associate of Arts and Sciences Degree (Transfer) Program and maintain a 2.50 grade point average. Applicant must have been a resident of Accomack County for at least two years and demonstrate financial need.

Jeanine Waterfield Tyson Memorial Scholarship

One \$500 scholarship is given in memory of Jeanine Waterfield Tyson by Bonnie and R. L. Waterfield for students enrolled in the Education program. Applicants must maintain a 2.50 grade point average. Preference will be given to the applicant showing greatest financial need.

Jereme James Parks Memorial Scholarship

This scholarship is funded anonymously in memory of Jereme J. Parks. New students must have a minimum 2.00 grade point average in high school. Returning students must maintain a minimum 2.00 cumulative grade point average. After meeting the minimum grade point average, preference is given to the student demonstrating the greatest financial need. The recipient will be required to write a letter introducing himself / herself and advising them of educational goals.

Johna H. Davis Endowment Scholarship

This \$500 scholarship is given by friends and family in memory of Johna H. Davis. Recipients must be enrolled in a transfer program, must maintain a minimum of a 2.5 cumulative grade point average, and must demonstrate financial need. Preference will be given to a students interested in pursuing a career in insurance or real estate.

Johna Davis Memorial Scholarship

The Eastern Shore Community College Foundation funds this \$900 scholarship. New students must have at least a 3.00 high school grade point average and demonstrate involvement in high school activities; returning students must have completed at least 12 credits and maintained a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Laura and Morris Lewis Memorial Scholarship

This award is funded in memory of Laura and Morris Lewis by friends and family. Applicants must be enrolled in the Electronics certificate or degree program. New students must have maintained a 2.00 grade point average or "C" average in high school and returning students must maintain at least a 2.25 cumulative grade point average.

Landsberger Scholarships

These scholarships are funded annually by Mr. and Mrs. David Landsberger in the amount of \$1,000 each. Applicants must demonstrate financial need, maintain a 3.00 minimum GPA and be a full-time student. Preference will be given to residents of Chincoteague, VA.

LJT & Associates, Inc. Scholarship

One award of \$5,000 (\$2,500 per semester) funded by LJT & Associates, Inc. Applicants must have a minimum of a 3.0 cumulative grade point average. After academic qualifications have been met, preference will be given to the applicant demonstrating the greatest financial need.

Margaret James Warren Nursing Scholarships

This scholarship provides a varying number of awards specifically for allied health programs. Applicants must have a minimum of a 2.75 cumulative grade point average and be a resident of Accomack or Northampton County. After other qualifications have been met, preference will be given to the applicant demonstrating the greatest financial need.

Margo Hunt GED Scholarships

These scholarships are funded by David Hunt, Alice Hunt, and Bruce Hunt as a tribute to Margo Hunt and as an encouragement to GED graduates to pursue a collegiate education. Up to four (4) awards will be given to applicants who have earned a high school equivalency diploma or certificate GED and are enrolled in at least 3 credits. The awards fund the costs of tuition, fees, books, and required supplies to a maximum of \$1,000 each. Candidates must maintain a minimum of a 2.00 cumulative grade point average. Preference will be given to applicants demonstrating the greatest financial need.

Helen Goldberg Scholarship

This \$500 scholarship is funded by the Onancock Rotary Club. The applicant must be a graduate of Nandua High School or Arcadia High School. If an entering high school student, the application must have a minimum of a "B-" grade point average. If a returning student, student must have a minimum 2.75 grade point average. After academic qualifications have been met, preference will be given to the applicant demonstrating the greatest financial need.

Mildred Waples Bloxom Memorial Scholarship

The Soroptimist Club of Accomack County annually supports this \$200 scholarship, which is based on academic achievement and financial need. The scholarship is awarded in the Fall semester only. Applicants must be enrolled in a degree program and must have completed at least twelve (12) credits. Candidates must maintain at least a 3.00 cumulative grade point average.

Pete Rowe Memorial Scholarship

This \$750 award is funded by the family and friends of Pete Rowe. New students must have at least a 3.00 cumulative grade point average in high school subjects. Returning students must have completed at least twelve (12) credits and maintain a 3.00 cumulative grade point average. Students must be enrolled in either the General Studies, Education, or Science degree programs; preference will be given to the applicant who plans to pursue a degree in English or Environmental Science. After the minimum academic requirements are met, preference will be given to the applicant who demonstrates the greatest financial need.

Ralston Scholarship

This scholarship is funded by Mrs. Faye Ralston. Applicants must be the child of a current or past employee of ESCC or be recommended by a present or past employee of ESCC as having a special financial need. Entering students must have maintained at least a 2.00 or "C" average in high school. Returning ESCC students must have a minimum 2.00 cumulative GPA.

Robert L. Krieger Memorial Scholarship

This scholarship is funded by the Eastern Shore Community College Foundation. Normally, the award goes to a new student; however, the College reserves the right to make an award to a returning student when the number and quality of applicants warrants this action. The award will provide for tuition, fees and books up to \$900. New students must have at least a 3.00 high school grade point average, maintain a minimum 2.75 cumulative grade point average at ESCC, and demonstrate involvement in high school activities; returning students must have completed at least twelve (12) credits and maintain a minimum 2.75 college cumulative grade point average. Preference will be given to the applicant demonstrating the greatest financial need.

Robert S. Bloxom Scholarship

The ESCC Foundation funds this \$900 scholarship. New students must have at least a 3.00 high school GPA, maintain a minimum 2.75 cumulative GPA at ESCC, and demonstrate involvement in high school activities; returning students must have completed at least twelve (12) credits and maintain a minimum 2.75 college cumulative GPA. Preference will be given to the applicant demonstrating the greatest financial need.

Sophie Rola Memorial Scholarship

This award, funded by the college staff and other friends, is made annually in memory of Sophie Rola. It is intended to be applied to the purchase of fall semester books and supplies for Business Administration, Business Management, or Administrative Assistant majors. Candidates must have completed a minimum of twenty-four (24) credits and maintain at least a 2.75 cumulative grade point average.

Shiloh Baptist Church Scholarship

This scholarship for one award annually is funded by Shiloh Baptist Church. The applicant must demonstrate financial need and be a resident of Virginia.

T. Hallett Badger Vocational Education Scholarship

This \$500 scholarship is funded by the friends and family of T. Hallett Badger, a long-time member of the Accomack County School Board who stressed the importance of vocational education in the county school system. The applicant must have completed a vocational education program in Accomack County schools and have a 2.75 or higher cumulative grade point average. The applicant must be enrolled in an Associate of Applied Science Degree, Certificate or Career Studies Certificate program. Selection will be based on academic merit, although good citizenship and involvement in school and community activities will also be considered.

The First Generation Scholarship

Funded by an anonymous donor, this \$3,000 award is to be made to one student each year and used toward continued pursuit of an Associate's degree. The scholarship is to be used for tuition and fees only. The student must be enrolled in a degree program, but may be either full- or part-time student, must have accumulated at least 30 credits, have a 2.70 cumulative grade point average, and must be the first person in their immediate family (parents and siblings) to have attended college. After the above criteria have been met, preference will be given to an applicant whose family or themselves are immigrants to the United States.

Tyler-Gaskill Scholarship

This scholarship is funded by Mr. and Mrs. Benjamin Charles Tyler through the Tyler-Gaskill Scholarship Endowment Fund and is given to a student who has resided in Northampton County for at least five years and must be a resident at the time of graduation from high school. She/he must be enrolled in a minimum of six (6) credits must maintain a minimum of a 2.25 grade point average at ESCC. After the minimum requirements are met, preference will be given to the student demonstrating the greatest financial need. If the recipient meets minimum academic requirements, the award will be renewed for a second year.

Virginia Guaranteed Assistance Program

This scholarship is funded by the Commonwealth of Virginia. Applicant must be a graduate of a Virginia high school with at least a 2.50 grade point average and classified as a dependent for financial aid purposes.

The applicant must be able to demonstrate financial need and enroll FULL-TIME. Renewal awards are possible as long as the student maintains continuous full-time enrollment with at least a 2.00 cumulative grade point average.

Free and Reduced Fare Transportation

The college provides free or reduced fare bus transportation to the college on fixed routes provided by Star Transit. Service is provided during daytime hours, Monday-Friday. A listing of arrival and departure times is available from the ESCC receptionist. For eligibility of this transportation, students must present their ESCC student identification cards to the Star Transit bus driver each semester of attendance for validation.

ACADEMIC REGULATIONS

Course Credits

The semester hour credit for each course is listed in the course description of this catalog.

Each semester hour of credit given for a course is based on one academic hour (50 minutes) of formalized, structured instructional time per week for 15 weeks. This totals 750 minutes of instruction. In addition, each course requires an examination/ evaluation period. Courses may consist of lectures, out-of-class study, online study, laboratory and/or shop study, or combinations thereof, with credit awarded as follows:

- **Lecture:** One academic hour of lecture (including lecture, seminar, discussion or other similar activities) per week for 15 weeks, plus the examination/evaluation period equals one collegiate semester-hour credit.
- **Laboratory:** Two to five academic hours (depending on the discipline) of laboratory, clinical training, supervised work experience, coordinated internship, or other similar activities per week for 15 weeks, plus the examination/evaluation period equals one collegiate semester-hour credit.

Course Numbering

Courses numbered less than 100 are not applicable toward associate degree programs. Some developmental courses, with the approval of the Chief Academic Officer (or designee), may provide credit applicable to certificate programs. These courses may not qualify for federal financial aid.

Courses numbered 100 through 299 are freshman and sophomore courses typically applicable toward associate degree and certificate programs.

The following course numbers apply to multiple course disciplines. The titles and descriptions are generally applicable for such use.

- **90, 190, 290:** Coordinated Internship (discipline): Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours per week. 1-5 credit hours.
- **93, 193, 293:** Studies In (discipline): Covers new content not covered in existing courses in the discipline. Allows instructor to explore content and instructional methods to assess the course's viability as a permanent offering. Variable hours per week. 1-5 credit hours.
- **95, 195, 295:** Topics In (discipline): Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline. Variable hours per week. 1-5 credit hours.

Grading System

The quality of performance in any academic course is reported by a letter grade, which the instructor is responsible for assigning.

The grades of A, B, C, D, P and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

P – PASS

No grade point credit. This grade applies only to non-developmental specialized courses and seminars approved by the Chief Academic Officer. A maximum of seven semester credit hours with a P grade may be applied toward a degree or certificate.

S – SATISFACTORY

No grade point credit. The grade of S indicates satisfactory completion of course objectives in developmental studies.

U – UNSATISFACTORY

No grade point credit. The grade of U is assigned when the student has not made satisfactory progress in developmental studies or courses taken on a Pass/Unsatisfactory basis.

R - RE-ENROLL

No grade point credit. The R grade may be used as a grade option, in developmental courses only, when the student has made satisfactory progress but has not completed all of the instructional objectives for developmental studies. Students must re-enroll in the course and pay the specified tuition to complete the course objectives.

W - WITHDRAWAL

No grade point credit. A grade of W is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After that time, the student will receive a grade of F except under mitigating circumstances, which must be approved by the course instructor and the appropriate academic dean. A copy of the withdrawal form and supporting documentation will be placed in the student's record.

X - AUDIT

No credit. Permission from the appropriate academic dean or designee is required to audit a course. Students must register through the usual registration process and pay the normal tuition. Audited courses do not count as part of a student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so before the registration deadline. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than X. Credit for prior learning shall not be awarded for a previously audited course.

I - INCOMPLETE

No credit. The grade of I is used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an I grade, the student must (1) have satisfactorily completed more than 60% of the course requirements and attendance and (2) must request the faculty member to assign the "I" grade and indicate why it is warranted. The faculty member has the discretion to decide whether the "I" grade will be awarded. Since the "incomplete" extends the enrollment in the course, requirements for satisfactory completion shall be established through student/faculty consultation. In assigning the "I" grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the last day of the subsequent semester (to include summer session) without written approval of the Chief Academic Officer. The student will be provided a copy of the documentation.

The instructor must submit a Grade Change form to change the "I" grade to the grade earned after course

work is completed. If the work is not completed on time, another grade (B, C, D, F, P, R, or U) must be assigned based on the course work already completed. An I grade will be changed to a W only under documented mitigating circumstances, which must be approved by the campus provost. A copy of the withdrawal form and supporting documentation will be placed in the student's academic file.

Grade Reports

Grade reports are available on-line via **MyESCC**. Students without Internet access may contact the Registrar's Office at 757-789-1729 for assistance.

Computing the Grade Point Average (GPA)

To determine the GPA, multiply the number of credits for each class by the number of points awarded for the grade received and divide the total number of grade points earned by the number of credits attempted. Credits that do not generate grade points, such as credits for developmental courses, are not included in the calculation of credits attempted. Grades of P (pass), R (reenroll), S (satisfactory), U (unsatisfactory), and W (withdrawal), I (incomplete), or X (audit) do not receive grade points.

Semester GPA

To determine a semester GPA, divide the total number of grade points earned in all courses taken in a given semester by the total number of credits attempted for the semester. The following serves as an example.

| Course | Grade | Quality Points | Credit | Grade Points |
|---------------|-------|----------------|-----------|--------------|
| ENG 112 | B | 3.0 | 3 | 9.0 |
| HIS 112 | B | 3.0 | 3 | 9.0 |
| BIO 102 | A | 4.0 | 4 | 16.0 |
| MTH 164 | C | 2.0 | 3 | 6.0 |
| TOTALS | | | 13 | 40 |
| | | | | |

GPA: $40 \div 13 = 3.077$

Curriculum GPA

To determine a curriculum GPA, divide the total number of grade points earned in all courses applicable to the student's curriculum by the total number of credits attempted in courses applicable to that curriculum.

Cumulative GPA

To determine a cumulative grade point average, divide the total number of grade points earned in all courses by the total number of credits attempted.

See Repeated Course Policy below for information on calculating GPA for non-developmental courses taken more than once.

Repeated Course Policy

When students repeat a course, only the most recent attempt of a repeated course is used to calculate the cumulative GPA, and only credits earned in the most recent attempt are counted toward meeting

curriculum requirements. Grades earned during previous attempts remain on the permanent records of students.

Some courses are exempt from consideration as repeats and an adjustment to GPA is not made. Exempted courses are those numbered in the 90s, 93s, 95s, 96s, 97s, 98s, and 99s; courses identified by the phrase "may be repeated for credit"; and selected other courses. Periodically, the VCCS will rename or renumber courses, but they remain equivalent to the courses as previously named or numbered. In such cases, completion of a renumbered/renamed course may be determined to be a repeat of a course completed previously under a different discipline and/or course number. These determinations are made by the college, and exceptions cannot be made for individual students.

Implementation of this policy does not affect GPA calculations for prior terms or academic, financial, or administrative events that have occurred in the past. Direct any questions to the college's Registrar.

Limit on Repeating a Course

Students are limited to two attempts in the same credit or developmental course for the purpose of improving their grades. (Grades of A, B, C, D, F, I, P, R, S, U, X and W count as attempts.) The Chief Academic Officer must approve exceptions to this policy. This limitation does not apply to certain courses identified as repeatable for credit.

Final Course Grade Appeal Policy

Faculty members at Eastern Shore Community College are responsible for assigning course grades and for advising students of the objective criteria on which those grades are assigned. As such, most student disagreements regarding course grades are best resolved informally between the student and faculty member.

The Final Course Grade Appeal Policy provides a fair and orderly process for students who wish to pursue a formal appeal of their final course grade. In taking such action, students shall assume the burden of proof concerning any perceived error in the grade assigned. Further, they shall follow the sequence of steps outlined with the presumption that, as a matter of rule, instructors do not assign arbitrary and capricious course grades.

Step 1:

Students are encouraged to resolve final course grade disagreements with their instructors on an informal basis. Grounds for the disagreement are typically limited to the following:

- a computational error in the grade;
- grade computation in a manner other than that listed in the syllabus or as amended with advance notice; or
- computation of grade in a manner other than that used for other students in the class.

Should the dispute not be resolved at this level, the student may proceed to Step Two.

Step 2:

Students shall submit a written appeal to the Chief Academic Officer ("CAO") no later than ten (10) business days after the first day of classes for the next academic term. Within five (5) business days of receiving the written appeal, the CAO shall provide a written report of his/her findings to both parties within five (5) business days of the conference. For the record, a copy of the report shall be kept on file in the Registrar's office.

Should the student wish to advance an appeal to the next level, the student may submit a written appeal to the College President within five (5) business days of receipt of the CAO's report.

Step 3:

Within five (5) business days of receiving the student's written appeal of the Step Two findings, the College President shall appoint a Grade Appeal Committee to consider the appeal. The committee shall consist of one (1)

student and two (2) teaching faculty members who are not directly involved in the case. The College President shall notify the student, instructor, and CAO of this action.

Within five (5) business days of its appointment, the Grade Appeal Committee shall hold at least one face-to-face meeting with the student and instructor. The committee shall conclude its deliberations within a reasonable time period, submitting a written report of its findings to the College President within five (5) business days of the conclusion of its review. Based on this report, and within five (5) business days of receiving the committee's report, the College President shall render a written decision on the student's appeal. The decision shall be shared with the student, faculty member, the CAO, and the Grade Appeal Committee. The ruling shall be considered final.

If the student's appeal is successful, the CAO will notify the Registrar who will change the grade in the Student Information System (SIS). For the record, a copy of the report shall be kept on file in the Registrar's office.

The time limitations specified for the Final Course Grade Appeal Procedure are binding on all parties involved, unless they are extended by written mutual agreement.

Course Attendance

Students should be present and on time for all scheduled class and laboratory meetings. Instructors do not have to admit students who arrive late. If students register after the registration deadline, they are counted absent from all class meetings missed.

If students are absent more than 15 percent of scheduled instructional time, attendance may be defined as unsatisfactory. Instructors may establish more stringent attendance policies, and students are responsible for understanding the attendance requirements for each course in which they are enrolled.

When instructors determine student absences constitute unsatisfactory attendance, students may be withdrawn from courses. Students will receive W grades during the first 60 percent of courses. If students are withdrawn after 60 percent of courses, grades of F (or U in the case of developmental courses) will be assigned unless students can document mitigating circumstances. Students who are withdrawn from courses because of unsatisfactory attendance are not eligible for refunds of tuition and fees.

Academic Standing

Students are considered to be "in good academic standing" if they maintain semester minimum GPAs of 2.00, are eligible to re-enroll at the college and are not on academic suspension or dismissal status.

Academic Warning

Students who fail to attain minimum GPAs of 2.00 for any semester shall be placed on academic warning. Students on academic warning should consult with counselors or academic advisors and take advantage of academic support services provided by the college.

Academic Probation

Students who fail to maintain cumulative GPAs of 1.50 after attempting 12 or more semester credits shall be on academic probation until their cumulative averages are 1.75 or better.

The statement "Academic Probation" will appear on the students' permanent records. Students on academic probation are ineligible for appointive or elective offices in student organizations unless special permission is granted by the Chief Student Affairs Officer. Students must consult counselors or academic advisors before registering and usually are required to carry reduced course loads the next semester.

Note: Although cumulative GPAs between 1.5 and 1.99 may not result in formal academic probation, students must earn a minimum of 2.0 in their curricula to receive associate degrees or certificates.

Academic Suspension

Students on academic probation who fail to earn minimum semester GPAs of 1.50 shall be placed on suspension only after they have attempted 24 or more semester credits.

The statement "Academic Suspension" will appear on the students' permanent records. Academic suspension shall be for one semester. Suspended students may appeal and be reinstated at the conclusion of the suspension period by the Chief Student Affairs Officer. Readmission applications should be submitted to Student Services for review.

Following reinstatement after academic suspension, students must earn minimum 2.0 GPAs for the semester in which they return, and minimum GPAs of 1.75 in all subsequent semesters for which they are enrolled. The statement "Subject to Dismissal" shall be placed on students' permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPAs are raised to a minimum of 1.75. Reinstated students may be required to carry reduced course loads the following semester and are required to consult with counselors or advisors.

Academic Dismissal

Students who do not attain at least 2.00 GPAs for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least 2.00 GPAs for the semester of their reinstatement following academic suspension must earn at least 1.75 GPAs in all subsequent semesters of enrollment. Failure to attain 1.75 GPAs in each subsequent semester until the cumulative GPAs reach 1.75 shall result in academic dismissal.

The statement "Academic Dismissal" will appear on the permanent records of students. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated by submitting Applications for Readmission available from Student Services. Readmission applications should be submitted to Student Services for review. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPAs are raised to a minimum of 1.75. Reinstated students may be required to carry reduced course loads the following semester and are required to consult with counselors or advisors.

Academic Renewal Policy

Students who return to the college after a separation of five years or more (i.e., 60 months or greater) may petition for academic renewal by submitting Academic Renewal Petition Forms to the College Registrar.

If students meet eligibility requirements for academic renewal, D and F grades earned prior to re-enrollment are not calculated into the cumulative and curricula GPAs, subject to the following conditions:

- Prior to petitioning for academic renewal, students must demonstrate renewed academic interest and effort by earning at least 2.5 GPAs in the first 12 semester hours completed after re-enrollment.
- All grades received at the college will remain a part of the students' permanent records.
- Students will receive degree credits only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curricula requirements.
- Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which grades of C or better were earned and credits transferred from other colleges or universities.
- Students may use the academic renewal policy only once, and it cannot be revoked once approved. The notice "Academic Renewal has been granted" and the effective dates will appear

on official transcripts.

Students may initiate the academic renewal process by completing an Academic Renewal Petition form, which is available in the Registrar's office.

Honors

Semester Honors

ESCC recognizes student achievement each semester for curricular students enrolled in six (6) or more credit hours. Recognition for semester honors is notated on the student's permanent record, and is based on the cumulative Grade Point Average (GPA) as follows:

| Honor | GPA |
|------------------|-----------------|
| President's List | 3.80 and higher |
| Dean's List | 3.50-3.799 |
| Merit List | 3.20-3.499 |

Students who do not wish to be publicly recognized for honors must contact the Chief Student Affairs Officer by the last day of classes each semester.

Graduation Honors

Students who have fulfilled the requirements for associate degrees and one-year certificate programs are eligible for graduation honors, based on the minimum cumulative grade point averages listed below. Honors are not awarded for career studies certificates.

- 3.2 Cum laude (with honor)
- 3.5 Magna cum laude (with high honor)
- 3.8 Summa cum laude (with highest honor)

Students who do not wish to be publicly recognized for honors must contact the Chief Student Affairs Officer by the last day of classes each semester.

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 prohibited.

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 not possible to name every situation which constitutes cheating. However, the following conduct is considered to be unacceptable:

- 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.
- Buying, selling (including offering to buy or sell), bribing, or stealing an assignment or examination or content thereof.
- Taking an examination for another person, or posing as another student in a course or when taking an examination.
- 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.
- 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 submitting 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.

Procedures

After making reasonable effort to discuss 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. The instructor may also determine a penalty is necessary. Penalty options include: 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 penalty imposed by an instructor for academic misconduct must be reported in writing to the Chief Academic Officer (CAO), with a copy given to the student and a copy placed in the student's permanent file.

Appeal Procedures

Students desiring to appeal the instructor's decision must do so in writing to the Chief Academic Officer within 10 business days* following notification of the determination. The CAO will then refer the matter to the college's President. The President shall appoint three faculty members unrelated to the matter to serve as members of an ad hoc Student Academic Misconduct Committee. The Chief Academic Officer will be a non-voting observer during the process.

Within 10 business days* following receipt of the student's appeal, the Student Academic Misconduct Committee and CAO will schedule a hearing or oral proceeding at a time convenient to all parties unless there are extenuating circumstances which force an extension. When needed or requested, a phone conference may be arranged.

The following will be made available to the student involved prior to the hearing or oral proceeding:

- Published rules, regulations, and procedures (College Catalog or handout).
- Written notice of the charge(s) for violating rules and regulations.

At the hearing or oral proceeding, the following may be exercised:

- The opportunity to call witnesses on the student's behalf, and/or to hear evidence from witnesses supporting the charge(s).
- The right for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
- The right to have an advisor or counsel at the hearing at the student's expense to advise the student. Any attending counsel on the student's behalf, however, may not participate in the hearing, address nor interrogate the committee or witnesses.
- The right for an un-emancipated juvenile to have his or her legal guardian present at the hearing.
- With the possible exception of un-emancipated juveniles, there is no right to have parental or "third party" interventions in any way concerning a student's hearing. Students are considered adults and such interventions invade a student's individual right to confidentiality during these procedures.

- A written, audio-taped, or video-taped record of the hearing.

The Student Academic Misconduct Committee will conduct a review of available evidence regarding the alleged violation and will vote on whether the student is guilty of the charge or charges. If a majority of the committee members vote that the student is guilty of the charge or charges, the committee will give the Chief Academic Officer a finding of facts and a recommendation as to any disciplinary action.

Within four business days of the hearing's or conclusion, the Chief Academic Officer will communicate the disciplinary decision in writing to the student. A copy of the decision will be given to the instructor and a copy will be placed in the student's permanent file.

Students receiving a penalty after his or her hearing may appeal such decision in writing to the college's President within five business days* of the Chief Academic Officer's notification. The President will render a final decision on the appeal within ten business days* of receipt of the appeal.

*Business days are defined as Monday through Friday, excluding holidays.

Graduation Requirements

Students are responsible for fulfilling all graduation requirements and meeting all conditions listed below:

- Fulfill all of the course and credit hour curricula requirements with a minimum of 25 percent of the credit hours earned in coursework taken at ESCC;
- Earn GPAs of at least 2.0 in all studies completed that are applicable toward graduation in the curricula;
- Submit Applications for Graduation by the college's published deadline. Applications are available online at <https://es.vccs.edu/student-services/graduation/>;
- Complete exit tests required by ESCC to measure general education achievement and/or achievement in selected programs;
- Resolve all financial obligations to the college and return all learning resources and other college materials;
- Be certified by the Registrar for graduation.

Student Outcomes Assessment Requirement

As a part of the college's efforts to improve institutional effectiveness, students may be required to take tests or complete surveys designed to measure student learning in general education or selected majors prior to graduation. Work products submitted by students to fulfill course requirements may also be collected and evaluated. These assessment activities evaluate the college's academic programs and student learning. Test results are confidential and aggregated across curricula. No minimum score or level of achievement is required for graduation.

Catalog Determination and Degree Designation

The catalog year used to determine graduation requirements is the one in effect at the time students are admitted to the curricula from which they plan to graduate, provided the catalog is not more than six years old (including the year in which students plan to graduate). Students may choose to graduate under the requirements listed in any subsequent catalog as long as it is not more than six years old (including the year in which they plan to graduate).

Degree titles and specializations, if any, appear on the students' diplomas and transcripts. Multiple specializations within a degree appear on transcripts, provided students meet the additional requirements and apply to receive multiple specializations.

