

EASTERN SHORE COMMUNITY COLLEGE

Where Tomorrow Begins

2018-2019 College Catalog
and Student Handbook

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DISCLAIMER

Eastern Shore Community College provides its website, catalog, schedules and handbooks for your general guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under DNS registrations of www.es.vccs.edu and the associated social media site of www.facebook.com/#!/pages/Eastern-Shore-Community-College/167893718312 is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources such as a college advisor, dean or vice-president. In addition, a student's or prospective student's reliance upon course information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the college. Further, the college reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise. Links to other materials and websites provided in these sources are also for information purposes only and do not constitute the college's endorsements of products or services referenced in such materials.

OFFICIAL VERSION OF CATALOG

The College maintains the *Catalog* and *Student Handbook* on its website at www.es.vccs.edu. ***The version contained on the website is updated continually and is the official College document for procedures, policies and guidelines.***

FREEDOM OF INFORMATION ACT REQUESTS

A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in [subsection F of § 2.2-3704 of the Code of Virginia](#).

Records requests or information on requesting records for Eastern Shore Community College should be directed to Annette Edwards, Vice President of Finance and Administration. She can be reached at Eastern Shore Community College, 29300 Lankford Hwy., Melfa, VA 23410; 757.789.1768; aedwards@es.vccs.edu.

NON-DISCRIMINATION

It is the policy of Eastern Shore Community College and the Virginia Community College System to maintain and promote equal employment and educational opportunities without regard to race, sex, color, national origin, marital status, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Driscoll, HR Officer, 29300 Lankford Hwy., Melfa, VA 23410; 757.789.1754; mdriscoll@es.vccs.edu.

Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance". ESCC has designated Dr. Jeanne Natali as the Title IX Coordinator. Contact information 757-789-1759; TitleIXCoordinator@es.vccs.edu.

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

GENERAL INFORMATION

Eastern Shore Community College is a member of the Virginia Community College System and serves the residents of Accomack and Northampton counties as a two-year institution of higher learning. Operating under policies established by the State Board for Community Colleges and the Eastern Shore Community College Board, the College is financed primarily with state funds, supplemented by contributions from the two counties and the Eastern Shore Community College Foundation.

Eastern Shore Community College occupies a 115-acre site on U.S. Route 13, south of Melfa, in Accomack County. The facilities are accessible to the handicapped and include classrooms, laboratories, a bookstore, a lecture hall, administrative offices, a student lounge, and a Learning Resources Center / Library. The Business Development and Workforce Training Center opened in January 2009 and houses Workforce Development Services, including occupational trade areas, allied health programs, industrial technology programs and employer training programs. The College is open during the entire year on a semester system. Classes are held from early morning through late evening, generally Monday through Thursday, with some classes held on Friday and Saturday.

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 associate degree curricula of the College have also been approved by the State Council of Higher Education for Virginia. The Associate of Applied Science Degree in Nursing Program, in cooperation with Tidewater Community College is approved by the [Virginia Board of Nursing](#), 9960 Mayland Drive, Suite 300, Richmond, VA 23233; phone 804-367-4515. TCC's Beazley School of Nursing has been awarded Conditional Accreditation by the [Accreditation Commission for Education in Nursing \(ACEN\)](#), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; phone 404-975-5000. Please see [TCC's Nursing Information Page](#) for more detail. The Practical Nursing certificate program and the Long-Term Care Assistant (LTCA) career studies certificate program have full approval from the Virginia Board of Nursing.

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 2018-2019

FALL SEMESTER 2018

Advising Week	April 2 - 6, 2018
Priority Registration for Current Students Begins	April 9, 2018
Open Registration Begins	April 16, 2018
Convocation and Advising	August 15-18, 2018
Last Day to Pay for Classes	August 8, 2018
Last Day to Register	August 19, 2018
Classes Begin	August 20, 2018
Fall Graduation Application Deadline	September 14, 2018
Labor Day Holiday (College Closed)	September 3, 2018
Planning Day (No Classes)	September 4, 2018
Last Day to Drop with Tuition Refund	September 7, 2018
Midterm Grades Due	October 16, 2018
Last Day to Withdraw without Academic Penalty	October 26, 2018
Thanksgiving Holiday (No Classes)	November 21-23, 2018
Last Day of Classes	December 7, 2018
Final Exams	December 10-15, 2018

SPRING SEMESTER 2019

Advising Week	Oct 29-Nov 2, 2018
Priority Registration for Current Students Begins	November 5, 2018
Open Registration Begins	November 12, 2018
Last Day to Pay for Classes	TBD
Spring Graduation Application Deadline	December 14, 2018
Convocation and Advising	January 2-4, 2019
Last Day to Register	January 6, 2019
Classes Begin	January 7, 2019
Martin Luther King Holiday (College Closed)	January 21, 2019
Planning Day (No Classes)	* will be held in May
Last Day to Drop with Tuition Refund	January 23, 2019
Mid-Semester Break (No Classes) begins after your last class on March 2nd	March 3-10, 2019
Classes Resume	March 11, 2019
Last Day to Withdraw without Academic Penalty	March 27, 2019
Last Day of Classes	April 26, 2019
Final Exams	Apr 30 – May 4, 2019
Commencement	May 10, 2019

SUMMER SEMESTER 2019

Advising Week	April 1-5, 2019
Priority Registration for Current Students Begins	April 8, 2019
Open Registration Begins	April 15, 2019
Payment Due Date	TBD
Last Day to Register for May term classes	May 19, 2019
May term Classes Begin	May 20, 2019
Memorial Day (No Classes)	May 27, 2019
Last Day to Drop May term classes with Tuition Refund	May 30, 2019
Last Day to Register for June term classes	June 2, 2019
June term Classes Begin	June 3, 2019
Last day to Drop June term classes with Tuition Refund	June 11, 2019
Summer Graduation Application Deadline	June 14, 2019
Last Day to Withdraw from May classes without Academic Penalty	June 28, 2019

Last Day to Withdraw from June classes without Academic Penalty
Independence Day Holiday (College Closed)
Last Day of Classes

July 3, 2019
July 4, 2019
July 26, 2019

ADMISSIONS INFORMATION

General Admissions

Students 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 Eastern Shore Community College, as demonstrated by assessment in reading, writing and mathematics.

Individuals may be admitted to the College as curricular or non-curricular students. 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.

All students are admitted as either a curricular or non-curricular student.

Curricular Admission

Curricular admission is granted to an applicant who satisfies requirements for entry into programs leading to VCCS certificates, diplomas, and associate degrees. Specific admission requirements may exist for a program. Applicants should consult the Plans of Study section of the catalog.

To be admitted as a curricular student you must:

1. Submit an Application for Admission with social security number requested;
2. Complete computer-based placement testing;
3. Submit official high school transcript or GED, and test scores (for registered nursing, practical nursing, and medical assistant programs only). Graduates who complete secondary school in a home school setting must provide graduation documentation that includes a graduation date;
4. Submit official transcripts from all previous colleges and universities attended; and
5. Meet additional requirements that may be necessary for specific programs.

Non-Curricular Admission

Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study).

To be admitted as a non-curricular student you must:

1. Submit an Application for Admission with social security number requested;
2. Meet additional requirements that may be necessary for specific programs or courses. Examples of additional requirements include:
 - a. Satisfactory scores on placement tests before enrollment in English and math.
 - b. Proof of ability to benefit educationally.

Admission with Special Provisions

Transfer Students

Transfer students must submit an application for admission and must have official transcripts from all previous colleges and universities sent to the Admissions Office. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. Usually a transfer student who is eligible to re-enroll at the last college of attendance will be eligible for admission to ESCC. If a transfer student is academically ineligible to return to the previous college, the Admissions Committee of the college shall decide on each case and can impose special conditions for the admittance of such students. The student must appeal for such admission to ESCC by submitting a letter to the Chief Academic Officer.

Dual Enrollment Students

Although high school and home school students are not normally qualified for general admission, colleges may offer admission to those students who meet additional criteria. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. Home school students must also 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 or legal guardian declaring home school. Documentation of parental permission is required for all dual enrollment students.

Because admitting 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. Formal approval by the college president is required for admitting freshmen or sophomores.

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

Students enrolling in a dual enrollment course must meet all course pre-requisites. Colleges shall not enroll public or private high school students or homeschooled students in developmental courses.

Admission Criteria for Transfer Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English/ Writing	ENG 111	76	43	N/A	N/A	18	N/A
Reading	ENG 111	81	42	N/A	N/A	18	N/A
Writing/ Reading	ENG 111	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	500	530	22	Algebra I - Pass

Admission Criteria for CTE Courses

	Virginia Placement Test (VPT)	COMPASS	ASSET	PSAT	SAT	ACT	SOL
English/ Writing	ENF 1	32	35	N/A	N/A	18	N/A
Reading	ENF 1	62	35	N/A	N/A	18	N/A
Writing/ Reading	ENF 1	N/A	N/A	390	480	N/A	N/A
Mathematics	MTE 1	25	33	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. Please direct all inquiries to the Admissions Office.

Reinstatement as a Result of Military Service

A student who is 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:

- a. the student provides notice of intent to return to the college not later than three years after the completion of the period of service;
- b. the student returns to the college after a cumulative absence of not more than five years; and,
- c. 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 shall be afforded the opportunity for reinstatement in the same program of study in which he or she had been enrolled prior to withdrawal. Academic programs with specialized accreditation and selective admission shall establish criteria for reinstatement of such students that are 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 shall be counseled to determine the impact of absence from the program on the ability to resume study and to advise the student of his or her options when a program is no longer available or suitable.

The policy delineated above and the associated procedures described below shall apply in the case of permanent change of station (PCS) orders that require the military member to be absent from the college for an extended period. In order to access the several exceptions to the college's normal policy provided in

Non-Credit Students

Persons who wish to apply to take non-credit continuing education courses should contact the Office of Workforce Development. Completion of the Application for Admission is required.

Scholarly Progression

An average of 16-18 credits per semester is necessary to complete a degree program in two years or a certificate program in one year. Because of work or other obligations, some students may prefer to take fewer credits per semester and a longer period of time to complete a program.

Faculty Advisors and Student Responsibilities

A student enrolled in a curriculum is assigned a faculty advisor who assists in the preparation of schedules to help ensure that degree requirements are met. Faculty advisors can also provide information regarding fields of specialization. A student has the ultimate responsibility for completing graduation requirements. The College strongly recommends curricular students take advantage of the expertise of faculty advisors.

Admission of Students on Sex Offender Registry

This policy applies to all persons who apply to the College, and/or who are currently enrolled, and are identified as convicted sex offenders as determined by section 23-2.2:1 of the Code of Virginia.

Definition

Registered sex offender: A convicted sex offender is defined as a person listed on the Virginia Sexual Offender and Crimes Against Minors Registry and/or the National Crime Information Center Convicted Sexual Offender registry.

History

The Federal Campus Sex Crimes Prevention Act of 2000 requires colleges to advise their campus communities where to locate information on registered sex offenders. Information about registered sex offenders can be found on the Virginia State Police website: [Sex Offender and Crimes Against Minors Registry](#).

Section 23-2.2:1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning applicants to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. Language on the Web application informs applicants that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Eastern Shore Community College (ESCC) is listed on the Sex Offender Registry, the State Police will notify the College. Occasionally, the College discovers through other means that an already enrolled student is on the Sexual Offender Registry as well.

Policy

Eastern Shore Community College reserves the right to deny, or revoke, admission of a convicted sex offender upon notification by local authority as designated by State Police or after being made aware of an offender's status by other means and confirmed through the listing on the Virginia Sexual Offender and Crimes Against Minors Registry.

The College reserves the right to evaluate and document special cases and to refuse or revoke admission if the College determines that the convicted sex offender is a threat or a potential danger to the College community or if such refusal is considered to be in the best interest of the College.

Students whose admission is revoked after enrollment must be notified of the right to an appeal process and provided due process.

The Vice President of Academic and Student Affairs will be responsible for determining whether the presence or continued presence of any person on campus poses a serious threat to the well-being or safety of college personnel, college students, or to the property or operation of the College and its functions. The President of the College may further designate any other College official to administer the policy as appropriate.

Procedures

- A. Notification that a Registered Sexual Offender has applied to, or is currently enrolled at the College, shall be directed to the Vice President of Academic and Student Affairs.
- B. Upon notification that the applicant or enrolled student is a registered sex offender, the Vice President shall determine whether the admission or enrollment of the individual poses a serious threat to college personnel, students, or to the property or operation of the College and its functions. If such determination is made, a service indicator will be placed on the applicant's Student Information System (SIS) record which will prevent the applicant from registering for classes.
- C. The convicted sex offender applicant will receive written notification at the address of record listed in the student information system that admission to, or continued enrollment at, the College has been denied based on his/her listing on the sex offender registry. The written notification will detail the procedures for due process and will provide the applicant explicit instructions on the appeal process. The individual is required to initiate the appeal process within seven (7) business days of mailing of the notification by the College. Failure by the convicted sex offender to follow the appeal process within seven (7) business days of the notification from the College will forfeit his/her right to appeal.
- D. The convicted sex offender who becomes an enrolled student prior to the College's notification of the individual's convicted sex offender status will receive written notification at the home address listed in the student information system. The written notification will require the individual to initiate the appeals process within seven (7) business days of the notification by the College in order to receive consideration to remain enrolled. The individual will remain provisionally enrolled pending the outcome of the appeal process. Failure by the convicted sex offender to follow the appeals process within seven (7) business days of the notification from the College will result in written notice of administrative withdrawal of all current and future classes at the College, revoked admission for future semesters, and forfeiture of the individual's right to appeal.
- E. Appeal process for denial of admission or withdrawal for convicted sex offender:
 1. When an applicant or withdrawn student receives a certified letter from the Vice President of Academic and Student Affairs denying admission or continued enrollment, the student may request an appeal hearing. A written request for a hearing must be made to the Vice President of Academic and Student Affairs before the seventh business day following mailing of the certified letter which describes the administrative disposition. The student's appeal letter must contain:
 - A formal request for an appeal
 - The disclosure of the nature of the offense for which the person has been convicted and place on the Sex Offender Registry.
 - Justification for consideration of admission, reinstatement, or continued enrollment.
 - A statement acknowledging the individual's understanding that his/her identity and status as a convicted sex offender will be publicized within the College community in accordance with federal and state law if admitted or reinstated.
 2. In accordance with the Federal Campus Sex Crimes Prevention Act, the ESCC College community will be advised of any known sex offenders attending, working or volunteering at the College and that the following site may be accessed to obtain information on registered sex offenders: <http://sex-offender.vsp.virginia.gov>. This site, maintained by the Virginia State Police, provides information about registered sex offenders within the geographical area served the ESCC as well as elsewhere in Virginia.
 3. Upon receipt of a request for appeal, within the required seven (7) business days of notification, the President will select the Appeals Committee made up of three (3) individuals: three (3) full-time faculty and/or administrators and designate one member as the chairperson/convenor. The purpose of the hearing will be to determine whether to uphold the administrative decision of the Vice President or other disciplinary designee based upon whether the convicted sex offender is a

threat or a potential danger to the College community. If the appeal committee determines that the convicted sex offender presents a threat or potential danger to the College community, denial of admission to the College will be permanent. If the convicted sex offender is currently enrolled, and the appeal committee determines that the individual is a threat or potential danger to the College community, he/she will be administratively withdrawn from classes, will receive a refund, and will be denied future admission/enrollment to the College.

4. The appeal committee will review all the information submitted and make a decision. The decision of a simple majority of the members of the committee shall be submitted as the final decision of the committee. The decision of the committee is final and binding. The chairperson will inform the Vice President of Academic and Student Affairs of the committee's decision. The Vice President will inform the convicted sex offender of the committee decision by sending a certified letter to the address of record indicated in SIS.

Sanctions

Failure to comply with the terms of this policy will forfeit the right to appeal the denial of admission or enrollment at the College.

CLASSIFICATION OF STUDENTS

All students are classified according to the following categories:

Curricular Student: A student who has satisfied all general college admission requirements and has been admitted to a curriculum (plan of study).

Non-Curricular Student: Non-curricular admission is granted to an applicant who has not requested admission to a curriculum (plan of study) and who is registering for classes for any of the following reasons:

- Upgrading employment skills for present job
- Developing skills for new job
- Exploring career options
- Pursuing personal interest or general knowledge
- Pursuing college courses while in high school
- Currently pursuing degree at another college (transient/visitor)
- Planning to pursue a degree at another college (non-degree/transfer).

Full-Time Student: Students are considered full-time students if they are enrolled in twelve (12) or more credit hours of course work in a semester.

Part-Time Student: Students carrying fewer than twelve (12) credit hours during a semester are considered part-time students.

Freshman / Sophomore Status: Students are classified as freshmen until they complete thirty (30) credits of course work in a degree program. Students who have completed thirty (30) or more credits in a degree program are classified as sophomores.

PLACEMENT TESTING

Eastern Shore community college offers VCCS approved placement strategies that provide consistent and reliable results for students applying to enroll in associate degree, diploma, and certificate programs and in courses that require a reading, writing, or math prerequisite. Students enrolling in Career Studies Certificate (CSC) programs may be waived from placement testing, unless a course in the program requires a reading, writing, or math prerequisite. Assessment should be offered through placement testing and other approved measures.

Dual enrolled high school students who enroll in programs or courses must meet the admissions criteria specified by the VCCS and any applicable course prerequisites (see page 13).

Multiple Measures

Multiple Measures for Placement

In determining students' readiness for college-level English and math courses, ESCC uses the following means and measures:

1. Any student who has earned an associate degree or higher or who has earned a C or better in college-level courses in math and/or English at a regionally accredited institution will be exempt from placement testing provided they meet the prerequisites for the respective courses in their chosen program of study.
2. Any student who has successfully completed developmental courses at a VCCS institution will be exempt from placement testing in those areas.
3. Any student who has successfully completed developmental courses at a non-VCCS institution will have their coursework evaluated for placement.
4. A student may submit a high school/home school transcript or an approved test score for placement evaluation. Placement will be based on the tables found in Table 1 and Table 2 below. Seniors who have not yet graduated may submit a transcript as of the completion of the first semester of the senior year to determine readiness for placement into college-level courses for the purpose of early admission.
5. Any student who is not placed by the above criteria will take the Virginia Placement Test, or ESL-specific test, as appropriate. Students have the option to take the Virginia Placement Test in order to improve their placement standing after other measures are considered. Such placement test scores will not be used to place a student in a lower English or math course than indicated by other criteria, unless the student desires a lower placement.

Measures for Math Placement

Table 1: Math placement will be determined using one of the following measures (Table 1).

Math Placement Measures#	HSGPA or Score Range	Placement
HSGPA and Algebra II and One Algebra Intensive Course*	3.0 or higher	MTE 1-9 Satisfied
*Algebra Intensive Courses above Algebra II: Trigonometry, Math Analysis, Pre-Calculus, Calculus, Algebra III.	2.7-2.9	MTE 1-9 Co-Requisite Eligible
HSGPA and Algebra II	3.0 or higher	MTE 1-5 Satisfied
	2.7-2.9	MTE 1-5 Co-Requisite Eligible
HSGPA 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

= Students may complete the VPT – Calculus for placement into Pre-Calculus II, Calculus, and 200-level Statistics. Placement directly into Pre-Calculus II, Calculus, and 200-level Statistics based on HSGPA and highest level courses taken will be at the discretion of each college.

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-Math scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

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 will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

Measures for English Placement

Table 2: English placement will be determined using one of the following measures:

English Placement Measures	HSGPA or Score Range	Placement
HSGPA	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

High school GPA (HSGPA) is valid for five (5) years after the date of high school graduation. SAT, ACT and GED Test scores are valid for five (5) years after the date of the test. Virginia Placement Test-English scores are valid for five (5) years after the date of the test. Previously taken developmental courses will be valid for five (5) years after term taken.

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 will be ineligible for a retest. Exceptions to this retest policy may be made on a case-by-case basis in accordance with established college procedures.

CREDIT HOUR POLICIES

Traditional Credit Hour Policy

Transfer Student Credit Hours

Generally, Eastern Shore Community College awards transfer credit for all courses at or above the freshman level in which grades of "C" or better have been earned at regionally accredited colleges and universities.

Transcripts from other colleges must be submitted prior to the beginning of the first term of enrollment or future registration will not be permitted. Transcripts will be evaluated in a timely manner. Students wishing to receive transfer credit from another Virginia Community College System institution do not have to submit an official transcript since credit information is available on the VCCS Student Information System. Transfer applicants

should consult with admissions office staff regarding placement tests required by Eastern Shore Community College.

Additional Credit Hour Policies and Procedures

At least twenty-five percent (25%) of the requirements for a degree or certificate must be completed at Eastern Shore Community College. Credit is not formally awarded until the requirements for curricular admission are completed. Students planning to transfer to another college or university are responsible for determining if the institution they plan to attend will accept advanced-standing credits awarded by Eastern Shore Community College.

Credit may be granted for prior learning for non-collegiate education, training, and/or occupational experiences as recommended by college faculty, the American Council on Education (ACE), the National College Credit Recommendation Service, or another college-approved organization. In addition, academic credit may be awarded to any enrolled student who has successfully completed a military training course or program as part of the student's military service that is applicable to the certificate or degree requirements and is:

- Recommended for academic credit by a national higher education association that provides academic credit recommendations for military training courses or programs;
- Noted on the student's military transcript issued by any of the armed forces of the United States; or
- Otherwise documented in writing by any of the armed forces of the United States.

Credits

Because Eastern Shore Community College operates on a semester system, semester credit hours are granted for successful completion of credit courses. One semester hour is equivalent to 1.5 quarter hours, i.e. six (6) semester hours equal nine (9) quarter hours.

Credit by Examination

Eastern Shore Community College is designated as an Educational Testing Services CLEP (College Level Examination Program) National Test Center.