In awarding students additional degrees, certificates or career studies certificates, the college may grant credit for all completed, applicable courses which are requirements of the additional degrees, certificates, or career studies certificates. However, the awards must differ from one another by at least 25% of the credits.

Commencement Recognition for Multiple Awards

Students who complete the requirements for multiple degrees, certificates or career studies certificates will receive recognition at commencement for only one. Multiple awards will appear on students' official transcripts.

COLLEGE RECORDS POLICIES

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, also referred to as the Buckley Amendment, is a Federal law that protects the privacy of student educational records. The rights provided by this Act transfer from the parent to the son or daughter when the student reaches the age of 18 or attends a postsecondary school—whichever comes first.

Under this law, students have the following rights with regards to their educational records:

- The right to inspect and review their education records.
- The right to request an amendment to their education records when they believe the records are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Educational Records

An educational record is any record that is directly related to a student that is maintained by the College or by a party acting on behalf of the College. This includes information recorded in any medium such as handwriting, computer media, video or audio tape, film, microfilm and microfiche.

FERPA outlines many records not considered as an education record, and therefore not afforded protection under FERPA. Some of these are outlined below.

- Sole possession records or private notes held by a school official that are not accessible or released to other personnel, except individuals serving as a temporary substitute for the school official;
- Campus security or law enforcement records that are held by a school official that are not accessible by or released to other personnel except in emergency situations;

- Records relating to individuals who are employed by the institution, unless the employment is contingent on their status as a student (e.g., work-study students);
- Records of an institution that contain information about an individual obtained only after that person is no longer a student at that institution (e.g. alumni records).

Student Consent Exceptions

FERPA outlines some exceptions for the disclosure of a student's education record without the student's consent. Some of the exceptions that may be utilized by ESCC without student consent and/or notification are provided below.

- The disclosure is to school officials who have been determined to have legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has retained as its agent to provide a service instead of using college employees/officials (such as an attorney, auditor, contractor, consultant, volunteer, or collection agent); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The disclosure is to officials of another institution in which a student seeks or intends to enroll.
- The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs.
- The disclosure is pursuant to a lawfully issued court order or subpoena.
- The disclosure is made for compliance with the Solomon Amendment.
- The disclosure is to a parent who legally declares the student as a dependent, as defined by 20 U.S.C. § 1232g. (NOTE: Regardless of the student's age, a parent seeking access to their son or daughter's educational record must present proof upon each request of their child's dependency to the Registrar's Office by way of the most recent year's federal tax return.)
- The disclosure is to parents and legal guardians of students under the age of 21, regardless of their dependency status, of information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance.
- The disclosure is made in situations deemed by the college as a health/safety emergency.
- The disclosure is provided to organizations conducting studies to improve instruction, or to accrediting organizations.
- The disclosure is made in connection with the receipt of financial aid (validating eligibility).
- The disclosure is made in connection with information received from the Virginia State Police and in accordance with the Wetterling Act regarding a registered sexual offender.
- Section 507 of the USA Patriot Act (2001) amends FERPA by permitting educational agencies and institutions to disclose - without the consent or knowledge of the student or parent - personally identifiable information from the student's education records to the Attorney General of the United States or to his designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. In addition, the school is not required to record such disclosures.

- The information disclosed has been designated as directory information by the college.

Directory Information

At its discretion, Eastern Shore Community College may disclose "directory information" in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed.

Designated directory information at Eastern Shore Community College includes the following:

- Student's name
- Grade level
- Most recent educational agency or institution attended
- Major field of study
- Dates of attendance
- Degrees, honors, and awards received

Students may prohibit the release of directory information through written requests to the college's Registrar within one week after the initial day of class during any semester.

This request will prohibit the college from releasing this directory information, unless permitted as an exception under § 99.31 of FERPA or the student submits written consent for each individual disclosure. Students should consider very carefully the consequences of a decision to withhold directory information. Regardless of the effect upon a student, Eastern Shore Community College assumes no liability as a result of honoring a student's instructions that such information be withheld.

Initial requests for non-disclosure will be honored by the College unless a written notice to remove the non-disclosure block has been submitted by the student to the College Registrar. Students may also authorize the release of non-directory information to a person(s) completing and submitting to the College Registrar the *Request to Release Education Records* form.

Individuals seeking directory information on ESCC students may obtain this information through a written request to the college's Registrar. There is no charge for the initial request, but a fee of \$5.00 payable in advance will be charged for each additional copy.

Questions regarding FERPA or directory information should be addressed to the Registrar.

Transcripts

Official Student Transcripts

Transcripts are copies of students' permanent academic records. Transcripts sent to educational institutions or agencies must be official and bear the college seal. Generally, transcripts given or mailed directly to students are not considered official. Students must settle all financial obligations with the college before official transcripts will be released.

To receive personal copies or send official transcripts elsewhere, students must request them from Parchment, a third party vendor under contract with ESCC that electronically transmits official transcripts upon request. Students should visit <https://es.vccs.edu/student-services/transcript-requests/> or call Student Services at 757-789-1720 for more information. Additionally, students needing assistance in ordering official transcripts through Parchment may visit Student Services.

Parchment charges students \$3.00 per official transcript. Expedited services are available from Parchment at additional costs.

Unofficial Student Transcripts

Students may review and print unofficial transcripts from the college's Student Information System, *myESCC*, using the instructions provided below.

1. Login to SIS at *myESCC*
2. Click on "Self Service"
3. Click on "Academic Records"
4. Select "View Official Transcript"
5. For Academic Institution, select "Eastern Shore Community College"
6. For Report Type, choose "Unofficial Transcript – UNOC"
7. Click the "Go" button

Certifications

Certifications are letters or forms verifying student enrollment status for health and auto insurance companies, military IDs, scholarships, job applications, promotion packages, etc. These requests may be obtained through submission of a *Student Verification* form to the college's Registrar.

Students must present picture IDs to pick up certifications. Third parties may pick up certifications, but only if students have provided the college written permission, dated and signed by the students, to release documents to specific individuals. The specified individuals must present their picture IDs.

Student Record Changes

The college sends official communications to the addresses students provide on their applications for admission, or to student VCCS/ESCC e-mail accounts. To make address changes, students must complete and submit *Student Data Change* forms to the college's Admissions Office, or may make the change through the college's Student Information System (SIS).

Students needing to correct their birthdates or social security numbers must also complete and submit the *Student Data Change* forms to the college's Admissions Office. Additional documentation is required for changes of this nature.

Students requesting a change to their plan of study may do so through completion and submission of a *Plan of Study Change* form to the college's Admissions Office.

Hold on Records

Students whose records are put on hold will not be permitted to register, nor will the college issue transcripts, certificates, or degrees to students until all their financial obligations to the college have been settled.

Student Records Retention Policy

Transcripts are official documents of student academic history and are used for record reconciliation. All other student documents are subject to disposal by the college in accordance with state policy.

CAMPUS CONDUCT AND REGULATIONS

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.

The policies contained in this catalog pertain to student rights and responsibilities. Additional policies may be found at <http://es.vccs.edu/about/college-policies/>. 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.

As part of the Virginia Community College System, ESCC 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.

Application of Laws

The laws of the United States, the laws of the Commonwealth of Virginia, the ordinances of Accomack County and Northampton 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.

ESCC 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.

Student Code of Conduct Policy

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the educational objectives of the college, appropriate disciplinary action will be taken to restore and protect the orderliness of the Eastern Shore Community College community.

A student may be subject to disciplinary action for conduct code violations which include, but are not limited to, the following:

- Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other college activities.
- Assault and/or battery. Under no circumstances will the college tolerate fighting or physical violence while a student is on campus property or at college activities.
- Psychological abuse or harassment such as taunting, badgering, stalking, threatening, or intimidating behaviors and/or actions which unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work or academic environment.
- Participating in or inciting a riot or an unauthorized disorderly assembly.
- 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.
- 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.
- Failure to comply with the official and proper order of a duly designated college official.

- Gambling or holding a raffle or lottery on college property or at any college function without proper college or other necessary approvals.
- Use, possession, manufacture, sale, or distribution of narcotics or hallucinatory drugs or controlled substances of any nature.
- Use or possession of weapons (guns, knives, etc.) on one's person or in one's motor vehicle while on campus.
- Littering.
- Defacing, destroying, damaging, removing or using public or private property without proper authorization.
- 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 via student e-mail.
- Encouraging or assisting others to commit any of the acts which are prohibited by this Code.
- Knowingly furnishing false information to the college, including the forgery, alteration or misuse of college documents, instruments, or identification.
- Obscene conduct or public profanity.
- Theft, larceny, or embezzlement.
- The use of pagers, cell phones, or other communication devices, which are not set to a silent mode, in the classroom, laboratory, or library. These devices are allowed on campus and can be used in any other setting where they will not disturb any student, faculty, or staff.
- Conducting oneself in a manner that endangers the health or safety of other persons.

Sanctions/Penalties

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

- *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 unless the violation ceases or is not repeated. An admonition is an action which may be administered by the Chief Student Affairs Officer without further review.
- *Immediate Suspension:* A student may be suspended immediately when, in the judgment of the college's President or the President's designee, the presence of the student poses a serious threat to persons and/or property. Immediate suspension may also be exercised when the student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders and/or admonition 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.
- *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. Also, a student may be restricted from using the student lounge or computing resources for a defined period of time.
- *Disciplinary Suspension:* Exclusion from attending college as a student for a definite period of time, not to exceed one year. A student who is suspended will be required to appear before the Admissions Committee before readmission can be granted.
- *Disciplinary Dismissal:* Removal from the college for a period in excess of one year. Students desiring to

return will be required to appear before the Admissions Committee. Readmission is not assured. The conditions of readmission, if any, will be stated in the order of dismissal.

- *Restitution for Damages:* Reimbursement for damaged or misappropriated property. This may take the form of appropriate service to repair or otherwise compensate for damages.
- *Bar against readmission to the college.*

Disciplinary Procedures

The Chief Student Affairs Officer (CSAO) is responsible for carrying out disciplinary procedures except as otherwise noted in college policies. The college reserves the right for the President to appoint a designee to carry out the disciplinary procedures in the event of the absence of any administrator who is involved in this process.

Any administrator, faculty, staff member, or student may file a written *Incident Report* within three class days with the Chief Student Affairs Officer against any student for a violation of any college rule or regulation. Incident Report forms are available in the Registrar's office. The CSAO will complete an investigation of the alleged violation within four class days after such Incident Report is filed.

Unless the CSAO's initial investigation clearly reveals that the allegation(s) are unfounded, within those four days the CSAO will summon the student alleged to have violated the conduct code by certified letter addressed to the student at his or her address of college record. The CSAO will also send such notification to the student via college e-mail. The summons shall notify the student of his or her alleged violation(s) and will identify the person(s) reporting the allegation(s). It shall also instruct the student to appear at a meeting with the Chief Student Affairs Officer at a specific time and place not more than five class days after the date of the letter for possible disciplinary action. The Chief Student Affairs Officer may place on disciplinary probation any student who refuses or fails to appear for such meeting without reasonably attempting to arrange another date for such a meeting. The college may deem the student's refusal to attend this meeting as a waiver of the right to contest the charges alleged against him or her.

During the meeting with the CSAO, the student will be advised of the allegation(s), the possible sanctions that he or she may receive if found guilty of the charge or charges, and the right to a hearing to contest the charge or charges. The Chief Student Affairs Officer shall determine whether to 1) dismiss the alleged violation as unfounded; 2) administer an admonition if the violation is founded but not severe; 3) impose an appropriate disciplinary sanction in accordance with the Student Conduct Code when the facts are not in dispute and the student cannot reasonably dispute the charge; or 4) refer violations, either where the facts are in dispute or where admonition is inappropriate, to the Student Conduct Committee. If possible, the CSAO will communicate his or her determination at the meeting with the student.

The CSAO will provide a formal written determination to the student by certified mail within three class days of the meeting. A student refusing to accept the CSAO's imposition of an admonition or another sanction may request a hearing before the Student Conduct Committee in writing to the Coordination within five class days of receiving the CSAO's written disposition. If the student accepts the CSAO's admonition or sanction, he or she shall sign a statement that he or she understands the nature of the charges and waives the right to contest the disposition of the charges at a hearing.

If the CSAO determines that a hearing by the Student Conduct Code Committee is necessary because the case may involve disciplinary probation, suspension, or dismissal, the CSAO will notify the student by certified mail of the charge or charges against him or her, advise the student of his or her right to present his or her case and to have an advisor present, to furnish evidence in his or her behalf, to call witnesses in his or her behalf, and to confront witnesses against him or her. The notice will further provide the date, time, and place the Student Conduct Committee has set for the hearing. The hearing will be scheduled within five class days of the mailing of the CSAO's letter. The Student Conduct Committee may postpone the hearing date for good cause with notice of the new hearing date, time, and place to the student and all other affected parties. The student may waive the right to such a hearing in writing.

The Student Conduct Committee will be composed of two faculty members and one student (selected from the Student Government Association, unless no one is available to serve), with consideration given to having

a committee with diversity of race and gender. Members of the committee will be appointed by the President of the College. The Chief Student Affairs Officer will be a non-voting observer at committee hearings, will represent the College, and will defend its determination of an admonition or sanction at the hearing.

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 to the student of the charge(s) for violating rules and regulations.
3. A hearing or oral proceeding before the Student Conduct 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 for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
6. Right to have an advisor or counsel at the hearing at the student's expense to advise the student. Any attending counsel on the student's behalf, however, may not participate in the hearing, address nor interrogate the committee or witnesses.
7. Right for an un-emancipated juvenile to have his or her parents or legal guardian present at the hearing.
8. With the possible exception of un-emancipated juveniles, there is no right to have parental or "third party" interventions in any way concerning a student's hearing. Students are considered adults and such interventions invade a student's individual right to confidentiality during these procedures.
9. A written, audio-taped, or video-taped record of the hearing.
10. A prompt written decision.
11. Information about appeal procedures.

The Student Conduct Committee will conduct a review of available evidence regarding the alleged violation and will vote on whether the student is guilty of the charge or charges. If a majority of the committee members vote that the student is guilty of the charge or charges, the committee will give the Chief Student Affairs Officer a finding of facts and a recommendation as to any disciplinary action. Unless the Chief Student Affairs Officer determines that the Student Conduct Committee's findings and recommendations are clearly not supported by the evidence, he or she will impose the committee's disciplinary decision. Within four (4) class days of the conclusion of the hearing, the Chief Student Affairs Officer will communicate the disciplinary decision in writing by certified mail to the student.

Students receiving a disciplinary sanction after his or her hearing may appeal such decision to the President of the college. Appeals must be in writing and must be received within five class days of the CSAO's decision. The President will render a final decision on the appeal within ten (10) class days of receipt of the appeal.

Enforcement

All college personnel and students are responsible for enforcing college rules and regulations. When a college employee or student observes a student code of conduct violation, he or she should take reasonable immediate measures to report the violation to the Chief Student Affairs Officer or, in his or her absence, any other college administrator. 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.

Student Complaint and Grievance Policy

It is the goal of Eastern Shore Community College (ESCC) to provide an environment for the growth and development of all students where disagreements can be discussed and resolved in a manner befitting an educational institution. To that end, ESCC shall provide a reasonable, prompt, orderly, and fairly administered resolution of complaints by an active student, credit or non-credit, for alleged improper, unfair, arbitrary, or discriminatory treatment to include disability discrimination and disability harassment by ESCC employees, employees under contract to ESCC, or a third party. ESCC shall also take action to prevent the recurrence of any discrimination and correct discriminatory effects on others.

Any student raising a complaint shall be treated with respect and shall receive a response as delineated in the following procedure. Retaliation against anyone involved in a complaint process, including the complainant,

witnesses, or institutional representatives, is strictly prohibited.

The accompanying procedure may not be used if a formal complaint has been filed with another state or federal agency, or if a court action has been initiated by the complainant on the same complaint.

This policy does not apply to complaints or appeals regarding tuition refunds, academic grades, or student conduct. It also does not apply to student complaints involving harassment by another individual, which is covered in the college's Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking. These policies are accessible on the college's website at <https://es.vccs.edu/about/college-policies/>.

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov.

Procedures for Resolving Complaints and Filing Grievances

Step One: Informal Student Complaint

Students are encouraged to make reasonable efforts to have their concerns addressed informally. The student ("complainant") is strongly encouraged to discuss the matter in question informally with the ESCC employee, contractor or third party most directly involved ("respondent"). The complainant must initiate the informal phase of the student complaint process within ten (10) business days from when the complainant knew or should have known of the action or inaction.

If the problem is resolved to the satisfaction of the complainant, the matter is closed. If the problem is not resolved to the satisfaction of the complainant, the student may elect to move to Step Two, the Formal Student Complaint Process.

While the complainant is encouraged to resolve the issue(s) in question through the informal process, he/she may elect to move to the formal process at any time.

Step Two: Formal Student Complaint Process

If the complainant is not satisfied with the outcome of the informal process or elects to skip it, the student may file a formal complaint. The formal complaint must be filed within 10 business days of the action or inaction or within ten (10) business days of the conclusion or termination of the informal process, whichever is later. The student must make a written statement clearly describing the nature of the complaint. The statement must include:

- complainant's name and ESCC identification number;
- complainant's contact information;
- date of the complaint;
- date of the contested action, inaction, decision, or situation;
- description of what, if any, other steps have been taken by the complainant to attempt to address the complaint; and,
- supporting documentation and/or any other information the student would like to be considered (including the identities of witnesses concerning any facts in the alleged violation).

A student may request assistance in preparing the written statement by contacting any college counselor. Counselors are available to assist students in filing a written complaint.

The complaint shall be directed to a college representative ("college official") as follows;

- Academic matters (e.g., course requirements, faculty grievances, transfer/application of academic credit, etc.) will be heard by the Chief Academic Officer ("CAO"). The Dean of Workforce Development Services will hear complaints regarding non-credit courses. (Complaints against the CAO or Dean shall be directed

to the College President.).

- Complaints regarding admission and enrollment matters (e.g. admission, enrollment, financial aid, VA/military, student conduct, etc.) will be heard by the Chief Student Affairs Officer. (Complaints against the CSAO shall be directed to the College President.)
- Complaints in other areas should be submitted to the Chief Student Affairs Officer, who will forward the complaint to the appropriate person.

At each step of the formal process, the respondent shall be advised of the details of the complaint by the college official responsible for hearing the matter. The respondent shall have a full and fair opportunity to prepare and present his or her position, and to offer evidence and witness testimony.

It is the responsibility of the college official to conduct an investigation of the issues raised by the complainant. The process may include gathering evidence from the college employee, contractor or third party, or other students and statements of the witnesses.

The investigation shall be completed and the student and respondent shall be notified in writing of the determination of findings and resolution within 10 business days of receiving the student's formal complaint.

The college official may determine that the formal complaint is without merit and conclude the investigation.

In the event that the investigation reveals actions/behaviors that may be considered misconduct on the part of any college employee, contractor or third party, the college official shall refer the matter to Human Resources for a misconduct investigation. The college official shall provide a copy of the complaint record to the appropriate authority for a misconduct investigation.

When the complaint results in a misconduct investigation, the college will immediately put into place interim measures that resolve the complaint pending completion of the misconduct investigation. Interim measures can range from new access to learning assistance technology and services to temporary changes of personnel or procedures.

When the complaint concludes with a discrimination finding in favor of the complainant that results in an unfair final grade, the student shall be directed to follow the Final Grade Appeal Procedure to request a grade change.

At the conclusion of the misconduct investigation, an appropriate remedy will be implemented by the college in accordance with all appropriate Human Resources policies and/or student disciplinary procedures.

Step Three: Appeal Process

Any outcome from the formal complaint process with which the complainant or respondent disagrees, either because of a belief that the process was not followed or a belief that errors were made in the process, may be appealed in writing by the complainant to the Chief Academic Officer (or College President if the Chief Academic Officer conducted the investigation). Any such appeal must be submitted within 10 business days of notification of the Step 2 outcome from the college official.

The appeal must identify one of the following grounds as its basis:

- A claim that the investigation was not conducted fairly or in conformity with the prescribed procedures.
- A claim that the decision reached by the college official was not supported by substantial evidence.
- A claim that new evidence sufficient to alter a decision but unknown at the time of the formal grievance, should be considered.

The complainant or respondent shall provide a written statement, along with any additional and new documentation since the formal complaint, which articulates the ground(s) of appeal.

The Chief Academic Officer (or President) shall review the record of the complaint and the response and affirm or deny reconsideration of the matter within 10 business days of the receipt of appeal.

The Chief Academic Officer (or President) shall dismiss the appeal in the event that either of the circumstances exists:

- The appeal does not identify a legitimate basis as delineated above.
- The appeal does not set forth written policies or procedures to which the complainant/respondent was entitled but were not afforded during the prior phases of the process.
- The facts that the formal complaint alleges to have occurred are true, but do not constitute a violation of the college's policies or procedures.

The Chief Academic Officer (or President) may affirm reconsideration of the matter. In these instances, the Chief Academic Officer (or President) shall, within 10 business days of receipt of the appeal, appoint an ad hoc Appeal Panel with the following membership:

- One administrator or faculty leader (Department Chair), who will serve as a chair of the panel
- One full-time teaching faculty member
- One student member, who will be selected by the Chief Student Affairs Officer (or Chief Academic Officer's/President's designee for conflict of interest cases)

An Appeal Panel may not include an individual who participated during an earlier level of the grievance.

Within 10 business days after the Appeal Panel has been designated by the Chief Academic Officer (or President), the chair of the Appeal Panel shall set a time and place for the hearing and notify the claimant and respondent in writing. The hearing shall be held within 14 business days after the Appeal Panel has been designated.

The Appeal Panel will have the responsibility of interpreting the grievance in light of College policies and procedures. The panel will determine whether or not there is sufficient evidence to support the appeal. The Appeal Panel cannot formulate or change College policies or procedures nor commit state resources, and any decisions must be supported by the weight of the evidence.

The Appeal Panel shall make its decision by simple majority vote with all members present, each serving as a voting member. The Appeal Panel's decision will be communicated in the form of a recommendation to the Chief Academic Officer (or President) within 10 business days after the hearing is completed.

The Chief Academic Officer (or President) shall notify the complainant, respondent and college official, in writing, of the outcome of the appeal within 10 business days of the receipt of the Panel's recommendation. The decision of the Chief Academic Officer (or President) is final.

General Provisions

- To comply with standards set forth by SACSCOC and the federal Department of Education, the Chief Student Affairs Officer shall maintain a record of all formal complaints, appeals, and outcomes in a secured and centralized location. Electronic retention of the records is encouraged. These files shall be maintained for a period of three (3) years from the date of the final outcome.
- When filing an appeal the student may have an advisor present at the hearing; however, the student must so inform the chair of the Appeal Panel five business days prior to the hearing. The student may receive advice, but this person may not speak for the student. In like manner, the respondent may have an advisor present at the hearing.
- If the person with whom the student has a grievance chooses not to attend the hearing, the person's written statements shall be reviewed in her/his absence.
- All parties shall have the opportunity to present to the panel any written and/or oral information relevant to the grievance. The panel may also request information from other sources. Signed written statements may, when necessary, be submitted by individuals and witnesses who are unable to attend.
- The Chief Academic Officer (or President) shall have the authority to accept and implement or modify the

recommendation of the Appeal Panel.

- All hearings are closed to the public.
- Business day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.
- During the procedure, if there are additional grievances directly related to the original grievance, they will be noted but usually will not be acted upon until the original disagreement has been resolved.
- Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Chief Academic Officer (or President) reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the complainant does not respond within the deadline, the grievance is ended. If a student or college representative believes that he/she has been subjected to adverse treatment because of filing or participating in a complaint, the College President shall be notified in writing immediately. The President shall investigate the alleged retaliation and meet with all involved parties and attempt a resolution to the situation. The President's decision is final.
- This policy and procedures are not intended to impede any student's right to file a timely complaint with an appropriate external state or federal agency. Students may seek resolution through the Office for Civil Rights of the United States Department of Education ("OCR"). A complaint filed with OCR must be filed within 180 calendar days of the alleged discrimination. Or, if the college complaint procedure was utilized by the student, the OCR complaint must be filed within 60 calendar days from the date of the final decision, unless the time for filing is extended by the OCR for good cause shown. Information on how to proceed may be accessed on OCR's website at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.
- The college President shall designate a responsible party in the event of a position vacancy, or when a college employee is out for an extended period.

Sexual Harassment/Sexual Misconduct and Title IX

Eastern Shore Community College is committed to providing a safe and secure learning environment free from sexual harassment or other forms of inappropriate behavior. Examples of sexual harassment include, but are not limited to sexual harassment, sexual misconduct, and sexual violence. As a result of this commitment, ESCC will investigate all reports of sexual harassment or sexual misconduct. Reported cases of sexual harassment or sexual misconduct will be adjudicated in accordance with the ESCC's student disciplinary procedures. Incidents of alleged sexual harassment or sexual misconduct shall be reported to the college's Title IX Coordinator.

As a recipient of federal funds, Eastern Shore Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator may be contacted by phone at 757.789.1759 or by email at TitleIXCoordinator@es.vccs.edu.

The college's Title IX Policy applies to all campus community members, including students, faculty, staff and third parties, e.g., contractors and visitors. Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus.

The full policy is accessible online at <https://es.vccs.edu/about/college-policies/>.

Weapons and Firearms on Campus

Possession or carrying of any weapon by any person, except a law-enforcement officer, is prohibited on campus property.

Any individual in violation of this prohibition shall be directed to remove the weapon immediately. Failure to comply may result in a student or employee disciplinary action, and/or arrest.

The college's Weapons on Campus Policy is available online at <https://es.vccs.edu/about/college-policies/>.

Expressive Activity

Eastern Shore Community College property is primarily dedicated to academics, student life and administrative functions. It also represents the "marketplace of ideas," and especially for students, many areas of campus represent a public forum for speech and other expressive activities. ESCC may place restrictions on expressive activities occurring indoors, primarily to prevent disturbances within the learning environment. However, especially for students and student organizations, the outdoor areas of campus remain venues for free expression, including speeches, demonstrations, and the distribution of literature.

Indoors or outdoors, ESCC will not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. Nevertheless, ESCC may establish reasonable time, place, and manner restrictions on expressive activity. Such restrictions will be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information.

No event or expressive activity shall be permitted that violates or hinders the rights of others within the campus community or substantially disrupts normal college operations.

The college's Expressive Activity Policy is available online at <https://es.vccs.edu/about/college-policies/>.

VCCS Computer Ethics Policy

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.