Eastern Shore Community College *may* grant credit in appropriate courses on the basis of proficiency examinations. The proficiency examinations currently accepted by the college are:

- College Board Advanced Placement (AP)
- College Level Examination Program (CLEP);
- Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST); and
- Eastern Shore Community College Departmental Challenge Examinations.

It is the student's responsibility to ensure that the official examination results are sent directly to the College.

College Board Advanced Placement (AP)

Eastern Shore Community College may grant credit in appropriate courses on the basis of Advanced Placement Examination results. Eastern Shore Community College recognizes that Advanced Placement Examination scores of 3, 4, and 5 reflect different levels of the student's mastery of the course content. As a result, the credit granted or course waivers that may be awarded by the college will differ based on the student's individual scores.

College Level Examination Program (CLEP)

Eastern Shore Community College may grant credit in appropriate courses on the basis of CLEP examination results when the student scores at or above the minimum level suggested by the American Council on Education. Once a student has enrolled in the first course of a two-course sequence, (e.g. Biology 101 and 102, Mathematics 163 and 164, etc.) a student may **not** use the CLEP exam to earn credit for the second course in the sequence unless a separate CLEP exam is offered for each of the two courses in the sequence. For additional information concerning Eastern Shore Community College's Advanced Standing policies, please contact the Office of Student Services at 757.789.5926.

DANTES Subject Standardized Tests (DSST)

Eastern Shore Community College may grant credit in appropriate courses on the basis of DANTES examination results when the student scores at or above the minimum level suggested by the American Council on Education.

Departmental Challenge Examinations

Eastern Shore Community College Departmental Challenge Examinations are examinations developed by Eastern Shore Community College faculty to provide credit by examination for specific ESCC courses. A student who has taken an Eastern Shore Community College Departmental Challenge Examination and has not received a score that would grant credit for the course cannot retake the Departmental Challenge Examination for the same course.

Maximum Credits Granted Through Proficiency Examinations

Based on the student's scores on the proficiency examinations, the maximum total number of credit hours that a student enrolled in a Certificate Program may be granted through proficiency examinations is the lesser of fifty percent (50%) of the credits required by the certificate or fifteen (15) credit hours. ⁽¹⁾ ⁽²⁾

Students enrolled in the Associate of Arts and Sciences Degree Program may be granted through proficiency examinations a maximum of fifty percent (50%) of the credits required by the degree or thirty (30) credit hours, whichever is the lesser. ⁽¹⁾ ⁽²⁾

Credit for Educational Experiences in the Armed Services

The College follows the American Council on Education guidelines in awarding credit for educational experiences in the armed services: Project Ahead. In this plan enlistees in the Armed Forces select curricula which will be observed when courses are taken during military service. After military service, enlistees may transfer their credits to Eastern Shore Community College and continue their programs. Veterans, active members of the military, and certified Emergency Medical Technicians who provide proof of eligibility may receive two (2) credits toward fulfillment of the HLT/PED requirement.

¹ In some cases, a department will not accept credit for core courses in the major or prerequisites. All guidelines are subject to change by Student Services or the academic department awarding credit.

² The maximum number of credit hours that may be granted is the combined total from all proficiency exams accepted by the college.

Servicemembers Opportunity Colleges Program

ESCC is a member of the Servicemembers Opportunity Colleges (SOC) program. This is a worldwide network of U.S. colleges and universities working with the United States Navy, Army, Air Force, Marine Corps and Coast Guard that are dedicated to helping service members and their family members get college degrees. This program guarantees the transfer of courses among participating colleges and universities. Nontraditional sources of credit may include Navy and Coast Guard rate and rate experiences, Army and Marine Corps military occupational specialties, and service school training. Contact the Vice-President of Academics and Student Affairs at 757.789.1748 for more information.

FINANCIAL INFORMATION

Tuition and Fees

Note: The following tuition and fees effective Fall 2018 were approved by the State Board for Community Colleges in May 2018. Please check the college website at www.es.vccs.edu/admissions-aid/tuition-and-fees for updated tuition and fees. Tuition and fees are subject to change by the State Board.

Tuition per credit:

▪ In-State Resident Students	\$ 154.00
▪ Military Contract Students	\$ 154.00
▪ Business Contract Students	\$ 214.00***
▪ Out-of-State Resident Students	\$ 330.60

Fees per credit:

▪ Student Activities	\$ 3.00**
▪ Parking	\$ 3.00**
▪ Technology Fee (statewide)	\$ 8.50
▪ Capital Fee (out-of-state only)	\$ 21.00*

*The Capital Fee is only charged to military contract, business contract, and out-of-state students.

**This fee is not assessed for off-campus classes.

***Business and Military Contract Students – rate applies to out-of-state students whose VA employer or federal agency in VA has entered into a contractual relationship with ESCC.

NOTE: Students are not required to pay any additional fees for online or distance learning courses, including charges associated with verification of student identity.

A normal academic load for full-time, degree or certificate students is fifteen (15) to eighteen (18) credits per semester. Family responsibilities, the need to work, or other obligations may make part-time enrollment preferable for some students. There are no special laboratory or library fees, but students are expected to pay for any College property they damage or lose and for some consumable supplies.

Tuition Payment Options

In Person

The campus Business Office accepts cash, money orders, checks, VISA and MasterCard (card holder must be present). Checks and money orders must be payable to Eastern Shore Community College for the exact amount of tuition and fees due. Payment for books and supplies must be made separately at the Bookstore.

Online

Payment may be made online with QuickPAY® Online Services. A payment plan may be set up as well through Tuition Management Systems. Additional information and instructions are available on the ESCC website at www.es.vccs.edu/admissions-aid/online-payment-page.

By Mail

Checks or money orders must be made payable to Eastern Shore Community College and addressed to the Business Office at 29300 Lankford Hwy, Melfa, VA 23410. Be sure to include the student's name, address, emplID number and a phone number with the payment.

By Phone

Payment may be made by phone with a credit card by calling 757.789.1740 or 757.789.1783. Caller must have student name and emplID number, card holder name, account number, expiration date, and a daytime phone number. When paying via credit card over the phone, please do not wait until the last minute to call as phone lines may be busy, and you may be unable to reach the Business Office personnel before the payment deadline. Remember, they are also waiting on students paying in person at the window.

Financial Obligations / Bad Checks

All financial obligations to the College, including library fines and fees, must be fulfilled before the end of the semester in which they occur or according to payment schedules approved by the vice president of finance and administration. Class registration, graduation, transcript requests, and financial aid disbursements will not be permitted until all such debts are paid. No change is given for personal checks. The College will charge \$35 for processing any returned check. Charge slips must be signed by the individual whose name is imprinted on the card.

Tuition Payment Plan

To assist you with your educational expenses, Eastern Shore Community College is pleased to provide the TMS Payment Plan. For a non-refundable fee, TMS allows you to pay your tuition in monthly, interest-free payments. The earlier you enroll, the more payment options you have. Additional information and instructions are available on the ESCC website at www.es.vccs.edu/admissions-aid/online-payment-page.

Waived Tuition and Fee 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.

Student 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 cost. 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 fee cost 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.

†Fee not assessed for off-campus classes.

Tuition Refunds

Tuition Refund Eligibility

To be eligible for a refund, you must do one of the following **on or before the published last day to drop with tuition refund** each semester/session (see Academic Calendar for dates):

- Drop the class(es) through the college website (Student Information System)
- Execute an official drop form which must be processed by the Student Services Office; or
- Provide written permission to a representative who acts for you

Refer to the academic calendar for the deadline for tuition refunds for the semester. This deadline should not be confused with the last day to withdraw without academic penalty. *An exception may be granted and you may be able to drop your classes by mail.* To officially notify by mail, you must send a letter to the Student Services Office listing the course(s) to be dropped. The envelope must be postmarked on or before the published tuition refund date. You must include written documentation verifying your inability to comply with the above procedure.

Active Military/National Guard/Reservists as described in the Code of Virginia (§ 23-9.6:2) 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. You must submit your request to the Registrar located in Student Services by providing your emplID and a copy of your military orders, deployment orders, or other documentation indicating you must leave the area or are otherwise unavailable to attend classes due to service in the uniformed services. You 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, if you elect to receive a full refund, you may opt to have the refund retained and applied to tuition and fees charged in the semester or term in which you return to study.

The refund eligibility above is available to military students who have been issued **Permanent Change of Station** orders after the start of the semester and require an executive prior to the end of the semester.

Tuition Refund Procedure

If the college cancels a class(es) and you elect not to add another one, you will receive a full refund of tuition and fees for that class(es). These refunds are processed up to four (4) business days after the Last Day to Drop with Tuition Refund deadline has passed.

1. **Credit Card Payments via the College’s Online Payment System (QuikPAY)** – Credit card payments made via the college website (Student Information System) using QuikPAY will be refunded to the cardholder.
2. **On-Campus Payments** – ESCC has contracted with a third-party vendor to issue refunds. All tuition refunds will be issued electronically to either direct deposit (ACH) to a bank account or to a Prepaid Debit Card, based on the student’s selection. A refund in the form of a paper check will only be issued if direct deposit (ACH) or Prepaid Debit Card is not selected. Checks will be mailed to the student’s address on file in the Student Information System. Refunds will be issued to the student enrolled at the college rather than the individual who originally made payment to the college if other than the student.

Refunds to direct deposit (ACH) are delivered within 5 – 6 business days.* Refunds to the Prepaid Debit Card are usually loaded within 3 – 4 business days.* Refunds by check are delivered within 10 – 14 business days.*

***A business day is considered to be Monday through Friday, occurring after you see the refund posted to your Student Information System account. Certain state grants and tuition refunds may take an additional 3 – 5 business days.**

BOOKSTORE INFORMATION

Hours of operation are posted each semester with expanded hours during registration periods. Students are expected to provide their own books, supplies, and other consumable materials at an estimated cost of \$500-\$700 per semester for full-time study. Checks for bookstore purchases must be made out for the exact amount of the purchase and must be payable to Follett #1407; a valid ID is required to process all checks at the register. State regulations prohibit the Bookstore from making change or cashing checks. The Bookstore also accepts all major credit or debit cards with a Visa, MasterCard, Discover, or American Express logo. The

cardholder must be present and card must be presented at the Bookstore. If the cardholder cannot be present, an order may be placed online through the bookstore's website at <http://es.vccs.edu/student-services/bookstore/> and have the items shipped to the Bookstore or another address.

The Bookstore will charge \$35 for processing any returned check. Individuals using financial aid must have a valid picture ID and a student ID number (emplID) at the time of checkout. Due to federal financial aid regulations, the individual whose name is on the account is the only person allowed to make charges, returns, or inquire about balances.

For individuals interested in renting textbooks, a major credit or debit must be used for collateral in case of incidental damage or materials not being returned. Rental textbooks are due back by the date specified on the rental receipt; otherwise the individual is subject to a nonrefundable late fee, processing fee, and remaining balance for the cost of the book. There is always the option to convert a rental to a purchase before the final date.

Bookstore Refund Policy

Frequently Asked Questions (FAQs)

Will the bookstore return the purchase price of a textbook?

Yes, depending on the method of payment and when the item was purchased. If payment was done using financial aid, you will have until the last day as designated by the college to use your financial aid to pay for your courses. If the purchase was made by cash or credit card before the college refund date to make charges, those individuals will fall under the same guidelines as the financial aid purchases unless items were purchased after the specified date, which will result in a two-day return policy.

How soon must I return a textbook for credit?

By the end of the add / drop period.

What do I bring to the bookstore for a refund?

The purchased item in its original condition, and the original register receipt. The Bookstore Manager will determine if a refund is in order. Refund checks will be issued after the add / drop period.

What can I do with a misprinted or irregular textbook?

Return it to the Bookstore immediately for a replacement with original bookstore receipt.

What if I open and/or remove the plastic a book is sealed in?

Any book that is sold to you sealed in plastic wrapping cannot be returned for a refund unless the plastic is sealed. Items must be in their original condition to be eligible for a full refund.

Who should I contact if I have questions or need additional information?

Bookstore related inquiries can be directed to Denethia Butts, Bookstore Manager:

Telephone: 757.789.1755

Email: campusstore@es.vccs.edu

DOMICILE

In-state Tuition Eligibility

In order to be eligible for in-state tuition, one must have been domiciled in Virginia for at least one full year prior to the enrollment term for which in-state tuition is requested. Proof of domicile involves satisfying the definitions of both domicile and domiciliary intent.

"Domicile" means the present, fixed home to which one returns following temporary absences and to which one intends to stay indefinitely. No individual may have more than one domicile at a time. Once established, domicile is not affected by mere transient or temporary physical presence in another jurisdiction.

"Domiciliary intent" means the present intent to remain indefinitely. In determining domiciliary intent, all of the following applicable factors are considered: continuous residence for at least one year prior to the date of alleged entitlement, state to which income taxes are filed or paid, driver's license, motor vehicle registration, voter

registration, employment, property ownership, sources of financial support, location of checking or passbook savings accounts and any other social or economic relationships with the Commonwealth and other jurisdictions. Mere physical presence or residence for educational purposes does not establish domicile.

Procedure for Appeal of Domicile Status

The purpose of the domicile status appeals process is to provide for orderly and timely resolutions of all disputes. Applicants for in-state tuition rates 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. The completed Application for Admission contains questions relating to domicile. Based on the responses to these questions, an initial domicile determination is made regarding domicile. Upon completion of the online application, the applicant is immediately informed of their domiciliary status determination. The enrollment services assistant for admissions manages this initial determination.
2. This initial decision may be appealed by submitting a written appeal to the Coordinator of Student / Enrollment Services within ten (10) calendar days of the initial domicile determination. The dean will conduct an intermediate review and will inform the applicant by certified mail about his or her decision within ten (10) calendar days of this appeal.
3. The decision of the Coordinator of Student / Enrollment Services may be appealed to a domicile review panel composed of an odd number of members who are appointed by the president. The appeal must be made in writing to the Vice-President of Academic and Student Affairs within ten (10) calendar days. The domicile review panel will review earlier decisions, make a final decision, and will inform the applicant of their final decision by certified mail within fourteen (14) days.
4. An applicant may appeal to the local circuit court and must do so within thirty (30) days of the college 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.

Revised 11-13-08

FINANCIAL AID

Financial Aid and Student Accounts Support Center 855.874.6680 or www.mysupport.es.vccs.edu.

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, it 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 renders assistance to as many students as possible in the form of grants, employment, and local scholarships.

Students planning to attend college from July 1, 2018, through June 30, 2019, are encouraged to complete the 2018 -2019 FAFSA form as soon after October 1, 2017 as possible. The FAFSA form is available at www.fafsa.ed.gov. **The Title IV code for ESCC is 003748.** Students applying for local scholarships must complete the ESCC Scholarship Application which can be found online at <https://es.vccs.edu/admissions-aid/financial-aid/local-escs-scholarships/>.

Students who receive 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 will be evaluated at the time an application is received and at the end of each semester. Students who lose eligibility for financial aid have the right to appeal this loss.

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

Types of Financial Aid

Grants

Federal Pell Grant is an award for undergraduates only with no prior bachelor's or professional degree. Eligibility is primarily based on the Expected Family Contribution (EFC) but is also affected by enrollment status. The maximum award for the 2017-2018 academic year was \$5920, with a minimum of \$606. 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 \$1,000 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. These awards must not exceed the cost of tuition and fee charges. Awards typically range from \$100 to \$1,875.

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. Awards typically range from \$400 up to tuition, fees and books.

Part-time Tuition Assistance Grant Program (PTAP) is a VCCS, state-funded grant, which provides assistance to undergraduate Virginia residents who are enrolled in an eligible curriculum for one to eight credits. The grant will cover 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 offices about other potential opportunities for financial assistances. See pages 30 and 55 for additional information.

Loans

The College does not participate in the Direct Loan Program. Short-term, interest-free tuition and fee loans funded by the Eastern Shore Community College Foundation are available. Normally these limited funds are reserved for students who can document their financial aid need but the required financial aid file is still incomplete or student whose veterans educational benefits have not arrived. These loans must be repaid on schedule or students can be administratively withdrawn from the college.

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, curriculum, and job skills are considered in assigning jobs. Most employment is on campus. Students are paid every two weeks. A student normally may not work more than twenty (20) hours per week while the College is in session. The College has developed additional work opportunities which include community service activities, as well as reading and tutoring in the local elementary schools.

Satisfactory Academic Progress

All recipients of Federal and/or State aid are required to maintain Satisfactory Academic Progress (SAP) in their course of study. SAP will be evaluated at the time a Free Application for Federal Student Aid (FAFSA) is received and at the end of every semester. All enrollments at ESCC and all applicable transfer credits will be considered whether or not aid was awarded or received.

Students will be placed on financial aid suspension if any of the following three Standards of Satisfactory Academic Progress are not met:

1. Cumulative GPA Requirements (GPA Rule)

Students must meet minimum cumulative grade point average requirements based on a progressive scale. 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.***

0	GPA Requirement
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 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 the College (except audits) are included. Developmental coursework is included in this calculation. All credits accepted in transfer count as both attempted and successfully completed credits. 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. Credits with satisfactory grades at the College are those for which a grade of A, B, C, D, S, or P is earned.

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. All terms of enrollment at the College are included whether or not the student received financial aid and regardless of the age of the coursework.

Developmental Coursework

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.

Automatic 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 and will 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.

Repeated Coursework

Students can repeat courses with financial aid until successfully completed. There is no limit assuming all other SAP requirements are met. Students may only repeat a passed course once. Repeated coursework will be included in the evaluation of completion rate and maximum timeframe.

Consequences for Official or Unofficial Withdraw from All Classes

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 (**officially** or **unofficially**) 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. The College 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, he or she is eligible to receive a post-withdraw disbursement of the earned aid received.

For financial aid purposes: **Official Withdraw** means dropping ALL classes on-line via the MyESCC Student Information System and **Unofficial Withdraw** means the student ceases to participate in educational related activities for ALL classes or stops attending ALL classes **WITHOUT** completing the official withdraw process. For more complete details on the rules and the refund calculation formula, a copy of the Federal regulations which govern the refund of Title IV monies is available in the Financial Aid Office.

Financial Aid Status

Financial Aid Payments

Payments from Pell Grants and Commonwealth Awards are adjusted each semester according to your enrollment status. For example, a student who was awarded a \$2,000 Pell Grant would receive \$1,000 each semester if he was enrolled full-time (12+ credits), \$750 each semester for three-quarter-time enrollment (9-11 credits), or \$500 each semester for half-time enrollment (6-8 credits). Students can charge tuition, fees, books, and supplies against most grant or scholarship awards. If there is a balance due after charges have been deducted, a check will be sent to the student within forty days after the Last-Day-to-Withdraw-with-Refund date. This disbursement date is dependent on the receipt of funds from the funding agency. Notices will be posted alerting students as to when checks have been mailed.

Administrative Withdrawal if Financial Aid Student Never Attends

Financial aid will not pay for classes that the financial aid student has never attended. Faculty report before the "Withdraw With Refund" date if a student has never been "academically engaged" and never attended a class session. Students who have not attended will be administratively withdrawn from the unattended class.

Late Enrollment and Financial Aid Calculation

If a student is granted special permission to enroll in class(es) after the Last Day to Withdraw with Refund date, credits from that enrollment are not counted toward calculation of financial aid.

Financial Aid and Summer Term

Financial aid awards are normally made for the fall and spring semesters only. Students interested in receiving financial aid for the summer semester must complete and return the Supplemental Financial Aid Summer Application which is mailed April 1.

Loss of Financial Aid Eligibility Appeal Process

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

If a student wishes to appeal a loss of financial aid eligibility, he/she must complete an appeal form and submit it to the Coordinator of Student / Enrollment Services within **five (5) calendar days of receipt of the letter** indicating loss of financial aid eligibility. Failure to do so will invalidate any appeal. 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.

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.

If the decision is negative, the student may submit a written appeal to the Vice-President of Academics and Student Affairs within five (5) calendar days of receipt of the Committee's decision. The Vice-

President will review the case and make a decision within five (5) calendar days of the appeal. The Vice-President's decision is final.

Additional Financial Assistance

WIOA Services 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. Students may also be eligible for federal financial aid. Contact the W.I.A. Office at 757.789.1757.

Special State Programs

State law currently makes provision 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 Financial Aid Office for details and application forms.

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 (swilliamson@es.vccs.edu or 757.789.1777) assists students in applying for VA benefits (www.gibill.va.gov), 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 is eligible to use benefits only for courses taken towards a degree or certificate program. Each semester the veteran must submit the Request for Veterans Educational Benefits form that can be found at our website under Veterans Information.

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 forwards these monies to the College for awards to students.

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 average. A 3.00 grade point average 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 Practical Nursing students or Medical Assisting 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 also be given to a resident 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 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 students must have a minimum of a 2.00 cumulative college grade point average.

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.

Stewart L. Williams Memorial Scholarship

This \$200 scholarship was established by the family of Stewart L. Williams in his memory. Applicant must demonstrate financial need. Scholarship will be awarded each semester.

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.

Scholarships Disclaimer

The Eastern Shore Community College Foundation reserves the right to alter the eligibility requirements and the amounts of awards 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. Check the ESCC website at <http://es.vccs.edu/admissions-aid/financial-aid/local-escs-scholarships/> or <http://es.vccs.edu/admissions-aid/financial-aid/community-scholarships/> for additional information.

REGISTRATION

Regular registration for each semester ends the day before classes start on the first day of the semester. From anywhere in the world, students can register for classes online by accessing **MyESCC**, ESCC's electronic student information system. **MyESCC** is available on the College website at www.es.vccs.edu. If a student does not have Internet access conveniently available, the student may use computers in the **MyESCC** Student Access Center located in the Student Services lobby. Assistance is available by contacting Student Services at 757-789-1720.

Registration Modifications and Adjustments

The procedures and deadlines below must be observed in making any program changes after registration. The listed deadlines are based on enrollment during regular semester sessions; summer sessions are shorter in length and have shortened timeframes.