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:

- Students must use only those computer resources that they have the authority to use. Students 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. Students must not use these resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
- Students must not authorize anyone to use their computer accounts for any reason. Students are responsible for all use of their accounts. Students must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of their account by unauthorized persons. Students must not, for example, share their passwords with anyone.
- Students must use computer resources only for authorized purposes. For example, students may not use their accounts for private consulting. Students must not use 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.

- Other than material known to be in the public domain, students 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. Students must not copy, distribute or disclose third party proprietary software without prior authorization from the licensor. Students must not install proprietary software on systems not properly licensed for its use.
- Students 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.

Enforcement Procedures

- Faculty, staff and students at the college or VCCS should immediately report violations of information security policies to the college's 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.
- The College president will report any alleged violations of state and federal law to the appropriate authorities.
- 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.
- All formal disciplinary findings and actions taken under this policy may be pursued by the accused through the appropriate grievance procedure.

The full policy is online at <https://es.vccs.edu/about/college-policies/>.

Photography and Digital Recording Policy

ESCC is a public institution and uses photographs, photographic images, names, and audio, digital and video recordings of students, employees, and visitors in common areas of the college in printed and/or electronic marketing materials to advance the mission of the college. By registering at or visiting ESCC and being present in public settings, students and visitors authorize use and reproduction by the college, or anyone authorized by the college, of any photographs or recordings taken while at ESCC without compensation.

All photographic prints and digital photo and audio files and recordings shall constitute ESCC property, solely and completely. The Office of Institutional Advancement does not attempt to collect photo and recording release forms. When possible, every effort will be made by the photographer or recorder to notify individuals within the shoot area that photographs are being taken for promotional use. Students may choose to exclude themselves from a photograph or recording and may also request that their image not be used in any college-related print or electronic media by contacting the Office of Institutional Advancement. In the event an individual requests that his or her photo/recording not be used, the specific photo or recording will be deleted or destroyed.

Children on Campus Policy

No childcare facilities are available at the college.

ESCC has the responsibility to provide a place of instruction that is free from distractions and conducive to learning. The presence of children is often a disruptive factor, not just because a child can be noisy or active, but because attention is often centered on the child rather than on the teaching and learning process. The presence of children on campus and in college facilities also raises safety and liability issues. ESCC's policy on children on campus is as follows:

- ESCC and its facilities (including classrooms, offices, public areas, common areas and grounds) cannot at any time be viewed as a substitute for child care arrangements.
- Children may not be left unattended or unsupervised in classrooms or in public areas such as the Learning Resource Center (LRC), student lounge or computer labs, or be left to wait or play outside a classroom or in the parking lot while the parent/guardian is in class.
- Children may not attend class, or class activities such as field trips, except on very rare occasions at the discretion of instructors.
- Children under the age 16 who are not enrolled in ESCC classes are not allowed to use ESCC computers in computer labs or in the LRC at any time.

This Policy does not preclude short visits when the minor child is accompanied and supervised by an adult.

Exceptions to the above policy include activities which, by their very nature, might be attended by children. It is assumed, however, that children in college facilities are attending these activities under the supervision of an instructor or adult, or are enrolled in a fee-based program. Examples of such activities would be performing arts performances, Heritage Festival, Kids College, and other activities organized for children or attended by the general public.

Children under age 18 who are enrolled in credit or non-credit classes or programs are considered ESCC students. In addition, individuals under age 18 gathering information on registration, enrollment or taking placement tests are also considered exceptions to this policy.

The ESCC Learning Resources Center is open to the public. Children may be in the LRC as long as an adult or guardian is actively supervising the child. However, if the child becomes disruptive or the presence of the child interferes with the peaceful conduct of the activities of the LRC, the adult may be asked to remove the child. The College reserves the right to ask any individual with a child who is behaving in an inappropriate manner to leave campus regardless of the circumstances.

Faculty, staff or students who observe children that appear to be unattended should contact any available administrator or security officer at 757.789.7990.

The following definitions apply:

- *Child/children* is any person under the age of eighteen (18) unless otherwise noted.
- *Unattended/unsupervised* refers to situations in which the child is on campus or in a campus facility and is not under the direct supervision of an adult or an instructor.

Questions about this policy should be directed to the Vice President for Finance and Administration at 757.789.1768.

Inclement Weather Policy

Students should assume the college is open unless officially announced.

Closings and delays due to weather conditions are announced through radio stations [WESR (103.3 FM) or WCTG (96.5 FM)] and/or television stations [WTKR (Norfolk), WAVY (Norfolk), WVEC (Norfolk), or WBOC (Salisbury)]. Notifications are also posted on the college website at <https://es.vccs.edu/>, the college's Facebook page and Twitter (@ESCCTweet).

Closings and delays are also announced through *ESCC Alert*, a messaging system that provides emergency information related to the college, such as weather-related delays and closures. Students may receive these alerts as text messages and/or emails. Registration is free and students may register by visiting <https://es.vccs.edu/> and scrolling down to “ESCC Alert” on the homepage. Students with questions regarding this messaging system may call 757.789.1797.

Parking Regulations

Traffic Flow

All drivers must follow arrows and traffic signs and cannot drive against the designated traffic flow.

Speed

The speed limit throughout the parking lots is 15 mph as clearly marked. All drivers are expected to obey this limit.

General Parking

Under no circumstances are drivers permitted to park in such a manner as to take up two parking spaces. Parking is permitted only in designated parking spaces and the overflow area past the rear parking lot.

Handicapped Parking

The college has designated parking spaces for persons with disabilities. These spaces are reserved for those who possess a handicapped license plate or display a current handicapped-parking permit in the windshield of the car.

Violators of these regulations may be subject to disciplinary action.

STUDENT SUPPORT OFFICES

Adult Education

The mission of the Eastern Shore Regional Adult Education program is to provide area adults with the educational opportunities needed to be successful workers, community members, and parents. The Adult Education program is led by a consortium of local education providers, with Eastern Shore Community College serving as the lead agency along with the Accomack and Northampton County Public School Divisions and the Eastern Shore Literacy Council.

The Adult Education program serves adults, ages 18 and older, who wish to improve their basic academic skills in reading, writing and math. Small group and individualized instruction is designed for learners without recent experience in formal education. Through the Adult Education program, students may prepare for the General Equivalency Diploma (GED), college-level coursework and programs, and workforce training programs. They may also receive assistance in speaking the English language. Assistance in obtaining or maintaining employment and helping their children succeed in school are also services individuals may expect.

The Adult Education office at ESCC is generally open Monday-Friday, 8:30 a.m. - 5:00 p.m. Individuals may call 757.789.1794 for more information or to schedule an appointment.

Services

General Equivalency Diploma (GED) Preparation

GED classes are offered at the college and a variety of other locations in both Accomack and Northampton

counties. As part of instruction, individuals receive calculators and classroom and study materials.

GED Testing

Eastern Shore Community College is the official GED Testing Center for both Accomack and Northampton counties.

The GED Test is computer-based and consists of four subtests: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Individuals testing for the GED may not take the entire battery in one sitting. Testers may take up to three subtests tests at a time depending upon scheduling.

To register to take the GED, individuals must create an account and register at <https://ged.com/>. Each of the four subtests costs \$30, for a total cost of \$120 for the entire battery. Dependent upon funding and eligibility, testers may be eligible to receive incentives to lower the costs. Payment for the tests must be in the form of a credit card, debit card, or voucher obtained from ESCC's Adult Education office. For more information about testing, please visit , <https://ged.com/> or call 757.787.1794.

English Literacy/Civics Education Program

The Integrated English Literacy/Civics Education Program (Integrated EL/Civics) provides English language instruction and cultural awareness to non-native English speakers to assist learners in navigating within American society. Integrated EL/Civics classes cost \$30. The program offers convenient day and evening classes that focus on speaking and listening. Reading and writing are also addressed. Call 757.789.1794 for more information or to schedule an appointment.

Eastern Shore Literacy Council (ESLC)

The Eastern Shore Literacy Council, in partnership with Eastern Shore Community College, is located on the ESCC campus. Classes for adults in need of literacy services, to include English as a Second Language (ESL), are offered on ESCC's campus and at a variety of locations throughout the Eastern Shore. Call 757.789.1761 for additional information.

LEARNING RESOURCES CENTER / LIBRARY

The Library/Learning Resources Center (LRC) serves educational and informational needs, strengthens instruction, and promotes research for students and faculty of ESCC. Providing a variety of resources, services, Equipment, and facilities, the LRC supports the college's mission, academic and training programs, professional development of faculty and staff, and workforce development.

Mission

The Eastern Shore Community College Learning Resources Center advances the mission of Eastern Shore Community College by supporting the teaching, learning and research needs of ESCC students and faculty. The LRC provides excellence and innovation in resources and 21st century technologies empowering the college community to be lifelong learners and effective users of information.

Vision

The Eastern Shore Community College Learning Resources Center will provide a dynamic, high quality teaching library that enhances student learning wherever programs or courses are located and however they are delivered. In addition to serving as an integral part of the educational process at the College, the LRC will function as a vital information and technology resource for the Eastern Shore community.

Library Research Tools and Resources

The fully-automated LRC houses approximately 22,000 printed books and periodicals as well as a collection of videos, CDs, and other media; it also provides access to an extensive collection of electronic resources including more than 50,000 e-books, over 100 databases providing access to thousands of full-text journals, newspapers, pamphlets, government documents and other reference tools. Many of these tools are made available through cooperative VCCS projects and the Virtual Library of Virginia (VIVA) a consortium of 39 state-assisted Virginia

colleges and universities, 33 independent, private, nonprofit Virginia colleges and universities, and the Library of Virginia.

Consortia agreements enable students, faculty, and staff to visit and borrow materials from the 18-member academic libraries of the Virginia Tidewater Consortium. Membership in the LYRASIS/OCLC interlibrary loan network provides ESCC students and researchers access to the resources of the Library of Virginia, as well as college, university, and public libraries worldwide.

Students may use any workstations on campus to search the variety of online resources, and there is no charge for computer printing. Remote access from home or other locations to ESCC online resources is also available to all students, faculty and staff. Patrons are encouraged to begin their research by selecting [Library](#) on the ESCC website. Everyone is expected to abide by ESCC/VCCS Computer Ethics Guidelines.

Reference assistance in the use of equipment and locating information is readily available in the LRC. For distance education students and those who are researching from home or from other off-campus locations, help is available by phone and through the library Web page in the form of virtual reference and email. Also, all handouts and brochures are available online.

Library Facilities and Services

In addition to providing a quiet, comfortable place for reading, study and research, the LRC provides public computers for information retrieval, email, and word processing. The library supports a wireless environment. Also, laptops are available for student use within the library. Instructional technology services support classroom instruction, student projects and presentations, and community services. E-Readers are available for select reserve materials. Equipment for the use of media is also available to patrons for use in the library or for checkout.

Committed to teaching students the lifelong learning information literacy skills that have become essential in today's world, the LRC provides online tutorials, printed and online handouts and brochures, formal tours, and specialized information literacy instruction sessions and projects. The LRC staff always considers individualized instruction to be the strength of the college's information literacy program and encourages students to ask for assistance when needed. Ongoing evaluations of services and facilities, as well as research tools and other resources, provide an avenue for measuring effectiveness and initiating change.

For library privileges, current students are registered automatically. To check out books, media and other circulating materials, students key in their *MyESCC* login. Library cards are not issued. Students may sign into [VCCSLINC](#), the online catalog, using the same usernames and passwords they use for *MyESCC*. This allows them to view individual library accounts and to renew and place holds on items. Students also will be prompted to log in with their *MyESCC* usernames and passwords for remote access to databases. For on-campus access to online databases, the World Wide Web and other Internet services, students log into library or lab computers with their college network accounts. All students are encouraged to check their ESCC email accounts daily in order to be well informed of library and general college announcements.

Library Distance Learning Services and Resources

The LRC supports distance learning activities wherever they are located and however they are delivered. All students have access to the following resources and services which are especially supportive of distance learning:

- **Remote access** – to e-books, databases and full-text periodicals
- **Media resources** – on-campus use, checked out, or mailed
- **Virtual reference** – “[Ask a Librarian](#),” available 24/7
- **Reference assistance** - from ESCC by phone or email
- **Information literacy instruction** – online help and database tutorials, interactive information literacy modules, handouts, brochures, exercises and special projects
- **Interlibrary loans** – may request by phone or online, for pick up, mail or electronic delivery
- **Virtual Library of Virginia (VIVA)** - Commonwealth consortium of 72 educational and research institutions with shared access to electronic information resources

- **Reciprocal visitation/borrowing privileges** – with the following academic libraries:
 Christopher Newport University
 College of William and Mary
 Eastern Virginia Medical School
 Hampton Roads Center (University of Virginia & Virginia Polytechnic Institute and State University)
 Hampton University
 Jefferson Lab
 Joint Forces Staff College
 Norfolk State University
 Old Dominion University
 Paul D. Camp Community College
 Regent University
 Thomas Nelson Community College
 Tidewater Community College
 Virginia Wesleyan College

Library Fees

The LRC does not charge fines for overdue materials. If a student has overdue materials, two reminders are issued. After those notices are sent, students will be billed for a default replacement cost, which is \$50 per item. Patrons may replace any items that are available, pending approval of Learning Resources. Processing fees are not assessed.

Additional items may not be checked out by anyone owing fees or having overdue material. Bills not paid promptly will be forwarded to the Virginia Set-Off Debt Program for deduction from state income tax returns, lottery winnings or any other payment issued by a state agency. With financial obligations noted on students' records, they will not be issued degrees, certificates or transcripts nor be permitted to register for classes.

Library Hours and Additional Information

For additional information. Visit the LRC webpage at <http://es.vccs.edu/library/about-the-library/>.

Student Services

The Student Services Office provides services to aid student educational progress. The Student Services staff is equipped to assist in all phases of college life, beginning with the application process. Through Student Services, students receive testing and placement, orientation activities, individual and group academic counseling, and career development assistance. Specialized services are available to military students and veterans, students with documented disabilities, and those who have financial need. Student activities are also administered by Student Services.

Academic Advising

Counselors are available by appointment or on a walk-in basis to assist students in making educational decisions, exploring career options, attaining disability services and transferring to four-year institutions. They also help students with academic and personal issues. While ESCC counselors do not provide mental health counseling, they may refer students who request or require mental health counseling. The professional counseling staff, which functions in addition to the system of faculty advisors, focuses on the special needs of the community college student. Counselors maintain daytime and evening hours and other hours by appointment.

Employment/Career Services

ESCC assists students with many career-related services, such as helping students select appropriate programs of study, and assisting students in securing employment or work-based learning experiences (e.g. internships). These services are for students seeking first-time employment or those considering transitioning to a new career. Additional services the college assists students with are: creating résumés and cover letters; coaching students on interview skills; career assessments; and occupational research. A variety of resources are available and local employment opportunities are posted on the Internships and Employment Board at the college. To obtain additional information or to schedule an appointment, contact the Career Services Counselor at 757.789.1777 or the

Internship Coordinator at 757.789.1792

Services for Students with Disabilities

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The Chief Student Affairs Officer (CSAO) assists students with disabilities by assessing their particular strengths and needs and providing support to help them achieve their academic goals. The purpose of establishing necessary accommodations is to provide students with documented disabilities equal access to the programs, opportunities, and benefits of the college. Students with disabilities are encouraged to consult with the CSAO before enrolling, but are able to request services at any time during their academic career at ESCC.

The provision of reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation that includes:

- A diagnostic statement identifying the disability, date of most recent diagnostic evaluation, and the date of the original diagnosis;
- A description of the diagnostic criteria or diagnostic test(s) used;
- A description of the current functional impact of the disability;
- Treatments, medications, assistive devices, and services currently prescribed or in use;
- Detailed and specific recommendations for college-level academic accommodations; and
- The credentials of the diagnosing professional(s).

The College reserves the right to request an updated evaluation should the documentation provided be more than three years old. Individual Educational Plans (IEP's) and 504 Plans are not considered sufficient documentation. Students desiring accommodations in the college setting should contact the Chief Student Affairs Officer.

Student Activities and Organizations

Cultural events, cookouts, clubs, community and college service projects, performances, trips abroad and lectures are examples of extracurricular activities planned and coordinated by the student activities department. Events such as these are designed to enrich and enhance academic experiences of students.

The college has many active student organizations, as identified and described below.

All Christians Together in Service (ACTS)

The All Christians Together in Service (ACTS) organization is a non-denominational, Christian-based organization. The ACTS statement of faith is as follows: To support the body of believers at Eastern Shore Community College and to further the cause of Christ by performing outreach on campus and throughout the Eastern Shore community.

The Arts Club

The Arts Club is for students interested in creative writing and art. The organization meets regularly and publishes a literary magazine every two years.

Chess Club

The Chess Club is meant to provide sportiveness and friendly competition amongst Eastern Shore Community College students, faculty, and members of the overall community. Inspired into its inception by an ESCC student, the Chess Club offers particular privileges and entitlements to its responsible and committed members. Each member shall extend altruism to the community and be welcoming toward anyone who would like to join this organization. Moreover, the purpose of this organization is to share in the art of playing chess; chess is a strategist game that promotes critical thinking skills. All skill levels are welcome to this club.

The Electronics Club (TEC)

The Electronics Club (TEC) is a scholastic organization created to enhance regular curricular offerings. Extracurricular activities, service learning projects and peer interaction are used to advance knowledge and cultivate an appreciation of technology in its members. Membership is open to any student that maintains a GPA of 2.5 or greater.

Health Occupations Students of America (HOSA)

The Health Occupations Students of America organization is a state and national vocational club for secondary and postsecondary students in health occupations such as vocational nurse aide program, practical nursing, EMT, vet assistant, dental assisting, etc. The group sponsors state and national level competitions in the various vocational areas in addition to leadership competitions. Career readiness is promoted via public speaking, resume preparation, and job interviewing.

Phi Theta Kappa (PTK)

Phi Theta Kappa is a national honor society for two-year colleges, which recognizes scholarship among associate degree students. In addition, it provides opportunities for leadership, service and fellowship. To become a member, students must have completed at least 12 credits that may be applied to an associate degree (part-time students may be eligible), have a grade point average of 3.5 or higher, and adhere to the moral standards of the society.

Student Government Association (SGA)

The Student Government Association (SGA) is the official representative of the student body. All students enrolled for academic credits may participate in SGA elections. Full-time and part-time students with grade point averages of 2.50 or higher are eligible to run for office (up to two part-time students may serve). The SGA organizes most of the student activities at the College, recommends student representation on major college committees, and consults with college officials on matters of concern to the student body.

WORKFORCE DEVELOPMENT

The Workforce Development division at ESCC 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 seven 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 division and coordinates facilities usage services for the public.

ESCC is 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, Workforce Development staff can customize programs to meet specific needs, and in most cases, deliver training to the workplace to save down time and travel costs.

FastForward

The FastForward program offers short-term training courses to help individuals fast-track a career by earning a relevant industry credential leading to the jobs and salaries desired. Eligibility for FastForward provides Virginia residents a two-thirds discount. In addition, other tuition assistance may be available. Tuition includes textbooks and a one-time industry certification exam fee.

For a current listing of available courses please see ESCC's The Navigator or contact the FastForward Career Coach at 757-789-1745. Visit the FastForward website at <https://www.fastforwardva.org/> for additional information.

Career Pathways

Career Pathways are educational programs designed to prepare individuals for skilled employment in targeted

industry sectors. These programs integrate academic and technical subjects, promote continuing education, and often lead to industry recognized credentials. They are designed to provide education and training in a manner that is sequential and stackable leading to higher levels of education, credentials, and/or employment. Career Pathways align education and training with employment opportunities through various means including work-based learning and internships.

Career Pathways programs and services help prepare high school students, individuals seeking to progress in their current occupational fields, and/or those returning to the workforce. Curricula are designed to provide seamless transitions from high school to ESCC and are developed in collaboration with the local school divisions and technical centers. Some classes are available as dual enrollment to high school students who qualify. Workforce training through non-credit course offerings can also lead to advanced levels of education through credit programming utilizing the stackable credential model of career pathways.

Career Pathways programs and services at ESCC include:

- G3 Initiative, Get Skilled – Get a Job – Give Back
- High School Career Coaches
- Dual Enrollment
- Rural Virginia Horseshoe Initiative
- SOAR Virginia
- Workforce Innovation and Opportunity Act
- Industry Certifications
- NSF ATE Creating Technical Scholars Project
- Postsecondary Perkins

Contact the Career Pathways Program Coordinator at 757-789-1790 for more information about Career Pathways programs and services.

Workforce Innovation and Opportunity Act (WIOA)

Eastern Shore Community College receives federal Workforce Innovation and Opportunity Act (WIOA) funding through the Bay Consortium Workforce Investment Board (Bay WIB). The federal Workforce Innovation and Opportunity Act is designed to improve the coordination of employment and training services across federal agencies, strengthen collaboration with state and local partners, and provide Americans with increased access to training, education and other support to succeed in the job market and in their careers. It also helps businesses to connect with skilled workers.

At ESCC, WIOA funds are another source of financial aid for students who do not receive Pell grants. WIOA funds can be used to assist eligible students with tuition, books, and occupational supplies. Contact the WIOA Program Office for more information at 757.789.1757.

WIOA Services

One-Stop Center

The Eastern Shore Area Agency on Aging/Community Action Agency and ESCC operate the local One-Stop Career Center located in the Virginia Employment Commission offices in Onley. The Center provides job search assistance, labor market information, resume writing assistance, and employability workshops to all persons, and it provides additional intensive services to those who meet federal eligibility requirements. Intensive services include career assessments, career counseling, case management, job readiness classes, and individual training accounts.

The One Stop Center also assists area businesses in obtaining a qualified workforce. Through One-Stop, businesses may receive assistance with recruitment, pre-employment screening and assessment, customized training, and incumbent worker training. Employers may choose from multiple services and also work with One-

Stop staff to build their own pipeline of recruitment and screening processes to meet their specific needs.

Youth Programming

ESCC also receives WIOA funds to provide programming to youth ages 14 - 24. The program targets both low-income youth still in school or out-of-school youth in need of additional assistance to complete an educational program or to secure and hold employment. ESCC partners with the local school systems, the Career Pathways career coaches, counselors, and staff to recruit eligible youth and enroll them in the program. Staff members work with each enrolled youth to develop an Individualized Services Strategy (ISS) which outlines a pathway from school to career and employment. The ISS includes educational and career goals and an action plan that encompasses life skills and work-related values as well as academic skills. Youth services that may be provided include tutoring, study skills training, alternative secondary school services, summer employment opportunities linked to academic and occupational learning, leadership development, supportive services, adult mentoring, follow-up services, guidance, and counseling.

New Hire Recruitment and Screening for Employers

ESCC offers customized employee recruitment and screening services through the Eastern Shore One-Stop Center. This service for employers includes design and implementation of basic skills testing for new employee hiring. Assessment design and expectations are based on a certified job task analysis process, such that employment requirements can be documented for protection in the event of legal challenge. Services include establishment of customized employment recruitment processes to help employers find and attract the best qualified workers available. Employers choose from multiple services available and build their own customized "pipeline" of recruitment and screening processes to meet their specific corporate needs. Call 757.789.1757 for more information.

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, and career and academic assessment, planning and counseling. Other supportive services such as job readiness classes, transportation and job placement assistance are provided as needed for each individual.

All individuals requesting assistance from the Workforce Innovation and Opportunity Act must submit a WIOA application and complete an interview and placement testing 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

Academic and career assessment, counseling and planning 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. WIOA staff 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 (e.g., timeliness, attitude, communication skills, personal hygiene, proper clothing and work equipment).

Job Placement Assistance

Placement upon successful completion of a training or academic program is a highly cooperative effort of the college's placement service, WIOA staff, the Virginia Employment Commission, and other job services. Individuals seeking employment or employers seeking employees can utilize the Virtual One Stop at

<https://www.vawc.virginia.gov/vosnet/Default.aspx>, America's Job Bank, and other local and national sources of job information.

On-The-Job Training (OJT)

The OTT program is available to individuals and employers meeting WIOA eligibility guidelines. Limited funding is available to enable employers to offset the cost of training a new employee for an entry-level job (such as a carpenter's helper, plumber's helper, cook, boat builder.) The job must be a full-time position and up to fifty percent (50%) of the trainee's wages may be reimbursed by WIOA funds.

Community Education and Activities

ESCC may occasionally offer non-credit short courses for personal enrichment in subjects such as the History of the Eastern Shore, Quilting, Creative Writing, Conversational French, and Basic Russian. Many more courses of this type are also available to be taken online at the sites discussed above.

Academy for Lifetime Learning (ALL)

The Academy for Lifetime Learning (ALL) offers community education classes and activities at ESCC. A fee of \$25 enables members to attend as many classes (referred to by the group as 'workshops') as they wish throughout a semester. Classes have been offered in such diverse subjects as digital photography, beginning bridge, Mahjong, chime ringing, scrapbooking, memoir writing, wine tasting, and opera appreciation. Visit the ALL website at www.allesva.org.

Science and Philosophy Seminar

The Science and Philosophy Seminar is an informally organized group that meets weekly throughout the academic year to explore and discuss a wide array of topics, ranging from philosophical speculation to scientific research. Individual seminar members generally lead the group's meetings. Occasionally, speakers from outside of the group are invited to make presentations to the Seminar. All Seminar presentations are open to the public. No admission fees are charged, and meetings are held at ESCC. The schedule of topics can be found at www.sciphi.org.

Other Community Activities

The community of the Eastern Shore of Virginia has a number of non-profit groups that offer excellent community activities in arts and/or education:

- Arts Council of the Eastern Shore (ACES)
- Arts Enter Cape Charles
- Eastern Shore's Own Arts Center
- Onancock International Films / RCEC
- The Eastern Shore Art League of Virginia
- The Barrier Islands Center
- Eastern Shore Public Library
- Northampton Free Library, Nassawadox
- Island Library, Chincoteague
- Northampton Memorial Library, Cape Charles

GENERAL EDUCATION REQUIREMENTS AND COMPETENCIES

General Education Competencies

General education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of college-educated individuals. Collectively, general education competencies distinguish graduates of Eastern Shore Community Colleges as individuals with a breadth of knowledge, skills, and abilities needed to pursue further education and their careers, continue to develop as learners, and contribute to the well-being of their communities.

Upon completion of the associate degree, graduates of Eastern Shore Community College will demonstrate competencies in the following areas:

Civic Engagement is the ability to contribute to the civic life and well-being of local, national, and global communities as both a social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.

Critical Thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.

Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

Quantitative Literacy is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.

Scientific Literacy is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

Written Communication is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.

General Education Requirements

All Eastern Shore Community College students earning a degree or certificate must complete general education core requirements. Curriculum guides designate specific courses that must be taken to satisfy these requirements. When general education elective courses are required as specified in curriculum guides, students may select from the courses in the following lists. Students may not use the same course to satisfy more than one curriculum requirement. Students who plan to transfer are advised to consult an ESCC counselor or advisor, appropriate transfer guides, and prospective transfer colleges/universities to ensure electives meet transfer requirements.

Mathematic Elective¹:

| | |
|---------|------------------------|
| MTH 154 | Quantitative Reasoning |
| MTH 155 | Statistical Reasoning |
| MTH 161 | PreCalculus I |
| MTH 162 | PreCalculus II |
| MTH 245 | Statistics I |
| MTH 263 | Calculus I |
| MTH 264 | Calculus II |

Humanities Elective:

| | |
|---------|-----------------------------------|
| ART 101 | History & Appreciation of Art I |
| ENG 241 | Survey of American Literature I |
| ENG 242 | Survey of American Literature II |
| ENG 243 | Survey of English Literature I |
| ENG 244 | Survey of English Literature II |
| ENG 250 | Children's Literature |
| ENG 251 | Survey of World Literature I |
| ENG 252 | Survey of World Literature II |
| ENG 253 | Survey of African-American Lit I |
| ENG 254 | Survey of African-American Lit II |
| MUS 121 | Music Appreciation I |
| MUS 122 | Music Appreciation II |
| PHI 220 | Ethics |
| REL 230 | Religions of the World |

Communication Elective

| | |
|---------|-------------------------------|
| CST 110 | Introduction to Communication |
| ENG 111 | College Composition I |
| ENG 112 | College Composition II |

Science with Lab Elective:

| | |
|---------|---------------------------------|
| BIO 101 | General Biology I |
| BIO 102 | General Biology II |
| BIO 141 | Human Anatomy and Physiology I |
| BIO 142 | Human Anatomy and Physiology II |
| CHM 111 | General Chemistry I |
| CHM 112 | General Chemistry II |
| PHY 201 | General College Physics I |
| PHY 202 | General College Physics II |

Social Science Elective:

| | |
|---------|----------------------------------|
| ECO 201 | Principles of Macroeconomics |
| ECO 202 | Principles of Microeconomics |
| HIS 111 | History of World Civilization I |
| HIS 112 | History of World Civilization II |
| HIS 121 | United States History I |
| HIS 122 | United States History II |
| PLS 211 | U.S. Government I |
| PLS 212 | U.S. Government II |
| PSY 200 | Principles of Psychology |
| PSY 201 | Introduction to Psychology I |
| PSY 202 | Introduction to Psychology II |
| PSY 230 | Developmental Psychology |
| PSY 235 | Child Psychology |
| SOC 200 | Principles of Sociology |

¹ Some career and technical programs specify additional math courses that generally do not transfer (i.e., MTH 111 and MTH 130). To view these options, students should review their advising transcripts in the Student Information System or refer to their curriculum guides in the College Catalog.

Transfer Electives

In addition to required courses and general education electives, curricula may require approved transfer electives. The following are considered transfer electives at ESCC:

ACC 211, 212; ART 101; BIO 101, 102, 141, 142; BUS 100, 240; CHM 111, 112; CST 110; ECO 201, 202; EDU 200; ENG: 210, 211, 212, 241, 242, 243, 244, 250, 251, 252; FRE 101, 102, 201, 202; HIS 111, 112, 121, 122; MTH 154, 155, 161, 162, 245, 263, 264; MUS 121, 122; PHI: 220; PSY 200, 201, 202, 230, 235; PHY 201, 202; PLS 211, 212; REL 230; SOC: 200; SPA 101, 102, 201, 202, 203, 204

Students planning to transfer are advised to select transfer electives based on their intended transfer institution and major. Consultation with transfer institution advisors is advised.

ACADEMIC PROGRAM TYPES

As a comprehensive institution of higher education, Eastern Shore Community College offers transfer and career/technical programs generally extending no longer than two years beyond the high school level.

Transfer Programs

The college transfer degrees include first-year and second-year courses in arts and sciences and pre-professional programs designed to meet standards acceptable for transfer to baccalaureate (four-year) degree programs. ESCC transfer courses are designed to be equivalent to those offered at four-year institutions to ensure maximum transferability.

The Associate of Arts and Science degrees (AA&S) are awarded to students majoring in specialized pre-professional programs or programs with a heavy emphasis on general education coursework who may plan to transfer to a four-year college or university after completing their community college program.

The Certificate in General Education program offers students an opportunity to combine courses to meet a subset of lower-level general education requirements needed at a four-year college or university. This program is not intended to meet all lower-level general education requirements and federal financial aid cannot be used for this program.

In selecting courses, students are expected to follow curricula guides for their intended majors and specializations. Students who plan to transfer to four-year colleges or universities are urged to acquaint themselves with the requirements of the institutions and major departments to which they intend to transfer. With careful planning, students may be able to meet both general education requirements and prerequisites for majors with the same courses, allowing greater flexibility in selecting electives. Students should consult counselors or academic advisors to select courses most appropriate for their curricula. Many ESCC courses are transferable as general electives even if they do not fulfill core requirements.

Guaranteed Admission Agreements (GAAs)

Eastern Shore Community College works with baccalaureate degree granting institutions to develop agreements to assist ESCC students in their transfer. The VCCS also negotiates Guaranteed Admission Agreements (GAA) with four-year institutions. These agreements guarantee admission to qualified students enrolled in any community college in the VCCS.

GAAs apply only to graduates of the degrees designated in the agreements. Students interested in transferring to a four-year institution prior to completing associate degrees must apply through the transfer institution's competitive admissions process, and transferability of course work will be evaluated on a course-by-course basis.

To review these agreements, visit VCCS's website at <http://www.vccs.edu/students/transfers/>. Additionally, students are advised to consult frequently with advisors or counselors for the most accurate information on transfer.

Two-Year College Transfer Grant

The Two-Year College Transfer Grant Program (CTG) was enacted into law in Virginia in 2007. Under this program, qualified students who complete their associate degrees at Virginia two-year public colleges and then transfer to participating Virginia four-year colleges or universities may receive the CTG award.

For more information, go to <http://schev.edu/index/tuition-aid/financialaid> or the Financial Aid office at your intended four-year transfer institution. Additional information is available from the Virginia Education Wizard at <https://www.vawizard.org/wizard/transfer-planning-tool>.

Career and Technical Education Degrees and Certificates

Career and technical education degree, certificate, and career studies certificate programs prepare students for employment. These programs are designed to meet regional demand for technicians, paraprofessionals, and skilled craft workers, and specialized office workers in industry, business, government, and other professional fields. These programs normally require two years or less of training beyond high school to prepare students for success in meeting the demands in business, health and medicine, industry, service, and other technical and occupational fields. Students may access gainful employment consumer information for each certificate and career studies certificate program offered by the college at <https://es.vccs.edu/about/gainful-employment-disclosure/>.

Associate of Applied Science degrees (A.A.S.) are awarded to students majoring in one of the curricula with an emphasis on career and technical coursework. Students pursuing these degrees may plan to seek full-time employment immediately upon graduation from college.

Certificates are awarded to students who complete career and technical education curricula consisting of a minimum of 30 semester credit hours in occupational areas.

Career Studies Certificates are awarded to students who complete career and technical education curricula consisting of 9-29 semester credit hours in occupational areas

In selecting courses, students are expected to follow the curricula guides for their intended majors and specializations. Where appropriate, students may select courses from lists of approved courses to meet requirements in the degrees or certificates. While general education courses other than those designed specifically for transfer may be used to meet portions of the general education requirements, principles published by the Southern Association of Colleges and Schools Commission on Colleges require that general education courses be general in nature and not "...narrowly focused on those skills, techniques, and procedures peculiar to a particular occupation or profession." A.A.S. degrees generally are not designed for transfer, but students can increase the transferability of selected applied degrees by substituting transfer courses where appropriate to meet program requirements.

TRANSFER DEGREE AND CERTIFICATE PROGRAMS

Business Administration, AA&S Degree

Plan 216

Purpose

The Business Administration AA&S is designed to prepare students for transfer to a four-year college or university to complete a baccalaureate degree in business administration, accounting, management, marketing, or another business-related programs.

Students completing the degree may also be awarded the Certificate in General Education.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Present basic accounting and economics information numerically, symbolically, and graphically
- Describe basic business, accounting, and economics concepts

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-------------------------------------------------------------------------|----------------|-----------------------|
| Science with Lab Elective | 4 | See Note 1. |
| ENG 111 College Composition I | 3 | |
| History Elective | 3 | See Note 2. |
| ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy) | 3 | |
| MTH 161 PreCalculus I | 3 | |
| SDV 100 College Success Skills | 1 | |
| <i>Total Credits</i> | 17 | |
| 2nd Semester | Credits | Course Details |
| Science with Lab Elective | 4 | See Note 1. |
| ENG 112 College Composition II | 3 | |
| History Elective | 3 | See Note 2. |
| PHI 220 Ethics | 3 | |
| MTH 162 PreCalculus II | 3 | |
| <i>Total Credits</i> | 16 | |
| 3rd Semester | Credits | Course Details |
| ACC 211 Principles of Accounting I | 4 | |
| ECO 201 Principles of Economics I - Macroeconomics | 3 | |
| Literature Elective | 3 | See Note 3. |
| MTH 263 Calculus I | 3 | See Note 4. |
| Health Elective | 2 | |
| <i>Total Credits</i> | 15 | |
| 4th Semester | Credits | Course Details |

| | | |
|----------------------------------------------------|-----------|-------------|
| ACC 212 Principles of Accounting II | 4 | |
| ECO 202 Principles of Economics I - Microeconomics | 3 | |
| Literature Elective | 3 | See Note 3. |
| CST 110 Introduction to Speech Communications | 3 | |
| <i>Total Credits</i> | 13 | |
| Total Credits For Program | 61 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
2. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
3. Students may take any English (ENG) course listed as a Humanities Elective on page 75 of the 2019-2020 Catalog.
4. Students may request to substitute MTH 263 with another Calculus course.
5. Students may take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.

General Studies, AA&S Degree

Plan 697

Purpose

The Associate of Arts and Sciences in General Studies is intended to provide students with a general course of study that parallels the freshman and sophomore years at most colleges and universities. Although not all four-year colleges and universities treat the degree as a pure transfer degree, the courses in this program are specifically selected for ease of transfer to most four-year colleges and universities.

Students completing the degree may also be awarded the Certificate in General Education.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students should see their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Explore, interpret, and represent the human experience and cultural awareness through the arts and social sciences.
- Read, write and analyze effectively across a number of disciplines.
- Integrate and apply the fundamental principles of scientific inquiry, social sciences, arts, and humanities.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-------------------------------------------------------------------------|----------------|-----------------------|
| Science with Lab Elective | 4 | See Note 1. |
| ENG 111 College Composition I | 3 | |
| History Elective | 3 | See Note 2. |
| ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy) | 3 | |
| Approved Math Elective | 3 | See Note 3. |
| SDV 100 College Success Skills | 1 | |
| Total Credits | 17 | |
| 2nd Semester | Credits | Course Details |
| Science with Lab Elective | 4 | See Note 1. |
| ENG 112 College Composition II | 3 | |
| History Elective | 3 | See Note 2. |
| PSY 200 or SOC 200 (General Psychology or Intro to | 3 | |
| Approved Math Elective | 3 | See Note 3. |
| Total Credits | 16 | |
| 3rd Semester | Credits | Course Details |
| CST 110 Introduction to Speech Communications | 3 | |
| Humanities Elective | 3 | See Note 1. |
| Health Elective | 2 | See Note 4. |
| Literature Elective | 3 | See Note 5. |
| ECO 201 or PLS 211 (Principles of Macroeconomics or US Government I) | 3 | |
| Total Credits | 14 | |
| 4th Semester | Credits | Course Details |
| Transfer Elective | 9 | See Note 1. |

| | | |
|----------------------------------|-----------|-------------|
| Literature Elective | 3 | See Note 5. |
| Social Science Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 15 | |
| Total Credits For Program | 62 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
2. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
3. Students may take any math course numbered MTH154 or higher. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
4. Students may take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.
5. Students may take any English (ENG) course listed as a Humanities Elective on page 75 of the 2019-2020 Catalog.

General Education, Certificate

Plan 695

Purpose

The Certificate in General Education is intended to provide students the opportunity to take courses to meet a subset of lower level general education requirements at a four-year college or university. The Certificate is not intended to represent a comprehensive general education core or to insure the same ease of transferability as the transfer degrees.

Students enrolled in the Certificate program may apply all credits earned to any of the college's AA&S degrees.

Under current guidelines, Federal financial aid cannot be used to enroll in the General Education Certificate program. Students intending to use financial aid should enroll in one of the college's AA&S transfer degree programs.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students should see their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Explore, interpret, and represent the human experience and cultural awareness through the arts and social sciences.
- Read, write and analyze effectively across a number of disciplines.
- Integrate and apply the fundamental principles of scientific inquiry, social sciences, arts, and humanities.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|----------------------------------|----------------|-----------------------|
| Science with Lab Elective | 4 | See Note 1. |
| ENG 111 College Composition I | 3 | |
| History Elective | 3 | See Note 2. |
| Approved Math Elective | 3 | See Note 3. |
| SDV 100 College Success Skills | 1 | |
| Humanities Elective | 3 | See Note 1. |
| Total Credits | 17 | |
| 2nd Semester | Credits | Course Details |
| Science with Lab Elective | 4 | See Note 1. |
| ENG 112 College Composition II | 3 | |
| History Elective | 3 | See Note 2. |
| Social Science Elective | 3 | |
| Humanities Elective | 3 | |
| Total Credits | 16 | |
| Total Credits For Program | 33 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
2. Students may take any History course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
3. Students may take any math course numbered MTH 154 or higher. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.

Liberal Arts, AA&S Degree

Plan 650

Purpose

The Associate of Arts and Sciences degree in Liberal Arts will prepare students to transfer to a four-year college or university to complete a baccalaureate degree. Students should work closely with a counselor or advisor to select appropriate coursework in preparation for transfer to their intended major and college or university. Students completing the degree may also be awarded the Certificate in General Education.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Explore, interpret, and represent the human experience and cultural awareness through the arts and social sciences.
- Read, write, and analyze effectively across a number of disciplines.
- Solve problems, evaluate arguments, and interpret information in multiple academic disciplines using critical thinking skills.

Program Curriculum and Suggested Sequence of Courses

| 1 st Semester | Credits | Course Details |
|---------------------------------------------------------------|-----------|----------------|
| Science with Lab Elective | 4 | See Note 1. |
| ENG 111 College Composition I | 3 | |
| History Elective | 3 | See Note 2. |
| Approved Math Elective | 3 | See Note 3. |
| SDV 100 College Success Skills | 1 | |
| Total Credits | 14 | |
| 2 nd Semester | Credits | Course Details |
| Science with Lab Elective | 4 | See Note 1. |
| ENG 112 College Composition II | 3 | |
| History Elective | 3 | See Note 2. |
| PSY 200 or SOC 200 (General Psychology or Intro to Sociology) | 3 | |
| Approved Math Elective | 3 | See Note 3. |
| Total Credits | 16 | |
| 3 rd Semester | Credits | Course Details |
| CST 110 Introduction to Speech Communications | 3 | |
| Humanities Elective | 3 | See Note 1. |
| Health Elective | 2 | See Note 4. |
| Literature Elective | 3 | See Note 5. |
| Foreign Language Elective | 4 | See Note 6. |
| Total Credits | 15 | |

| 4th Semester | Credits | Course Details |
|----------------------------------|----------------|-----------------------|
| Transfer Elective | 6 | See Note 1. |
| Foreign Language Elective | 4 | See Note 6. |
| Literature Elective | 3 | See Note 5. |
| Social Science Elective | 3 | See Note 1. |
| Total Credits | 16 | |
| Total Credits For Program | 61 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
2. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
3. Students may take any math course numbered MTH154 or higher. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
4. Students may take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.
5. Students may take any English (ENG) course listed as a Humanities Elective on page 75 of the 2019-2020 Catalog.
6. Student may select any of the following sequences: SPA 101 & 102; SPA 201 & 202; FRE 101 & 102; FRE 201 & 202.

Liberal Arts – Education Specialization, AA&S Degree

Plan 650.12

Purpose

The Associate of Arts and Sciences degree in Liberal Arts – Education Specialization is designed to prepare students to transfer to a four-year college or university to complete a baccalaureate degree in a Teacher Preparation program. Students should consult an advisor to choose the appropriate courses based on where students plan to transfer and their intended transfer program. Students completing the degree may also be awarded the Certificate in General Education.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Explore, interpret, and represent the human experience and cultural awareness through the arts and social sciences.
- Read, write, and analyze effectively across a number of disciplines.
- Solve problems, evaluate arguments, and interpret information in multiple academic disciplines using critical thinking skills.
- Research and analyze education and teaching topics that are specific to their own needs and interests.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-------------------------------------------------------------------------|----------------|----------------------------------|
| Approved Science with Lab Elective | 4 | See Note 1. |
| ENG 111 College Composition I | 3 | |
| History Elective | 3 | See Note 2. |
| MTH 161 PreCalculus I | 3 | |
| ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy) | 3 | |
| SDV 100 College Success Skills | 1 | |
| Total Credits | 17 | |
| 2nd Semester | Credits | Course Details |
| Approved Science with Lab Elective | 4 | See Note 1. |
| ENG 112 College Composition II | 3 | |
| History Elective | 3 | See Note 2. |
| PSY 200 or SOC 200 (General Psychology or Intro to Sociology) | 3 | |
| Total Credits | 13 | |
| 3rd Semester | Credits | Course Details |
| CST 110 Introduction to Speech Communications | 3 | |
| EDU 200 Introduction to Education | 3 | Requires 40 hours of observation |
| HLT 106 First Aid and Safety | 2 | |
| Literature Elective | 3 | See Note 3. |
| Foreign Language Elective | 4 | See Note 4. |
| Total Credits | 15 | |
| 4th Semester | Credits | Course Details |
| Humanities Elective | 3 | See Note 5. |
| MTH 245 Statistics I | 3 | |

| | | |
|-------------------------------------------------------------------|-----------|-------------|
| Foreign Language Elective | 4 | See Note 4. |
| Literature Elective | 3 | See Note 3. |
| PSY 230 or PSY 235 (Developmental Psychology or Child Psychology) | 3 | See Note 6. |
| Total Credits | 16 | |
| Total Credits For Program | 61 | |

Notes and Additional Curriculum Options

1. Students may select any of the following sequences: a BIO 101 & 102; CHM 111 & 112; PHY 201 & 202.
2. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
3. Students may take any English (ENG) course listed as a Humanities Elective on page 75 of the 2019-2020 Catalog.
4. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should take two science sequences, and should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
5. Student may select any of the following sequences: SPA 101 & 102; SPA 201 & 202; FRE 101 & 102; FRE 201 & 202.
6. Students should consult an advisor to choose the appropriate course based on where students plan to transfer and their intended transfer program.

Science, AA&S Degree

Plan 881

Purpose

The Science AA&S is designed for persons who are interested in transferring into a science or pre-professional baccalaureate program. This program is designed to prepare students for programs with an emphasis on STEM (science, technology, engineering, and math). Scientifically oriented persons are in demand in business, government, industry, and a variety of health professions.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Demonstrate the ability to utilize the scientific method including analysis and drawing conclusions from generated scientific data and be able to present and defend findings.
- Successfully transfer to a four-year college or university.
- Read, write, and analyze effectively across disciplines.
- Recognize and interpret the meaning of quantitative and mathematical symbols appropriate for logic processes to make meaningful decisions and solve problems.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-------------------------------------------------------------------------|----------------|-----------------------|
| Science with Lab Elective | 4 | See Note 1. |
| ENG 111 College Composition I | 3 | |
| History Elective | 3 | See Note 2. |
| MTH 161 PreCalculus I | 3 | |
| ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy) | 3 | |
| SDV 100 College Success Skills | 1 | |
| Total Credits | 17 | |
| 2nd Semester | Credits | Course Details |
| Science with Lab Elective | 4 | See Note 1. |
| ENG 112 College Composition II | 3 | |
| History Elective | 3 | See Note 2. |
| PSY 200 or SOC 200 (General Psychology or Intro to Sociology) | 3 | |
| MTH 162 PreCalculus II | 3 | |
| Total Credits | 16 | |
| 3rd Semester | Credits | Course Details |
| CST 110 Introduction to Speech Communications | 3 | |
| Humanities Elective | 3 | See Note 1. |
| Science with Lab Elective | 4 | See Note 1. |
| Health Elective | 2 | See Note 3. |
| MTH 263 Calculus I | 4 | |
| Total Credits | 16 | |
| 4th Semester | Credits | Course Details |
| Science with Lab Elective | 4 | See Note 1. |

| | | |
|----------------------------------------------------------------------|-----------|-------------|
| MTH 264 College Calculus II | 4 | |
| ECO 201 or PLS 211 (Principles of Macroeconomics or US Government I) | 3 | |
| Literature Elective | 3 | See Note 4. |
| Total Credits | 14 | |
| Total Credits For Program | 63 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should take two science sequences, and should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.
2. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
3. Students may take any course(s) with an HLT prefix. Veterans with documented military experience are waived from this requirement.
4. Students may take any English (ENG) course listed as a Humanities Elective on page 75 of the 2019-2020 Catalog.

CAREER AND TECHNICAL EDUCATION DEGREES & CERTIFICATES

Early Childhood Education, AAS Degree

Plan 636

Purpose

The Early Childhood Education AAS is designed to prepare its graduates to work in educational and childcare settings providing care and education for children from birth to age twelve. The program includes a 15-week supervised internship in an early childhood educational facility.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Describe the interworking of early childhood education programs and settings.
- Apply developmentally appropriate methods and materials to use with young children in an early childhood education setting.
- Analyze the physical, social, and emotional needs of young children in the early childhood development stages and the effects of not meeting those needs.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-----------------------------------------------------------------------------|----------------|---------------------------------------------------------------|
| SDV 100 College Success Skills | 1 | |
| ENG 111 College Composition 1 | 3 | |
| MTH 154 Quantitative Reasoning | 3 | |
| CHD 120 Introduction to Early Childhood | 3 | |
| CHD 145 Teaching Art, Music, and Movement | 3 | |
| CHD 118 Language Arts for Children | 3 | |
| Total Credits | 16 | |
| 2nd Semester | Credits | Course Details |
| ENG 112 College Composition II | 3 | |
| CHD 165 Observation and Participation in Early Childhood / Primary Settings | 3 | Requires 40 hours of observation at a K12 school. See Note 1. |
| CHD 205 Guiding the Behavior of Children | 3 | |
| CHD 210 Intro to Exceptional Children | 3 | |
| EDU 235 Health, Safety, and Nutrition Education | 3 | |
| Total Credits | 15 | |
| 3rd Semester | Credits | Course Details |
| BIO 101 General Biology with Lab | 4 | |
| CHD 166 Infant and Toddler Programs | 3 | |
| EDU 200 Intro to Teaching | 3 | Requires 40 hours of observation at a K12 school See Note 1. |
| Literature Elective | 3 | See Note 2. |
| History Elective | 3 | See Note 3. |

| | | |
|--------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------|
| Total Credits | 16 | |
| 4th Semester | Credits | Course Details |
| CHD 265 Advanced Observation & Participation in Early Childhood/Primary Settings | 3 | Requires 40 hours of observation at a K12 school. See Note 1. |
| CHD 270 Administration of Early Childhood Educational Programs | 3 | |
| PSY 230 Developmental Psychology | 3 | |
| CHD 146 Methods/Materials for Teaching Math, Science, and Social Studies to Children | 3 | |
| CHD 216 Early Childhood Programs, School, and Social Change | 3 | |
| Total Credits | 15 | |
| Total Credits For Program | 62 | |

Notes and Additional Curriculum Options

1. Students may be required to provide proof of certain vaccinations and clear criminal background checks prior to entering child care facilities or schools for their supervised internships.
2. Student must take one of the following: ENG 241, ENG 242 or ENG 250.
3. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.

Early Childhood Development, Career Studies Certificate

Plan 221.636.04

Purpose

The program is designed to prepare its graduates to work in educational and childcare settings providing care and education for children from birth to age twelve (12). The program includes a 15-week supervised internship in an educational facility.

Students enrolled in the Career Studies Certificate program may apply all credits earned to the college's AAS degree in Early Childhood Education.

Under current guidelines, Federal financial aid cannot be used to enroll in this Career Studies Certificate program. Students intending to use financial aid should enroll in one of the college's AAS degree program.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Create an appropriate integrated curriculum.
- Analyze the physical, social, and emotional needs of young children in the early childhood development stages and the effects of not meeting those needs.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|---------------------------------------------------------------------------|----------------|-----------------------|
| CHD 120 Introduction to Early Childhood Education | 3 | |
| CHD 145 Teaching Art, Music, and Movement | 3 | |
| <i>Total Credits</i> | 6 | |
| 2nd Semester | Credits | Course Details |
| CHD 165 Observation and Participation in Early Childhood Primary Settings | 3 | |
| CHD 205 Guiding the Behavior of Young Children | 3 | |
| EDU 235 Health, Safety, and Nutrition Education | 3 | |
| <i>Total Credits</i> | 9 | |
| Total Credits For Program | 15 | |

Electricity, Career Studies Certificate

Plan 221.941.01

Purpose

The purpose of the Electricity Career Studies Certificate is to provide students with the foundation to become effective electrical technicians. Students enrolled in the Career Studies Certificate may apply many of the credits earned to the college's Certificate in Industrial Technology.

Program Requirements and Special Conditions

Students must maintain a 2.0 GPA.