1. Students who enroll during the official registration period may drop courses and receive a refund during the first fourteen (14) days of a regular session.
2. Withdrawal from a course from the fifteenth (15th) calendar day to the end of the first nine (9) weeks (60%) of a session results in a grade of "W." Withdrawal after nine (9) weeks will result in a grade of "F" unless the instructor provides written justification which is approved by the chief academic officer.
3. If a student requests to add a class after the last official date to register, this action requires special approval from the instructor, Vice-President of Academic and Student Affairs, and the President.
4. A student who wishes to withdraw from the College must follow the proper procedures to avoid prejudicing return to this college or transfer to another college. A curricular student should first consult with their faculty advisor before withdrawing from classes. Withdrawing from class(es) can be done by dropping classes on-line via **MyESCC** or by going to the registrar's office.
5. If a student has special circumstances, they may make a request to the Vice President of Academic and Student Affairs to withdraw from classes after the withdrawal-without-penalty date has past. Generally these requests are not accepted and approval will be based on professional judgment.

Late Registration

Registration for classes ends at 11:59 PM the day before classes begin each semester. Anyone who has not registered and enrolled may not do so after this date.

Students who are already registered and enrolled by the first day of classes may adjust schedules by adding or dropping a class(es) during the Schedule Adjustment period, which is five (5) business days after the first class of the specific course has been held

Faculty may request schedule adjustments (adding classes) based on student circumstances. Such request must be approved by the Vice President of Academic and Student Affairs.

This policy is intended to allow students to:

- switch sections of the same class
- add a class
- drop a class in which they should not have been enrolled (i.e., a class not in their program of study) and add a class to replace it
- add back a class which was dropped for non-payment

Students may make schedule adjustments during the schedule adjustment period noted above by working with the instructor of the specific class they are adding or dropping or their advisor. The instructor should encourage the student to check with the Financial Aid Office to determine any impacts to a student's financial aid resulting from a schedule adjustment. An instructor's signature is also required for any schedule adjustment.

Students on waiting lists for full classes are automatically added to the class if/when seats become available. This can occur through the end of the Schedule Adjustment Period and does not require an instructor's signature.

GRADING POLICIES

Academic Renewal

"Academic Renewal" is a process by which poor grades earned by a student during a previous enrollment at ESCC may be forgiven. Although the grades thus forgiven will appear as a part of the student's permanent college record, they will no longer be used in the calculation of the student's cumulative grade point average.

Students enrolled at ESCC may be eligible for "Academic Renewal" provided they satisfy the following conditions:

1. Students must have been separated from ESCC (not enrolled) for five (5) years or more. Five (5) years is interpreted as a minimum 60-month period of continuous non-enrollment at ESCC;
2. Students must earn a minimum 2.50 term grade point average for the first twelve (12) college-level credits completed after re-enrolling from the five-year separation; and
3. Students must apply for "Academic Renewal" using an Academic Renewal Petition Form available in the Registrar's Office.

Additional information is available in and processed by the Registrar's office.

Auditing Courses

A student may attend courses without taking examinations or receiving credit by registering to audit and paying full tuition. A degree candidate may audit required courses before taking them for credit; however, audited courses do not count as part of a student's course load. A student must receive permission from the Vice President of Academic and Student Affairs prior to auditing a course.

The audit option is offered to students on a space-available basis only, with credit-seeking students receiving precedence. Audit students who are in danger of losing their course registration in favor of credit-seeking students will be given the opportunity to enroll for credit before being removed from class rolls. At least 51% of class membership must be enrolled for credit. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add / drop period for the course.

Grades

<u>Grade</u>	<u>Meaning</u>
A	Excellent: 4 quality points per credit
B	Good: 3 quality points per credit
C	Average: 2 quality points per credit
D	Poor: 1 quality point per credit
F	Fail: 0 quality points per credit
P	Pass: No quality points. Credits not included in credits attempted or in computation of grade point average. Used for credit courses only.
I	Incomplete: No credit; used when at least 60% of course requirements have been met but verifiable, unavoidable reasons prevent completion of the course. Because an "I" extends enrollment in the course, requirements for satisfactory completion will be established through student/faculty consultation. Courses for which the grade of "I" has been awarded must have documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer.
W	Withdrawal: No Credit
X	Audit: No Credit

The following grades are used primarily in Developmental Studies courses:

S	Pass:	No grade point credit; course requirements completed
R	Re-enroll:	No grade point credit; progress has been made but the student must re-enroll in order to meet course requirements
U	Unsatisfactory:	No grade point credit; performance is below an acceptable level

Grade Point Average (GPA)

The grade point average (GPA) is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Example:

<u>Course</u>	<u>Grade</u>	<u>Quality Points</u>	<u>Credit</u>	<u>Grade Points</u>
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	40.0

$$\text{GPA: } 40.0 \div 13 = 3.08$$

Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student's academic standing. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

Good Standing

A student who maintains an overall grade point average of 2.00 or better is in good standing. A curricular GPA of

2.10 is required for a degree or certificate plan of study.

Grade Reports

Grade reports are available on-line via **MyESCC**. If the student does not have Internet access, contact the Registrar's Office at 757-789-1729 for assistance.

Semester Honors Awards

It is a practice of Eastern Shore Community College to recognize student achievement. Such recognition is granted on a semester basis to curricular and non-curricular students enrolled in six (6) or more credits.

Honor	Required Grade Point Average
President's List	3.80 or higher
Dean's List	3.50 to 3.799
Merit List	3.20 to 3.499

Recognition for achievement includes notice to the student by letter and notation on the student's permanent record. The names of students earning honors are published in local newspapers.

Course Repeats

A student is normally limited to two (2) enrollments in the same credit class. Under special circumstances, with approval of the Vice President of Academic and Student Affairs, a third enrollment may be permitted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

GRADUATION POLICIES AND PROCEDURES

Graduation Requirements

Eastern Shore Community College shall ensure that students who receive associate degrees, certificates or career studies certificates have completed the established graduation requirements. To be eligible for graduation with an associate degree, certificate or career studies certificate, students must:

1. File an official application for graduation with the Office of the Registrar by the established deadlines stated in the academic calendar (may be waived in the case of the General Education Certificate).
Note: Effective May 1, 2018, students must apply for graduation online. Visit <https://es.vccs.edu/student-services/graduation/>
2. Fulfill all of the course and credit-hour requirements of the curriculum with at least twenty-five percent (25%) of credit semester hours acquired at ESCC
3. Be certified for graduation by the Registrar
4. Earn a grade point average of at least 2.00 in all studies which are applicable toward graduation in their curriculum
5. Complete the graduation outcomes assessment tests (for degree-seeking students only)
6. Resolve all financial obligations to the College, including those to the Library.

Graduation Honors

A student who has earned less than fifty percent (50%) of the credits needed for graduation at the College (or in a College cooperative program) will not be included in the ranking list. Graduation honors for degree recipients, based on cumulative grade point averages, are as follows:

- 3.20 to 3.499 *Cum laude* (with honor)
- 3.50 to 3.799 *Magna cum laude* (with high honor)
- 3.80 or higher *Summa cum laude* (with highest honor)

Special graduation awards, in addition to degrees and certificates, will be made only to graduates who participate

in the commencement ceremony.

Advanced Standing

Students may seek advanced standing credit by (A) transferring credit earned at other regionally accredited colleges and universities; (B) receiving credit for courses and training completed in the military, criminal justice academies, technology certification programs, and health services certification programs; and (C) taking and achieving acceptable scores on standardized tests and examinations.

To be eligible to apply for advanced credit, a student must be admitted to the College and officially placed in a curriculum and be currently enrolled.

There is no limit on the number of credits that may be awarded through advanced credit, but advanced standing credits 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 accepted advanced standing credits 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 advanced standing procedures. See <http://es.vccs.edu/about/college-policies/> for the full policy.

Multiple Majors

A student who completes the requirements for multiple majors will have only one degree announced at the commencement ceremony. The student will have all of his completed majors recognized on his official college transcript with the major of choice and the appropriate degree appearing on his diploma.

Multiple Degrees

A student who wishes to receive more than one degree must, in the process of completing the requirements for a second degree, complete a minimum of an additional fifteen (15) hours of ESCC course work beyond the requirements of the first degree. These requirements also apply to receiving more than one certificate.

A student in a program that awards a certificate and/or diploma in addition to a degree will have only the highest level of academic completion announced at graduation and listed in the graduation program; however, the student, upon request to the Registrar's Office, will receive appropriate documents reflecting all levels of completion.

Outcomes Assessment Requirement

Degree students are required to take a battery of tests designed to measure general education achievement and/or achievement in selected major areas prior to graduation for the purpose of evaluating the academic division and its programs. No minimum score or level of achievement is required for graduation. Individual test results will remain confidential. Group scores will be used for accountability to the state and for improvement of academic programs.

Student Rights and Responsibilities

Because the value of the College's degrees and certificates depends upon the absolute integrity of the work done by each student, a student must maintain a high standard of individual honor in academic work. A student must refrain from conduct which serves the student's own benefit but violates the trust of peers. Simply stated, any form of dishonest behavior is wrong.

A student is expected to be familiar with the Student Rights and Responsibilities section of the catalog which includes specific statements concerning student conduct, disciplinary procedures, and sanctions.

CONTINUING EDUCATION

Transferring to Other Colleges

Students planning to transfer to a four-year college or university are ultimately responsible for determining the transfer admissions policies and requirements of the department or program at the intended institution. Faculty advisors and counselors will assist you in this process making sure that you are choosing a course of study and appropriate electives at ESCC.

Because of the changing academic requirements of many Virginia schools, students are encouraged to have direct contact with the institution to which they plan to transfer. Students may also refer to the Virginia Community College System website for the latest transfer information (<http://www.vccs.edu/students/transfers/transfer-faqs/>).

Guaranteed Admissions Agreements

ESCC has transfer and Guaranteed Admissions Agreements (GAA) with many colleges and universities throughout Virginia and other states. Contact Student Services for details or go to the Virginia Wizard transfer tool at <https://www.vawizard.org/wizard/guaranteed-admission-agreements>.

Students entering a Virginia community college have an opportunity to receive up to \$2,000 annually upon transferring to a four-year institution. Students must complete a transfer associate's degree with a specified grade-point-average and meet financial eligibility requirements. The grant will be applied to tuition expenses at a four-year Virginia college or university, either public or private. The grant provides \$1,000 for all eligible students, with an extra \$1,000 for students who pursue undergraduate work in engineering, mathematics, technology, nursing, teaching or science. Check <https://www.vawizard.org/wizard/transferGrant> for more information.

Transcript Requests

A transcript is a copy of your permanent academic record. An unofficial transcript is an unsigned copy of your academic record. An official transcript carries the College seal and may only be obtained from the College's Office of the Registrar. All requests for official transcripts must be made online or in person. Instructions for requesting both official and unofficial transcripts from the Student Information System (SIS) are found below.

Transcripts will be not released if students have financial obligations to the college and/or have holds that prevent their release.

Request Unofficial Transcript

To request an unofficial (unsigned) transcript using the College's Student Information System (SIS), please follow the instructions below:

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

Request Official Transcript

ESCC uses Parchment for electronic transmission of official transcripts. Request for official transcripts must be made through Parchment. Please see <https://es.vccs.edu/student-services/transcript-requests/> or call Student Services at 757-789-1720 for more information.

Note: If you come to ESCC to request a transcript in person, a Student Services representative will take you through the process of requesting the transcript in Parchment.

The cost will be \$3.00 per copy through Parchment. The cost for USPS and overnight services is provided at an additional cost through Parchment.

PROBATION, SUSPENSION, DISMISSAL AND RE-ADMISSION

Credit and Curricular Students

Academic Standing

Students are considered to be "in good academic standing" if they maintain a semester minimum GPA of 2.00, are eligible to reenroll at the college, and are not on academic suspension or dismissal status. Students on academic warning or academic probation who are eligible to reenroll may be considered eligible to receive financial aid assistance or other benefits requiring a "good academic standing" status.

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the college.

Academic Probation

Students who fail to maintain a cumulative GPA of 1.50 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the Coordinator of Student / Enrollment Services or another appropriate college administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/counselor. Students shall be placed on probation only after they have attempted 12 semester credits.

Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement "Academic Suspension" shall be placed on the students' permanent records. Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the re-admission process established by the college. Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Academic Dismissal

Students who do not attain at least a 2.00 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.00 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in academic dismissal. The statement "Academic Dismissal" shall be placed on the students' permanent records. Academic dismissal is normally permanent. In exceptional circumstances, students may appeal and be reinstated following re-admission process established by the college. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

Satisfactory Progress

Students pursuing any credit programs are cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, a minimum of 2.00 in their curriculum is a prerequisite to the receipt of an associate degree, diploma, or certificate.

Re-Admission

A credit or curricular student who has been either suspended or dismissed may apply for re-admission to a career

studies certificate program of under 24 credit hours if the following conditions have been met:

1. The suspension period has expired;
2. The student has petitioned to have the dismissal rescinded, the Admissions Committee and Admissions Office agree to the rescission of the dismissal, and the College president provides final approval to the Admissions Committee and admissions office decision;
3. The student otherwise meets the admission requirements of the career studies certificate program of under twenty-four (24) credit hours; and,
4. Both the Admissions Committee and Admissions Office agree the student should be re-admitted.

For the credit or curricular student who has been either suspended or dismissed, the admission to a particular Career Studies Certificate Program under twenty-four (24) credit hours is restricted to the courses required by the certificate program. The admission to a Career Studies Certificate program is not an admission to other courses offered by the College. If a student who has been granted admission to a particular Career Studies Certificate program desires to enroll in additional college courses, the student must re-apply to the Admissions Committee and Admissions Office for this privilege.

If a student desires admission to another program, the student must re-apply for admission and meet the criteria for admission to that new program. Successful completion of a Career Studies Certificate Program does not automatically provide re-admission to all college programs.

Developmental Students

Initial Enrollment

Any student who began developmental studies in the fall semester 1990 or after is limited to two enrollments in the same developmental course unless the student appeals and is granted a third enrollment. A "W" grade will not be counted as an enrollment. Failure to receive an "S" grade on the second attempt will result in developmental suspension.

Developmental suspension lasts for a minimum of one full semester. After the semester has passed, the student may re-take the placement tests (not more than once a semester). Suspension will continue until the student places into credit level courses or higher-level developmental courses.

A student may appeal developmental suspension by completing an appeal form available in the Student Services office. Appeals will be heard by the Admissions Committee. Decisions of the Admissions Committee may be appealed to the chief academic officer. The decision of the chief academic officer will be final.

A student who is granted a third enrollment will remain on developmental probation. Failure to earn an "S" grade will result in developmental dismissal. There is no appeal when developmental suspension occurs after a third enrollment in the same course, and student will be placed on developmental dismissal.

Re-enrollment

1. Student not on Suspension or Dismissal - A student enrolled in developmental courses prior to 1990 who was not suspended or dismissed will be considered to have had one enrollment. If re-enrollment is in the same course(s), the student will be placed on developmental probation. Failure to attain an "S" grade will result in developmental suspension. The student may appeal to the Admissions Committee. Decisions of the Admissions Committee may be appealed to the Vice-President of Academic and Student Affairs
2. Student on Suspension - A student on developmental suspension may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses. Developmental suspension will last for a minimum of one regular semester. After the semester has passed, the student may re-take the placement test once per semester.
3. Student on Dismissal - A student on developmental dismissal may not re-enroll until such time as the student tests into credit courses or required higher-level developmental courses.

LIBRARY/LEARNING RESOURCES CENTER

General Information

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. Guided by LRC Mission and Vision Statements, which were reviewed in 2014, the LRC also supports distance education and general interests.

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 Web site, www.es.vccs.edu. 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 such as dual enrollment, online, and interactive video courses, 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 library 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 the Dean 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, diplomas, certificates or transcripts nor be permitted to register for classes.

Library Hours and Additional Information

Please visit the LRC webpage at <http://es.vccs.edu/library/about-the-library/>.

DEPARTMENT OF STUDENT SERVICES

Cheryll Mills, Coordinator of Student and Enrollment Services • 757.789.1730

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 counseling, and career development assistance. Specialized services are available to veterans, students with documented disabilities, and those who have financial need. Student activities are also administered by Student Services.

Counseling

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 VCCS counselors are not allowed to provide mental health counseling, they are permitted and encouraged to 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.

MyESCC

Students can access a variety of student information through **MyESCC**, the College's on-line student information system. **MyESCC** can be accessed on the College website at www.es.vccs.edu. Students can register for classes, print class schedules, view business office and financial aid accounts, print an unofficial transcript, and maintain personal information. Students are assigned an EmplID and password which provide access to the **MyESCC** portal.

Computer Access

Computer access is available for currently enrolled students and authorized guests. A valid computer account is required to access campus computers. Accounts are generated automatically for registered students. Students may be requested to present an official ESCC student ID when using computer labs on campus.

Guest access is authorized by the Information Technology Department. Additional information is available at <http://es.vccs.edu/faq-computer-services/>.

Employment/Career Services

The College Career Services are designed to assist students with seeking and obtaining employment and with making career related decisions. The services are for those who may be choosing their first career or for those who are considering transitioning from one career to another. Services range from assistance with résumés, cover letters, and interviewing skills to career assessments and occupational research. Multiple resources are available to aid in the process through the Career Services website. Local employment opportunities are posted on the Jobs Board at the College. To obtain additional information or to schedule an appointment, contact Mark Flanders by phone at 757.789.1777 or by email at mflanders@es.vccs.edu. Additional resources are available on our College website under Career Services.

Services for Students with Disabilities

Eastern Shore Community College (ESCC) provides reasonable accommodations to make education accessible to students with disabilities. The lead counselor serves as Disability Services Coordinator (DSC) and 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 DSC 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:

1. A diagnostic statement identifying the disability, date of most recent diagnostic evaluation, and the date of the original diagnosis;
2. A description of the diagnostic criteria or diagnostic test(s) used;
3. A description of the current functional impact of the disability;
4. Treatments, medications, assistive devices, and services currently prescribed or in use;
5. Detailed and specific recommendations for college-level academic accommodations; and
6. 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 Vice President of Academic and Student Affairs at 757.789.1748.

Student Activities and Organizations

Student Activities

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 the students' academic experiences.

Student Organizations

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 the Eastern Shore Community College and to further the cause of Christ by performing outreach on campus as well as 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 puts out 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 members, 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. Indeed, each member shall be dedicated to this idea behind this organization—and that is to extend altruism to the community as well as be welcoming toward anyone who would like to join this organization. Moreover, the purpose of these meetings 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 with the purpose of enhancing regular curricular offerings. Extracurricular activities, service learning projects and peer interaction are used to advance member knowledge and cultivate an appreciation of technology. 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, a student must be enrolled in a regionally accredited institution offering an associate degree program, have accumulated full-time status (at least 12 hours) in courses leading to an associate degree, have established a grade point average of 3.25, and be of good moral character and possess recognized qualities of citizenship.

Student Government Association (SGA)

The Student Government Association (SGA) is the official representative of the student body. All credit students 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.

Childcare Policies and Services

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:

1. 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.
2. Children may not be left unattended or unsupervised in classrooms or in public areas such as the 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.
3. Children may not attend class, or class activities such as field trips, along with enrolled students except on very rare occasions at the discretion of instructors.
4. Children under the age of sixteen (16) are not allowed to use ESCC computers in computer labs or in the LRC at any time.
5. This Policy does not preclude short visits when the minor child is accompanied and supervised by an adult.

Exceptions to the above policy are 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 eighteen (18) who are enrolled in credit or non-credit classes or programs or the dual-enrollment program are considered ESCC students. In addition, individuals under age eighteen (18) gathering information on registration, enrollment or taking placement tests are also considered exceptions to this policy.

The ESCC Learning Resources Center (LRC) is open to the public or community. 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.

All ESCC faculty, staff, and students should have knowledge of and be responsible to abide by this policy.

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.

Additional Policies and Regulations

Directory Information

The College Registrar will produce, on request, a directory which is considered public information and which contains the names and addresses of all current students. Any student who does not want to be listed in the directory must notify the Vice President of Academic and Student Affairs in writing within one week of registration. There is no charge for the first directory but a fee of \$5.00 payable in advance will be charged for each additional copy.

Emergency Calls for Students

Classes will not be interrupted except in genuine emergencies. If there is a serious accident or illness in the immediate family, a student will be notified immediately. Otherwise, messages will be placed on the bulletin board located outside the telephone receptionist area.

Inclement Weather Policy

Whenever it appears that the College may be closed due to inclement weather, faculty, staff, and students should listen to radio stations WESR (103.3 FM), or WCTG (96.5 FM), or television stations WTKR (Norfolk), WAVY (Norfolk), WVEC (Norfolk), or WBOC (Salisbury) to receive information about the status of the College. Information will also be posted on the college website (<http://es.vccs.edu/>), Facebook page and Twitter (@ESCCtweet). Calls will not be made to individuals.

Students should assume that the College is open unless official notification has been made. If the college is open, students should consider attendance requirements as provided in individual instructor syllabi.

Students are strongly encouraged to register for ESCC Alert to receive urgent text messages and emails in emergency situations such as weather-related closures. Registration is easy and free. Contact Bill LeCato at 757.789.1797 or visit <https://member.everbridge.net/index/453003085614994#/login>

Parking Regulations

Traffic Flow

All drivers must follow arrows and traffic signs and cannot drive against the designated traffic flow. Violators will be subject to disciplinary action.

Speed

The speed limit throughout the parking lots is 15 mph and is clearly marked with signs. All drivers are expected to obey these limits. Violators may be subject to disciplinary action through the Student Conduct Committee and/or loss of driving privileges at the College.

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

Transportation

Star Transit

The College provides free or reduced-fare bus transportation to the College on fixed routes provided by Star Transit. In order to be eligible to receive this transportation, students must present an ESCC student identification card to the Star Transit bus driver which is validated for the current semester. Presently the bus system serves the College Monday through Friday during the daytime hours. A listing of arrival and departure times is available from the ESCC receptionist..