Program Learning Outcomes

Students will be able to:

- Use electrical equipment safely and appropriately.
- Apply National electrical code to industrial and residential wiring.
- Apply fundamental electrical theory to electrical and industrial wiring.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-------------------------------------|----------------|-----------------------|
| ELE 118 Practical Electricity | 2 | |
| ELE 127 Residential Wiring Methods | 3 | |
| ELE 131 National Electrical Code I | 4 | |
| IND 103 Industrial Methods | 2 | |
| SAF 130 Industrial Safety – OSHA 10 | 1 | |
| <i>Total Credits</i> | <i>12</i> | |
| 2nd Semester | Credits | Course Details |
| ELE 132 National Electrical Code II | 4 | |
| ELE 149 Wiring Methods in Industry | 3 | |
| ELE 156 Electrical Control Systems | 3 | |
| <i>Total Credits</i> | <i>10</i> | |
| Total Credits For Program | 22 | |

Notes and Additional Curriculum Options

Part-time students should consult their faculty advisors regarding appropriate course sequences.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- Journeyman Electrical Tradesman Licensure, Virginia Department of Professional and Occupational Regulation
- Master Electrical Tradesman, Virginia Department of Professional and Occupational Regulation
- 10-hour Construction Safety and Health, Occupational Safety and Health Administration

Electronics Technology, AAS Degree

Plan 981

Purpose

The Electronics Technology AAS degree is designed to prepare students for a wide range of careers in design, installation, operation, manufacturing, service, and sales of electronic devices or systems.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Identify common electronic components, devices, and symbols.
- Demonstrate an understanding of complex devices and technical topics.
- Demonstrate technical competence by earning a licensure or externally developed industry credential.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|------------------------------------------------------------------------------------------|----------------|-----------------------|
| ENG 111 College Composition I | 3 | |
| ETR 113 D.C. and A.C. Fundamentals I | 3 | |
| ETR 167 Logic Circuits and Systems | 3 | |
| MTH 161 PreCalculus I | 3 | |
| SDV 101 or SDV 100 (Orientation to Engineering & Technologies or College Success Skills) | 1 | |
| Social Science Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 16 | |
| 2nd Semester | Credits | Course Details |
| ENG 112 or ENG 115 (College Composition II or Technical Writing) | 3 | |
| ETR 114 D.C. and A.C. Fundamentals II | 3 | |
| ETR 160 Survey of Microprocessors | 4 | |
| MTH 162 PreCalculus II | 3 | |
| Social Science Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 16 | |
| 3rd Semester | Credits | Course Details |
| General Elective | 3 | See Note 2. |
| <i>Total Credits</i> | 3 | |
| 4th Semester | Credits | Course Details |
| ETR Elective | 11 | See Note 3. |
| Health Elective | 1 | See Note 4. |
| MTH 263 Calculus I | 4 | |
| <i>Total Credits</i> | 16 | |
| 5th Semester | Credits | Course Details |
| ETR 214 or ETR 296 (Advanced Circuits and New Devices or On-Site Training) | 2 | |
| ETR Elective | 11 | See Note 3. |
| Humanities Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 16 | |
| Total Credits For Program | 67 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s).
2. The general elective may be satisfied with any course number of 100 or above. Students should consult with their faculty advisor regarding the selection of the most appropriate course.
3. The ETR elective requirement can be satisfied by any electronics courses with a course number of 100 or above or other college level courses when taken as part of a plan approved by the faculty advisor.
4. Students make take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- Amateur Radio Technician Licensure, Federal Communications Commission
- General Radiotelephone Operator License (GROL), Federal Communications Commission
- Basic Electricity and Electronics Certification, Cert *TEC*

Electronics Technology, Certificate

Plan 925

Purpose

The Electronics Technology Certificate is designed to prepare students for employment as technicians in engineering, communication, and computer fields.

Students enrolled in the Certificate program may apply all credits earned to the college's AAS degree in Electronics Technology.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Analyze Direct Current (DC) and Alternating Current (AC) circuits using various circuit simplification and analysis techniques;
- Identify common electronic components, devices, and symbols.

Program Curriculum and Suggested Sequence of Courses

| 1 st Semester | Credits | Course Details |
|------------------------------------------------------------------------------------------|-----------|----------------|
| ENG 111 College Composition I | 3 | |
| ETR 113 D.C. and A.C. Fundamentals I | 3 | |
| ETR 167 Logic Circuits and Systems | 3 | |
| General Elective | 3 | See Note 1. |
| MTH 161 PreCalculus I | 3 | |
| SDV 101 or SDV 100 (Orientation to Engineering & Technologies or College Success Skills) | 1 | |
| <i>Total Credits</i> | 16 | |
| 2 nd Semester | Credits | Course Details |
| ENG 112 or ENG 115 (College Composition I or Technical Writing) | 3 | |
| ETR 114 D.C. and A.C. Fundamentals II | 3 | |
| ETR 160 Survey of Microprocessors | 4 | |
| General Elective | 3 | See Note 1. |
| MTH 162 PreCalculus II | 3 | |
| <i>Total Credits</i> | 16 | |
| Total Credits For Program | 32 | |

Notes and Additional Curriculum Options

1. The general elective may be satisfied with any course number of 100 or above. Students should consult with their faculty advisor regarding the selection of the most appropriate course.

Electronics Technology – Computer Technician Specialization, AAS Degree

Plan 981.01

Purpose

The Electronics Technology: Computer Technician Specialization AAS degree is designed to prepare students for working with computer hardware, repair, installation, and networking in entry-level employment.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Identify common electronic components, devices, and symbols.
- Demonstrate an understanding of complex devices and technical topics.
- Demonstrate technical competence by earning a licensure or externally developed industry credential.
- Apply knowledge of common logic gates to the workforce setting.

Program Curriculum and Suggested Sequence of Courses

| 1 st Semester | Credits | Course Details |
|------------------------------------------------------------------------------------------|---------|----------------|
| ENG 111 College Composition I | 3 | |
| ETR 113 D.C. and A.C. Fundamentals I | 3 | |
| ETR 167 Logic Circuits and Systems | 3 | |
| MTH 161 PreCalculus I | 3 | |
| SDV 101 or SDV 100 (Orientation to Engineering & Technologies or College Success Skills) | 1 | |
| Social Science Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 16 | |
| 2 nd Semester | Credits | Course Details |
| ENG 112 or ENG 115 (College Composition II or Technical Writing) | 3 | |
| ETR 160 Survey of Microprocessors | 4 | |
| Health Elective | 2 | See Note 2. |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| MTH 162 PreCalculus II | 3 | |
| <i>Total Credits</i> | 15 | |
| 3 rd Semester | | |
| General Elective | 3 | See Note 3. |
| <i>Total Credits</i> | 3 | |
| 4 th Semester | Credits | Course Details |
| ETR 228 Computer Troubleshooting and Repair | 3 | |
| ETR Elective | 4 | See Note 4. |
| Information Technology Elective | 3 | See Note 5. |
| MTH 263 Calculus I | 4 | |
| Social Science Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 17 | |
| 5 th Semester | Credits | Course Details |
| ETR 214 Advanced Circuits and New Devices | 2 | |
| ETR 278 Computer Interfacing and Circuitry | 4 | |
| ETR Elective | 4 | See Note 4. |

| | | |
|----------------------------------|-----------|-------------|
| Information Technology Elective | 3 | See Note 5. |
| Humanities Elective | 3 | See Note 1. |
| <i>Total Credits</i> | 16 | |
| Total Credits For Program | 67 | |

Notes and Additional Curriculum Options

1. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s).
2. Students make take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.
3. The general elective may be satisfied with any course number of 100 or above. Students should consult with their faculty advisor regarding the selection of the most appropriate course.
4. The ETR elective requirement may be satisfied by any electronics course numbered 100 or above or other college-level courses when taken as part of a plan approved by the faculty advisor.
5. The information technology elective requirement may be satisfied by courses with the following prefixes: ITD, ITE, ITN and ITP.

Heating, Ventilation and Air Conditioning, Career Studies Certificate

Plan 221.903.10

Purpose

The certificate is designed to prepare students for employment as competent technicians in Heating, Ventilation, and Air Conditioning (HVAC). Students will have the opportunity to earn a nationally recognized credential through the EPA certification examination. Classes count toward the Journeyman and Master state license in HVAC.

Program Requirements and Special Conditions

Students must maintain a 2.0 GPA.

Program Learning Outcomes

Students will be able to:

- Read and interpret electrical diagrams, wire control systems from electrical diagrams, and repair faults in electrical control systems.
- Properly size and install HVAC systems using current and appropriate codes and industry practices.
- Diagnose, repair faults, and perform maintenance on HVAC systems.

Program Curriculum and Suggested Sequence of Courses

| 1 st Semester | Credits | Course Details |
|---------------------------------------------|-----------|----------------|
| AIR 121 Air Conditioning and Refrigeration | 3 | See Note 1. |
| ELE 118 Practical Electricity | 2 | |
| AIR 276 Refrigerant Usage EPA Certification | 1 | See Note 1. |
| IND 103 Industrial Methods | 2 | |
| SAF 130 Industrial Safety | 1 | |
| <i>Total Credits</i> | 9 | |
| 2 nd Semester | Credits | Course Details |
| AIR 138 Small Hermetic Commercial Systems | 3 | |
| AIR 154 Heating Systems | 3 | |
| AIR 235 Heat Pumps | 3 | |
| ELE 156 Electrical Control Systems | 3 | See Note 2. |
| <i>Total Credits</i> | 12 | |
| Total Credits For Program | 21 | |

Notes and Additional Curriculum Options

1. AIR 121 and AIR 276 are co-requisites and must be taken together.
2. ELE 118 is a pre- or co-requisite for ELE 156. Students who have taken AIR 134 have met the ELE 156 requirement.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- EPA Section 608 Technician Certification, U.S. Environmental Protection Agency
- Journeyman Heating, Ventilation & Air Conditioning, Virginia Department of Professional and Occupational Regulation
- Master Heating, Ventilation & Air Conditioning, Virginia Department of Professional and Occupational Regulation
- 10-hour Construction Safety and Health, Occupational Safety and Health Administration

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- EPA Section 608 Technician Certification, U.S. Environmental Protection Agency
- OSHA 10 Occupational Safety and Health Administration

Industrial Technology, Certificate

Plan 990

Purpose

Industrial operations need highly skilled personnel to build and maintain equipment and systems that are controlled by electrical, hydraulic, pneumatic, and mechanical devices. The industrial technology curriculum is designed to prepare students to build equipment, install machinery and maintain or repair electrical wiring and fixtures, hydraulic and pneumatic devices, programmable logic controlled systems, and heating and air conditioning systems found in institutional, industrial, and commercial settings.

This curriculum integrates training from a variety of disciplines: electrical, mechanical, hydraulics and pneumatics, welding, drafting and design, and heating, ventilation, and air conditioning. These technical courses are supported by a solid core of general education courses that will aid students in developing important practical business application skills. This broad-based interdisciplinary training prepares students to be competent industrial technicians who are adaptable to multiple industrial environments. Modern industry refers to these individuals as multi-craft technicians.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Identify typical tools and proper use of a variety of devices including precision measurement.
- Read and interpret blueprints in the welding industry.
- Perform data collection and evaluation for equipment used in the industrial environment.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|------------------------------------------------------------------------------------------|----------------|-----------------------|
| AIR 121 Air Conditioning and Refrigeration I | 3 | |
| AIR 276 Refrigerant Usage EPA Certification | 2 | |
| DRF 175 Schematics and Mechanical Diagrams | 2 | |
| IND 103 Industrial Methods | 2 | |
| MTH 111 or MTH 130 (Basic Technical Mathematics or Fundamentals of Reasoning) | 3 | |
| SAF 130 Industrial Safety – OSHA 10 | 1 | |
| SDV 101 or SDV 100 (Orientation to Engineering & Technologies or College Success Skills) | 1 | |
| <i>Total Credits</i> | <i>13</i> | |
| 2nd Semester | Credits | Course Details |
| ENG 111 or ENG 115 (College Composition I or Technical Writing) | 3 | |
| IND 145 Introduction to Metrology | 3 | |
| HLT 106 First Aid and Safety | 2 | |
| WEL 150 Welding Drawing and Interpretation | 3 | |
| <i>Total Credits</i> | <i>11</i> | |
| 3rd Semester | Credits | Course Details |
| ELE 118 Practical Electricity | 2 | |
| MEC 211 Machine Design I | 4 | |
| WEL 123 Shielded Metal Arc Welding (Basic) | 4 | |

| | | |
|---------------------------------------------------------|----------------|-----------------------|
| <i>Total Credits</i> | <i>10</i> | |
| 4th Semester | Credits | Course Details |
| ELE 149 Wiring Methods in Industry | 3 | |
| MEC 165 Applied Hydraulics, Pneumatics and Hydrostatics | 3 | |
| WEL 124 Shielded Metal Arc Welding (Advanced) | 4 | |
| <i>Total Credits</i> | <i>10</i> | |
| Total Credits For Program | 44 | |

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- EPA Section 608 Technician Certification, U.S. Environmental Protection Agency
- 10-hour Construction Safety and Health, Occupational Safety and Health Administration

Long-Term Care Assistant, Career Studies Certificate

221-157-01

Purpose

This Long-Term Care Assistant program prepares individuals to work as a nurse aide, home health aide, or geriatric nurse aide. Students are prepared to fulfill the minimum requirements for being eligible to take the National Nurse Aide Assistant Program (NNAAP) exam; passing rates result in being listed in the Virginia Nurse Aide Registry. There are specific requirements that potential students must meet before enrolling in the program; see program advisor for details.

Under current guidelines, Federal financial aid cannot be used to enroll in this Career Studies Certificate program. Students may apply for WIOA tuition assistance by calling 757.789.1756 or 757.789.1757.

Program Requirements and Special Conditions

Admission

The Long-Term Care Assistant program is a high demand curriculum for which the number of applicants exceeds the number of spaces available. To provide a consistent and fair means of admission, the college has adopted the guidelines below:

1. Admission to the program will be offered on a first-come/first-served basis. Admission will be based on the dates students complete the application process and placement tests.
2. First priority is given to residents of the Eastern Shore of Virginia, second to other Virginia residents, and third to out-of-state students.
3. Once all students have been accommodated under this policy, the College may accept additional registrations for program courses on a first-come/first-served basis.
4. Students who are not admitted must reapply the following year.
5. The Senior Citizen Waiver of Tuition benefit is not available for this high-demand program.
6. Students are eligible to take the National Nurse Aide Assessment Program (NNAAP) exam after completion of HCT 101 for nurse aide certification.
7. Students are eligible to take the PSI Medication Aide exam after completion of HCT 115 for medication aide certification.
8. Students that complete the curriculum are eligible for an ESCC Career Studies Certificate.

Program Application Requirements to Apply for Admission

In addition to general admission requirements established by ESCC, minimum standards for program entry are:

1. High school diploma or GED
2. Ninth grade reading and sixth grade math skills as established by Tests for Adult Basic Education (TABE) if Workforce Investment Act (WIOA) student
3. Math placement to MTE 2 or completion of appropriate developmental math courses
4. English placement to ENF 2 or completion of appropriate developmental English courses
5. Must be 18 years of age or older
6. Must be able to lift forty (40) pounds
7. Completion of a criminal background check
8. Completion of a Physical Examination and a two-step PPD tuberculosis screening or chest x-ray if PPD positive
9. Current record of immunizations including MMR, Varicella, Tetanus and Hepatitis B or signed waiver
10. Must wear the appropriate uniform in the clinical area

Program Learning Outcomes

Students will be able to:

- Provide safe, competent care for the patient/family
- Employ appropriate actions regarding cultural, ethical, legal, and nurse aide values for self and others.
- Practice within the standards established by the profession, and identify the parameters of accountability.

Program Curriculum and Suggested Sequence of Courses

(Curriculum subject to change due to guidance announced by the Virginia Board of Nursing.)

| 1st Semester | Credits | Course Details |
|-----------------------------------------------|----------------|-----------------------|
| HCT 101 Health Care Technician I | 4 | See Note 1. |
| HCT 190 Coordinated Internship in Health Care | 2 | See Note 1. |

| | | |
|------------------------------------------|----------|-------------|
| HLT 105 CPR | 1 | |
| HLT 145 Ethics for Health Care Personnel | 2 | See Note 2. |
| Total Credits For Program | 9 | |

Notes and Additional Curriculum Options

1. Students must receive a C (80%) in HCT 101 and HCT 190 to be eligible to take the National Nurse Aide Assessment Program (NNAAP) exam.
2. Students may choose to take HCT 115 in place of HLT 145. However, HCT 101 and HCT 190 are prerequisites for HCT 115. The courses may not be taken concurrently.

The nursing law of Virginia addresses criteria for application for nurse aide certification. The Virginia Board of Nursing has the power to deny the opportunity to become certified through testing if the applicant has committed a felony/misdemeanor violating the provisions of 54-367.32 of the Code of Virginia. A student's eligibility to take the nurse aide certification exam cannot be determined until application for certification is received by the Virginia State Board of Nursing (VBON).

The grading scale for the LTCA program is as follows:

- A 94 - 100
- B 87 - 93
- C 80 - 86
- D 74 - 79
- F 73 and below

Some health care facilities may not employ individuals or allow students to participate in clinical experiences in their facilities who have committed certain criminal acts. Any student that has committed any illegal offenses other than minor traffic violations should discuss these matters with the program director for further clarification. Students who have convictions may be prohibited from clinical practice and may not complete the program. Students are responsible for costs related to required testing fees, liability insurance, uniforms and criminal background checks.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- Certified Nurse Aide from the Virginia Board of Nursing.
- Medication Aid Certification from the Virginia Board of Nursing.
- Cardiopulmonary Resuscitation (CPR)

Management, AAS Degree

Plan 212

Purpose

The AAS in Management degree is designed for individuals wishing to acquire new, develop old, or supplement existing skills and knowledge in and about business.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Demonstrate the ability to apply business management concepts and practices to tangible business situations.
- Demonstrate the ability to organize and present business-related information in oral and written presentations.
- Identify business management problems, coordinate available resources, consider alternatives, and make logical decisions.

Program Curriculum and Suggested Sequence of Courses

| 1 st Semester | Credits | Course Details |
|--------------------------------------------------------------------------|-----------|----------------|
| BUS 100 Introduction to Business | 3 | |
| ENG 111 College Composition I | 3 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| MTH 130 Fundamentals of Reasoning | 3 | |
| SDV 100 College Success Skills | 1 | |
| PSY 200 or SOC 200 (Principles of Psychology or Principles of Sociology) | 3 | |
| Total Credits | 16 | |
| 2 nd Semester | Credits | Course Details |
| BUS 200 Principles of Management | 3 | |
| ENG 112 or ENG 115 (College Composition II or Technical Writing) | 3 | |
| Health Elective | 2 | See Note 1. |
| ITE 140 Spreadsheet Software | 4 | |
| MKT 100 Principles of Marketing | 3 | |
| CST 110 Introduction to Speech Communications | 3 | |
| Total Credits | 18 | |
| 3 rd Semester | Credits | Course Details |
| ACC 211 Principles of Accounting I | 4 | |
| BUS 165 Small Business Management | 3 | |
| ECO 201 Principles of Economics I | 3 | |
| PHI 220 Ethics | 3 | |
| BUS 201 Organizational Behavior | 4 | |
| Total Credits | 17 | |
| 4 th Semester | Credits | Course Details |
| ACC 212 Principles of Accounting II | 4 | |
| BUS 111 Principles of Supervision | 3 | |
| BUS 240 Introduction to Business Law | 3 | |

| | | |
|-------------------------------------------------------------|--------------|-------------|
| BUS 190 Coordinated Internship or Science with Lab Elective | 3-4 | See Note 2. |
| Total Credits | 13-14 | |
| Total Credits For Program | 64-65 | |

1. Students make take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.
2. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s).

Small Business Management, Career Studies Certificate

Plan 221.212.24

Purpose

The Small Business Management Career Studies Certificate prepares individuals to assume entry-level supervisor positions. It also designed for individuals who are already employed to improve management skills for promotional purposes and for individuals who are interested in starting or owning a business.

Students enrolled in the Career Studies Certificate may apply all credits earned to the college's AAS degree in Management.

Program Requirements and Special Conditions

Students must demonstrate proficiency in basic math and reading equivalent to MTT 2 and ENF 1 before enrolling in the program. Students must maintain a 2.0 GPA.

Program Learning Outcomes

Students will be able to:

- Demonstrate the ability to apply business management concepts and practices to practical business situations.
- Identify business management related problems.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|------------------------------------------------------------|----------------|-----------------------|
| ACC 211 Principles of Accounting I | 4 | |
| BUS 100 Introduction to Business | 3 | |
| BUS 165 Small Business Management | 3 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| <i>Total Credits</i> | 13 | |
| 2nd Semester | Credits | Course Details |
| BUS 111 Principles of Supervision | 3 | |
| BUS 190 Coordinated Internship in Business | 3 | |
| MKT 100 Principles of Marketing | 3 | |
| <i>Total Credits</i> | 9 | |
| Total Credits For Program | 22 | |

Management – Information Technology Specialization, AAS Degree

Plan 212.01

Purpose

The Information Systems specialization of the AAS degree in Management is a cross-discipline curriculum designed to provide a foundation in business management with a concentration in information technology.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Apply business management concepts and practices to tangible business situations.
- Organize and present business-related information in oral and written presentation
- Identify business management problems, coordinate available resources, consider alternatives, and make logical decisions

Program Curriculum and Suggested Sequence of Courses

| 1 st Semester | Credits | Course Details |
|-----------------------------------------------------------------------------------|-----------|----------------|
| BUS 100 Introduction to Business | 3 | |
| ENG 111 College Composition I | 3 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| MTH 130 Fundamentals of Reasoning | 3 | |
| SDV 100 College Success Skills | 1 | |
| PSY 200 or SOC 200 (Principles of Psychology or Principles of Sociology) | 3 | |
| Total Credits | 16 | |
| 2 nd Semester | Credits | Course Details |
| BUS 200 Principles of Management | 3 | |
| ENG 112 or ENG 115 (College Composition II or Technical Writing) | 3 | |
| Health Elective | 2 | See Note 1. |
| ITN 102 Introduction to Network Client Operating Systems | 3 | |
| ITN 109 Internet and Network Foundations | 3 | |
| MKT 100 Principles of Marketing | 3 | |
| Total Credits | 17 | |
| 3 rd Semester | Credits | Course Details |
| ACC 211 Principles of Accounting I | 4 | |
| ECO 201 or ECO 202 (Principles of Macroeconomics or Principles of Microeconomics) | 3 | |
| PHI 220 Ethics | 3 | |
| ITD 110 Web Page Design I | 3 | |
| ITD 132 Structured Query Language | 3 | |
| ITD 210 or ITE 119 (Web Page Design II of Information Literacy) | 3 | |
| Total Credits | 19 | |

| 4th Semester | Credits | Course Details |
|--------------------------------------|----------------|-----------------------|
| ACC 212 Principles of Accounting II | 4 | |
| BUS 240 Introduction to Business Law | 3 | |
| ITE 140 Spreadsheet Software | 3 | |
| ITE 170 Multimedia Software | 3 | |
| Science with Lab Elective | 4 | See Note 2. |
| Total Credits | 17 | |
| Total Credits For Program | 69 | |

Notes and Additional Curriculum Options

1. Students make take any course(s) with the HLT prefix. Veterans with documented military experience are waived from this requirement.
2. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- Network Technology Associate Certification
- Internet Business Associate Certification
- Site Development Associate Certification

Medical Assisting, Certificate

Plan 166

Purpose

The Medical Assistant certificate program prepares individuals as multi-skilled health care practitioners who are competent in urgent care, physician's offices, hospitals, and long term care environments. The Medical Assisting program will prepare students for work in hospitals, physician offices, urgent care facilities and nursing homes. Graduates will be prepared to perform traditional medical assistant responsibilities include administrative and clinical duties. Upon completion of the program, students are eligible to take the National Center for Competency Testing (NCCT) for certification.

Program Requirements and Special Conditions

Information packets containing the necessary documents for application may be requested from the college. Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is May 1st. Depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted. All transcripts must be received before May 1st. Students must contact the Admissions Office to set up placement test(s). 757-789-1720.

Introduction to Medical Assisting

Medical assistants are allied healthcare professionals responsible for various clinical and/or administrative duties. They perform clinical functions including but not limited to direct patient care and preparation, ECG, phlebotomy, and pharmacology while maintaining patient safety and confidentiality. They may also perform administrative duties such as scheduling appointments, maintaining patient records, bookkeeping, and billing and insurance processing. (NCCT, 2017).

The program will enroll approximately twenty (20) students annually. Students will rotate through an internship. Clinical affiliates for medical assistants will include nursing homes, rehabilitation, the hospital, physician's offices and other allied health agencies. Upon completion of the program students are eligible to take the National Center for Competency Testing (NCCT) for certification as a Medical Assistant (NCMA).

Program Admission Requirements

Prospective students must:

1. Complete application to Eastern Shore Community College (ESCC).
2. Have High School diploma transcript or GED certification sent to ESCC Registrar office.
3. Complete placement testing and master placement MTE 1-4 or completion of appropriate developmental math courses;
4. Achieve placement to ENG 111 or completion of appropriate developmental English courses;
5. Complete HESI admission testing for Medical Assisting.
6. Complete criminal background check and no evidence of criminal history or pending actions.
7. Be eligible for employment with the Riverside Health System and Eastern Shore Rural Health entities.
8. Students are responsible for their own transportation to off-campus facilities for clinical experiences.
9. Students must receive a grade of "C" or better in all core courses to remain in the MA program.
10. Students must maintain an overall grade point average of 2.0 or better.

Additional Continuation Requirements following admission to the program: These requirements must be fulfilled prior to the start of the second semester or entry into the clinical internship: (Students must be current, certified and or maintain standards through the end of the program for all of the continuation requirements.);

1. Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, medical assisting pins and graduation uniform, books, criminal history and sex offender crimes against minors background checks.
2. Purchase of ESCC approved Student Uniforms, Blood Pressure cuff and stethoscope, non-skid white shoes, drug handbook, and basic calculator.
3. Completion of a physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B series or positive titer, tetanus, and current flu vaccine.
4. Potential for random drug screening.

5. Appropriate professional and social media use as defined by the college or syllabus.
6. Participation in community based activities that support student development.

Program Learning Outcomes

Students will be able to:

- Apply diagnostic testing skills.
- Apply the principles of law and ethics in performing office operations.
- Apply medical terminology in the workplace appropriately.

Program Curriculum and Suggested Sequence of Courses

| Program Curriculum | Credits | Course Details |
|-------------------------------------------------------------------------------|-----------|----------------|
| ENG 111 College Composition I | 3 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| SDV 101 Orientation to Health Careers | 1 | |
| PSY 200 or PSY 201 (Principles of Psychology or Introduction to Psychology I) | 3 | |
| CST 110 Introduction to Communication | 3 | |
| <i>Total Credits</i> | 13 | |
| Core Curriculum | Credits | Course Details |
| HLT 105 Cardiopulmonary Resuscitation | 1 | |
| HLT 130 or HLT 138 (Nutrition and Diet Therapy or Principles of Nutrition) | 2 | |
| HLT 250 General Pharmacology | 2 | |
| MDA 100 Introduction to Medical Assisting | 1 | |
| MDA 101 Medical Assisting Science I | 5 | |
| MDA 102 Medical Assistant Science II | 2 | |
| MDA 103 Medical Assisting Science III | 2 | |
| MDA 104 Medical Assistant Science IV | 3 | |
| MDA 190 Coordinated Internship | 3 | |
| MDA 203 Administrative Procedures I | 3 | |
| MDA 207 Medical Law and Ethics | 2 | |
| MDA 208 Medical Office Coding | 2 | |
| MDA 209 Medical Office Insurance | 2 | |
| MDA 210 Medical Office Software Applications | 1 | |
| MDA 290 Coordinated Internship | 5 | |
| MDA 221 Diagnostic Laboratory Procedures | 4 | |
| <i>Total Credits</i> | 40 | |
| Total Credits For Program | 50 | |

Notes and Additional Curriculum Options

1. Students must complete the program within 3 years to be eligible for national certification.
2. There is a limited time for the student to test for national certification following graduation.
3. Students must apply and send all information to National Center for Competency Testing (NCCT) in order to sit for examination.
4. NCCT information regarding testing and fees can be found at <https://www.ncctinc.com/>
5. Part-time students should consult their faculty advisors regarding appropriate course sequences

Courses in this program may help students attain the following license(s) or certification(s):

- National Certified Medical Assistant (NCMA), National Center for Competency Testing (NCCT)

Medical Administrative Office Specialist, Career Studies Certificate

Plan 221.285.87

Purpose

The Medical Administrative Office Specialist (MAOS) certificate program prepares individuals to work as front office staff in medical office settings. Upon completion of the program, students are eligible to take the National Center for Competency Testing (NCCT) for certification.

Students enrolled in the Career Studies Certificate may apply many credits earned to the college's Certificate in Medical Assisting.

Program Requirements and Special Conditions

Information packets containing the necessary documents for application may be requested from the college. Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is May 1st depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted. All transcripts must be received before May 1st. Students must contact the Admissions Office to set up placement test(s). 757-789-1720.

Introduction to Medical Assisting

Medical Administrative Office Specialist (MAOS) are allied health professionals responsible for various medical office administrative tasks beginning with initial patient contact through final payment. They perform front office functions such as scheduling, communicating (with healthcare professionals, patients and third party payers), handling medical records, and financial management while maintaining compliance with state and federal regulations (NCCT, 2017).

The program will enroll approximately twenty (20) students annually. Students will rotate through an internship. Clinical affiliates for medical assistants will include nursing homes, rehabilitation, the hospital, physician's offices and other allied health agencies. Upon completion of the program students are eligible to take the National Center for Competency Testing (NCCT) for certification as a Medical Office Assistant (NCMOA).

Program Admission Requirements

Prospective students must:

1. Complete application to Eastern Shore Community College (ESCC).
2. Have High School diploma transcript or GED certification sent to ESCC's Registrar office.
3. Complete placement testing and master placement of MTE 1-4, or complete appropriate developmental math courses;
4. Achieve placement to ENG 111 or completion of appropriate developmental English courses;
5. Complete criminal background check and no evidence of criminal history or pending actions.
6. Be eligible for employment with the Riverside Health System and Eastern Shore Rural Health entities.
7. Students are responsible for their own transportation to off-campus facilities for clinical experiences.
8. Students must receive a grade of "C" or better in all core courses to remain in the MA program.
9. Students must maintain an overall grade point average of 2.0 or better.

Additional Continuation Requirements following admission to the program: These requirements must be fulfilled prior to the start of the second semester or entry into the clinical internship: (Students must be current, certified and or maintain standards through the end of the program for all of the continuation requirements.):

1. Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, medical assisting pins and graduation uniform, books, criminal history and sex offender crimes against minors background checks.
2. Purchase of ESCC approved Student Uniform lab coat.
3. Completion of a physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B series or positive titer, tetanus, and current flu vaccine.
4. Potential for random drug screening.

5. Appropriate professional and social media use as defined by the college or syllabus.
6. Participation in community based activities that support student development.

Program Learning Outcomes- Students will be able to:

- Demonstrate effective communication skills during the interview process and in all other interactions with patients and professionals.
- Demonstrate the ability to perform front office functions such as scheduling, communicating (with healthcare professionals, patients and third party payers).
- Handle medical records appropriately, to include the electronic medical record, HIPAA, and financial management, while maintaining compliance with state and federal regulations.
- Apply medical terminology appropriately in the work place.
- Apply legal and ethical standards within the medical office setting.

| Program Curriculum | Credits | Course Details |
|------------------------------------------------------------|----------------|-----------------------|
| SDV 101 Orientation to Health Careers | 1 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| <i>Total Credits</i> | <i>4</i> | |
| Core Curriculum | Credits | Course Details |
| MDA 100 Introduction to Medical Assisting | 1 | |
| MDA 101 Medical Assisting Science I | 5 | |
| MDA 190 Coordinated Internship | 3 | |
| MDA 203 Administrative Procedures | 3 | |
| MDA 207 Medical Law and Ethics | 2 | |
| MDA 210 Medical Office Software Applications | 1 | |
| <i>Total Credits</i> | <i>15</i> | |
| Total Credits for Program | 19 | |

Notes and Additional Curriculum Options/Requirements:

1. Students must complete the program within 3 years to be eligible for national certification.
2. There is a limited time for the student to test for national certification following graduation.
3. Students must apply and send all information to National Center for Competency Testing (NCCT) in order to sit for examination.
4. NCCT information regarding testing and fees can be found at <https://www.ncctinc.com/>
5. Part-time students should consult their faculty advisors regarding appropriate course sequences.

Courses in this program may help students attain the following license(s) or certification(s):

- National Certified Medical Office Assistant (NCMOA), National Center for Competency Testing (NCCT)

For additional information on this program, please call 757.789.1787.

Medical Coding and Billing Specialist, Career Studies Certificate

Plan 221.152.03

Purpose

The Billing and Coding (BC) certificate program prepares individuals for a position in a medical office setting. Students are prepared to complete insurance and billing forms for patients and insurance companies. Upon completion of the program, students are eligible to take the National Center for Competency Testing (NCCT) for certification.

Students enrolled in the Career Studies Certificate may apply many credits earned to the college's Certificate in Medical Assisting.

Under current guidelines, Federal financial aid cannot be used to enroll in the Medical Coding and Billing Specialist program.

Program Requirements and Special Conditions

General Information

Information packets containing the necessary documents for application may be requested from the college. Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is May 1st depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted. All transcripts must be received before May 1st. Students must contact the Admissions Office to set up placement test(s). 757-789-1720.

Introduction to Billing and Coding Program

Insurance and Coding Specialists provide medical billing and coding services to physician's offices and medical specialty practices for health care providers to be paid for services rendered. Insurance and Coding Specialists prepare and submit claims to insurance companies and prepare and send statements to patients. Insurance and Coding Specialists must be knowledgeable and possess skills in the areas of medical terminology, anatomy & physiology, diagnostic and procedural coding, insurance claims processing, and medical billing procedures (NCCT, 2017).

Students will rotate through an internship. Clinical affiliates for Billing and Coding will include nursing homes, rehabilitation, the hospital, and physician's offices. Upon completion of the program students are eligible to take the National Center for Competency Testing (NCCT) for certification as a Billing and Coder.

Program Admission Requirements

Prospective students must:

1. Complete application to Eastern Shore Community College (ESCC).
2. Have High School diploma transcript or GED certification sent to ESCC's Registrar office.
3. Complete placement testing and master placement MTE 1-4 or completion of appropriate developmental math courses;
4. Achieve placement to ENG 111 or completion of appropriate developmental English courses;
5. Complete criminal background check and no evidence of criminal history or pending actions.
6. Be eligible for employment with the Riverside Health System and Eastern Shore Rural Health entities.
7. Students are responsible for their own transportation to off-campus facilities for clinical experiences.
8. Students must receive a grade of "C" or better in all core courses to remain in the BC program.
9. Students must maintain an overall grade point average of 2.0 or better.

Additional Continuation Requirements following admission to the program: These requirements must be fulfilled prior to the start of the second semester or entry into the clinical internship: (Students must be current, certified and or maintain standards through the end of the program for all of the continuation requirements.);

1. Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, BC pins and graduation uniform, books, criminal history and sex offender crimes against minors background checks.
2. Purchase of ESCC approved Student Uniform lab coat.
3. Completion of a physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B series or positive titer, tetanus, and current flu vaccine. This will depend on location of internship and is based on the agency's policy.
4. Potential for random drug screening.
5. Appropriate professional and social media use as defined by the college or syllabus.
6. Participation in community based activities that support student development.

Program Learning Outcomes

Students will be able to:

- Apply Billing and Coding skills related to ICD-10, HCPCS, and CPT.
- Apply insurance skills and knowledge related to payment and billing procedures.
- Apply the principles of law and ethics in performing office operations.
- Apply medical terminology appropriately in the workplace.

Program Curriculum and Suggested Sequence of Courses

| Program Curriculum | Credits | Course Details |
|------------------------------------------------------------|----------------|-----------------------|
| SDV 101 Orientation to Health Careers | 1 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | |
| Total Credits | 4 | |
| Core Curriculum | Credits | Course Details |
| MDA 190 Coordinated Internship | 3 | |
| MDA 101 Medical Assisting Science I | 5 | |
| MDA 208 Medical Office Coding | 2 | |
| MDA 209 Medical Office Insurance | 2 | |
| Total Credits | 12 | |
| Total Credits for Program | 16 | |

Notes and Additional Curriculum Options

1. Students must complete the program within 3 years to be eligible for national certification.
2. There is a limited time for the student to test for national certification following graduation.
3. Students must apply and send all information to National Center for Competency Testing (NCCT) in order to sit for examination.
4. NCCT information regarding testing and fees can be found at <https://www.ncctinc.com/>
5. Part-time students should consult their faculty advisors regarding appropriate course sequences.

Courses in this program may help students attain the following license(s) or certification(s):

- National Certified Insurance and Coding Specialist, National Center for Competency Testing (NCCT)

For additional information on this program, students may call 757.789.1787.

Nursing, AAS Degree

TCC Plan 156

Purpose

A Cooperative Program of Eastern Shore Community College (ESCC) and Tidewater Community College (TCC).

The Associate of Applied Science (AAS) degree in Nursing prepares students who wish to pursue careers as Registered Nurses (RNs). Graduates may seek employment in acute care, doctor's offices, health departments, home health services, hospices, long-term care facilities, and mental health and rehabilitation centers. Students take courses in both theoretical and practical applications of nursing care. The program integrates clinical laboratory practice using state-of-the-art patient care simulators and laboratory equipment for enhanced preparation in the field of health care.

Admission to the Nursing program is competitive; therefore, admission to the college does not guarantee admission to the program. Detailed information regarding the admission criteria, selection process, etc. can be found in the Beazley School of Nursing Admissions Procedures and Information Booklet, which can be reviewed or downloaded from the website at <http://www.escc.edu> (search keywords "nursing admission procedures"). Prospective nursing students must also attend a Nursing Program Information Session, which is held on the Portsmouth Campus. Please see the Nursing Program Information Session schedule online at <http://www.escc.edu> (search keywords "nursing information session").

LPN to RN Options

Licensed Practical Nurses (LPNs) who wish to pursue their RN course work have one option: Advanced Placement. Additional information can be found in the Nursing Admission Procedures and Information Booklet or online at <http://www.escc.edu> (search keywords "LPN to RN").

ESCC's Beazley School of Nursing program has been awarded Continuing Accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, <https://www.acenursing.org/>. The Nursing program is approved by the Virginia Board of Nursing.

Program Curriculum and Suggested Sequence of Courses

| Pre-Admission Semester | Credits | Course Details |
|-------------------------------------------------------------------|-----------|----------------|
| BIO 141 Human Anatomy and Physiology I | 4 | |
| ENG 111 College Composition I | 3 | |
| PSY 230 or PSY 235 (Developmental Psychology or Child Psychology) | 3 | |
| SDV 101 Orientation to Health Care | 1 | |
| <i>Total Credits</i> | 11 | |
| 1st Semester | Credits | Course Details |
| BIO 142 Human Anatomy and Physiology II | 4 | |
| NSG 100 Introduction to Nursing Concepts | 4 | |
| NSG 106 Competencies for Nursing Practice | 2 | |
| NSG 130 Professional Nursing Concepts | 1 | |
| NSG 200 Health Promotion and Assessment | 3 | |
| <i>Total Credits</i> | 14 | |
| 2nd Semester | Credits | Course Details |
| BIO 150 Introductory Microbiology | 4 | |
| NSG 152 Health Care Participant | 3 | |
| NSG 170 Health / Illness Concepts | 6 | |
| <i>Total Credits</i> | 13 | |
| 3rd Semester | Credits | Course Details |

| | | |
|-------------------------------------------------------------------------------|----------------|-----------------------|
| NSG 210 Health Care Concepts 1 | 5 | |
| NSG 211 Health Care Concepts 2 | 5 | |
| PSY 201 or PSY 200 (Introduction to Psychology I or Principles of Psychology) | 3 | |
| <i>Total Credits</i> | 13 | |
| 4th Semester | Credits | Course Details |
| NSG 230 Advance Professional Nursing Concepts | 2 | |
| NSG 252 Complex Health Care Concerns | 4 | |
| NSG 270 Nursing Capstone | 4 | |
| PHI 220 or PHI 226 (Ethics or Social Ethics) | 3 | |
| <i>Total Credits</i> | 13 | |
| Total Credits For Program | 64 | |

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- Registered Nurse, Virginia Board of Nursing

Practical Nursing, Certificate

Plan 157

Purpose

The certificate program in Practical Nursing is designed to prepare beginning practitioners for careers as Licensed Practical Nurses (LPN) with the knowledge and skills to care for clients of all age groups and function as contributing members of the health care team in a variety of health service facilities. At the successful completion of the program, students will be eligible to apply for the National Council Licensure Examination (NCLEX-PN) leading to licensure as a practical nurse. The practical nursing program has full approval by the Virginia Board of Nursing. The NCLEX –PN pass rates for the preceding three years are as follows: 2016 - 100%, 2017 – 100%; 2018 – 87.8%.

Program Requirements and Special Conditions

Program Application Requirements to Apply for Admission

In addition to the general admission requirements established for the College, minimum standards for entry into the program are:

- High school diploma or GED.
- Eligibility for ENG 111 by current ESCC placement criteria or completion of developmental English ENF 1-3. Placement into MTT 4 by current ESCC placement criteria or successful completion of MTE 1-4.
- Completion of high school biology or ESCC class NAS 150 Human Biology (3 credits) or equivalent within five years is highly recommended.
- Complete HESI A₂ Admission Test for Practical Nurses with an acceptable score.
- Current CPR certification at the Basic Life support Health Care Provider level.
- Completion of all PNE curriculum courses taken with a grade of “C” or better.
- GPA of 2.0 or better for previous college course work taken.
- Submission of a program application.
- Completion of criminal background check and urine drug screening upon provisional acceptance into the program.
- Completion of a physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B and current flu vaccine.
- Evidence of computer literacy or completion of ESCC’s ITE 115 course.
- All developmental courses must be completed before application for admission.

Admission Sequence

- If not enrolled at ESCC, submit an application for admission, along with high school transcript or proof of GED and official transcript of any previous college work.
- Complete placement testing.
- Submit Practical Nursing application. Admission to the Practical Nursing Program must be achieved before PNE 161 Nursing in Health Changes I and subsequent PNE courses can be taken. The general education courses, PNE 155 Body Structure and Function and PNE 116 Normal Nutrition may be taken prior to Practical Nursing Program admission. PNE 155, PNE 116 must have been taken within five years of application to be accepted by the Practical Nursing Program unless approved by the program director. Courses must be taken in the appropriate sequence.
- Take the HESI A₂ Admission Test for Practical Nursing and achieve an acceptable score. A fee must accompany the testing.
- Students are encouraged to take program general education courses in the curriculum prior to PN program application.
- Applicants selected are offered provisional acceptance until completion of criminal background check, physical examination, and submission of immunization records.

Students with Disabilities

Students with disabilities who meet the program prerequisites, complete the physical and mental exams, and submit the physical form signed by the physician stating that they are able to perform as practical nurses in the clinical setting are eligible for admission. It is the responsibility of the student to meet the physical, mental and legal requirements for state licensure as practical nurses.

Program Learning Outcomes

Students will be able to:

- Apply nursing concepts based on bio-psycho-social cultural and spiritual aspects of individual patients across the life span.

| 1st Semester | Credits | Course Details |
|-------------------------------------------------------------------|----------------|-----------------------|
| NUR 135 Drug Dosage Calculations | 1 | |
| PNE 155 Body Structure and Function | 4 | |
| PNE 161 Nursing in Health Changes I | 6 | |
| PSY 200 Principles of Psychology | 3 | |
| PSY 230 or PSY 235 (Developmental Psychology or Child Psychology) | 3 | |
| SDV 101 Orientation to Health Careers | 1 | |
| <i>Total Credits</i> | 18 | |
| 2nd Semester | Credits | Course Details |
| PNE 116 Normal Nutrition | 1 | |
| PNE 136 Care of Maternal, Newborn, and Pediatric Patients | 4 | |
| PNE 162 Nursing in Health Changes II | 10 | |
| PNE 173 Pharmacology for Practical Nurses | 2 | |
| <i>Total Credits</i> | 17 | |
| 3rd Semester | Credits | Course Details |
| ENG 111 College Composition I | 3 | |
| PNE 145 Trends in Practical Nursing | 1 | |
| PNE 158 Mental Health and Psychiatric Nursing | 1 | |
| PNE 163 Nursing in Health Changes III | 8 | |
| PNE 174 Applied Pharmacology for Practical Nurses | 2 | |
| <i>Total Credits</i> | 15 | |
| Total Credits For Program | 50 | |

Notes and Additional Curriculum Options

- The nursing law of Virginia addresses criteria for application for nursing licensure. The Virginia Board of Nursing has the power to deny the opportunity to become licensed through testing if the applicant has committed a felony/misdemeanor violating the provisions of 54-367.32 of the Code of Virginia. A student's eligibility to take the PN licensing exam cannot be determined until application for licensure is received by the State Board of Nursing. Some health care facilities may not employ individuals or allow students to participate in clinical experiences in their facilities who have committed certain criminal acts. Any student that has committed any illegal offenses other than minor traffic violations should discuss these matters with the program director for further clarification
- Students are responsible for their own transportation to off-campus facilities for clinical experiences.
- Students must receive a grade of "C" or better in all PNE courses to remain in the PN program.
- Students must maintain an overall grade point average of 2.0 or better.
- Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, nursing pins, books, criminal history and sex offender crimes against minors background checks.
- Students must complete a drug dosage calculation test with the score of 80% or greater at the completion of NUR 135 Drug Calculations to remain in the PN program.

- Students must complete program requirements that exist at the time of program entry.
- Students must be certified in CPR at the health care provider level prior to entering the program; PELL will NOT cover this course for the PN program.
- Prior to taking PNE 155, students are strongly recommended to take NAS 150 (Human Biology) if they have not had high school biology within the last five (5) years. PELL will NOT cover this course for the PN program.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- Practical Nurse, Virginia Board of Nursing

Technical Studies – Industrial Technology Specialization, AAS Degree

Plan 212.01

NOTE: This program is subject to approval by the State Council for Higher Education in Virginia (SCHEV).

Purpose

This program is designed to build upon the Industrial Technology certificate and to create a pathway to upper division studies or a competitive resume advantage for students planning to work as technicians in industrial operations to build and maintain equipment and systems that are controlled by electrical, hydraulic, pneumatic, and mechanical devices.

Industrial operations need highly skilled personnel to build and maintain equipment and systems that are controlled by electrical, hydraulic, pneumatic, and mechanical devices. The industrial technology curriculum is designed to prepare students to build equipment, install machinery and maintain or repair electrical wiring and fixtures, hydraulic and pneumatic devices, programmable logic controlled systems, and heating and air conditioning systems found in institutional, industrial, and commercial settings.

This curriculum integrates training from a variety of disciplines: electrical, mechanical, hydraulics and pneumatics, welding, drafting and design, heating, ventilation, and air conditioning. These technical courses are supported by a solid core of general education courses that will aid students in developing important, practical business application skills. This broad-based, interdisciplinary training prepares students to be competent industrial technicians who are adaptable to multiple industrial environments. Modern industry refers to these individuals as multi-craft technicians.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and Mathematics, and scores will be used for appropriate course placement. If students have deficiencies in English and/or Mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Identify typical tools and proper use of a variety of devices including precision measurement.
- Read and interpret blueprints in the welding industry.
- Perform data collection and evaluation for equipment used in the industrial environment.
- Demonstrate an understanding of quality control principles.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|--------------------------------------------------------------------------------------------------------|----------------|-----------------------|
| SDV 101 or SDV 100 (Student Dev Orientation to Engineering and Technologies or College Success Skills) | 1 | |
| DRF 175 Schematics and Mechanical Diagrams | 2 | |
| IND 103 Industrial Methods | 2 | |
| MTH 130 or MTH 111 (Fundamentals of Reasoning or Basic Technical Mathematics) | 3 | |
| SAF 130 Industrial Safety – OSHA 10 | 1 | |
| AIR 121 Air Conditioning and Refrigeration I | 3 | |
| ENG 111 College Composition I | 3 | |
| <i>Total Credits</i> | <i>15</i> | |
| 2nd Semester | Credits | Course Details |
| AIR 276 Refrigerant Usage EPA Certification | 2 | |
| ENG 115 Technical Writing | 3 | |

| | | |
|---------------------------------------------------------------------------------------------------|----------------|-----------------------|
| HLT 106 or HLT 100 (First Aid and Safety or First Aid and Cardiopulmonary Resuscitation) | 2 | |
| ITE 115 Introduction to Computer Applications and Concepts | 3 | See Note 1. |
| WEL 110 Welding Processes | 3 | |
| MEC 165 or IND 145 (Applied Hydraulics, Pneumatics and Hydrostatics or Introduction to Metrology) | 3 | |
| <i>Total Credits</i> | <i>16</i> | |
| 3RD Semester | | |
| IND 116 Applied Technology | 3 | |
| IND 190 or IND 197 (Coordinated Internship I or Cooperative Education II) | 3 | See Note 2. |
| <i>Total Credits</i> | <i>6</i> | |
| 4th Semester | Credits | Course Details |
| ELE 118 Practical Electricity | 2 | |
| MEC 211 Machine Design I | 4 | |
| History Elective | 3 | See Note 3. |
| ELE 149 Wiring Methods in Industry | 3 | |
| IND 101 Quality Assurance Technology I | 3 | |
| <i>Total Credits</i> | <i>15</i> | |
| 5th Semester | Credits | Course Details |
| History Elective | 3 | See Note 3. |
| Humanities Elective | 3 | See Note 4. |
| CAD 201 Computer Aided Drafting and Design I | 3 | See Note 1. |
| IND 137 Team Concepts & Problem Solving | 3 | |
| IND 190 or IND 197 (Coordinated Internship II or Cooperative Education II) | 3 | See Note 2. |
| <i>Total Credits</i> | <i>15</i> | |
| Total Credits For Program | 67 | |

Notes and Additional Curriculum Options

1. Students may take any of the following courses as alternates: ITE 119, ETR 113, ETR 150, or ETR 160.
2. The Internship/Cooperative Education requirement totals 6 credits taken over two semesters.
3. Students may take any History (HIS) course listed as a Social Science Elective on page 75 of the 2019-2020 Catalog.
4. Eligible courses are listed on page 75 of the 2019-2020 Catalog. Students should consult an advisor to choose the appropriate course(s) based on where students plan to transfer and their intended transfer program.

Certifications

Courses in this program may help students attain the following license(s) or certification(s):

- EPA Section 608 Technician Certification, U.S. Environmental Protection Agency
- 10-hour Construction Safety and Health, Occupational Safety and Health Administration

Welding, Certificate

Plan 995

Purpose

This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME, and other certifications are also available.

Students enrolled in the Career Studies Certificate program may apply all credits earned to the college's Certificate in Welding and *anticipated* AAS degree in Technical Studies: Welding.

Program Requirements and Special Conditions

Students must meet ESCC admission requirements. Students must also complete placement tests (or equivalent) in English and mathematics, and scores will be used for appropriate course placement. If

Students have deficiencies in English and/or mathematics, ESCC offers developmental and prerequisite courses to prepare students for the curriculum. New students should see a counselor and returning students their advisor for more information.

Program Learning Outcomes

Students will be able to:

- Demonstrate proficiency in the use of welding tools.
- Safely perform welding techniques using fillers, wires, fluxes, and gases.
- Read and interpret blueprints in the welding industry.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-------------------------------------------------------------------------------|----------------|-----------------------|
| ENG 111 College Composition I | 3 | |
| MTH 111 or MTH 130 (Basic Technical Mathematics or Fundamentals of Reasoning) | 3 | |
| SDV 101 Orientation to Welding | 1 | Alternative SDV 100 |
| WEL 123 Shielded Metal Arc Welding (Basic) | 4 | |
| WEL 160 Gas Metal Arc Welding | 4 | |
| <i>Total Credits</i> | 15 | |
| 2nd Semester | Credits | Course Details |
| WEL 124 Shielded Metal Arc Welding (Advanced) | 4 | |
| WEL 130 Inert Gas Welding | 4 | |
| WEL 141 Welder Qualification Test I | 4 | |
| WEL 150 Welding Drawing and Interpretation | 3 | |
| <i>Total Credits</i> | 15 | |
| Total Credits For Program | 30 | |

Welding, Career Studies Certificate

Plan 221.995.01

Purpose

This program is designed to prepare students to work as welders in industry and to provide them with an introduction to the various types of equipment and materials used in welding. AWS, ASME and other certifications are also available.

Students enrolled in the Certificate program may apply all credits earned to the college's *anticipated* AAS degree in Technical Studies: Welding.

Program Requirements and Special Conditions

Students must maintain a 2.0 GPA.

Program Learning Outcomes

Students will be able to:

- Demonstrate proficiency in the use of welding tools.
- Safely perform welding techniques using fillers, wires, fluxes, and gases.
- Read and interpret blueprints in the welding industry.

Program Curriculum and Suggested Sequence of Courses

| 1st Semester | Credits | Course Details |
|-----------------------------------------------|----------------|-----------------------|
| WEL 123 Shielded Metal Arc Welding (Basic) | 4 | |
| WEL 130 Inert Gas Welding | 4 | |
| WEL 160 Gas Metal Arc Welding | 4 | |
| <i>Total Credits</i> | 12 | |
| 2nd Semester | Credits | Course Details |
| WEL 124 Shielded Metal Arc Welding (Advanced) | 4 | |
| WEL 150 Welding Drawing and Interpretation | 3 | |
| WEL 141 Welder Qualification Tests I | 4 | |
| <i>Total Credits</i> | 11 | |
| Total Credits For Program | 23 | |

COURSE DESCRIPTIONS

Accounting

ACC 211 - Principles of Accounting I

4 credits

Introduces accounting principles with respect to financial reporting. Demonstrates how decision makers use accounting information for reporting purposes. Focuses on the preparation of accounting information and its use in the operation of organizations, as well as methods of analysis and interpretation of accounting information. Lecture 4 hours per week.