Confidentiality/ Family Educational Rights and Privacy Act (FERPA)

The following is the policy and procedure of ESCC for implementation of FERPA.

1. As part of the application for admission to ESCC, each student must supply official transcripts from all colleges attended and must complete the application for admission including required information regarding in-state domicile. High school transcripts may be required for some programs.

An ESCC student may view any of these records in his/her admission file and may obtain copies; however, these copies will be stamped "Unofficial Copy Issued to Student." ESCC will not send copies of these records or transcripts to other institutions. Students can also access and print unofficial transcripts on-line via **MyESCC**. Requests to view or receive paper copies of these records may be made in person to the registrar who compiles and maintains these records. In addition, the law provides access to these records for persons from various federal and state agencies, auditors and accreditation personnel. Also, ESCC staff with a "legitimate need to know" have access.

The Coordinator of Student / Enrollment Services has determined that "legitimate need to know" includes the following:

- Student Services staff who perform admissions, records, financial aid, counseling, and job placement functions;
- Each faculty member who teaches or advises the student; and
- Administrators and College committee members making decisions which affect the admission, academic, financial aid, or disciplinary status of the student.

If a student believes that the documents submitted for admission contain an error, the student must contact the institution or agency which sent the documents to ESCC.

2. The College maintains an academic file which contains the courses, grades, term grade point average, and cumulative grade point average for each semester attended; letters of probation, suspension or dismissal; and letters announcing honors or other awards.

Those with a "legitimate need to know," the federal, state and accreditation officials mentioned previously, and Accomack and Northampton County school officials in compliance with Virginia law, have access to these records. A student has a right to see any of his/her records and to receive an unofficial student transcript. An official transcript prepared by the registrar with appropriate signature and College seal will be sent to any individual or organization designated by the student.

To request an official transcript from the Registrar's office, the student must visit <https://es.vccs.edu/student-services/transcript-requests/> or contact the Student Services Help Desk at 757.789.1720.

Other than those with a "legitimate need to know," those permitted access by law, or those authorized by the student, records will not be released nor will access be granted to any other person. Requests for access to records or for copies of records should be addressed to the registrar.

If a student believes that the record which ESCC maintains is incorrect, the student should prepare a brief written explanation of the inaccuracy and present it to the registrar.

3. At the end of each term, the Office of Student Services releases the names of students who earned

various honors. Any student who does not wish to be recognized for honors must contact the Coordinator of Student / Enrollment Services and complete the appropriate form by the last examination day of the semester.

4. In accordance with Virginia law and with assurances that the information will be used solely for the evaluation and improvement of instructional programs, the Coordinator of Student / Enrollment Services releases to designated school officials in Accomack and Northampton Counties personally identifiable information on graduates of those counties who enroll at ESCC.
5. Students who apply for financial aid are required to submit a variety of forms detailing personal, and in some instances, parental income. Access to or release of this information is treated in the same manner as other information covered by FERPA. Students who wish to see their financial aid records should see the enrollment services assistant for financial aid or the Coordinator of Student / Enrollment Services. Parental information will not be released to other parties without the written permission of the parents.
6. In disciplinary hearings resulting from the alleged commission of a violent crime on campus or at a College-sponsored activity, the College will release to the alleged victim the results of the disciplinary proceedings.

College staff processes requests for information once weekly. Requests for information should be made well in advance of the date the information is needed. Anyone who has questions or wishes clarification of any aspect of this policy should see the Coordinator of Student / Enrollment Services.

WORKFORCE DEVELOPMENT

Thomas Johnson, Dean Workforce Development Services • 757.789.7979

The Workforce Development Program 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 Department 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, our Workforce Development staff can customize a program to meet your specific needs, and, in most cases deliver training right in your own workplace to save you down time and travel costs.

Registration and Enrollment

Except for the online course programs described below, learners must register and enroll for in-person classes via the ESCC website (<https://es.augusoft.net/>), mail (check/money order/credit card), or by phone using Visa or MasterCard (757.789.7979). Application forms can be found online or in the Navigator Community and Continuing Education Class Schedule produced each semester. Do not send cash in the mail. The Navigator can be downloaded at <http://es.vccs.edu/workforce-and-continuing-education/the-navigator/>.

For more information about Continuing Education, a copy of the latest version of The Navigator, enrollment forms, to enroll over the phone, or to suggest additional courses, call 757.789.7979.

FastForward

FastForward programs are short-term training courses offered through the Virginia Community College System and ESCC to help individuals fast-track a career. At ESCC all books and a one-time exam fee are included in the tuition for FastForward classes. Visit the FastForward website at www.fastforwardva.org or contact Barbara Rang (789-1745) the FastForward Career Coach for more details. FastForward tuition assistance is subject to availability of funds.

The following FastForward courses are offered at ESCC:

- CDL "Class A" Licenses
- Customer Service and Sales
- CompTIA A+, CompTIA N+ and CompTIA S+
- Pharmacy Technician

Customized Contracted Training

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

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

shopping and negotiating for you. The package you get will be tailored for your specific needs and will often be more cost effective as well.

Using our extensive network of training providers, ESCC can ensure your company gets the best service possible even for complex, multi-faceted projects. We get you the best specialist for each phase of the project, and because we work with so many providers, we are able to negotiate the best price possible as well. ESCC is committed to hiring trainers and facilitators that are not only academically credentialed, but also highly experienced in “real world” business situations. Our trainers are committed to providing extensive “hands-on” experience to participants along with the necessary theory behind the practice. This practical approach to teaching insures that employee participants learn valuable skills in class that they can apply immediately in the workplace.

Our goal is to make the extensive resources of the Commonwealth’s Higher Education System available to help Eastern Shore businesses be more competitive and more profitable. Your company’s success is how we measure our own! Contact Thomas Johnson at 757.789.1752 for more information about how these and other world- class workplace training programs can be customized specifically for your business operation to enhance your profits and productivity.

Professional and Technical Training

ESCC offers short-term courses and classes to help individuals and employee groups learn new work skills, improve existing skills, and qualify for new or continuing professional certifications. Courses are offered at the Melfa campus and at other facilities on the Shore where there is demonstrated demand. These courses are offered during the day and in the evenings on an open-enrollment basis at times convenient to fit into busy adult schedules. Additionally, ESCC offers several online courses ranging from personal enrichment to professional and technical expertise, which can all be taken – literally - anytime, anywhere, day or night. Scheduled open enrollment courses offered on the Shore include basic computer skills, specific software packages (generally Microsoft Office Suite), food industry safety, customer service, languages for the workplace, marine maintenance, eco-tourism, and trade licensing.

See the “Navigator” non-credit class schedule published in January and September of each year, as well as articles and advertising in local newspapers and radio, for current class offerings.

Tradesmen License Renewal - Plumbers, Electricians, HVAC Mechanics, and Gas Fitters

Starting January 2008, the Virginia Board of Contractors requires all Journeymen, Master Plumbers, Electricians, HVAC Mechanics, and Gas Fitters to take a pre-determined number of continuing education hours specific to their trade as part of the licensing or license renewing process. Plumbers, HVAC technicians and Electricians must take three hours of continuing education in their field. Gas fitters must take one hour. (This one hour class for Gas Fitters is intended for Journeyman and Master Gas Fitters, Liquefied Petroleum Gas Fitters, and Natural Gas Fitters.) Each course covers new definitions, code changes, general requirements, impact on the job, general use and special equipment included in the respective codes. These classes are recognized by the Commonwealth of Virginia’s Department of Professional and Occupational Regulation (DPOR) and certificates of Continuing Education Units (CEUs) will be issued to all Virginia tradesmen upon successful completion of the class. Tradesmen Continuing Education License Renewal classes are available to be taken online through ESCC. Call 757-789-7979 for details.

Online Non-credit Courses

ESCC has links with three organizations through which it offers a wide range of online courses for individuals, both work related and for personal enrichment.

ProTrain

Courses can be accessed at <https://protrain.theknowledgebase.org/>. Train for a new career with a focus on green, clean-tech, and sustainable business practices. A major shift to renewable energy and energy efficiency is expected to produce at millions of new jobs and environmentally friendly "green jobs" over the next three decades. Courses are available in:

- Weatherization Training
- Solar Energy

- Water & Wastewater Treatment
- Wind Energy Certificate
- Sustainability Professional
- Certified Green Designer
- Medical Coding and Billing
- Transcription
- Electronic Health Records
- Home Health Aide

Among many other online courses from ProTrain are:

- Complete Home/Building Inspectors Training Program
- Veterinary Assistant Certificate
- Landscaping Basics
- Technical Mathematics

ProTrain can also make loans available for Continuing Education students.

Career Pathways Programming

Career Pathways are educational and training programs and services designed to integrate academic, technical, and employability skills to assist individuals in preparing for skilled employment in targeted industry sectors and to progress to the next level of education and/or employment. Continuing education and industry recognized credentials are key components. Credit and non-credit courses fulfill specific workforce training needs and may culminate in a college-level credential such as a career studies certificate, a certificate, or an AAS degree.

Career Pathways programs and services prepare the emerging workforce such as high school students and those entering the workforce for the first time. In addition, programs and services are targeted to the incumbent and transitional workforce, which includes adults who are seeking to progress in their current field, transition to a new career field, or return to work. Seamless curricula are developed in cooperation with the local high schools and technical centers in the school divisions of Accomack and Northampton counties with some classes available as dual enrollment to high school students who qualify.

Programs and services include:

- High School Career Coaches
 - Dual Enrollment
 - SOAR Virginia
- Adult Career Coach
- Experiential Learning/Job Placement Coordinator
- Success Coach Initiative
- Postsecondary Perkins
- Certification/Licensure Testing and Preparation
 - Career Readiness Certificate (CRC)
 - Microsoft Office Specialist (MOS)
 - Other technical and occupational testing also available

Support is provided to students in local high schools through the High School Career Coaches and to students at the college through the Adult Career Coach, Experiential Learning/Job Placement Coordinator, and Success Coaches. Students are assisted in making informed decisions about their educational and career plans. They are introduced and referred to programs and resources that will help them be successful. Work readiness skills are emphasized and employers are a vital component for providing students with work-based learning opportunities. Contact Teresa Guy at 757.789.1790 for more information about Career Pathways programs and services.

ADULT EDUCATION

The Eastern Shore Regional Adult Education program is led by a consortium of local education providers including Eastern Shore Community College as the lead agency along with the Accomack County Public School District; the Northampton County Public School District and the Eastern Shore Literacy Council. The Adult Education Program serves adults, aged 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 who have been away from formal education for some time. Students prepare for the GED, college-level academics, workforce training, and improve English language skills.

- The mission of the Adult Education program is to provide area adults with the educational opportunities needed to be successful workers, community members, and parents.
- The goal of the Adult Education is to improve the educational skills of adults in order to:
 - Attain a GED or other credentials such as the Career Readiness Certification (CRC);
 - Enroll in an academic or workforce training program;
 - Obtain or keep a current job;
 - Help their children succeed in school; and
 - Speak the English language.

Adult Education Center (White Building)

The Adult Education Center is the point of entry for adults who are interested in the services provided at ESCC in adult education. The Adult Education Center is open five days a week from 8:30 a.m. until 5:00 p.m. Drop-ins are welcome. Call 757.789.1794 for more information or to schedule an appointment.

SUPPLEMENTAL EDUCATIONAL SERVICES

General Educational Development (GED) Preparation

Classes are offered at the college and at a variety of locations and times in both Accomack and Northampton Counties. GED Preparation Classes cost \$30. Learners enrolled in the GED Preparation Classes receive calculators and classroom and study materials as part of instruction. Call 757.789.1794 for more information.

GED Testing Center

Eastern Shore Community College, in partnership with the Northampton County Public School District, 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. All testers must create an account at www.GED.com in order to register for the test. The test costs \$30 per test for a total cost of \$120 for the entire battery. Dependent upon funding, testers may be eligible to receive incentives to lower the cost of the test. ESCC's GED Testing Center does not permit all four sections of the test to be taken in one day. Testers may take up to three tests at a time depending upon scheduling. Payment for the test must be in the form of a credit card, debit card, or voucher which must be obtained from ESCC's Adult Education building. For more information about testing, please visit www.gedtestingservice.com or call the GED Test Center at 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 in the Adult Education Center. Classes for adults in need of literacy services are offered on ESCC's campus and at a variety of locations throughout the Eastern Shore. ESLC also offers ESL classes, including a dialogue cafe, to English language learners. For more information about the services of ESLC, call 757.789.1761.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SERVICES

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 Manager at 757.789.1757.

One-Stop Center Management

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 also assists area businesses in obtaining a qualified workforce. Through the 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 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 youth 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 program's career coaches, counselors, and staff to recruit eligible youth and enroll them in the program. Staff works 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 Tina Stratton-Taylor at 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 will be 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 test prior to enrolling. An ESCC application must also be completed along with any other college entrance requirements including high school/college transcripts.

Academic and Career Assessment, Counseling, and Planning

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

Job Readiness Classes

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

Transportation

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

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

This 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)

In the summer of 2007, ESCC supported the formation of a new, independent non-profit group called the Academy for Lifetime Learning, which offers community education classes and activities at the Melfa campus on Fridays. A fee of \$20 enables members to attend as many classes (referred to by the group as 'workshops') as they wish throughout a semester. Highly successful 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

Another independent group which meets most Fridays at ESCC is the Science and Philosophy Seminar. The Science and Philosophy Seminar is rigorously informal. There are no by-laws, no elected officers, no membership fees, no initiation rituals, and no secret handshakes. The sole requirement for membership in the Seminar is a commitment to make a presentation to the group at least once every two years, or arrange for and host a presentation by an outside expert. Members who have made five or more presentations are free of this requirement. Regular meetings are held on Fridays at 12:30 p.m., from October through May. Most often presentations run about one hour in length and are followed by open informal discussions. Examples of subjects which have been presented are: "Sub-prime Mortgage Credit Crunch", "17th Century Virginia Indians", "Fractals and Nature", "Decisions, Decisions... The Cuban Missile Crisis", "The Delicate Issue of Russian Backwardness", and "Organic Fruit Horticulture". The schedule can be found at the group's website <http://sciphi.org/index.html/>.

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: where possible the College tries to support these activities rather than compete against them, and often provides free accommodation and facilities for their activities. Groups offering such activities include:

- Arts Council of the Eastern Shore (ACES)
- Arts Enter Cape Charles
- Eastern Shore's Own Arts Center
- Onancock International Films
- 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

Facilities Usage

Space at the College is available for meetings, training sessions and workshops, seminars, conferences, fundraisers, community functions, parties, wedding receptions, birthdays, trade shows, and many other purposes. We offer:

- Spacious and well-designed facilities
- State of the art information technology and audio-visual services
- Warming kitchen
- Support services
- On-site parking
- Central location

Please contact Sandra Williams at 757.789.5927 or swilliams@es.vccs.edu to discuss your requirements and ensure a provisional booking is made **prior to** submitting your facility rental form and payment.

Workforce Development Advisory Committees

The following individuals serve on one or more program advisory committees for the Division of Workforce Development Services:

Regional Adult Education Consortium Partners

Jenny O'Neil	ES Literacy Council
Marianne Elebash	Accomack County Public Schools
Annette Gray	Northampton County Public Schools

College and Career Readiness Council

Carrie Askew	NASA
Daphne Bell	Old Dominion University
Keith Bell	NCPS CTE
Cara Burton	Eastern Shore Public Library
Richard Chagnon	Eastern Shore Literacy Council
Aimee Falcon	Perdue Farms
Mozella Francis	Northampton County Dept. of Social Services
Diane Gladstone	Accomack County Public Schools
Annette Gray	Northampton County Public Schools
Nadine Greenley	Accomack County Dept. of Social Services
Rhonda Hall	Accomack County Public Schools
Mary Harris	New Ravenna
Jeff Holland	Chesapeake Bay Bridge-Tunnel District
Charles King	Northampton County Public Schools
Elizabeth Russell	Northampton County Chamber of Commerce

Lisa Saunders
Linda Schulz
Robin Sexauer
Arventa Smith
Karen Taylor
Vicki Weakley

NCPS ESL Coordinator
Smart Beginnings Eastern Shore
Virginia Division of Rehabilitative Services
Virginia Employment Commission
Accomack County Public Schools
Accomack County DSS

Workforce Development

Kerry Allison
Peter Bale
Cedric Cooper
Anne Crabbe
Blake Johnson
Terris Kenneday
Charles Kolakowski
Terry Malarkey
Robie Marsh
MaryKay Mulligan
Mike Mason
John Morrison
Dale Nash
Elizabeth Russell
Evelyn Shotwell
Curt Smith

E.S. of Virginia Tourism Commission
E.S. Defense Alliance
Cooper and Humbles Funeral Home
Eastern Shore Rural Health
The Island House Restaurant
The Blarney Stone Pub
Northampton County
Eastern Shore Science and Philosophy Group
Eastern Shore Chamber of Commerce
Academy of Lifetime Learning
Accomack County
Mallards Restaurant
Virginia Space / Mid-Atlantic Regional Spaceport
Northampton Chamber of Commerce
Chincoteague Chamber of Commerce
ANPDC

One Stop/WIOA Services

Mary Parker
Robin Sexauer
Arventa Smith
Richard Sterrett

Accomack County Social Services
Department of Rehabilitation Services
Virginia Employment Commission
Northampton County Department of Social Services

ACADEMIC PLANS OF STUDY

Eastern Shore Community College implements the general education philosophy of the Virginia Community College System. We believe that general education is that portion of the collegiate experience that addresses the knowledge, skills, attitudes, and values characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. VCCS degree graduates will demonstrate competency in the following general education areas: communication, critical thinking, cultural and social understanding, information literacy, personal development, quantitative reasoning, and scientific reasoning.

General Education

Eastern Shore Community College provides general education to develop skills in learning, computation, communication, and critical thinking requiring a core of courses in which these skills can be developed. The use of these skills in additional required and elective courses will enable students to develop interpersonal and human relations skills and an understanding of culture, society, science, technology, and personal health.

Communication

A competent communicator can interact with others using all forms of communication, resulting in understanding and being understood. ESCC graduates will demonstrate the ability to understand and interpret complex materials; assimilate, organize, develop, and present an idea formally and informally; use standard English; use appropriate verbal and non-verbal responses in interpersonal relations and group discussions; use listening skills; and recognize the role of culture in communication.

Critical Thinking

A competent critical thinker evaluates evidence carefully and applies reasoning to decide what to believe and how to act. ESCC graduates will demonstrate the ability to discriminate among degrees of credibility, accuracy, and reliability of inferences drawn from given data; recognize parallels, assumptions, or presuppositions in any given source of information; evaluate the strengths and relevance of arguments on a particular question or issue; weigh evidence and decide if generalizations or conclusions based on the given data are warranted; determine whether certain conclusions or consequences are supported by the information provided; and use problem solving skills.

Cultural and Social Understanding

A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. ESCC graduates will demonstrate the ability to assess the impact that social institutions have on individuals and culture—past, present, and future; describe their own as well as others' personal ethical systems and values within social institutions; recognize the impact that arts and humanities have upon individuals and cultures; recognize the role of language in social and cultural contexts; and recognize the interdependence of distinctive world-wide social, economic, geo-political, and cultural systems.

Information Literacy

A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. ESCC graduates will demonstrate the ability to determine the nature and extent of information needed; access needed information effectively and efficiently; evaluate information and its sources critically and incorporate selected information into his or her knowledge base; use information effectively, individually or as a member of a group, to accomplish a specific purpose; and understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

Personal Development

An individual engaged in personal development strives for physical well-being and emotional maturity. ESCC graduates will demonstrate the ability to develop and/or refine personal wellness goals; and develop and/or enhance the knowledge, skills and understanding to make informed academic, social personal, career, and interpersonal decisions.

Quantitative Reasoning

A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and

principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. ESCC graduates will demonstrate the ability to use logical and mathematical reasoning with the context of various disciplines; interpret and use mathematical formulas; interpret mathematical models such as graphs, tables and schematics and draw inferences from them; use graphical, symbolic, and numerical methods to analyze, organize, and interpret data; estimate and consider answers to mathematical problems in order to determine reasonableness; and represent mathematical information numerically, symbolically, and visually using graphs and charts.

Scientific Reasoning

A person who is competent in scientific reasoning adheres to a self-correcting system of inquiry (the scientific method) and relies on empirical evidence to describe, understand, predict, and control natural phenomena. ESCC graduates will demonstrate the ability to generate an empirically evidenced and logical argument; distinguish a scientific argument from a non-scientific argument; reason by deduction, induction and analogy; distinguish between causal and correlational relationships; and recognize methods of inquiry that lead to scientific knowledge.

DEPARTMENT OF ARTS, SCIENCES, AND GENERAL STUDIES

General Studies

Associate of Arts and Sciences (A.A.& S.)

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. The courses in this program are specifically selected for ease of transfer to most four-year colleges and universities.

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:

- 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.
- Students will integrate and apply the fundamental principles of scientific inquiry, social sciences, arts, and humanities.