ACC 212 - Principles of Accounting II

4 credits

Emphasizes partnerships, corporations and the study of financial analysis. Includes and introduces cost/managerial accounting concepts. Prerequisite: ACC 211. Lecture 4 hours per week.

A/C and Refrigeration

AIR 121 - Air Conditioning and Refrigeration I

3 credits

Studies refrigeration theory, characteristics of refrigerants, temperature, and pressure, tools and equipment, soldering, brazing, refrigeration systems, system components, compressors, evaporators, metering devices. Presents charging and evaluation of systems and leak detection. Explores servicing the basic system. Explains use and care of oils and additives and troubleshooting of small commercial systems. Part I of II. Co-requisite: AIR 276. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 134 - Circuits and Controls I

3 credits

Presents circuit diagrams for air conditioning units, reading and drawing of circuit diagrams, types of electrical controls. Includes analysis of air conditioning circuits, components, analysis and characteristics of circuits and controls, testing and servicing. Introduces electricity for air conditioning which includes circuit elements, direct current circuits and motors, single and three-phase circuits and motors, power distribution systems, and protective devices. Studies the electron and its behavior in passive and active circuits and components. Demonstrates electronic components and circuits as applied to air conditioning system. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 138 – Small Hermetic Commercial Systems

3 credits

Introduces small hermetic air conditioning and refrigeration systems. Presents compressors, mechanical and electrical components, refrigerants, evaporators, condensers, metering devices, and filters. Includes recovery and evacuation of systems, testing and charging of systems; use of refrigeration tools, and tubing and brazing procedures. Specializes in ice makers, packaged air conditioning, salad/display cases, refrigerators and freezers. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

AIR 154 - Heating Systems I

3 credits

Introduces types of fuels and their characteristics of combustion; types, components and characteristics of burners, and burner efficiency analyzers. Studies forced air heating systems including troubleshooting, preventive maintenance and servicing. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 235 - Heat Pumps

3 credits

Studies theory and operation of reverse cycle refrigeration including supplementary heat as applied to heat pump systems, including service, installation and maintenance. Prerequisite: AIR 121 and AIR 134. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

AIR 276 – Refrigerant Usage EPA Certification

1 credit

Prepares HVAC technicians for a refrigerant certification test mandated by the Environmental Protection Agency (EPA). Reviews refrigerant recovery, recycle, and reclamation procedures for service work associated with air conditioning and refrigeration. Examines environmental impact including ozone depletion resulting from refrigeration utilization. Co-requisite: AIR 121. Lecture 1-2 hours per week.

Art

ART 101 - History and Appreciation of Art I

3 credits

Presents the history and interpretation of architecture, sculpture, and painting. Begins with prehistoric art and follows the development of western civilization to the present. Part I of II. Lecture 3 hours per week.

Biology

BIO 101 - General Biology I

4 credits

Focuses on foundations in cellular structure, metabolism, and genetics in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part I of a two-course sequence. Total 6 hours per week. Readiness to enroll in ENG 111 plus completion of developmental math unit 3 required or placement in unit 4 or above. Lecture 3 hours. Recitation and laboratory 3 hours.

BIO 102 - General Biology II

4 credits

Focuses on diversity of life, anatomy and physiology of organisms, and ecosystem organization and processes in an evolutionary context. Explores the core concepts of evolution; structure and function; information flow, storage and exchange; pathways and transformations of energy and matter; and systems biology. Emphasizes process of science, interdisciplinary approach, and relevance of biology to society. Part II of a two-course sequence. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week. Prerequisite is BIO 101

BIO 141 - Human Anatomy and Physiology I

4 credits

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part I of II. Prerequisite or co-requisite ENG 111 plus completion of developmental math unit 3 required or placement in unit 4 or above. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

BIO 142 - Human Anatomy and Physiology II

4 credits

Integrates anatomy and physiology of cells, tissues, organs, and systems of the human body. Integrates concepts of chemistry, physics, and pathology. Part II of II. Prerequisite BIO 141. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

BIO 150 - Introductory Microbiology

4 credits

Studies the general characteristics of microorganisms. Emphasizes their relationships to individual and community health. Prerequisite or co-requisite ENG 111 plus completion of developmental math unit 3 required or placement in unit 4 or above. Lecture 3 hours. Recitation and laboratory 3 hours. Total 6 hours per week.

Business

BUS 100 - Introduction to Business

3 credits

Presents a broad introduction to the functioning of business enterprise within the U.S. economic framework. Introduces economic systems, essential elements of business organization, production, human resource management, marketing, finance, and risk management. Develops business vocabulary. Lecture 3 hours per week.

BUS 111 - Principles of Supervision I

3 credits

Teaches the fundamentals of supervision, including the primary responsibilities of the supervisor. Introduces factors relating to the work of supervisor and subordinates. Covers aspects of leadership, job management, work improvement, training and orientation, performance evaluation, and effective employee/ supervisor relationships. Lecture 3-4 hours per week.

BUS 116 – Entrepreneurship

3 credits

Presents the various steps considered necessary when going into business. Includes areas such as product-service analysis, market research evaluation, setting up books, ways to finance startup, operations of the business, development of business plans, buyouts versus starting from scratch, and franchising. Uses problems and cases to demonstrate implementation of these techniques. Lecture 3 hours per week.

BUS 165 - Small Business Management**3 credits**

Identifies management concerns unique to small businesses. Introduces the requirements necessary to initiate a small business, and identifies the elements comprising a business plan. Presents information establishing financial and administrative controls, developing a marketing strategy, managing business operations, and the legal and government relationships specific to small businesses. Lecture 3 hours per week.

BUS 190 - Coordinated Internship**3 credits**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. May be repeated for credit. Variable hours. Total 6 hours per week.

BUS 200 - Principles of Management**3 credits**

Teaches management and the management functions of planning, organizing, leading, and controlling. Focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives. Lecture 3 hours per week.

BUS 201 - Organizational Behavior**3 credits**

Presents a behaviorally oriented course combining the functions of management with the psychology of leading and managing people. Focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change. Lecture 3 hours per week.

BUS 205 - Human Resource Management**3 credits**

Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week.

BUS 240 - Introduction to Business Law**3 credits**

Presents an introduction to the American legal system, including an overview of the courts, civil and criminal law. Develops an in-depth understanding of contracts, agency law, and business organizations. Also includes an overview of property, UCC Sales, and Commercial Paper. Lecture 3 hours per week.

Computer Aided Drafting and Design**CAD 201 – Computer Aided Drafting and Design****3 credits**

Teaches computer-aided drafting concepts and equipment designed to develop a general understanding of components of a typical CAD system and its operation. (Credit will not be awarded for both CAD 201 and DRF 201.) Lecture 2-3 hours. Laboratory 2-3 hours. Total 4-6 hours per week.

Childhood Development**CHD 118 - Language Arts for Young Children****3 credits**

Emphasizes the early development of children's language and literacy skills. Presents techniques and methods for supporting all aspects of early literacy. Surveys children's literature, and examines elements of promoting oral literacy, print awareness, phonological awareness, alphabetic principle, quality storytelling and story reading. Addresses strategies for intervention and support for exceptional children and English Language Learners. Requires placement test recommendation for ENG 111. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 119 - Introduction to Reading Methods**3 credits**

Focuses on promoting language and literacy skills as the foundation for emergent reading. Emphasizes phonetic awareness and alphabetic principles, print awareness and concepts, comprehension and early reading and writing. Addresses strategies for intervention and support for exceptional children and English Language Learners. Requires placement test recommendation for ENG 111. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 120 - Introduction to Early Childhood Education**3 credits**

Introduces early childhood development through activities and experiences in early childhood, pre-kindergarten, kindergarten, and primary programs. Investigates classroom organization and procedures, and use of classroom time and materials, approaches to education for young children, professionalism, and curricular procedures. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 145 - Teaching Art, Music, and Movement to Children**3 credits**

Focuses on children's exploration, play, and creative expression in the areas of art, music, and movement. Emphasis will be on developing strategies for using various open-ended media representing a range of approaches in creative thinking. Addresses strategies for intervention and support for exceptional children and English Language Learners. Requires placement test recommendation for ENG 111. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 146 - Math, Science, and Social Studies for Children**3 credits**

Provides experiences in content, methods, and materials for the development of math, science, and social studies skills in children. Emphasis will be on developing strategies for using various resources to facilitate children's construction of knowledge. Addresses strategies for intervention and support for children with special needs and English Language Learners. Requires placement test recommendation for ENG 111. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

CHD 165 - Observation & Participation in Early Childhood/**3 credits**

Primary Settings - Focuses on observation as the primary method for gathering information about children in early childhood settings. Emphasizes development of skills in the implementation of a range of observation techniques. May be taken again for credit. Requires placement test recommendation for ENG 111. One hour seminar, 4 hours field placement. Total 5 hours per week.

CHD 166 - Infant and Toddler Programs**3 credits**

Examines child growth and development from birth to 36 months. Focuses on development in the physical, cognitive, social, emotional, and language domains. Emphasizes the importance of the environment and relationships for healthy brain development during the child's first three years of life. Investigates regulatory standards for infant/toddler care giving. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 205 - Guiding the Behavior of Children**3 credits**

Explores the role of the early childhood educator in supporting emotional and social development of children, and in fostering a sense of community. Presents practical strategies for encouraging prosocial behavior, conflict resolution and problem solving. Emphasizes basic skills and techniques in child guidance. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 210 - Introduction to Exceptional Children**3 credits**

Reviews the history of and legal requirements for providing intervention and educational services for young children with special needs. Studies the characteristics of children with a diverse array of needs and developmental abilities. Explores concepts of early intervention, inclusion, guiding behavior and adapting environments to meet children's needs. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 215 - Models of Early Childhood Education Programs**3 credits**

Studies and discusses the various models and theories of early childhood education programs including current trends and issues. Presents state licensing and staff requirements. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 216 - Early Childhood Programs, School, and Social Change**3 credits**

Explores methods of developing positive, effective relations with families to enhance their developmental goals for children. Considers culture and other diverse needs, perspectives, and abilities of families and educators. Emphasizes advocacy and public policy awareness as an important role of early childhood educators. Describes risk factors and identifies community resources. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 265 - Advanced Observation and Participation in Early Childhood/**3 credits**

Primary Settings Focuses on implementation of activity planning and observation of children through participation in early childhood settings. Emphasizes responsive teaching practices and assessment of children's development. Reviews legal and ethical implications of working with children. Functional literacy in the English language; reading at the 12th grade level. Students must have completed the majority of program specific courses before enrolling. Students must be eligible to work with young children according to Department of Social Services Requirements. Requires placement test recommendation for ENG 111. Co-requisite CHD 298. Lecture 1 hour seminar. 4 hours field placement. Total 5 hours per week.

CHD 270 - Administration of Childcare Programs**3 credits**

Examines the skills needed for establishing and managing early childhood programs. Emphasizes professionalism and interpersonal skills, program planning, staff selection and development, creating policies, budgeting, and developing forms for recordkeeping. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

CHD 298 - Seminar and Project**1 credit**

Requires completion of a project or research report related to the student's occupational objectives and a study of approaches to the selection and pursuit of career opportunities in the field. Requires placement test recommendation for ENG 111. Co-requisite CHD 265. Variable hours.

Chemistry**CHM 111 - College Chemistry I****4 credits**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Part I of II. Prerequisite or co-requisite ENG 111 plus completion of developmental math unit 3 required or placement in unit 4 or above. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

CHM 112 - College Chemistry II**4 credits**

Explores the fundamental laws, theories, and mathematical concepts of chemistry. Designed primarily for science and engineering majors. Requires a strong background in mathematics. Part II of II. Prerequisite CHM 111. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Communications Studies and Theatre**CST 110 - Introduction to Communication****3 credits**

Examines the elements affecting speech communication at the individual, small group, and public communication levels with emphasis on practice of communication at each level. Lecture 3 hours per week.

Drafting**DRF 175 - Schematics and Mechanical Diagrams****2 credits**

Covers interpretation of basic shop drawings, conventional symbols, common electrical and electronics symbols, wiring diagrams, hydraulic and pneumatic symbols, schematic drawings, and piping diagrams. Lecture 2 hours per week.

Economics**ECO 120 - Survey of Economics****3 credits**

Presents a broad overview of economic theory, history, development, and application. Introduces terms, definitions, policies, and philosophies of market economies. Provides some comparison with other economic systems. Includes some degree of exposure to microeconomic and macroeconomic concepts. Lecture 3 hours per week.

ECO 201 - Principles of Macroeconomics**3 credits**

Introduces macroeconomics including the study of Keynesian, classical, monetarist principles and theories, the study of national economic growth, inflation, recession, unemployment, financial markets, money and banking, the role of government spending and taxation, along with international trade and investments. Lecture 3 hours per week.

ECO 202 - Principles of Microeconomics**3 credits**

Introduces the basic concepts of microeconomics. Explores the free market concepts with coverage of economic models and graphs, scarcity and choices, supply and demand, elasticities, marginal benefits and costs, profits, and production and distribution. Lecture 3 hours per week.

Education**EDU 200 - Introduction to Teaching As a Profession****3 credits**

Provides an orientation to the teaching profession in Virginia, including historical perspectives, current issues, and future trends in education on the national and state levels. Emphasizes information about teacher licensure examinations, steps to certification, teacher preparation and induction programs, and attention to critical shortage areas in Virginia. Includes supervised field placement (recommended: 40 clock hours) in a K-12 school. Prerequisite: Successful completion of 24 credits of transfer courses. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

EDU 235 - Health, Safety, and Nutrition Education**3 credits**

Focuses on the health and developmental needs of children and the methods by which these needs are met. Emphasizes positive health, hygiene, nutrition and feeding routines, childhood diseases, and safety issues. Emphasizes supporting the mental and physical well-being of children, as well as procedures for reporting child abuse. Requires placement test recommendation for ENG 111. Lecture 3 hours per week.

Electrical Technology**ELE 118 - Practical Electricity****2 credits**

Teaches fundamentals of electricity, terminology and symbols, diagrams, the principles essential to the understanding of general practices, safety and the practical aspects of residential and non-residential wiring, electrical installation. Lecture 1 hour. Laboratory 2 hours. Total 3 hours per week.

ELE 127 - Residential Wiring Methods**3 credits**

Studies wiring methods and standards used for residential dwellings. Provides practical experience in design, layout, construction, and testing of residential wiring systems by use of scaled mock-ups. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 131 - National Electrical Code I**4 credits**

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Part I of II. Lecture 4 hours per week.

ELE 132 - National Electrical Code II**4 credits**

Provides comprehensive study of the purpose and interpretations of the National Electric Code as well as familiarization and implementation of various charts, code rulings and wiring methods including state and local regulations. Part II of II. Lecture 4 hours per week.

ELE 149 - Wiring Methods in Industry**3 credits**

Studies the fundamentals of industrial power distribution, circuits, switches, enclosures, panels, fuses, circuit breakers, transformers, and wiring methods, using various charts and tables of the National Electrical Code. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ELE 156 - Electrical Control Systems**3 credits**

Includes troubleshooting and servicing electrical controls, electric motors, motor controls, motor starters, relays, overloads, instruments and control circuits. . Prerequisite or co-requisite: ELE 118. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

English Fundamentals

ENF 1 - Preparing for College English I

8 credits

Provides integrated reading and writing instruction for students who require extensive preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College English III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Qualifying placement test score. Lecture 8 hours per week.

ENF 2 - Preparing for College English II

4 credits

Provides integrated reading and writing instruction for students who require intermediate preparation to succeed in college-level English courses. Students will place into this course based on placement test score. Upon successful completion and faculty recommendation, students will move into Preparing for College Level III (if they require additional preparation) or into college-level English (if they require no additional preparation). Credit is not applicable toward graduation. Qualifying placement test score. Lecture 4 hours per week.

ENF 3 - Preparing for College English III

2 credits

Provides integrated reading and writing instruction for students who require minimal preparation for college-level English but still need some preparation to succeed. Students in this course will be co-enrolled in college-level English. Students will place into this course based on placement test score. Credit is not applicable toward graduation. Qualifying placement score. Co-requisite ENG 111. Lecture 2 hours per week.

English

ENG 111 - College Composition I

3 credits

Introduces students to critical thinking and the fundamentals of academic writing. Through the writing process, students refine topics: develop and support ideas; investigate, evaluate, and incorporate appropriate resources; edit for effective style and usage; and determine appropriate approaches for a variety of contexts, audiences, and purposes. Writing activities will include exposition and argumentation with at least one researched essay. Lecture 3 hours per week.

ENG 112 - College Composition II

3 credits

Continues to develop college writing with increased emphasis on critical essays, argumentation, and research, developing these competencies through the examination of a range of texts about the human experience. Requires students to locate, evaluate, integrate, and document sources and effectively edit for style and usage. Prerequisite: Students must successfully complete ENG 111 or its equivalent, and must be able to use word processing software. Lecture 3 hours per week.

ENG 115 - Technical Writing

3 credits

Develops ability in technical writing through extensive practice in composing technical reports and other documents. Guides students in achieving voice, tone, style, and content in formatting, editing, and graphics. Introduces students to technical discourse through selected reading. Lecture 3 hours per week.

ENG 210 – Advanced Composition

3 credits

Helps students refine skills in writing non-fiction prose. Guides development of individual voice and style. Introduces procedures for publication. Prerequisite ENG 112 or divisional approval. Lecture 3 hours per week.

ENG 211 - Creative Writing I

3 credits

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 212 - Creative Writing II

3 credits

Introduces the student to the fundamentals of writing imaginatively. Students write in forms to be selected from poetry, fiction, drama, and essays. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week.

ENG 241 - Survey of American Literature I**3 credits**

Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 242 - Survey of American Literature II**3 credits**

Examines American literary works from colonial times to the present, emphasizing the ideas and characteristics of our national literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week.

ENG 243 - Survey of English Literature I**3 credits**

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 244 - Survey of English Literature II**3 credits**

Studies major English works from the Anglo-Saxon period to the present, emphasizing ideas and characteristics of the British literary tradition. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week.

ENG 250 - Children's Literature**3 credits**

Surveys the history, development and genres of children's literature, focusing on analysis of texts for literary qualities and in terms of audience. Prerequisite(s): ENG 112 or 125 (or divisional approval). Lecture 3 hours per week.

ENG 251 - Survey of World Literature I**3 credits**

Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 252 - Survey of World Literature II**3 credits**

Examines major works of world literature. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week.

ENG 253 - Survey of African-American Literature I**3 credits**

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part I of II. Lecture 3 hours per week.

ENG 254 - Survey of African-American Literature II**3 credits**

Examines selected works by Black American writers from the colonial period to the present. Involves critical reading and writing. Prerequisite ENG 112 or divisional approval. Part II of II. Lecture 3 hours per week.

Electronics Technology**ETR 113 - D.C. and A.C. Fundamentals I****3 credits**

Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 114 - D.C. and A.C. Fundamentals II**3 credits**

Studies D.C. and A.C. circuits, basic electrical components, instruments, network theorems, and techniques used to predict, analyze and measure electrical quantities. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 150 - Machine Control Using Relay & Programmable Logic**3 credits**

Provides an introduction to hardwired relay logic and the programmable logic controller (PLC) as utilized in a variety of different control tasks. Covers different types of inputs and outputs in control system. Teaches practical troubleshooting strategies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ETR 160 - Survey of Microprocessors**4 credits**

Provides an overview of microprocessor architecture, basic machine language programming, and I/O devices. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 167 - Logic Circuits and Systems**3 credits**

Studies digital switching and logic circuits, numbering systems, Boolean algebra, logic gates and families. Includes fundamental concepts of microprocessor operation and interface circuitry. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 214 - Advanced Circuits and New Devices**2 credits**

Includes lectures and demonstrations on the latest developments in electronics. Lecture 2 hours per week.

ETR 228 - Computer Troubleshooting and Repair**3 credits**

Teaches procedures for isolating and correcting problems in computers and computer-related hardware. Emphasizes operational concepts, use of diagnostic software and troubleshooting equipment. Lecture 2 hours. Laboratory 4 hours. Total 6 hours per week.

ETR 237 - Industrial Electronics I**4 credits**

Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Part I of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 238 - Industrial Electronics II**4 credits**

Studies linear integrated circuits for industrial applications, motors, industrial control devices, power control circuits, transducers, industrial process control, and sequential process control. Part II of II. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

ETR 241 - Electronic Communications I**4 credits**

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 242 - Electronic Communications II**4 credits**

Studies noise, information and bandwidth, modulation and demodulation, transmitters and receivers, wave propagation, antennas and transmission lines. Includes broad band communication systems, microwave, both terrestrial and satellite, fiber optics, multiplexing and associated hardware. Part II of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

ETR 248 - Test Instruments and Measurements**2 credits**

Studies circuits used in electronics measurement and application of these circuits to test instruments such as oscilloscopes, electronic meters, and bridges. Stresses the accuracy of measurements, how instruments work, proper use of instruments, and calibration techniques. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

ETR 278 - Computer Interfacing and Circuitry**4 credits**

Deals with typical circuitry used to interface computers with the outside world. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

French**FRE 101 - Beginning French I****4 credits**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 102 - Beginning French II**4 credits**

Introduces understanding, speaking, reading, and writing skills and emphasizes basic French sentence structure. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 201 - Intermediate French I**4 credits**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite French 102 or equivalent. Part I of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

FRE 202 - Intermediate French II**4 credits**

Continues to develop understanding, speaking, reading, and writing skills. French is used in the classroom. Prerequisite French 102 or equivalent. Part II of II. Lecture 4 hours per week. May include one additional hour of oral practice per week.

Health Care Technology**HCT 101 - Health Care Technician I****4 credits**

Teaches basic care skills with emphasis on physical, social, emotional, and spiritual needs of patients. Covers procedures, communications and interpersonal relations; observation, charting and reporting; care planning, safety and infection control; anatomy and physiology, nutrition and patient feeding; ethics, death and dying. Prepares multi-skilled health care workers to care for patients of various ages with special emphasis on geriatric nursing, home health, long and short term care facilities. Lecture 4 hours per week.

HCT 115 - Medication Administration Training**3 credits**

Prepares students to safely administer, or to assist in client self-administration of medications in specific settings. Includes practice. Meets curriculum requirements of the State Board of Nursing. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HCT 190 - Coordinated Internship**2 credits**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

History**HIS 111 - History of World Civilization I****3 credits**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Part I of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

HIS 112 - History of World Civilization II**3 credits**

Surveys Asian, African, Latin American, and European civilizations from the ancient period to the present. Part II of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

HIS 121 - United States History I**3 credits**

Surveys United States history from its beginning to the present. Part I of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

HIS 122 - United States History II**3 credits**

Surveys United States history from its beginning to the present. Part II of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

Health

HLT 105 - Cardiopulmonary Resuscitation

1 credit

Provides training in coordinated mouth-to-mouth artificial ventilation and chest compression, choking, life-threatening emergencies, and sudden illness. Equivalent to EMS 100. Lecture 1 hour per week.

HLT 106 - First Aid and Safety

2 credits

Focuses on the principles and techniques of safety and first aid. Lecture 2 hours per week.

HLT 110 - Concepts of Personal and Community Health

3 credits

Studies the concepts related to the maintenance of health, safety, and the prevention of illness at the personal and community level. Lecture 3 hours per week.

HLT 130 - Nutrition and Diet Therapy

2 credits

Studies nutrients, sources, functions, and requirements with an introduction to diet therapy. Lecture 1 hours. Laboratory 1 hour. Total 2 hours per week.

HLT 138 – Principles of Nutrition

2 credits

Studies nutrient components of food, including carbohydrates, fats, proteins, vitamins, minerals and water. Provides a behavioral approach to nutrient guidelines for the development and maintenance of optimum wellness. Lecture 2 hours. Total 2 hours per week.

HLT 141 - Introduction to Medical Terminology

2 credits

Focuses on medical terminology for students preparing for careers in the health professions. Lecture 2 hours. Total 2 hours per week.

HLT 143 - Medical Terminology I

3 credits

Provides an understanding of medical abbreviations and terms. Includes the study of prefixes, suffixes, word stems, and technical terms with emphasis on proper spelling, pronunciation, and usage. Emphasizes more complex skills and techniques in understanding medical terminology. Part I of II. Lecture 3 hours per week.

HLT 145 - Ethics for Health Care Personnel

2 credits

Focuses on ethical concepts of health care. Emphasizes confidentiality, maintaining patient records, personal appearance, professionalism with patients/clients, associates, and an awareness of health care facilities. Lecture 2 hours per week.

HLT 160 - Personal Health and Fitness

3 credits

Studies the relationships between health and fitness. Topics include nutrition, disease prevention, weight control, smoking and health, medical care, aerobic and anaerobic conditioning, and the relationship between physical and mental health. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

HLT 250 - General Pharmacology

2 credits

Emphasizes general pharmacology for the health related professions covering general principles of drug actions/reactions, major drug classes, specific agent within each class, and routine mathematical calculations needed to determine desired dosages. Lecture 2 hours per week.

Industrial Engineering Technology

IND 101 - Quality Assurance Technology I

3 credits

Studies principles and techniques of quality engineering for the management, design engineering economics, production, and assurance of quality. Emphasizes fundamentals of total quality assurance for product and process control. May include design review, fundamentals of statistics procurement control, sampling and control chart systems, quality reporting, process capability analysis, tool and gauge control, document control, or troubleshooting quality control. Part I of II. Lecture 3 hours per week.

IND 103 - Industrial Methods**2 credits**

Covers theoretical knowledge necessary for familiarization with common handtools, common power tools, measuring tools and techniques, fastening components and procedures, grinding operations, metal cutting operations, and other miscellaneous tasks. Lecture 2 hours per week.

IND 116 - Applied Technology**3 credits**

Introduces basic information and problem solving techniques in liquids, gases, solids, metrics, mechanics, forces, simple machines, heat, light, sound and nuclear energy as applied in industrial engineering technologies. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 137 - Team Concepts & Problem Solving**3 credits**

Studies team concepts and problem solving techniques to assist project teams in improving quality and productivity. Provides knowledge of how to work as a team, plan and conduct good meetings, manage logistics and details, gather useful data, communicate the results and implement changes. Lecture 3 hours per week.

IND 145 - Introduction to Metrology**3 credits**

Studies principles of measurement and calibration control, application of statistics to measurement processes, and standards of measurements in calibration. May include the use of gauges and instruments in modern production and dimensional control concepts. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

IND 190 - Cooperative Education**3 credits**

Supervised on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

IND 197 - Cooperative Education**3 credits**

Supervised in on-the-job training for pay in approved business, industrial and service firms, coordinated by the college's cooperative education office. Is applicable to all occupational- technical curricula at the discretion of the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Information Technology Design and Database**ITD 110 - Web Page Design I****3 credits**

Stresses a working knowledge of web site designs, construction, and management using HTML or XHTML. Includes headings, lists, links, images, image maps, tables, forms, and frames. Lecture 3 hours per week.