Program Curriculum and Suggested Sequence of Courses

1 st Semester	Credits	Course Options
BIO 101 General Biology I	4	CHM 111, PHY 101 See Note 3.
ENG 111 College Composition I	3	
HIS 111 or HIS 121 (History of World Civilization I or American History I)	3	See Note 1
ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy)	3	
MTH 154 Quantitative Reasoning	3	MTH 161. See Note 8.
SDV 100 College Success Skills	1	
<i>Total Credits</i>	17	
2 nd Semester	Credits	Course Options
BIO 102 General Biology II	4	CHM 112, PHY 102 See Note 3
ENG 112 College Composition II	3	
HIS 112 or HIS 122 History of World Civilization II or American History II	3	See Note 1
PSY 200 or SOC 200 (General Psychology or Intro to Sociology)	3	
MTH 155 Statistical Reasoning	3	MTH 162 or 245. See Notes 9 - 10.
<i>Total Credits</i>	16	
3 rd Semester	Credits	Course Options
CST 110 Introduction to Speech Communications	3	
ART 101 or MUS 121 (History and Appreciation of Art I or Music Appreciation I)	3	
HLT or PED Elective	2	See Note 4

ENG 241 or ENG 243 or ENG 251 (American Lit I, English Lit I or World Lit I)	3	See Note 2.
ECO 201 or PLS 211 (Principles of Macroeconomics or US Government I)	3	
Total Credits	14	
4th Semester	Credits	Course Options
Transfer Elective	9	See Note 5.
ENG 242 or ENG 244 or ENG 252 (American Lit II, English Lit II or World Lit II)	3	See Note 2.
Social Science / Behavioral Science Elective	3	See Note 6.
<i>Total Credits</i>	15	
Total Credits For Program	62	

Notes and Additional Curriculum Options

1. The history requirements must be met by taking a two semester sequence. Students are REQUIRED to consider HIS 111 & 112 or HIS 121 & 122. STUDENTS SHOULD TAKE THE HISTORIES IN SEQUENCE.
2. The literature elective requirement can be satisfied by completing any American, British or World Literature sequence. Students are strongly encouraged to complete the full literature sequence in one area. Options include: ENG 241 & 242, ENG 243 & 244, ENG 245 & 246. Check with the transfer institution to which you will apply for admissions requirements.
3. Students should complete a science sequence of the sciences listed based on the suggested requirements of the college or university to which they intend to transfer. Options include: BIO 101 & 101, CHM 111 & 112, PHY 101 & 102.
4. The health requirement may be fulfilled by completing any two-credit HLT or PED course.
5. Transfer to Four-Year Colleges and Universities—Students should select transfer electives from the list of approved transfer electives in the catalog that will transfer into their program of study at the institution to which they will transfer. Consult with your academic advisor for the options to best suit your academic needs.
6. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
7. All students should consult with their faculty advisors for the most appropriate course sequence of courses and course combinations each semester.
8. Students who have previously completed MTH 163 have satisfied this requirement.
9. Students who have previously completed MTH 164 have completed this requirement.
10. Recommended math pathways are the Quantitative/Statistical Pathway (154/155) and the STEM Pathway (161/162). Students should consult with their advisor and intended transfer institution to determine the appropriate pathway.

Liberal Arts

Associate of Arts and Sciences (A.A. & S.)

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 will work closely with the transfer office to select appropriate coursework and to ensure compliance with admissions to that institution.

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:

- 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.
- Use critical thinking to solve problems, evaluate arguments, and interpret information in multiple academic disciplines.

Program Curriculum and Suggested Sequence of Courses

1 st Semester	Credits	Course Options
BIO 101 General Biology I	4	CHM 111, PHY 101 See Note 4.
ENG 111 College Composition I	3	
HIS 111 or HIS 121 (History of World Civilization I or American History I)	3	See Note 1
MTH 154 Quantitative Reasoning	3	MTH 161. See Note 9.
SDV 100 College Success Skills	1	
Total Credits	14	
2 nd Semester	Credits	Course Options
BIO 102 General Biology II	4	CHM 112, PHY 102 See Note 4.
ENG 112 College Composition II	3	
HIS 112 or HIS 122 History of World Civilization II or American History II	3	See Note 1
PSY 200 or SOC 200 (General Psychology or Intro to Sociology)	3	
MTH 155 Statistical Reasoning	3	MTH 162 or 245. See Notes 10 & 12.
Total Credits	16	
3 rd Semester	Credits	Course Options
CST 110 Introduction to Speech Communications	3	
ART 101 or MUS 121 (History and Appreciation of Art I or Music Appreciation I)	3	
HLT or PED Elective	2	See Note 5
ENG 241 or ENG 243 or ENG 251 (American Lit I, English Lit I or World Lit I)	3	See Note 3
SPA 101 or FRE 101 (Beginning French I or Beginning Spanish I)	4	See Note 2.
Total Credits	15	
4 th Semester	Credits	Course Options
Transfer Elective	6	See Note 6.

SPA 102 or FRE 102 (Beginning French I or Beginning Spanish I)	4	See Note 2.
ENG 242 or ENG 244 or ENG 252 (American Lit II, English Lit II or World Lit II)	3	See Note 3.
Social Science / Behavioral Science Elective	3	See Note 7.
Total Credits	16	
Total Credits For Program	61	

Notes and Additional Curriculum Options

1. The history requirements must be met by taking a two semester sequence. Students are REQUIRED to consider HIS 111 & 112 or HIS 121 & 122. STUDENTS SHOULD TAKE THE HISTORIES IN SEQUENCE
2. Students must demonstrate mastery of one foreign language through the 102 level; therefore, the language requirement must be a full sequence of one language.
3. The literature elective requirement can be satisfied by any taking American, British or World Literature. Students are strongly encouraged to complete the full literature sequence in one area. Check with the transfer institution to which you will apply for admissions requirements.
4. Students should complete a science sequence of either biology (BIO 101 & 102), chemistry (CHM 111 & 112) or physics (PHY 201 & 202).
5. Students may fulfill the health requirement by completing any two-credit HLT or PED course.
6. Transfer to Four-Year Colleges and Universities—Students should select transfer electives from the list of approved transfer electives in the catalog that will transfer into their program of study at the institution to which they will transfer. Consult with your academic advisor for the options to best suit your academic needs.
7. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
8. All students should consult with their faculty advisors for the most appropriate course sequence of courses and course combinations each semester.
9. Students who have previously completed MTH 163 have satisfied this requirement.
10. Students who have previously completed MTH 164 have completed this requirement.
11. Recommended math pathways are the Quantitative/Statistical Pathway (154/155) and the STEM Pathway (161/162). Students should consult with their advisor and intended transfer institution to determine the appropriate pathway.

Liberal Arts – Education Specialization

Associate of Arts and Sciences (A.A. & S.)

Purpose

The Associate of Arts and Sciences degree in Liberal Arts – Education Specialization will prepare students to transfer to a four-year college or university to complete a baccalaureate degree in Education. Students will work closely with the transfer office to select appropriate coursework and to ensure compliance with admissions to that institution. Students interested in becoming teachers are encouraged to look closely at the entrance requirements to the School of Education they wish to attend and select coursework that matches closely with that college or university.

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:

- 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.
- Use critical thinking to solve problems, evaluate arguments, and interpret information in multiple academic disciplines.
- Be able to research and analyze education and teaching topics that are specific to their own needs and interests.

Program Curriculum and Suggested Sequence of Courses

1 st Semester	Credits	Course Options
BIO 101 General Biology I	4	CHM 111, PHY 101 See Note 4.
ENG 111 College Composition I	3	
HIS 111 or HIS 121 (History of World Civilization I or American History I)	3	See Note 1
MTH 161 Precalculus I	3	MTH 161. See Note 9.
ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy)	3	
SDV 100 College Success Skills	1	
Total Credits	17	
2 nd Semester	Credits	Course Options
BIO 102 General Biology II	4	CHM 112, PHY 102 See Note 4.
ENG 112 College Composition II	3	
HIS 112 or HIS 122 History of World Civilization II or American History II	3	See Note 1
PSY 200 or SOC 200 (General Psychology or Intro to Sociology)	3	
Total Credits	13	
3 rd Semester	Credits	Course Options
CST 110 Introduction to Speech Communications	3	
ART 101 or MUS 121 (History and Appreciation of Art I or Music Appreciation I)	3	
HLT 106 First Aid and Safety	2	

ENG 241 or ENG 243 or ENG 251 (American Lit I, English Lit I or World Lit I)	3	See Note 3
SPA 101 or FRE 101 (Beginning French I or Beginning Spanish I)	4	See Note 2.
Total Credits	15	
4th Semester	Credits	Course Options
EDU 200 Introduction to Education	3	
MTH 245 Statistics I	3	See Note 10.
SPA 102 or FRE 102 (Beginning French I or Beginning Spanish I)	4	See Note 2.
ENG 242 or ENG 244 or ENG 252 (American Lit II, English Lit II or World Lit II)	3	See Note 3.
Social Science Elective or PSY 235 Child Psychology	3	See Note 6.
Total Credits	16	
Total Credits For Program	61	

Notes and Additional Curriculum Options

1. The history requirements must be met by taking a two semester sequence. Students are REQUIRED to consider HIS 111 & 112 or HIS 121 & 122. STUDENTS SHOULD TAKE THE HISTORIES IN SEQUENCE
2. Students must demonstrate mastery of one foreign language through the 102 level; therefore, the language requirement must be a full sequence of one language.
3. The literature elective requirement can be satisfied by any taking American, British or World Literature. Students are strongly encouraged to complete the full literature sequence in one area. Check with the transfer institution to which you will apply for admissions requirements.
4. Students should complete a science sequence of either biology (BIO 101 & 102), chemistry (CHM 111 & 112) or physics (PHY 201 & 202).
5. All students should consult with their faculty advisors for the most appropriate course sequence of courses and course combinations each semester.
6. Students are encouraged take Child Psychology in their final semester.
7. Transfer to Four-Year Colleges and Universities – Students should consult their academic advisors and their intended transfer institutions for specific direction in course selection. Required courses for any major at four-year institutions may vary.
8. Part-time students should consult their faculty advisors regarding appropriate course sequences.
9. Students who have previously completed MTH 163 have satisfied this requirement.
10. Students who have previously completed MTH 241 have completed this requirement.

Science

Associate of Arts and Sciences (A.A.& S.)

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:

- 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

1 st Semester	Credits	Course Options
BIO 101 General Biology I	4	PHY 101; See Note 3.
ENG 111 College Composition I	3	
HIS 111 or HIS 121 (History of World Civilization I or American History I)	3	See Note 1
MTH 161 Precalculus I	3	See Note 7.
ITE 115 or ITE 119 (Intro to Comp Applications or Information Literacy)	3	
SDV 100 College Success Skills	1	
Total Credits	17	
2 nd Semester	Credits	Course Options
BIO 102 General Biology II	4	PHY 102 See Note 3.
ENG 112 College Composition II	3	
HIS 112 or HIS 122 History of World Civilization II or American History II	3	See Note 1
PSY 200 or SOC 200 (General Psychology or Intro to Sociology)	3	
MTH 162 Precalculus II	3	See Note 8.
Total Credits	16	
3 rd Semester	Credits	Course Options
CST 110 Introduction to Speech Communications	3	
ART 101 or MUS 121 (History and Appreciation of Art I or Music Appreciation I)	3	
CHM 111 College Chemistry I	4	PHY 101; See Note 3.
HLT or PED Elective	2	See Note 4

MTH 263 Calculus I	4	See Note 9.
Total Credits	16	
4th Semester	Credits	Course Options
CHM 112 College Chemistry II	4	PHY 102; See Note 3.
MTH 264 College Calculus II	4	See Note 10.
ECO 201 or PLS 211 (Principles of Macroeconomics or US Government I)	3	
Literature Elective	3	See Note 2.
Total Credits	14	
Total Credits For Program	63	

Notes and Additional Curriculum Options

1. The history requirements must be met by taking a two semester sequence. Students are REQUIRED to consider HIS 111 & 112 or HIS 121 & 122. STUDENTS SHOULD TAKE THE HISTORIES IN SEQUENCE
2. The literature elective requirement can be satisfied by completing any American, English, or World Literature course.
3. Students should complete a science sequence of the sciences listed based on the suggested requirements of the college or university to which they intend to transfer. Options include: BIO 101 & 101, CHM 111 & 112, PHY 101 & 102.
4. The health requirement may be fulfilled by completing any two-credit HLT or PED course.
5. Transfer to Four-Year Colleges and Universities—Students should select transfer electives from the list of approved transfer electives in the catalog that will transfer into their program of study at the institution to which they will transfer. Consult with your academic advisor for the options to best suit your academic needs.
6. All students should consult with their faculty advisors for the most appropriate course sequence of courses and course combinations each semester.
7. Students who have previously completed MTH 163 have satisfied this requirement.
8. Students who have previously completed MTH 164 have completed this requirement.
9. Students who have previously completed MTH 273 have satisfied this requirement.
10. Students who have previously completed MTH 274 have completed this requirement.

DEPARTMENT OF BUSINESS AND COMPUTER INFORMATION TECHNOLOGY

Business Administration

Associate of Arts and Sciences (A.A. & S.)

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 other business-related 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 their advisor for more information.

Program Learning Outcomes

Students will:

- Present basic accounting and economics information numerically, symbolically, and graphically
- Describe basic business, accounting, and economics concepts
- Successfully transfer to a four-year college or university

Program Curriculum and Suggested Sequence of Courses

1st Semester	Credits	Course Options
BIO 101 General Biology I	4	CHM 111, PHY 101
ENG 111 College Composition I	3	
HIS 111 History of World Civilization I	3	HIS 121
IT 115 Intro to Computer Applications and Concepts	3	ITE 119
MTH 161 Precalculus I	3	See Note 4.
SDV 100 College Success Skills	1	
<i>Total Credits</i>	17	
2nd Semester	Credits	Course Options
BIO 102 General Biology II	4	CHM 112, PHY 102
ENG 112 College Composition II	3	
HIS 112 History of World Civilization II	3	HIS 122
PHI 220 Ethics	3	
MTH 162 Precalculus II	3	See Note 5.
<i>Total Credits</i>	16	
3rd Semester	Credits	Course Options
ACC 211 Principles of Accounting I	3	
ACC 213 Principles of Accounting Laboratory I	1	
ECO 201 Principles of Economics I - Macroeconomics	3	
ENG 241 Survey of American Literature I	3	ENG 243, ENG 251
Transfer Elective	3	See Notes 1 and 2.
Health/Physical Education Elective	2	
<i>Total Credits</i>	15	
4th Semester	Credits	Course Options
ACC 212 Principles of Accounting II	3	

ACC 214 Principles of Accounting Laboratory II	1	
ECO 202 Principles of Economics I - Microeconomics	3	
ENG 242 Survey of American Literature II	3	ENG 244, ENG 252
CST 110 Introduction to Speech Communications	3	
<i>Total Credits</i>	13	
Total Credits For Program	61	

Notes and Additional Curriculum Options

1. Transfer to Four-Year Colleges and Universities – Students should consult their academic advisors and their intended transfer institutions for specific direction in course selection. Required courses for any major at four-year institutions may vary.
2. Any Calculus course offered by the VCCS including: MTH 270; MTH 271; MTH 272; MTH 273; MTH 274. MTH 270 suggested.
3. Part-time students should consult their faculty advisors regarding appropriate course sequences.
4. Students who have previously completed MTH 163 have satisfied this requirement.
5. Students who have previously completed MTH 164 have satisfied this requirement.

Management

Associate of Applied Science (A.A.S.)

Purpose

The Management program AAS is designed to meet the needs of recent high school graduates and others from the world of work who want to acquire new, develop old, or supplement existing skills and knowledge in and about business. Two majors are offered: Management and Management, Information Systems Technology (see next section).

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:

- 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.
- Be able to identify business management problems, coordinate available resources, consider alternatives, and make logical decisions.

Program Curriculum and Suggested Sequence of Courses

1st Semester	Credits	Course Options
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	See Note 1
SDV 100 College Success Skills	1	
PSY 200 or SOC 200	3	
Total Credits	16	
2nd Semester	Credits	Course Options
BUS 200 Principles of Management	3	
ENG 112 College Composition II	3	ENG 115
HLT or PED Elective	2	
ITE 140 Spreadsheet Software	4	
MKT 100 Principles of Marketing	3	
CST 110 Introduction to Speech Communications	3	
Total Credits	18	
3rd Semester	Credits	Course Options
ACC 211 Principles of Accounting I	3	
BUS 165 Small Business Management	3	
ECO 201 Principles of Economics I	3	
PHI 220 Ethics	3	
BUS 201 Organizational Behavior	4	
Total Credits	16	
4th Semester	Credits	Course Options
ACC 212 Principles of Accounting II	3	

BUS 111 Principles of Supervision	3	
BUS 240 Introduction to Business Law	3	
BIO 101 or CHM 111	4	
Total Credits	13	
Total Credits For Program	63	

Notes and Additional Curriculum Options:

1. Students who have completed MTH 121 have satisfied this requirement.

Management, Information Technology Specialization

Associate of Applied Science (A.A.S.)

Purpose

The Information Systems specialization AAS 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:

- 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.
- Be able to 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 Options
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	See Note 1
SDV 100 College Success Skills	1	
PSY 200 or SOC 200	3	See Note 2
Total Credits	16	
2 nd Semester	Credits	Course Options
BUS 200 Principles of Management	3	
ENG 112 College Composition II	3	ENG 115
HLT or PED Elective	2	
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 Options
ACC 211 Principles of Accounting I	3	
ECO 201 Principles of Economics I	3	
PHI 220 Ethics	3	
ITD 110 Web Page Design I	3	
ITD 132 Structured Query Language	3	
ITD 210 Web Page Design II	3	ITE 119 Information Lit.
Total Credits	18	

4th Semester	Credits	Course Options
ACC 212 Principles of Accounting II	3	
BUS 240 Introduction to Business Law	3	
ITE 140 Spreadsheet Software	3	
ITE 170 Multimedia Software	3	
BIO 101 or CHM 101	4	
Total Credits	16	
Total Credits For Program	67	

Notes and Additional Curriculum Options

1. Students who have completed MTH 121 have satisfied this requirement.
2. 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):

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

Small Business Management

Career Studies Certificate (C.S.C.)

Purpose

This program is designed to train individuals for entry-level supervisor positions. It is also designed to assist those who are already employed in increasing management skills for promotional purposes and for those individuals who are interested in starting or owning a business.

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:

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

Program Curriculum and Suggested Sequence of Courses

1st Semester	Credits	Course Options
ACC 105 Office Accounting	3	ACC 211
BUS 100 Introduction to Business	3	
BUS 165 Small Business Management	3	BUS 116
ITE 115 Introduction to Computer Applications and Concepts	3	
<i>Total Credits</i>	12	
2nd Semester	Credits	Course Options
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	21	

Notes and Additional Curriculum Options

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

DEPARTMENT OF EDUCATION

Early Childhood Education

Associate of Applied Science (A.A.S.)

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:

- 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 Options
SDV 100 College Success Skills	1	SDV 101
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 Options
ENG 112 College Composition II	3	
CHD 165 Observation and Participation in Early Childhood / Primary Settings	3	Requires 40 hours of observation
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 Options
BIO 101 General Biology with Lab	4	
CHD 146 Methods/Materials for Teaching Math, Science, and Social Studies to Children	3	
CHD 166 Infant and Toddler Programs	3	
EDU 200 Intro to Teaching	3	Requires 40 hours of observation in K-12
ENG 241 Survey of American Literature I	3	ENG 242 or 250
Total Credits	16	

4th Semester	Credits	Course Options
CHD 265 Advanced Observation & Participation in Early Childhood/Primary Settings	3	Requires 40 hours of observation
CHD 270 Administration of Early Childhood Educational Programs	3	
PSY 230 Developmental Psychology	3	
HIS 121 United States History	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. Part-time students should consult their faculty advisors regarding appropriate course sequences.

Early Childhood Development

Career Studies Certificate (C.S.C.)

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.

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

1 st Semester	Credits	Course Options
CHD 120 Introduction to Early Childhood Education	3	
CHD 145 Teaching Art, Music, and Movement	3	
<i>Total Credits</i>	6	
2 nd Semester	Credits	Course Options
CHD 165 Observation and Participation in Early Childhood Primary Settings	3	
CHD 205 Guiding the Behavior of Young Children	3	
HLT 135 Health, Safety, & Nutrition for Young Children OR EDU 235 Health, Safety, Nutrition EDU	3	
<i>Total Credits</i>	9	
Total Credits For Program	15	

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

DEPARTMENT OF ELECTRONICS, INDUSTRIAL TECHNOLOGY, AND TRADES OPERATIONS

Electronics Technology

Associate of Applied Science (A.A.S.)

Purpose

The Electronics Technology AAS 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:

- Identify common electronic components, devices, and symbols.
- Be able to 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

1 st Semester	Credits	Course Options
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	See Note 6.
SDV 100 College Success Skills	1	
Social Science Elective	3	See Note 1.
<i>Total Credits</i>	16	
2 nd Semester	Credits	Course Options
ENG 112 College Composition II	3	ENG 115
ETR 114 D.C. and A.C. Fundamentals II	3	
ETR 160 Survey of Microprocessors	4	
MTH 162 Precalculus II	3	See Note 7.
Social Science Elective	3	See Note 1.
<i>Total Credits</i>	16	
3 rd Semester	Credits	Course Options
General Elective	3	See Note 2.
<i>Total Credits</i>	3	
4 th Semester	Credits	Course Options
ETR Elective	11	See Note 3.
HLT or PED Elective	1	
MTH 263 Calculus I	4	See Note 8.
<i>Total Credits</i>	16	
5 th Semester	Credits	Course Options
ETR 214 Advanced Circuits and New Devices	2	ETR 296
ETR Elective	11	See Note 3.
Humanities Elective	3	See Note 4.

<i>Total Credits</i>	16	
Total Credits For Program	67	

Notes and Additional Curriculum Options

1. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
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 general elective.
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. The Humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied, with a focus on skills, techniques, and procedures. See list of approved conceptual and applied humanities electives located elsewhere in this catalog.
5. Part-time students should consult their faculty advisors regarding appropriate course sequences.
6. Students who have previously completed MTH 163 have satisfied this requirement.
7. Students who have previously completed MTH 164 have satisfied this requirement.
8. Students who have previously completed MTH 273 have satisfied 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, Computer Technician Specialization

Associate of Applied Science (A.A.S.)

Purpose

The Computer 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:

- Identify common electronic components, devices, and symbols.
- Be able to 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 Options
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	See Note 5.
SDV 100 College Success Skills	1	
Social Science Elective	3	See Note 1.
<i>Total Credits</i>	16	
2 nd Semester	Credits	Course Options
ENG 112 College Composition II	3	ENG 115
ETR 160 Survey of Microprocessors	4	
HLT or PED Elective	2	
ITE 115 Introduction to Computer Applications and Concepts	3	
MTH 162 Precalculus II	3	See Note 6.
<i>Total Credits</i>	15	
3 rd Semester	Credits	Course Options
General Elective	3	See Note 2.
<i>Total Credits</i>	3	
4 th Semester	Credits	Course Options
ETR 228 Computer Troubleshooting and Repair	3	
ETR Elective	4	See Note 3.
ITE, ITN, or ITP Elective	3	See Note 4.
MTH 263 Calculus I	4	See Note 7.
Social Science Elective	3	See Note 1.
<i>Total Credits</i>	17	
5 th Semester	Credits	Course Options
ETR 214 Advanced Circuits and New Devices	2	
ETR 278 Computer Interfacing and Circuitry	4	

ETR Elective	4	See Note 3.
Information Technology Elective	3	See Note 4.
Humanities Elective	3	See Note 8.
<i>Total Credits</i>	16	
Total Credits For Program	67	

Notes and Additional Curriculum Options

1. The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.
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 general elective.
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. The information technology elective requirement can be satisfied by courses with the following prefixes: ITD, ITE, ITN and ITP.
5. Students who have previously completed MTH 163 have satisfied this requirement.
6. Students who have previously completed MTH 164 have satisfied this requirement.
7. Students who have previously completed MTH 273 have satisfied this requirement.
8. The humanities elective requirement must be satisfied by completing one 3-credit conceptual humanities course that offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. See the list of approved conceptual and applied humanities electives located elsewhere in the catalog.

Technical Studies, Industrial Technology

Associate in Applied Science Degree

NOTE: This program is subject to approval by the State Board for Community Colleges and 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:

- Identify typical tools and proper use of a variety of devices including precision measurement.
- Be able to 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 Options
SDV 101 Student Dev Orientation to Engineering and Technologies	1	SDV 100
DRF 175 Schematics and Mechanical Diagrams	2	
IND 103 Industrial Methods	2	
MTH 130 Fundamentals of Reasoning	3	MTH 111 See Note 2
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 Options
AIR 276 Refrigerant Usage EPA Certification	2	
ENG 115 Technical Writing	3	
HLT 106 First Aid and Safety	2	HLT100
ITE 115 Introduction to Computer Applications and Concepts	3	See Note 6

WEL 110 Welding Processes	3	
MEC 165 Applied Hydraulics, Pneumatics and Hydrostatics	3	IND145
<i>Total Credits</i>	16	
3RD Semester		
IND 116 Applied Technology	3	
IND 190 Coordinated Internship I	3	IND 197 See Note 3
<i>Total Credits</i>	6	
4th Semester	Credits	Course Options
ELE 118 Practical Electricity	2	
MEC 211 Machine Design I	4	
HIS 111 History of World Civilization I	3	See Note 5
ELE 149 Wiring Methods in Industry	3	
IND 101 Quality Assurance Technology I	3	
<i>Total Credits</i>	15	
5th Semester	Credits	Course Options
HIS 112 History of World Civilization II	3	See Note 5
PHI 220 Ethics	3	See Note 4
CAD 201 Computer Aided Drafting and Design I	3	See Note 6
IND 137 Team Concepts & Problem Solving	3	
IND 190 Coordinated Internship II	3	IND 197 See Note 3
<i>Total Credits</i>	15	
Total Credits For Program	67	

Notes and Additional Curriculum Options

1. Part-time students should consult their faculty advisors regarding appropriate course sequences.
2. Students who have completed MTH 103 have satisfied this requirement.
3. Internship is a total of 6 credits taken over two semesters.
4. Any conceptual or applied Humanities elective can be selected.
5. Any course with the following prefixes can be selected: ECO, GEO, HIS, PLS, PSY SOC
6. Alternate courses: ITE119, ETR113, ETR150, ETR160

Electronics Technology

Certificate (CERT)

Purpose

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

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:

- 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 Options
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 4.
MTH 161 Precalculus I	3	See Note 1.
SDV 100 College Success Skills	1	
<i>Total Credits</i>	16	
2 nd Semester	Credits	Course Options
ENG 112 College Composition I	3	ENG 115
ETR 114 D.C. and A.C. Fundamentals II	3	
ETR 160 Survey of Microprocessors	4	
General Elective	3	See Note 4.
MTH 162 Precalculus II	3	See Note 2.
<i>Total Credits</i>	16	
Total Credits For Program	32	

Notes and Additional Curriculum Options

- Students who have previously completed MTH 163 have satisfied this requirement.
- Students who have previously completed MTH 164 have satisfied this requirement.
- Part-time students should consult their faculty advisors regarding appropriate course sequences.
- 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 general elective.

Industrial Technology

Certificate (CERT)

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, 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:

- Identify typical tools and proper use of a variety of devices including precision measurement.
- Be able to 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

1 st Semester	Credits	Course Options
AIR 121 Air Conditioning and Refrigeration I	3	
DRF 175 Schematics and Mechanical Diagrams	2	
IND 103 Industrial Methods	2	
MTH 111 Basic Technical Mathematics	3	See Note 2
SAF 130 Industrial Safety – OSHA 10	1	
SDV 101 Orientation to Engineering and Technologies	1	
<i>Total Credits</i>	<i>12</i>	
2 nd Semester	Credits	Course Options
AIR 276 Refrigerant Usage EPA Certification	1	
ENG 111 College Composition I	3	ENG 115
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>12</i>	
3 rd Semester	Credits	Course Options
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>	
4 th Semester	Credits	Course Options

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	

Notes and Additional Curriculum Options

1. Part-time students should consult their faculty advisors regarding appropriate course sequences.
2. Students who have completed MTH 103 have satisfied this requirement.

Welding

Certificate (CERT)

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.

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:

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

Program Curriculum and Suggested Sequence of Courses

1 st Semester	Credits	Course Options
ENG 111 College Composition I	3	
MTH 111 Basic Technical Mathematics	3	See Note 2
SDV 100 College Success Skills	1	
WEL 123 Shielded Metal Arc Welding (Basic)	4	
WEL 124 Shielded Metal Arc Welding (Advanced)	4	
<i>Total Credits</i>	15	
2 nd Semester	Credits	Course Options
WEL 130 Inert Gas Welding	4	
WEL 141 Welder Qualification Test I	4	
WEL 150 Welding Drawing and Interpretation	3	
WEL 160 Gas Metal Arc Welding	4	
<i>Total Credits</i>	15	
Total Credits For Program	30	

Notes and Additional Curriculum Options

1. Part-time students should consult their faculty advisors regarding appropriate course sequences.
2. Students who have completed MTH 103 have satisfied this requirement.

Welding

Career Studies Certificate (C.S.C.)

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.

Program Requirements and Special Conditions

Students must maintain a 2.0 GPA.

Program Learning Outcomes

Students will:

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

Program Curriculum and Suggested Sequence of Courses

1st Semester	Credits	Course Options
WEL 123 Shielded Metal Arc Welding (Basic)	4	
WEL 124 Shielded Metal Arc Welding (Advanced)	4	
WEL 150 Welding Drawing and Interpretation	3	
<i>Total Credits</i>	11	
2nd Semester	Credits	Course Options
WEL 130 Inert Gas Welding	4	
WEL 141 Welder Qualification Tests I	4	
WEL 160 Gas Metal Arc Welding	4	
<i>Total Credits</i>	12	
Total Credits For Program	23	

Notes and Additional Curriculum Options

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

Electricity

Career Studies Certificate (C.S.C.)

Purpose

The purpose of the Electricity Career Studies Certificate is to provide students with the foundation to become effective electrical technicians. Courses in this three (3) semester program may help students attain the following license(s) or certifications: Journeyman Electrical Tradesman Licensure or Master Electrical Tradesman, Virginia Dept. of Professional and Occupational Regulation.

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 Options
ELE 118 Practical Electricity	2	
ELE 127 Residential Wiring Methods	3	
IND 103 Industrial Methods	2	
SAF 130 Industrial Safety – OSHA 10	1	
<i>Total Credits</i>	8	
2nd Semester	Credits	Course Options
ELE 131 National Electrical Code I	4	
ELE 149 Wiring Methods in Industry	3	
<i>Total Credits</i>	7	
3rd Semester	Credits	Course Options
ELE 132 National Electrical Code II	4	
ELE 156 Electrical Control Systems	3	
<i>Total Credits</i>	7	
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

Heating, Ventilation, and Air Conditioning (HVAC)

Career Studies Certificate (C.S.C.)

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:

- 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 Options
AIR 121 Air Conditioning and Refrigeration	3	See Note 2
ELE 118 Practical Electricity	2	
AIR 276 Refrigerant Usage EPA Certification	1	See Note 2
IND 103 Industrial Methods	2	
SAF 130 Industrial Safety	1	
<i>Total Credits</i>	9	
2 nd Semester	Credits	Course Options
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 3
<i>Total Credits</i>	12	
Total Credits For Program	21	

Notes and Additional Curriculum Options

1. Part-time students should consult their faculty advisors regarding appropriate course sequences.
2. AIR 121 and AIR 276 are co-requisites and must be taken together.
3. ELE 118 is a pre- or co-requisite for ELE 156.

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

DEPARTMENT OF HEALTH SCIENCES

Nursing

Associate of Applied Science (A.A.S.)

Purpose

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

The Associate of Applied Science (AA S,) 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 <http://www.tcc.edu> website (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.tcc.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.tcc.edu> (search keywords "LPN to RN").

TCC'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, 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 Options
BIO 141 Human Anatomy and Physiology I	4	
ENG 111 College Composition I	3	
PSY 230 Developmental Psychology	3	
SDV 101 Orientation to Health Care	1	
<i>Total Credits</i>	11	
1st Semester	Credits	Course Options
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 Options
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 Options
NSG 210 Health Care Concepts 1	5	
NSG 211 Health Care Concepts 2	5	
PSY 201 Introduction to Psychology 1	3	PSY 200
<i>Total Credits</i>	13	
4th Semester	Credits	Course Options
NSG 230 Advance Professional Nursing Concepts	2	
NSG 252 Complex Health Care Concerns	4	
NSG 270 Nursing Capstone	4	
PHI 226 Social Ethics	3	PHI 220
<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 (CERT)

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 two years are as follows: 2014 - 100%, 2015 – 88.8%; 2016 – 100%.

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 class ITE 115.
- 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

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

1st Semester	Credits	Course Options
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 235 Child Psychology	3	
SDV 101 Orientation to Health Careers	1	
<i>Total Credits</i>	18	
2nd Semester	Credits	Course Options
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 Options
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

Medical Assisting

Certificate (CERT)

Purpose

The Medical Assistant certificate program prepares individuals as multi-skilled health care practitioners who are competent in urgent care, physician's office hospital 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 Competency Test (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 Competency Test (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. Evidence of typing skills and speed that meets AST 80 guidelines. If the student is unable to master the skill set, AST 101 must be taken.
6. Complete HESI admission testing for Medical Assisting.
7. Complete criminal background check and no evidence of criminal history or pending actions.
8. Be eligible for employment with the Riverside Health System and Eastern Shore Rural Health entities.
9. Students are responsible for their own transportation to off-campus facilities for clinical experiences.
10. Students must receive a grade of "C" or better in all core courses to remain in the MA program.
11. 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:

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

Program Curriculum and Suggested Sequence of Courses

Program Curriculum	Credits	Course Options
ENG 111 College Composition I	3	
ITE 115 Introduction to Computer Applications and Concepts	3	
SDV 101 Orientation to Health Careers	1	
PSY 200 Principles of Applied Psychology (in conjunction with ENG 111)	3	PSY 201
<i>Total Credits</i>	10	
Core Curriculum	Credits	Course Options
HLT 105 Cardiopulmonary Resuscitation	1	
HLT 130 Nutrition and Diet Therapy	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

Certifications: Following completion of the program, students are eligible to sit for National Certification through National Center Competency Test (NCCT).

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 Competency Test (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): Medical Assistant Certification, National Center Competency Test (NCCT)

Long-Term Care Assistant

Career Studies Certificate (C.S.C.)

Purpose

This 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.

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 all 9 - 10 credits of program 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:

- 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

1 st Semester	Credits	Course Options
HCT 101 Health Care Technician I	4	
HCT 190 Coordinated Internship in Health Care	2	
HLT 105 CPR	1	
HLT 145 Ethics for Health Care Personnel	2	HCT 115 See Note 1 (3
Total Credits For Program	9	

Notes and Additional Curriculum Options

1. Students may choose to take HCT 115 in place of HLT 145. However, HCT 101 and HCT 190 are prerequisites for HCT 115 so they may not be taken concurrently.
2. 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

Note: Students must receive a C (80%) in HCT 101 and HCT 190 to be eligible for the nurse aide certification exam (NNAAP)

1. 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.
4. The LTCA program is not eligible for Pell Grant Tuition Assistance. Students may apply for WIOA tuition assistance by calling 757.789.1756 or 757.789.1757.

Certifications

Courses in this program may help students attain the following license(s) or certification(s): Nurse Aide Certification from the Virginia Board of Nursing

Medical Administrative Office Specialist

Career Studies Certificate (C.S.C.)

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 Competency Test (NCCT) for certification.

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 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 Competency Test (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 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. Evidence of typing skills and speed that meets AST 80 guidelines. If the student is unable to master the skill set, AST 101 must be taken.
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 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:

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

Program Curriculum	Credits	Course Options
ITE 115 Introduction to Computer Applications and Concepts	3	
<i>Total Credits</i>	3	
Core Curriculum	Credits	Course Options
MDA 100 Introduction to Medical Assisting	1	
MDA 101 Medical Assisting Science I	5	
MDA 196 Onsite Training	2	
MDA 203 Administrative Procedures	3	
MDA 207 Medical Law and Ethics	2	
MDA 210 Medical Office Software Applications	1	
<i>Total Credits</i>	13	
Total Credits for Program	17	

Notes and Additional Curriculum Options/Requirements:

Certifications- Following completion of the program, students are eligible to sit for National Certification through National Center Competency Test (NCCT).

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 Competency Test (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.

For additional information on this program, please contact Elizabeth Perry at 757.789.1787.

Medical Coding and Billing Specialist

Career Studies Certificate (C.S.C.)

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 Competency Test (NCCT) for certification. Note: Admission to the program requires a criminal background check.

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 Competency Test (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 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. Evidence of typing skills and speed that meets AST 80 guidelines. If the student is unable to master the skill set, AST 101 must be taken.
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 BC 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, 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:

- 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.
- Appropriately apply medical terminology in the workplace.

Program Curriculum and Suggested Sequence of Courses

Program Curriculum	Credits	Course Options
ITE 115 Introduction to Computer Applications and Concepts	3	
Total Credits	3	
Core Curriculum	Credits	Course Options
MDA 196 Onsite Training (Internship)	2	
MDA 101 Medical Assisting Science I	5	
MDA 208 Medical Office Coding	2	
MDA 209 Medical Office Insurance	2	
Total Credits	11	
Total Credits for Program	14	

Notes and Additional Curriculum Options

Certifications: Following completion of the program, students are eligible to sit for National Certification through National Center Competency Test (NCCT).

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 Competency Test (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.

For additional information on this program, please contact Elizabeth Perry at 757.789.1787.

COURSE INFORMATION

Course Numbers

01-09	Developmental Studies
10-99	Selected Certificate Programs & Career Studies Certificates
100-199	Freshman courses that may be used for Associate Degree or Certificate Programs 200-299 Sophomore courses that may be used for Associate Degree or Certificate Programs

No courses numbered lower than 100 may be applied toward Associate Degree requirements.

General

One credit is equivalent to one semester hour or 1.5-quarter hours. In each course description the number of lecture and laboratory hours is listed. Requirements that must be met before enrolling in specific courses are prerequisites and are listed.

Courses that should be taken at the same time as specific courses are co-requisites. Two-part courses (e.g. ACC 211-212) are normally offered as a fall semester and spring semester sequence.

The following "General Usage Courses" apply to multiple curricula and all prefix sections. The titles and descriptions are generally applicable for such use.

- 90, 190, 290 Coordinated Internship (discipline) (1-5 Cr.) 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.
- 93, 193, 293 Studies In (discipline) (1-5 Cr.) 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.
- 95, 195, 295 Topics In (discipline) (1-5 Cr.) Provides an opportunity to explore topic areas of an evolving nature or of short-term importance in the discipline. Variable hours per week.

Honors Seminar

The College offers an honors seminar with varying course prefixes. Admission requirements are similar to membership requirements in Phi Theta Kappa: the student must have accumulated twelve (12) credits in courses leading to an associate degree and have a GPA of at least 3.20.

General Education Requirements

The following course prefixes meet the general education requirements of all programs. Where a curriculum requires humanities, information technology, literature, social science, science with lab, non-lab science or transfer elective courses on the lists below will satisfy the requirement.

Humanities

The humanities elective requirement for all programs must be satisfied by completing one 3-credit conceptual humanities course which offers breadth of knowledge. Additional humanities electives may be conceptual or applied with a focus on skills, techniques and procedures. When selecting the appropriate humanities elective for your program, please adhere to the following lists of conceptual and applied courses.

Some transfer degrees may require at least one (1) conceptual humanities course. Some of the courses listed may not transfer to every four-year college or university. Before selecting humanities electives students should:

- Check with your ESCC faculty advisor or counselor.
- Consult the transfer guides of prospective colleges and universities.
- Contact prospective institutions to inquire about the transferability of particular courses.
- Consult the program requirements of the specific college you have selected to transfer to.

CONCEPTUAL Humanities Electives

ART 101, 102 History and Appreciation of Art I-II
ART 106 History of Modern Art
ART 109 History of Women Artists
ART 111 Introduction to the Arts I
CST 130 Introduction to the Theatre
CST 151 Film Appreciation I
CST 229 Intercultural Communication
CST 231, 232 History of Theatre I-II
ENG 236 Introduction to the Short Story
ENG 241, 242 Survey of American Literature I-II
ENG 243, 244 Survey of English Literature I-II
ENG 246 Major American Writers
ENG 247 Popular Culture
ENG 250 Children's Literature
ENG 251, 252 Survey of World Literature I-II
ENG 253, 254 Survey of African-American Literature I-II
ENG 256 Science Fiction
ENG 257 Mythology
ENG 268 The Modern Drama
ENG 271, 272 The Works of Shakespeare I-II
ENG 273, 274 Women in Literature I-II
ENG 276 Southern Literature
ENG 279 Film and Literature
HUM 201, 202 Survey of Western Culture I-II HUM 210 Introduction to Women's Studies
HUM 231, 232 Survey of Asian Culture I-II
HUM 241, 242 Interdisciplinary Principles of the Humanities I-II HUM 298 Honors Seminar
MUS 121, 122 Music Appreciation I-II
MUS 125 American Music
MUS 221, 222 History of Music I-II
MUS 225 History of Jazz
PHI 101, 102 Introduction to Philosophy I-II PHI 111, 112 Logic I-II
PHI 211, 212 History of Western Philosophy I-II
PHI 220 Ethics
PHI 226 Social Ethics
PHI 227 Bio-Medical Ethics
PHI 265 Philosophy of Religion
PHI 276 Women and Western Philosophy
REL 100 Introduction to the Study of Religion
REL 200 Survey of the Old Testament
REL 210 Survey of the New Testament
REL 230 Religions of the World
REL 233 Introduction to Islam
REL 237 Eastern Religions
REL 238 Western Religions
REL 240 Religions in American
REL 247 History of Christianity

APPLIED Humanities Electives

ARA 101, 102 Beginning Arabic I-II
ART 121, 122 Drawing I-II
ART 125 Introduction to Painting
ART 131, 132 Fundamentals of Design I-II
ART 153, 154 Ceramics
ART 231, 232 Sculpture I-II
ART 241, 242 Painting I-II
ART 243 Watercolor I

CST 110 Introduction to Communication
CST 131, 132 Acting I-II
CST 136 Theatre Workshop
CST 267 Creative Drama
ENG 211, 212 Creative Writing I-II
FRE 101, 102 Beginning French I-II
FRE 201, 202 Intermediate French I-II
MUS 101, 102 Basic Musicianship I-II
MUS 111, 112 Music Theory I-II
MUS 131, 132 Class Voice I-II
SPA 101, 102 Beginning Spanish I-II
SPA 201, 202 Intermediate Spanish I-II
SPA 203, 204 Intermediate Spanish I-II

Information Technology

The information technology elective requirement can be satisfied by courses with the following prefixes: ITD, ITE, ITN and ITP.

Literature

The literature elective requirement can be satisfied by any 200-level English literature course (or sequence), exclusive of composition and creative writing courses.

Social Science

The social science elective requirement can be satisfied by courses with the following prefixes: ECO, GEO, HIS, PLS, PSY, and SOC.

Science with Lab

The laboratory science requirement can be satisfied by the following courses: BIO 101, BIO 102, CHM 111, CHM 112, NAS 130, PHY 201 and PHY 202.

Non-lab Science

The non-laboratory science requirement can be satisfied by the following: CHM 110, ENG 136, and NAS 150.

Transfer

Transfer electives for ESCC's Associate of Arts (AA) and Associate of Science (AS) and Associate of Arts and Sciences (AA&S) degree programs must be taken from the courses below. These approved courses will satisfy graduation requirements in the transfer degree programs.

The following courses reflect graduation requirements for AA, AS, and AA&S degrees at ESCC. Our degree requirements do not necessarily fulfill the general education requirements for other institutions. Some of the courses listed may not transfer to every four-year college or university. Before selecting electives students should:

- Check with your ESCC faculty advisor or counselor.
- Consult the transfer guides of prospective colleges and universities.
- Contact prospective institutions to inquire about the transferability of particular courses. Consult the program requirements of the specific college you have selected to transfer to.