ITD 132 - Structured Query Language**3 credits**

Incorporates a working introduction to commands, functions and operators used in SQL for extracting data from standard databases. Lecture 3 hours per week.

ITD 210 - Web Page Design II**3 credits**

Incorporates advanced techniques in web site planning, design, usability, accessibility, advanced site management, and maintenance utilizing web editor software(s). Lecture 3 hours per week.

Information Technology Essentials**ITE 115 - Introduction to Computer Applications and Concepts****3 credits**

Covers computer concepts and internet skills, and uses a software suite which includes word processing, spreadsheet, database, and presentation software to demonstrate skills. Recommended prerequisite keyboarding skills. Lecture 3 hours per week.

ITE 119 - Information Literacy**3 credits**

Presents the information literacy core competencies focusing on the use of information technology skills. Skills and knowledge will be developed in database searching, computer applications, information security and privacy, and intellectual property issues. Lecture 3 hours per week.

ITE 140 - Spreadsheet Software**4 credits**

Covers the use of spreadsheet software to create spreadsheets with formatted cells and cell ranges, control pages, multiple sheets, charts, and macros. Topics include type and edit text in a cell, enter data on multiple

worksheets, work with formulas and functions, create charts, tables, and styles, insert headers and footers, and filter data. Lecture 4 hours per week.

ITE 170 - Multimedia Software

3 credits

Explores technical fundamentals of creating multimedia projects with related hardware and software. Students will learn to manage resources required for multimedia production and evaluation and techniques for selection of graphics and multimedia software. Lecture 3 hours per week.

Information Technology Networking

ITN 101 - Introduction to Network Concepts

4 credits

Provides instruction in networking media, physical and logical topologies, common networking standards and popular networking protocols. Emphasizes the TCP/IP protocol suite and related IP addressing schemes, including CIDR. Includes selected topics in network implementation, support and LAN/WAN connectivity. Lecture 4 hours per week.

ITN 102 - Introduction to Networked Client Operating Systems (LAN)

3 credits

Consists of instruction in the installation, configuration, administration, and troubleshooting of networked client operating systems in a data communications environment. This course can utilize any mixture of available networked client operating systems. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

ITN 106 - Microcomputer Operating Systems

4 credits

Teaches use of operating system utilities and multiple-level directory structures, creation of batch files, and configuration of microcomputer environments. May include a study of graphical user interfaces. Lecture 4 hours per week.

ITN 109 - Internet and Network Foundation

3 credits

Provides a basic comprehension of Internet and network technologies including IT job roles, connection methods, TCP/IP functionality and DNS. Explores web server technologies with security and project management concepts. Introduces network creation, physical and logical topologies including media properties, server types, IP addressing and network security. Lecture 3 hours.

Information Technology Programming

ITP 132 - C++ Programming I

3 credits

Centers instruction in fundamentals of object-oriented programming and design using C++. Emphasizes program construction, algorithm development, coding, debugging, and documentation of C++ Applications. Lecture 3 hours per week.

Medical Assisting

MDA 100 - Introduction to Medical Assisting

1 credit

Introduces the student to the medical practice environment. Stresses the responsibilities of the humanistic approach in the rendering of health care. Lecture 1 hour per week.

MDA 101 - Medical Assistant Science I

5 credits

Provides an in-depth study of medical terminology, anatomy and physiology, and pathology for the medical assistant. Focuses on clinical application and decision-making in the health environment. Lecture 4 hours. Laboratory 2 hours. Total 6 hours per week.

MDA 102 - Medical Assistant Science II

2 credits

Prepares students to perform patient care procedures including but not limited to respiratory care procedures, basic nursing arts, equipment maintenance, and patient teaching. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 103 - Medical Assistant Science III**2 credits**

Prepares students to perform clinical assistant skills and emergency care procedures and to meet the state requirements for licensure in radiography. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 104 - Medical Assistant Science IV**3 credits**

Prepares students to perform diagnostic tests and assist with physical examinations including ECG administration, basic pulmonary function, testing, catheterization and assisting with minor surgery including sterilization. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDA 190 - Coordinated Internship (Medical Assisting Program)**1 - 5 credits**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

MDA 196 - On-Site Training (Medical Admin Office Specialist or Coding and Billing)**1 – 5 credits**

Specializes in career orientation and training program without pay in selected businesses and industry, supervised and coordinated by the college. Credit/work ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

MDA 203 - Medical Office Procedures**3 credits**

Instructs the student in the practice of the management of medical offices in areas such as receptionist duties, telephone techniques, appointment scheduling, verbal and written communications, medical and non-medical record management. Explains library and editorial duties, inventory, care of equipment and supplies, security, office maintenance, management responsibilities, placement, and professional ethics and professionalism. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MDA 207 - Medical Law and Ethics**2 credits**

Instructs the student in the legal relationship of the physician, patient, and medical assistant; professional liabilities, Medical Practice Acts, professional attitudes and behavior and the types of medical practice. Also includes a basic history of medicine. Lecture 2 hours per week.

MDA 208 - Medical Office Coding**2 credits**

Introduces the students to ICD-9 and CPT-4 classification coding systems used in physician offices, hospitals and ambulatory care settings. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 209 - Medical Office Insurance**2 credits**

Focuses on various medical insurance policies with in-depth study of health insurance and managed care including capitation versus fee for service in the HMO area. Discusses managed care companies in this area and their requirements. Lecture 1 hour. Laboratory 3 hours. Total 4 hours per week.

MDA 210 - Medical Office Software Applications**1 credit**

Instructs the students in the use of software in the medical office including billing, scheduling appointment and patient records. Laboratory 2 hours per week.

MDA 221 - Diagnostic Laboratory Procedures**4 credits**

Instructs the student in the practice of laboratory procedures commonly performed in a physician's office. Includes the use and care of equipment and supplies, the processing of reports and requisitions, terminology, and the safety of patient and student. Includes urinalysis and hematology testing. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

MDA 290 - Coordinated Internship**5 credits**

Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit. Variable hours.

Mechanical Engineering Technology**MEC 165 - Applied Hydraulics, Pneumatics and Hydrostatics****3 credits**

Teaches fluid power system design, operation, testing, maintenance and repair. Includes reservoirs, pump

connecting valves, cylinders, pressure regulating valves, flow control valves, hydraulic motors, and introduction to basic hydrostatic hydraulic systems. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

MEC 211 - Machine Design I

4 credits

Introduces analytical design of bearings, clutches, coupling, brakes, springs, gearing systems, and power shafting. Emphasizes methods of construction, machine parts and specifications of materials, and manufacturing processes. Part I of II. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Marketing

MKT 100 - Principles of Marketing

3 credits

Presents principles, methods, and problems involved in marketing to consumers and organizational buyers. Discusses problems and policies connected with distribution and sale of products, pricing, promotion, and buyer motivation. Examines variations of marketing research, legal, social, ethical, e-commerce, and international considerations in marketing. Lecture 3 hours per week.

Mathematics

MTH 111-Basic Technical Mathematics

3 credits

Provides a foundation in mathematics with emphasis in arithmetic, unit conversion, basic algebra, geometry and trigonometry. This course is intended for students who are in career and technical fields/degree programs requiring technical math components or contextualized learning. Prerequisites: Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Lecture: 3 hours per week.

MTH 130-Fundamentals of Reasoning

3 credits

Presents elementary concepts of algebra, linear graphing, financial literacy, descriptive statistics, and measurement & geometry. Based on college programs being supported by this course, colleges may opt to add additional topics such as: logic or trigonometry. This course is intended for occupational/technical programs. Prerequisites: Competency in Math Essentials MTE 1-3 as demonstrated through the placement and diagnostic tests, or by satisfactorily completing the required MTE units or equivalent. Lecture: 3 hours per week.

MTH 154-Quantitative Reasoning

3 credits

Presents topics in proportional reasoning, modeling, financial literacy and validity studies (logic and set theory). Major emphasis is on the process of taking a real-world situation, identifying the mathematical foundation needed to address the problem, solving the problem and applying what is learned to the original situation. Prerequisite: Competency in MTE 1-5 as demonstrated through placement or unit completion. Lecture: 3 hours per week.

MTH 155-Statistical Reasoning

3 credits

Presents elementary statistical methods and concepts including visual data presentation, descriptive statistics, probability, estimation, hypothesis testing, correlation, and linear regression. Emphasis is placed on the development of statistical thinking, simulation, and the use of statistical software. Prerequisite: Competency in MTE 1-5 as demonstrated through placement or unit completion or equivalent. (Credit will not be awarded for both MTH 155 Statistical Reasoning and MTH 245: Statistics I.) Lecture: 3 hours per week.

MTH 161-Precalculus I

3 credits

Presents topics in power, polynomial, rational, exponential, and logarithmic functions, and systems of equations. Prerequisite: Competency in MTE 1-9 as demonstrated through placement or unit completion. Lecture 3 hours per week. Credit will not be awarded for both MTH 161: PreCalculus I and 167: PreCalculus w/ Trig or equivalent.

MTH 162-Precalculus II

3 credits

Presents trigonometry, trigonometric applications including Law of Sines and Cosines, and an introduction to conics. Prerequisite: Placement or completion of MTH 161: PreCalculus I or equivalent with a grade of C or better. Lecture 3 hours per week. Credit will not be awarded for both MTH 162 : PreCalculus II and 167 : PreCalculus w/ Trig or equivalent.

MTH 245-Statistics I

3 credits

Presents an overview of statistics, including descriptive statistics, elementary probability, probability distributions, estimation, hypothesis testing, correlation, and linear regression. Prerequisite: Placement or completion of MTH 154: Quantitative Reasoning or MTH 161: PreCalculus I or equivalent with a grade of C or better. (Credit will not be awarded for both MTH 155: Statistical Reasoning and MTH 245: Statistics I.) Lecture: 3 hours per week.

MTH 263-Calculus I

4 credits

Presents concepts of limits, derivatives, differentiation of various types of functions and use of differentiation rules, application of differentiation, antiderivatives, integrals and applications of integration. Prerequisite: Placement or MTH 161/162 PreCalculus I/II or equivalent with a grade of C or better. Lecture 4 hours per week.

MTH 264-Calculus II

4 credits

Continues the study of calculus of algebraic and transcendental functions including rectangular, polar, and parametric graphing, indefinite and definite integrals, methods of integration, and power series along with applications. Designed for mathematical, physical, and engineering science programs. Prerequisite: Completion of MTH 263: Calculus I or equivalent with a grade of C or better. Lecture 4 hours per week.

Mathematics-Developmental

MTT 1 - Developmental Mathematics (Technology-Based) I

1 credit

Covers mathematics topics in a technology-based setting to prepare students for the study of college level mathematics courses and curricula. Designed for the study of one developmental math unit prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete one developmental math unit.

MTT 2 - Developmental Mathematics (Technology-Based) II

2 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college level mathematics courses and curricula. Designed for the study of any combination of two developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete two developmental math units.

MTT 3 - Developmental Mathematics (Technology-Based) III

3 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college level mathematics courses and curricula. Designed for the study of any combination of three developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete three developmental math units.

MTT 4 - Developmental Mathematics (Technology-Based) IV

4 credits

Covers mathematics topics in a technology-based setting to prepare students for the study of college level mathematics courses and curricula. Designed for the study of any combination of four developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete 4 developmental math units.

Music

MUS 121 - Music Appreciation I

3 credits

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Part II of II. Lecture 3 hours per week.

MUS 122 - Music Appreciation II

3 credits

Increases the variety and depth of the student's interest, knowledge, and involvement in music and related cultural activities. Acquaints the student with traditional and twentieth century music literature, emphasizing the relationship music has as an art form with man and society. Increases the student's awareness of the composers and performers of all eras through listening and concert experiences. Part I of II. Lecture 3 hours per week.

Nursing

NSG 100 – Introduction to Nursing Concepts

4 credits

Introduces concepts of nursing practice and conceptual learning. Focuses on basic nursing concepts with an emphasis on safe nursing practice and the development of the nursing process. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisite: BIO 141. Lecture 3 hours. Laboratory 3 hours.

NSG 106 - Competencies for Nursing Practice

2 credits

Focuses on the application of concepts through clinical skill development. Emphasizes the use of clinical judgment in skill acquisition . Includes principles of safety, evidence-based practice, informatics and math computational skills . Prepares students to demonstrate competency in specific skills and drug dosage calculation including the integration of skills in the care of clients in simulated settings. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments.

Prerequisite: BIO 141 and MTH 3 (or MTH 1 or MTE 1- 3) and MTH 5 (or MTH 95 or MTE 4- 5). Lecture 1 hour. Laboratory 3 hours.

NSG 130 – Professional Nursing Concepts

1 credit

Introduces the role of the professional nurse and fundamental concepts in professional development. Focuses on professional identity, legal/ethical issues and contemporary trends in professional nursing. Prerequisite: BIO 141. Lecture 1 hour.

NSG 152 – Health Care Participant

3 credits

Focuses on the health and wellness of diverse individuals, families, and the community throughout the lifespan. Covers concepts that focus on client attributes and preferences regarding healthcare.

Emphasizes population-focused care. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or cooperating agencies, and/or simulated environments. Prerequisite: BIO 142, NSG 100, NSG 106, NSG 130 and NSG 200. Corequisite: BIO 150. Lecture 2 hours. Laboratory 3 hours.

NSG 170 – Health / Illness Concepts

6 credits

Focuses on the nursing care of individuals and/or families throughout the lifespan with an emphasis on health and illness concepts. Includes concepts of nursing care for the antepartum client and clients with common and predictable illnesses. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite: BIO 142, NSG 100, NSG 106, NSG 130 and NSG 200. Corequisite: BIO 150 . Lecture 4 hours. Laboratory 6 hours.

NSG 200 – Health Promotion and Assessment

3 credits

Introduces assessment and health promotion for the individual and family. Includes assessment of infants, children, adults, geriatric clients and pregnant females. Emphasizes health history and the acquisition of physical assessment skills with underlying concepts of development, communication, and health promotion. Prepares students to demonstrate competency in the assessment of clients across the lifespan. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite: BIO 141. Lecture 2 hours. Laboratory 3 hours.

NSG 210 – Health Care Concepts I

5 credits

Focuses on care of clients across the lifespan in multiple settings including concepts related to physiological health alterations and reproduction. Emphasizes the nursing process in the development of clinical judgment for clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part I of II. Prerequisite: BIO 150, NSG 152 and NSG 170. Lecture 3 hours. Laboratory 6 hours.

NSG 211 – Health Care Concepts II

5 credits

Focuses on care of clients across the lifespan in multiple settings including concepts related to psychological and physiological health alterations. Emphasizes the nursing process in the development of clinical judgment for

clients with multiple needs. Provides supervised learning experiences in college nursing laboratories, clinical/community settings, and/or simulated environments. Part II of II. Prerequisite: BIO 150, NSG 152 and NSG 170. Lecture 3 hours. Laboratory 6 hours.

NSG 230 – Advanced Professional Nursing Concepts **2 credits**

Develops the role of the professional nurse in the healthcare environment in preparation for practice as a registered nurse. Introduces leadership and management concepts and focuses on the integration of professional behaviors in a variety of healthcare settings. Prerequisite: NSG 210 and NSG 211. Lecture 2 hours.

NSG 252 – Complex Health Care Concepts **4 credits**

Focuses on nursing care of diverse individuals and families integrating complex health concepts. Emphasizes clinical judgment, patient-centered care, and collaboration. Prerequisite: NSG 210 and NSG 211. Lecture 4 hours.

NSG 270 – Nursing Capstone **4 credits**

Nursing Capstone

Provides students with the opportunity to comprehensively apply and integrate learned concepts from previous nursing courses into a capstone experience. Emphasizes the mastery of patient-centered care, safety, nursing judgment, professional behaviors, informatics, quality improvement, and collaboration in the achievement of optimal outcomes of care. Provides supervised learning experiences in faculty and/or preceptor-guided college nursing laboratories, clinical/community settings, and/or simulated environments. Prerequisite: NSG 210 and NSG 211. Laboratory 12 hours.

Philosophy

PHI 220 – Ethics **3 credits**

Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

Physics

PHY 201 - General College Physics I **4 credits**

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Part I of II. Prerequisite or co-requisite ENG 111 and MTH 163. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PHY 202 - General College Physics II **4 credits**

Teaches fundamental principles of physics. Covers mechanics, thermodynamics, wave phenomena, electricity and magnetism, and selected topics in modern physics. Part II of II. Prerequisite PHY 201. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

Political Science

PLS 211 - U.S. Government I **3 credits**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part I of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

PLS 212 - U.S. Government II **3 credits**

Teaches structure, operation, and process of national, state, and local governments. Includes in-depth study of the three branches of the government and of public policy. Part II of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

Practical Nursing

PNE 116 - Normal Nutrition **1 credit**

Introduces the basic principles of good nutrition. Studies nutrients, their sources and functions, basic requirements for individuals. Includes a brief introduction to diet therapy. Lecture 1 hour per week.

PNE 136 - Care of Maternal, Newborn, and Pediatric Patients **4 credits**

Uses a family-centered approach; studies normal and common complications in pregnancy, childbirth, post-partum, the neonate, and children through adolescence. Covers milestones in all aspects of growth and development and common childhood disorders at various ages. Lecture 4 hours per week.

PNE 145 - Trends in Practical Nursing **1 credit**

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. Lecture 1 hour per week.

PNE 155 - Body Structure and Function **4 credits**

Studies the structure and function of the body. Lecture 4 hours per week.

PNE 158 - Mental Health and Psychiatric Nursing **1 credit**

Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. Lecture 1 hour per week.

PNE 161 - Nursing in Health Changes I **6 credits**

Focuses on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4 hours. Laboratory 8 hours. Total 12 hours per week.

PNE 162 - Nursing in Health Changes II **10 credits**

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 4 hours. Laboratory 16 hours. Total 20 hours per week.

PNE 163 - Nursing in Health Changes III **8 credits**

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. Lecture 5 hours. Laboratory 12 hours. Total 17 hours per week.

PNE 173 - Pharmacology for Practical Nurses **2 credits**

Studies history, classification, sources, effects, uses and legalities of drugs. Teaches problem solving skills used in medication administrations. Emphasizes major drug classes and specific agents within each class. Lecture 2 hours per week.

PNE 174 - Applied Pharmacology for Practical Nurses **2 credits**

Applies problem solving skills in preparing and administering medications. Lecture 1 hour. Laboratory 4 hours. Total 5 hours per week.

Psychology

PSY 200 - Principles of Psychology **3 credits**

Surveys the basic concepts of psychology. Covers the scientific study of behavior and mental processes, research methods and measurement, theoretical perspectives, and application. Includes biological bases of behavior, learning, social interactions, memory, and personality; and other topics such as sensation, perception, consciousness, thinking, intelligence, language, motivation, emotion, health, development, psychological disorders, and therapy. Prerequisite or co-requisite ENG 111. Lecture 3 hours. Total 3 hours per week.

PSY 201 - Introduction to Psychology I **3 credits**

Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Part I of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

PSY 202 - Introduction to Psychology II**3 credits**

Examines human and animal behavior, relating experimental studies to practical problems. Includes topics such as sensation/perception, learning, memory, motivation, emotion, stress, development, intelligence, personality, psychopathology, therapy, and social psychology. Part II of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

PSY 230 - Developmental Psychology**3 credits**

Studies the development of the individual from conception to death. Follows a life-span perspective on the development of the person's physical, cognitive, and psychosocial growth. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

PSY 235 - Child Psychology**3 credits**

Studies development of the child from conception to adolescence. Investigates physical, intellectual, social and emotional factors involved in the child's growth. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

Religion**REL 230 - Religions of the World****3 credits**

Introduces the religions of the world with attention to origin, history, and doctrine. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

Safety**SAF 130 - Industrial Safety - OSHA 10****1 credit**

Presents an introduction to occupational health and safety and its application in the workplace. Emphasizes safety standards and the Occupational Safety and Health Act (OSHA), its rules and regulations (OSHA 10). Lecture 1 hour per week.

Student Development**SDV 100 - College Success Skills****1 credit**

Assists students in transition to colleges. Provides overviews of college policies, procedures, curricular offerings. Encourages contacts with other students and staff. Assists students toward college success through information regarding effective study habits, career and academic planning, and other college resources available to students. May include English and Math placement testing. Strongly recommended for beginning students. Required for graduation. Lecture 1 hour per week.

SDV 101 - Orientation to (Specify the Discipline)**1 credit**

Introduces students to the skills which are necessary to achieve their academic goals, to services offered at the college and to the discipline in which they are enrolled. Covers topics such as services at the college including the learning resources center; counseling, and advising; listening, test taking, and study skills; and topical areas which are applicable to their particular discipline. Lecture 1 hour per week.

Sociology**SOC 200 - Principles of Sociology****3 credits**

Introduces fundamentals of social life. Presents significant research and theory in areas such as culture, social structure, socialization, deviance, social stratification, and social institutions. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

SOC 268 - Social Problems**3 credits**

Applies sociological concepts and methods to analysis of current social problems. Includes delinquency and crime, mental illness, drug addiction, alcoholism, sexual behavior, population crisis, race relations, family and community disorganization, poverty, automation, wars, and disarmament. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

Spanish

SPA 101 - Beginning Spanish I

4 credits

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Part I of II. Lecture 4 hours per week.

SPA 102 - Beginning Spanish II

4 credits

Introduces understanding, speaking, reading, and writing skills and emphasizes basic Spanish sentence structure. May include an additional hour of oral drill and practice per week. Part II of II. Lecture 4 hours per week.

SPA 201 - Intermediate Spanish

4 credits

Continues to develop understanding, speaking, reading, and writing skills. Prerequisite SPA 102 or equivalent. May include oral drill and practice. May include one additional hour of oral practice per week. Part I of II. Lecture 4 hours per week.

SPA 202 - Intermediate Spanish

4 credits

Continues to develop understanding, speaking, reading, and writing skills. Prerequisite SPA 102 or equivalent. May include oral drill and practice. May include one additional hour of oral practice per week. Part II of II. Lecture 4 hours per week.

SPA 203 - Intermediate Spanish I

4 credits

Continues to develop understanding, speaking, reading, and writing skills. Classes conducted in Spanish. Prerequisite SPA 102 or equivalent. May include oral drill and practice. Part I of II. Lecture 4 hours per week.

SPA 204 - Intermediate Spanish II

4 credits

Continues to develop understanding, speaking, reading, and writing skills. Classes conducted in Spanish. Prerequisite SPA 102 or equivalent. May include oral drill and practice. Part II of II. Lecture 4 hours per week.

Welding

WEL 110 – Welding Processes

3 credits

Introduces types of welding, their advantages and disadvantages. Points out effects of welds on metals to be machined. Provides practice and demonstration in welding. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

WEL 123 - Shielded Metal Arc Welding (Basic)

4 credits

Teaches operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

WEL 124 - Shielded Metal Arc Welding (Advanced)

4 credits

Continues instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Deals with running beads, butt, and fillet welds in all positions. Emphasizes safety procedures. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

WEL 130 - Inert Gas Welding

4 credits

Introduces practical operations in the uses of inert-gas- shield arc welding. Discusses equipment, safety operations, welding practice in the various positions, process applications, and manual and semi- automatic welding. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

WEL 141 - Welder Qualification Tests I

4 credits

Studies techniques and practices of testing welded joints through destructive and non-destructive testing. Part I of II. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

WEL 150 - Welding Drawing and Interpretation

3 credits

Teaches fundamentals required for successful drafting as applied to the welding industry. Includes blueprint

reading, geometric principles of drafting and freehand sketching, basic principles of orthographic projection, preparation of drawings and interpretation of symbols. Lecture 3 hours per week.

WEL 160 - Gas Metal Arc Welding

4 credits

Introduces semi-automatic welding processes with emphasis on practical application. Includes the study of filler wires, fluxes, and gases. Lecture 2 hours. Laboratory 6 hours. Total 8 hours per week.

FACULTY AND STAFF DIRECTORY

Faculty and Faculty Administrators

The following individuals are full-time faculty and faculty administrators. For a current listing of part-time faculty members, see <http://es.vccs.edu/academics/directory/?n=&d=&e=Adjunct+Faculty>

- Eve Belote** – ebelote@es.vccs.edu (757.789.1767)
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M.Ed., American Intercontinental University
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M.A., University of Wilmington
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GOVERNING BOARDS

State Board for Community Colleges

Robin Sullenberger –*Chair*
Susan Tinsley Gooden – Vice Chair
Yohannes A. Abraham
Carolyn Berkowitz
Nathaniel Bishop
Adnan Bokhari
David Broder
Darren Conner
Edward Dalrymple, Jr.
Douglas M. Garcia
William C. Hall, Jr.
Peggy Layne
Eleanor Saslaw
Joseph Smiddy
Senator Walter Stosch
Glenn DuBois - *Chancellor, Virginia Community College System, Secretary to the Board*

Eastern Shore Community College Advisory Board

Ted L. Lewis – Chair
Paul Bibbins, Jr. – Vice-Chair
Barbara Coady
Terry Ewell
Marianne Elebash
Aaron Kane
Robie Marsh
Glenn Muhle, Jr.
Bill Payne
Willie C. Randall
Ted Shockley
Jack Van Dame
Earline Washington

EASTERN SHORE COMMUNITY COLLEGE FOUNDATION

The Eastern Shore Community College Foundation is a non-profit corporation established to help ESCC 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 a 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.

The mission of the Eastern Shore Community College Foundation is to make a positive difference in the lives of all Eastern Shore citizens by helping to provide the best possible learning and teaching environment. The Mission shall be accomplished by implementation of the following Mission Objectives:

1. Assist today's students in maximizing the educational experience.
2. Support ESCC in providing the highest quality, relevant educational experience.
3. Encourage and enable future students to pursue and achieve their educational goals in support of the Rural Virginia initiative.
4. Assist in integrating ESCC into the regional public and private sector domain to promote economic and

workforce development.

5. Secure enabling funding from business, government, non-profit organizations, and private individuals to support the preceding mission objectives and the Foundation's own administrative operations.

ESCC Foundation Board 2019

Roberta Newman- *President*

Wayne Bell

Robert J. Bloxom

Jacqueline C. Chatmon

Dianne Davis

John Fiege - *Treasurer*

Adam James

Rachel Kellam

David Landsberger

Ted Lewis - *Liaison ESCC College Board*

Wendy Lilliston

Devon Mack

Jeremy McLean - *Vice-President*

Dr. James M. Shaeffer – *College President/ESCC Foundation Secretary*

Scott Schreiber

Ace Seybolt

Ron VanGeijn

The College President has been delegated ultimate control of all institutional fund-raising activities.