Courses which meet TRANSFER ELECTIVE requirements in ESCC AA, AS, and AA&S degree programs include:

ACC: 211, 212, 213, 214

ADJ: 100

ARA: 101, 102, 201, 202

ART: 101, 102, 106, 109, 111, 121, 122, 125, 131, 132, 153, 154, 231, 232, 241, 242, 243, 232, 270

BIO: 101, 102, 110, 120, 141, 142, 205, 231, 256,

BUS: 100, 200, 220

CHI: 101, 102, 201, 202

CHM: 101, 102, 111, 112, 129, 130

CST: 100, 110, 130, 131, 132, 136, 151, 227, 229, 231, 232, 267
ECO: 120, 201, 202
EGR: 110, 120, 126, 140, 245, 246, 248
ENG: 111, 112, 210, 211, 212, 217, 230, 236, 241, 242, 243, 244, 246, 247, 250, 251, 252, 253, 254, 256,
257, 268, 271, 272, 273, 274, 276, 279
ENV: 121, 122
FRE: 101, 102, 201, 202
GEO: 200, 210
GER: 101, 102, 201, 202
GOL: 105
HIS: 101, 102, 111, 112, 121, 122, 141, 142, 203, 211, 225, 226, 243, 244, 269, 276, 281, 282
HLT: 106, 110, 116, 143, 200, 204, 206, 215, 230
HUM: 201, 202, 210, 231, 232, 241, 242
ITD 110, ITE 115, ITN 101, ITP 100
JPN: 101, 102, 201, 202
MKT: 100
MTH: 154, 155, 158, 161, 162, 163, 164, 166, 170, 173, 174, 240, 241, 245, 263, 264, 270, 273, 274, 277, 279
MUS: 101, 102, 111, 112, 121, 122, 125, 131, 132, 221, 222, 225
NAS: 125, 130
PED: 101, 102, 103, 109, 111, 112, 116, 117, 139, 149, 150, 154, 163, 166, 171, 172, 188, 206
PHI: 101, 102, 111, 112, 211, 212, 220, 226, 227, 265, 276
PHT: 101, 102, 105, 164
PHY: 101, 102, 201, 202, 241, 242
PLS: 135, 211, 212, 241
PSY: 116, 126, 165, 200/203, 211, 213, 215, 225, 230, 235
REL: 100, 200, 210, 230, 233, 237, 238, 240, 247
RUS: 101, 102, 201, 202
SOC: 200, 207, 211, 215, 225, 226, 236, 246, 266, 268
SPA: 101, 102 201, 202, 203, 204

NOTE: Inclusion on this list does not guarantee that the course will be offered at Eastern Shore Community College.

Courses that may be taken along with developmental courses:

Students enrolled or placed in the following:	May only take:	
ENF 1	ART – all courses (Not SSDL)	HLT – all courses (not 110, 130, or 135) (Not SSDL)
	AST 101-102	MTH – all courses
	AST 232-233	MKT 100
	BUS 110 & 111	PED – all courses
	BUS 165	SDV – all courses
	ENV 136	
ENF 2	ART – all courses	HLT – all courses (not 130 or 135)
	AST 101-102	MTH – all courses
	AST 232-233	MUS 121 & 122 (Not SSDL)
	BUS 101 & 111	PED – all courses
	ECO 100	SDV – all courses
	ENV 100	SSC 101
	FIN – all courses	SSC 107
ENF 1 and any developmental math course	ART – all courses	ENV 136
	AST – 101-102	HLT – all courses (not 130)
	AST 232-233	SDV – all courses
ENF 2 and any developmental math course	ART – all courses	HLT – all courses (not 130)
	AST 101-102	MKT 100
	AST 232-233	MUS 121 & 122
	BUS 100	PED – all courses
	BUS 111	SDV – all courses
	BUS 165	SSC 101
	ENV 136	SSC 107
Any developmental math	ART – all courses	ENV – 136
	AST 101-102	HLT – all courses (not 130)
	AST 232-233	MUS 121 & 122
	BUS – all courses	PED – all courses
	CHD – all courses	SDV – all courses
	EDU 235	

COURSE DESCRIPTIONS

ACC 105 - Office Accounting

3 credits

Presents practical accounting. Covers the accounting cycle-- journals, ledgers, working papers, closing of books--payrolls, financial statements, accounting forms and practical procedures. Lecture 3 hours per week.

ACC 134 - Small Business Taxes

3 credits

Introduces taxes most frequently encountered in business. Includes payroll, sales, property, and income tax. Lecture 3 hours per week.

ACC 211 - Principles of Accounting I

3 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. A laboratory co-requisite (ACC 213) may be required as identified by the college. Lecture 3 hours per week.

ACC 212 - Principles of Accounting II

3 credits

Emphasizes partnerships, corporations and the study of financial analysis. Includes and introduces cost/managerial accounting concepts. Prerequisite: ACC 211. A laboratory co-requisite (ACC 214) may be required as identified by the college. Lecture 3 hours per week.

ACC 213 - Prin. of Accounting Laboratory I

1 credit

Provides problem-solving experience to supplement instruction in ACC 211. Co-requisite: ACC 211. Laboratory 2 hours per week.

ACC 214 - Prin. of Accounting Laboratory II

1 credit

Provides problem-solving experience to supplement instruction in ACC 212. Co-requisite: ACC 212. Laboratory 2 hours per week.

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 195. 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. Lecture 1-2 hours per week.

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.

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.

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 208 - Quality and Productivity Management**3 credits**

Focuses on the key quality improvement concepts regarding products and services, customers and suppliers, and systems and processes that make quality a part of the work life of an organization. Emphasizes the role of teams and a variety of quality improvement tools, charts, matrices, and diagrams. Lecture 3 hours per week.

BUS 209 - Continuous Quality Improvement**3 credits**

Presents the different philosophies in Quality Control. Introduces students to Process Improvement, Team Development, Consensus Building, and Problem-Solving strategies. Identifies methods for Process Improvement in manufacturing and service organizations which includes Statistical Process Control when used in the quality control function of business and industry. Lecture 3 hours per week.

BUS 210 - Total Quality Statistical Tools**3 credits**

Provides basic introduction to probability, statistics, and the foundation of quality, followed by in-depth training in the construction use, and interpretation of control charts. Includes both "variable" and "attribute" control charting techniques as well as an introduction to process capability. 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.

BUS 265 - Ethical Issues in Management**3 credits**

Examines the legal, ethical, and social responsibilities of management. May use cases to develop the ability to think and act responsibly. Lecture 3 hours per week.

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.

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.

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.

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.

CST 151 - Film Appreciation I**3 credits**

Provides students with a critical understanding of film through the discussion and viewing of motion pictures with emphasis upon the study of film history and the forms and functions of film. Students will develop skills to analyze the shared social, cultural and historical influences of films and their contexts. Part I of II. Lecture 3 hours per week.

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.

ECO 100 - Elementary Economics**3 credits**

Introduces students to the most basic elements of economics without detailed study of theory. Presents and interprets current issues and concerns publicized in the media. Allows students to understand and grasp the importance of local, state, and national issues with economic themes and overtones. Lecture 3 hours per week.

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.

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.

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. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

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.

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 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 230 - Mystery in Literature and Film**3 credits**

Studies the mystery as a genre, including history, types and cultural aspects of stories, novels, plays, film adaptations. Involves critical reading, writing, and viewing. Prerequisite: ENG 112 or divisional approval. 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.
- ENV 136 - Survey of Environmental Concerns** **3 credits**
Studies the relationship of man to his physical environment; ecological principles; public health; topics of current importance including air pollution, potable water, waste disposal, communicable disease, poisoning and toxicity, radiation, with particular emphasis on community action programs. Lecture 3 hours per week.
- 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.

ETR 286 - Principles and Applications of Robotics **3 credits**
Provides an overview of terminology, principles, practices, and applications of robotics. Studies development, programming; hydraulic, pneumatic, electronic controls; sensors, and system troubleshooting. Lecture 2 hours. Laboratory 2 hours. Total 4 hours per week.

FIN 107 - Personal Finance **3 credits**
Presents a framework of personal money management concepts, including establishing values and goals, determining sources of income, managing income, preparing a budget, developing consumer buying ability, using credit, understanding savings and insurance, providing for adequate retirement, and estate planning. Lecture 3 hours per week.

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.

GEO 200 - Introduction to Physical Geography **3 credits**
Studies major elements of the natural environment including earth sun relationship, land forms, weather and climate, natural vegetation and soils. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GEO 210 - People and the Land: Intro to Cultural Geography **3 credits**
Focuses on the relationship between culture and geography. Presents a survey of modern demographics, landscape modification, material and non-material culture, language, race and ethnicity, religion, politics, and economic activities. Introduces the student to types and uses of maps. Lecture 3 hours per week.

GER 101 - Beginning German I **5 credits**
Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part I of II. May include one additional hour oral practice per week. Lecture 5 hours per week.

GER 102 - Beginning German II **5 credits**
Introduces understanding, speaking, reading, and writing skills and emphasizes basic German sentence structures. Part II of II. May include one additional hour oral practice per week. Lecture 5 hours per week.

GIS 200 - Geographical Information Systems I**4 credits**

Provides hands-on introduction to a dynamic desktop GIS (Geographic Information System). Introduces the components of a desktop GIS and their functionality. Emphasizes manipulation of data for the purpose of analysis, presentation, and decision-making. Prerequisite: ITE 115 or ITE 119 or equivalent. Lecture 3 hours. Laboratory 2 hours. Total 5 hours per week.

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.

HIS 101 - History of Western Civilization I**3 credits**

Examines the development of western civilization from ancient times to the present. Part I of II. Lecture 3 hours per week.

HIS 102 - History of Western Civilization II**3 credits**

Examines the development of western civilization from ancient times to the present. Part II of II. Lecture 3 hours per week.

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.

HIS 125 - History of the American Indian**3 credits**

Examines the history and culture of the native peoples of the Americas. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

HIS 141 - African-American History I**3 credits**

Surveys the history of black Americans from their African origins to the present. Part I of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

- HIS 142 - African-American History II** **3 credits**
 Surveys the history of black Americans from their African origins to the present. Part II of II.
 Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.
- HIS 165 – Genealogy** **3 credits**
 Studies methodology for investigating ancestry and family history. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.
- HIS 205 - Local History** **3 credits**
 Studies the history of the local community and/or region. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.
- HIS 269 - Civil War and Reconstruction** **3 credits**
 Studies factors that led to the division between the States. Examines the war, the home fronts, and the era of Reconstruction. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.
- HIS 277 - The American Experience in Vietnam** **3 credits**
 Analyzes American involvement in Vietnam from World War II with emphasis on the presidencies of Johnson, Nixon and Ford. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.
- HLT 100 – First Aid and Cardiopulmonary Resuscitation** **2-3 credits**
 Focuses on the principles and techniques of safety, first aid, and cardiopulmonary resuscitation. Lecture 2-3 hours per week.
- 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 116 - Introduction to Personal Wellness Concepts** **3 credits**
 Introduces students to the dimensions of wellness including the physical, emotional, environmental, spiritual, occupational, and social components. Lecture 3 hours per week.
- HLT 121 - Introduction to Drug Use and Abuse** **3 credits**
 Explores the use and abuse of drugs in contemporary society with emphasis upon sociological, physiological, and psychological effects of drugs. 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 135 - Child Health and Nutrition** **3 credits**
 Focuses on the physical needs of the preschool child and the methods by which these are met. Emphasizes health routines, hygiene, nutrition, feeding and clothing habits, childhood diseases, and safety as related to health growth and development. Lecture 3 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 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 200 - Human Sexuality** **3 credits**
 Provides a basic understanding of human sexuality. Includes anatomy, physiology, pregnancy, family planning, venereal diseases, and sexual variations. Lecture 3 hours per week.
- HLT 215 - Personal Stress and Stress Management** **3 credits**
 Provides a basic understanding of stress and its physical, psychological, and social effects. Includes the relationships between stress and change, self-evaluation, sources of stress, and current coping skills for handling stress. Lecture 3 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.
- HMS 100 - Introduction to Human Services** **3 credits**
 Introduces human service agencies, roles and careers. Presents an historical perspective of the field as it relates to human services today. Additional topics include values clarification and needs of target populations. Lecture 3 hours per week.
- HMS 139 - Community Resources and Services** **3 credits**
 Studies federal, state, and local agencies, their functions, limitations and interrelationships. Emphasizes purposes of agencies as related to delivery of human services and procedures for referral, team building, and regional cooperation. Lecture 3 hours per week.
- HMS 190 - Coordinated Internship** **3 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.
- HMS 226 - Helping Across Cultures** **3 credits**
 Provides an historical overview of selected cultural and racial groups. Promotes understanding of group differences and the impact on counseling services. Lecture 3 hours per week.
- HUM 298 – Honors Seminar** **3 credits**
 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. May be repeated for credit. Variable hours.

- 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.
- IND 297 - Cooperative Education** **3 credits**
 Supervises 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.
- 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.
- 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 150 - Desktop Database Software**4 credits**

Incorporates instruction in planning, defining, and using a database; performing queries; producing reports; working with multiple files; and concepts of database programming. Includes database concepts, principles of table design and table relationships, entering data, creating and using forms, using data from different sources, filtering, creating mailing labels. 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.

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.

ITN 260 - Network Security Basics**3 credits**

Provides instruction in the basics of network security in depth. Includes security objectives, security architecture, security models and security layers; risk management, network security policy, and security training. Includes the give security keys, confidentiality integrity, availability, accountability and auditability. Lecture 3 hours per week.

ITP 120 - Java Programming I**3 credits**

Entails instruction in fundamentals of object-oriented programming using Java. Emphasizes program construction, algorithm development, coding, debugging, and documentation of console and graphical user interface applications. Lecture 3 hours per week.

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.

ITP 136 - C# Programming I**3 credits**

Presents instruction in fundamentals of object-oriented programming and design using C#. Emphasizes program construction, algorithm development, coding, debugging, and documentation of applications within the .NET framework. Lecture 3 hours per week.

JPN 101 - Beginning Japanese I**5 credits**

Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part I of II. Lecture 5 hours per week. May include one additional hour of oral practice per week.

JPN 102 - Beginning Japanese II**5 credits**

Develops the understanding, speaking, reading, and writing of Japanese, and emphasizes the structure of the language. Part II of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

MDA 95 - Topics In**1 credit**

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. May be repeated for credit. Variable hours.

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 195 - Topics In**1 credit**

Provides an opportunity to explore topical areas of interest to or needed by students. May be used also for special honors courses. 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-9and 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.

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.

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.

MKT 282 - Principles of E-Commerce**3 credits**

Studies on-line business strategies, and the hardware and software tools necessary for Internet commerce. Includes the identification of appropriate target segments, the development of product opportunities, pricing structures, distribution channels and execution of marketing strategies. Lecture 3 hours per week.

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.

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.

MTT 5 - Developmental Mathematics (Technology-Based) V**5 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 five developmental math units prescribed by the student's placement test results. Credits not applicable toward graduation. Placement scores requiring the student to complete five developmental math units.

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.

NAS 130 - Elements of Astronomy**4 credits**

Covers history of astronomy and its recent developments. Stresses the use of astronomical instruments and measuring techniques and includes the study and observation of the solar system, stars, and galaxies. Lecture 3 hours per week. Recitation and laboratory 3 hours. Total 6 hours per week.

NAS 150 - Human Biology**3 credits**

Surveys the structure and function of the human body. Applies principally to students who are not majoring in the health or science fields. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

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.

PED 101 - Fundamentals of Physical Activity I**2 credits**

Presents principles underlying the components of physical fitness. Utilizes conditioning activities involving cardiovascular strength and endurance, respiratory efficiency, muscular strength, and flexibility. May include fitness assessment, nutrition and weight control information, and concepts of wellness. Part I of II. Laboratory 2 hours. Total 2 hours per week.

PED 109 – Yoga**2 credits**

Focuses on the forms of yoga training emphasizing flexibility. Laboratory 2 hours. Total 2 hours per week.

ED 152 – Basketball**2 credits**

Introduces basketball skills, techniques, rules, and strategies. Laboratory 2 hours. Total 2 hours per week.

PED 154 – Volleyball**2 credits**

Introduces skills, techniques, strategies, rules, and scoring. Laboratory 2 hours. Total 2 hours per week.

PHI 220 – Ethics**3 credits**

Provides a systematic study of representative ethical systems. Lecture 3 hours per week.

PHI 227 - Bio-Medical Ethics**3 credits**

Examines the ethical implications of specific biomedical issues in the context of major ethical systems. Lecture 3 hours per week.

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 202. Lecture 3 hours. Laboratory 3 hours. Total 6 hours per week.

PLS 130 - Basics of American Politics**3 credits**

Teaches basics of the operations of Congress, the presidency, and the federal court system. Includes civil liberties, citizenship, elections, political parties, and interest groups. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

PLS 135 - American National Politics**3 credits**

Teaches political institutions and processes of the national government of the United States, focuses on the Congress, presidency, and the courts, and on their inter- relationships. Gives attention to public opinion, suffrage, elections, political parties, interest groups, civil rights, domestic policy, and foreign relations. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

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.

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.

- PSY 100 - Principles of Applied Psychology** **3 credits**
 Introduces the general principles of psychology as they are applied to work, relationships, and growth. Includes perception, learning, development, motivation, emotion, therapy, communication, attitudes. Lecture 2-3 hours per week.
- PSY 126 - Psychology for Business and Industry** **3 credits**
 Focuses on the application of psychology to interpersonal relations and the working environment. Includes topics such as group dynamics, motivation, employee-employer relationship, interpersonal communications. May include techniques for selection and supervision of personnel. Lecture 3 hours per week.
- PSY 200 - Principles of Psychology** **3 credits**
 Surveys the basic concepts of psychology. Covers the scientific study of behavior, behavioral research methods and analysis, and theoretical interpretations. Includes topics that cover physiological mechanisms, sensation/perception, motivation, learning, personality, psychopathology, therapy, and social psychology. 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 215 - Abnormal Psychology** **3 credits**
 Explores historical views and current perspectives of abnormal behavior. Emphasizes major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy. Includes methods of clinical assessment and research strategies. Prerequisite PSY 200, 201, or 202. 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.
- REL 215 - New Testament and Early Christianity** **3 credits**
 Surveys the history, literature, and theology of early Christianity in the light of the New Testament. Lecture 3 hours per week.
- 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.
- REL 246 – Christianity** **3 credits**
 Examines the origins and historical development of Christianity, its basic metaphysical and theological assumptions, its essential doctrines, and the present state of the church in the modern world. Lecture 3 hours per week.

RUS 101 - Beginning Russian I **5 credits**
Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part I of II. Lecture 5 hours per week. May include one additional hour of oral practice per week.

RUS 102 - Beginning Russian II **5 credits**
Develops the understanding, speaking, reading, and writing of Russian, and emphasizes the structure of the language. May include oral drill and practice. Part II of II. Lecture 4-5 hours per week. May include one additional hour of oral practice per week.

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.

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.

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 211 - Principles of Anthropology I **3 credits**
Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Part I of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

SOC 212 - Principles of Anthropology II **3 credits**
Inquires into the origins, development, and diversification of human biology and human cultures. Includes fossil records, physical origins of human development, human population genetics, linguistics, cultures' origins and variation, and historical and contemporary analysis of human societies. Part II of II. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

SOC 215 - Sociology of the Family **3 credits**
Studies topics such as marriage and family in social and cultural context. Addresses the single scene, dating and marriage styles, child-rearing, husband and wife interaction, single parent families, alternative lifestyles. Prerequisite or co-requisite ENG 111. Lecture 3 hours per week.

SOC 245 - Sociology of Aging **3 credits**
Introduces study of aging with special emphasis on later stages of the life cycle. Includes theories of aging, historical and comparative settings, social policy, and future trends of aging. 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.
- 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.
- SSC 101 - Contemporary Social Problems I** **3 credits**
 Surveys contemporary American social problems from the perspective of the social sciences. Provides an interdisciplinary approach as a basis for forming individual judgments on major domestic issues. Part I of II. Lecture 3 hours per week.
- SSC 102 - Contemporary Social Problems II** **3 credits**
 Surveys contemporary American social problems from the perspective of the social sciences. Provides an interdisciplinary approach as a basis for forming individual judgments on major domestic issues. Part II of II. Lecture 3 hours per week.
- SSC 107 - Problems of People in the Modern World** **3 credits**
 Analyzes contemporary social, psychological, political, and economic problems related to industrialization, urbanization, the role of government, national and international tensions. Lecture 3 hours per week.
- TRV 100 - Introduction to the Travel Industry** **3 credits**
 Presents an overview of the structure and scope of the travel industry with emphasis on job categories and functions, basic vocabulary, and the interrelationships of the various components. Includes the study of information displays of airline computer reservation system. Lecture 3 hours per week.
- 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

(Phone number and office location in parentheses)

Faculty (Full-time)

- Margaret Bennett** (757.789.1772, WDC 108)
 Assistant Professor, Nursing
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- Eve Belote** – ebelote@es.vccs.edu (757.789.1767, A-40)
 Assistant Professor/Associate Vice President of Inst. Advancement
 B.S., Virginia Tech
 M.A., Liberty University
- Travis Connelly** – tconnelly@es.vccs.edu (757.789.1769, B-83)
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 Certificate, Eastern Shore Community College
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 B.S., University of Maryland University College
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A.A.S., Tidewater Community College
B.A., Virginia Wesleyan College
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M.A., The College of William and Mary

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For a current listing of adjunct faculty, see <http://es.vccs.edu/academics/directory/?n=&d=&e=Adjunct+Faculty>

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STUDENT RIGHTS AND RESPONSIBILITIES

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

The following policies deal with 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.

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

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

Application of Laws

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

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

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

Application of College Regulations

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.

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.

Sanctions/Penalties

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

Procedures

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.

After making reasonable effort to discuss the matter with the student, the instructor may impose a grade of "F" for the work in question.

After making reasonable effort to discuss the matter with the student, the instructor may reduce the grade for the course or impose a failing grade for the course if the work in question weighs heavily in the requirements for the course, as specified in the written course of study.

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

Appeal Procedures

A student may appeal only after attempting to resolve the issue through discussion with the faculty member. If the student and instructor resolve the issue, the instructor must inform the Chief Academic Officer in writing as to the resolution.

An appeal must be made in writing to the Chief Academic Officer within ten (10) business days of the student receiving the report from the instructor. The Chief Academic Officer will refer the appeal to the Student Academic Misconduct Committee composed of three faculty members with consideration given to having a committee with diversity of race and gender and excluding the instructor involved. Members of the committee will be appointed by the president of the college. The Chief Academic Officer will be a non-voting observer at committee hearings, will represent the college, and will defend its determination of the outcome at the hearing. After conferring with the committee members, the instructor, the student, the Chief Academic Officer will schedule a hearing at a time convenient to all parties and within ten (10) business days* of the student's appeal unless there are extenuating circumstances which force an extension. For online students, a phone conference will be arranged.

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

- Published rules, regulations, and procedures (College Catalog or handout).
- Written notice to the student of the charge(s) for violating rules and regulations.
- A hearing or oral proceeding before the Student Academic Misconduct Committee.
- Information about witnesses who may give evidence to support the charge(s) and the opportunity to call witnesses on the student's behalf.
- Right for witnesses to be called by either the committee or the student to testify; the committee may cross-examine witnesses.
- 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.
- Right for a 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.
- A prompt written decision.
- Information about appeal procedures.

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 conclusion of the hearing, the Chief Academic Officer will communicate the disciplinary decision in writing by certified mail to the student. Any notifications mentioned within this policy will be sent in writing to the legal guardian of any student who is under eighteen years of age. A copy of the decision will be given to the instructor and the student and a copy will be placed in the student's permanent file.

Students receiving a penalty after his or her hearing may appeal such decision to the president of the college. Appeals must be in writing and must be received by the President's Office 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.

Attendance Policy

While individual instructor policies may vary somewhat, punctual and regular attendance is expected. Faculty will identify specific class attendance policies and other requirements of the class in the course syllabus that is distributed at the beginning of each term. Instructors are not obligated to give make-up tests or review material missed in class; therefore, it is the student's responsibility to know the policies of individual instructors.

If a student does not attend at least one class meeting or actively participate in a distance learning class by the Last-Day-to-Withdraw-with-Refund date, the student's class enrollment will be administratively deleted by the registrar. This means that there will be no record of the class or letter grade recorded on the student's transcript. Furthermore, this reduction in course load may affect the student's full-time or part-time student status and could have financial aid implications.

Sexual Violence, Domestic Violence, Dating Violence, and Stalking (Title IX) Policy

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 is Dr. Jeanne Natali who may be contacted by phone at 757.789.1759 or by email at TitleIXCoordinator@es.vccs.edu.

This 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.

Definitions¹

Advisor: An individual who provides the complainant and respondent support, guidance, or advice. Advisors may be present at any meeting or hearing, but may not speak directly on behalf of the complainant or respondent.

Campus: The term "campus" refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College's educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College, but controlled by another person, is frequently used by students and supports institutional purposes, such as a food or other retail vendor.

Complainant: A complainant refers to an individual who may have been the subject of a violation of this Policy and files a complaint against a faculty, staff member or student.

Consent: Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's mental incapacity or physical helplessness is without consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually-agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

Mental incapacity means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation through the use of drugs or alcohol. Intoxication is not the same as incapacitation.

Physical helplessness means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

Dating Violence: Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

Respondent: A respondent refers to the individual who has been accused of violating this Policy.

¹ Colleges must use the definitions set out in this Policy. The Campus SaVE Act states that the definitions of sexual assault, domestic violence, dating violence, stalking, and consent must be of the applicable jurisdiction.

Responsible Employee: A responsible employee is one designated for purposes of initiating notice and investigation of alleged violations of this Policy or who has the authority to take action to redress violations of this Policy. A responsible employee also is any employee who a person reasonably believes is a responsible employee. Responsible employees are required to forward all reports of violations of this Policy to the appropriate Title IX Coordinator.

Responsible employees also must report to the Title IX Coordinator any information obtained in the course of his employment that an act of sexual violence may have been committed against a student or may have occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus. [Any employee with supervisory authority is a responsible employee. (Alternatively, the College may name responsible employees by title, or name employees who are CSAs as responsible employees.)] A responsible employee shall not be an employee who, in his position at the College provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy or attorney.

Sex Discrimination: Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in college program or activity.

Sexual Assault: Sexual assault is defined as the intentional sexual contact with a person against that person's will by the use of force, threat, or intimidation, or through the use of a person's mental incapacity or physical helplessness. Sexual assault includes intentionally touching, either directly or through clothing, of the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual battery is a type of sexual assault.

Sexual Exploitation: Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to invasion of sexual privacy; prostituting another person; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, and knowingly transmitting HIV or an STD to another.

Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment shall be considered to have occurred in the following instances:

Quid Pro Quo: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly; or

Hostile Environment: Conduct so severe, pervasive, and objectively offensive that it undermines and detracts from an employee's work performance or a student's educational experience.

Sexual Misconduct: Sexual misconduct encompasses a range of behavior used to obtain sexual gratification against another's will or at the expense of another. Sexual misconduct includes sexual harassment, sexual assault, sexual exploitation, and sexual violence.

Sexual Violence: Sexual violence is any intentional physical sexual abuse committed against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, and sexual battery.

Stalking: Stalking occurs when someone, on more than one occasion, engages in conduct directed at another person with the intent to place, or knows or reasonably should know that the conduct places that other person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

Third Party: A third party is any person who is not a student or employee of the College.

Policy

Eastern Shore Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification), disability, national origin, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act).

This Policy is not intended to substitute or supersede related criminal or civil law. Individuals should report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the potential remedies that the College may provide.

Retaliation

Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting a complaint alleging a violation of this Policy, or any person cooperating in the investigation of allegations of violations of this Policy, to include testifying, assisting or participating in any manner in an investigation pursuant to this Policy and the resolution procedures is strictly prohibited by this Policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

Procedures

A. Reporting Incidents.

1. Members of the campus community who believe they have been subjected to any of these crimes should immediately report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security at (757) 789-7990 or local police by dialing 911.
2. Whether or not a report is made to law enforcement, members of the campus community should report alleged violations of this Policy to the Title IX Coordinator² during normal business hours. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of complaints filed with the College. To help ensure a prompt, fair, and impartial investigation and resolution, individuals are encouraged to complete a Complaint Form, found in Appendix A. The written complaint will be submitted to the Title IX Coordinator. Although strongly encouraged, a complainant is not required to submit a complaint on the Complaint Form or in writing.

Eastern Shore Community College Title IX Campus Resources

Title IX Coordinator: Dr. Jeanne Natali
(757) 789-1759
TitleIXCoordinator@es.vccs.edu

After normal business hours, members of the campus community should report alleged violations of this Policy to Security. Security should forward the report to the Title IX Coordinator as soon as possible during the next business day.

3. There is no time limit for filing a complaint with the College. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively. Failure to report promptly could result in the loss of relevant evidence and impair the College's ability to adequately respond to the allegations.

² If colleges have different Title IX Coordinators for students, staff, and faculty, the policy should indicate clearly to which Title IX Coordinator reports should be made.

B. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request. The Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement. Members of the campus community may decline to notify law enforcement authorities and decline their consent for the Title IX Coordinator to notify law enforcement if they wish. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed gathering evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

C. Confidentiality and Anonymous Reports.

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College has a responsibility to end conduct that violates this Policy, prevent its recurrence, and address its discriminatory effects. For this reason, some College employees may not keep secret any report of sexual violence, domestic violence, dating violence, or stalking. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and with as much privacy as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

2. Responsible employees must report all alleged violations of this Policy to the Title IX Coordinator. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, local police, student activities staff, human resources staff, and advisors to student organizations. Reports received by the College concerning the abuse of a minor must be reported in compliance with state law.

3. If a complainant wishes to keep the report confidential, it is recommended that he or she reports the alleged conduct to someone with a duty to maintain confidentiality, e.g., mental health counselor or clergy. Employees may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's ability to investigate and take reasonable action in response to a complaint may be limited. In such cases, the College will evaluate the request(s) that a complaint remain confidential in the context of the College's commitment to provide a reasonably safe and non-discriminatory environment. In order to make such an evaluation, the Title IX Coordinator may conduct a preliminary investigation into the alleged violation of this Policy and may weigh the request(s) against the following factors:

- The seriousness of the allegation(s);
- The complainant's or alleged victim's age;
- Whether there have been other similar complaints of against the same respondent;
- The respondent's right to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA; and
- The applicability of any laws mandating disclosure.

Therefore, the College may pursue an investigation even if the complainant requests that no action is taken and the College will not be able to ensure confidentiality in all cases. The College will notify the complainant in writing when it is unable to maintain confidentiality or respect the complainant's request for no further action.

4. Additionally upon receiving a report of an alleged act of sexual violence against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law-enforcement records, criminal history record information, health records, conduct or personnel records, any other facts and circumstances including personally identifiable information, related to the alleged incident known to the review committee. If it is determined by the law enforcement representative of the review committee that the

disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals, the College immediately will disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. If the report of an alleged act of sexual violence would constitute a felony sexual assault, within 24 hours of the first review team meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Paragraph C (4). The law enforcement representative usually will make this disclosure; however, any member of the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first team meeting shall disclose the information to the local Commonwealth's Attorney, including the personally identifiable information, if such information was disclosed pursuant to Paragraph C (4). If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

6. The College will accept anonymous reports, but it will be limited in its ability to investigate and take reasonable action. The College must have sufficient information to conduct a meaningful and fair investigation. A respondent has a right to know the name of the complainant and information regarding the nature of the allegations in order to defend against the complaint.

The College, when reasonably available and when requested, may arrange for changes in academic, parking, transportation, or work arrangements after an alleged violation of this Policy. When such accommodations are provided, the College will protect the privacy of the complainant to the extent possible while still providing the accommodation.

D. Amnesty.³

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting an incident. When conducting the investigation, the College's primary focus will be on addressing the alleged misconduct and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking; however, the College will extend limited amnesty from punitive sanctioning in the case of drug or alcohol use to complainants, witnesses, and others who report incidents, provided that they are acting in good faith in such capacity. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

E. Timely Warnings.

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to every extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

F. Interim Measures.

1. Prior to the resolution of a complaint, the College may suspend or place on disciplinary or administrative leave the respondent when it is determined that the respondent's continued presence on campus threatens the safety of an individual or of the campus community generally; may hamper the investigation into the alleged misconduct; or is necessary to stop threatening or retaliatory contact against the complainant or complainant's witnesses. The College shall provide advance notice of such measures, except in cases where the individual's presence constitutes a threat. In all cases, however, the College shall notify individuals subject to these interim measure(s) in writing of the specific facts and circumstances that make such interim measure(s) necessary and reasonable. Individuals subject to proposed interim measures shall have the opportunity to show why such measure(s) should not be implemented.

2. Notwithstanding the above, the College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic

³ This provision is optional, but recommended.

means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

3. The College may implement other measures for either the complainant or the respondent if requested, appropriate, and reasonably available, whether a formal complaint has been filed or whether an investigation by either campus administrators or law enforcement agencies has commenced. Such measures may include, but are not limited to, course schedule adjustments, reassignment of duty, changing work arrangements, changing parking arrangements, rescheduling class work, assignments, and examinations, and allowing alternative class or work arrangements, such as independent study or teleworking.

G. Sexual and Domestic Violence Procedures.⁴

Anyone who has experienced sexual violence, domestic violence, dating violence, or stalking should do the following:

- Safely find a place away from harm.
- Call 911 or if on campus, contact campus police/security.
- Call a friend, a campus advocate, a family member or someone else you trust and ask her or him to stay with you.
- Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.
- If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. "Rape drugs," such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day.⁵
- You should take steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order.
 - Do not wash your hands, bathe, or douche. Do not urinate, if possible.
 - Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
 - Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.
 - Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
 - Tell someone all the details you remember or write them down as soon as possible.
 - Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

H. Written Notification of Rights and Options.⁶

Members of the campus community who report incidents of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options, including the (i) available law-enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and adjudication under the College's policies; (v) the complainant's right to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a victim; (vii) information on contacting available on-campus resources and community resources, including local sexual assault crisis centers, domestic violence crisis centers, or other victim support services with which the College has entered into a memorandum of understanding; (viii) the importance of seeking appropriate medical attention; and (ix) options

⁴ This is required to be addressed in the policy under the Campus SaVE Act.

⁵ Colleges may use the local area's domestic violence/sexual assault hotline number.

⁶ This is required to be addressed in the policy under the Campus SaVE Act.

related to changes in academic, parking, and working arrangements, when requested and when reasonably available.⁷

I. Support Services.⁸

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. Students and employees may seek personal assistance from the following:

- ESCC Counselors in Students Services @ 757.789.1730
- Eastern Shore Community Services Board Emergency Crisis Hotline @ 757.442.7707
- Eastern Shore Coalition Against Domestic Violence (ESCADV) @ 757.787.1329
- Light House Ministries @ 757.787.2535
- Riverside Shore Memorial Hospital @ 757.414.8000

J. Education and Awareness.⁹

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual violence, domestic violence, dating violence, and stalking.

2. Incoming students and new employees must take part in a mandatory primary prevention and awareness program. The program, at a minimum, shall include:

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking;
- The definition of domestic violence, dating violence, sexual assault, and stalking;
- The definition of consent;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
- Information on possible sanctions, procedures to follow after an incident of sexual violence, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and
- Written notification about available resources and services, and options for academic and work accommodations, if requested and reasonably available.

3. The College also conducts an ongoing prevention and awareness campaign for all students and employees. The campaign shall include, at a minimum, the information provided to incoming students and new employees.

K. Resolution of Complaints.

1. The College has an obligation to provide prompt, fair, and impartial investigation and resolution of alleged violations to this Policy and is committed to so doing. Title IX Coordinator(s), investigators, and hearing officials must receive annual training on sexual violence, domestic violence, dating violence, and stalking, and the conduct

⁷ The information required by the Campus SaVE Act is included in this Policy: (a) possible sanctions or protective measures that the College may impose following a final determination of a disciplinary procedure regarding sexual violence, domestic or dating violence, or stalking (b) procedures individuals should follow if sexual violence, domestic or dating violence, or stalking has occurred; (c) procedures for disciplinary action in cases involving sexual violence, domestic or dating violence, or stalking, including a clear statement that the College's proceedings shall provide a prompt, fair, and impartial investigation and resolution; (d) information about how the College will protect the confidentiality complainants; (e) written notification of students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community; and (f) written notification about options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. Therefore, Colleges may fulfill this requirement by providing anyone who makes a report a copy of this Policy.

⁸ Required by the Campus SaVE Act.

⁹ Required by the Campus SaVE Act.

of investigations and hearings. The College may resolve complaints either by an informal or formal resolution process.

2. The parties may agree to proceed under the informal resolution process in matters not involving sexual violence, domestic violence, dating violence, or stalking. The formal resolution process will be applied (i) when any party that participated in the informal resolution process chooses to terminate the process, and (ii) to all matters that are not eligible for informal resolution.

L. Formal Resolution Process.

1. Complainant's Initial Meeting with the Title IX Coordinator.¹⁰ As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing. At this initial meeting, the Title IX Coordinator will:

- a) Provide the complainant a copy of this Policy;
- b) Provide the complainant with a Complaint Form, if necessary;
- c) Provide a written explanation of the complainant's rights and options related to changes in academic, parking, and working arrangements;
- d) Explain avenues for formal resolution and informal resolution of the complaint;
- e) Explain the steps involved in an investigation;
- f) Discuss confidentiality standards and concerns with the complainant;
- g) Determine whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;
- h) Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, or other victim support service with which the College has entered into a memorandum of understanding;
- i) Discuss with the complainant, as appropriate, possible interim measures that may be taken or provided when necessary during the pendency of the investigative and resolution processes;
- j) Discuss the right to a fair and impartial resolution of the complaint;
- k) Discuss the College's obligation to disclose information about the complaint, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, under certain conditions.

2. Respondent's Initial Meeting with the Assigned Title IX Coordinator.¹¹ As soon as is practicable, the Title IX Coordinator will schedule an initial meeting with the respondent. The respondent may be accompanied by an advisor of his or her choosing. During the initial meeting with the respondent, the Title IX Coordinator will:

- a) Provide the respondent, in writing, sufficient information to allow him or her to respond to the substance of the allegation;
- b) Provide the respondent a copy of this Policy;
- c) Provide a written explanation of the respondent's rights and options related to changes in academic, parking, and working arrangements;
- d) Explain the College's procedures for formal resolution and informal resolution of the complaint;
- e) Explain the steps involved in an investigation;
- f) Discuss confidentiality standards and concerns with the respondent;
- g) Discuss non-retaliation requirements;
- h) Inform the respondent of any interim measures that may be imposed on the respondent;
- i) Refer the respondent to campus and community resources, as appropriate;
- j) Discuss with the respondent, as appropriate, possible interim measures that can be provided to the respondent during the pendency of the investigative and resolution processes;
- k) Discuss the respondent's right to due process and a fair and impartial resolution of the complaint; and
- l) If the respondent is a student and the complaint involves an alleged act of sexual violence, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or withdraws while under

¹⁰ The College may request a meeting with a third party complainant, but it may not require his or her attendance.

¹¹ The College may request a meeting with a third party respondent, but it may not require his or her attendance.

investigation, and that the investigation will continue in the respondent's absence while being afforded notice of the charges (and hearing, if applicable) and an opportunity to respond to all of the evidence.

3. Title IX Coordinator's Initial Determination. a) The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; (ii) it is clear on its face and based on the Title IX Coordinator's initial meetings with the parties that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy. The Title IX Coordinator will consider the following factors in determining whether it is reasonable to investigate the complaint: the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the information; and whether the individuals allegedly subjected to the conduct can be identified.

b) In the event that the Title IX Coordinator determines that an investigation of the complaint should not be conducted, he or she will document (in consultation, as necessary, with the complainant, respondent, and other College officials) the appropriate resolution of the complaint and inform the parties of the same. The Title IX Coordinator shall provide specific and clear written reason(s) why an investigation should not be conducted. The Title IX Coordinator shall provide the determination that the College will not investigate the matter to the complainant and the respondent, concurrently, within five (5) workdays of the completion of the initial meetings. This decision is final.

4. Appointment of the Investigator and Conduct of the Investigation. a) If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meetings. The Title IX Coordinator will share his or her name and contact information with the complainant and respondent and will forward the complaint to the investigator. Within three (3) workdays of such appointment, the investigator, the complainant or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest posed by assigning such investigator to the matter. The Title IX Coordinator will consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest exists.

b) The investigator will contact the complainant and respondent promptly. In most cases, this should occur within three (3) workdays from the date of the investigator's appointment or the conclusion of the informal resolution process, whichever is later. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses to be interviewed during the course of the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

c) In the conduct of the investigation, the investigator should weigh the credibility and demeanor of the complainant, respondent, and witnesses; the logic and consistency of the evidence, motives, and any corroborating evidence.

d) The investigation of any alleged violation of this Policy should be completed within 60 days of the filing of the complaint or the date on which the College becomes aware of the alleged violation, unless good cause exists to extend the timeframe. If more time is necessary, the parties will be notified in writing and given the reason for the delay and an estimated time of completion.

e) Both complainant and respondent will have the opportunity to review and respond to evidence obtained during the investigation. Each party also will have the opportunity to review and comment on the written investigative report within seven (7) workdays of receiving the report. The final written investigative report and the parties' responses thereto shall be part of the record.

f) The investigator will complete a written investigative report that includes summaries of all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant electronic records, and a detailed report of the events in question. The written investigative report shall include at minimum, the following information:

- The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;

- A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);
- The date that the complaint or other report was made;
- The date the respondent was interviewed;
- The names and gender of all persons alleged to have committed the alleged violation;
- The names and gender of all known witnesses to the alleged incident(s);
- The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;
- Any written statements of the complainant or the alleged victim if different from the complainant;
- The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process (if applicable); and
- The outcome of the investigation.

g) The investigator will forward the written investigative report to the Title IX Coordinator.

h) The withdrawal of a student from the College while under investigation for an alleged violation of this Policy involving an act of sexual violence shall not end the College's investigation and resolution of the complaint. The College shall continue the investigation as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to review and respond to all the evidence against the student, and to the written investigative report prior to making a final determination. The student also shall receive notice in writing of any hearing, including the day, time, and location. Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, *"Withdrew while under investigation for a violation of Eastern Shore Community College's sexual misconduct policy."* After the College has completed its investigation and resolution of the complaint, the College shall either (1) remove the notation if the student is found not responsible or (2) change the notation to *"Withdrew while under investigation and subsequently found responsible for a violation of Eastern Shore Community College's sexual misconduct policy."* Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

L. Determination of Title IX Coordinator and Corrective Action Report.

1. The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. The "preponderance of the evidence" standard requires that the weight of the evidence, in totality, supports a finding that it is more likely than not that the alleged violation occurred.

2. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. The Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

3. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make the determination in writing and distribute the written investigative report with such finding to the complainant and the respondent concurrently. All parties to whom the written investigative report is distributed pursuant to this Policy should maintain it in confidence. Both the complainant and the respondent may appeal the finding under the procedure described below.

4. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a separate written corrective action report that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. If interim measures as described above have been taken, the written corrective action report shall include a recommendation regarding continuation, suspension or modification of any such interim measures. The Title IX Coordinator shall distribute the written corrective action report to the complainant and respondent concurrently. In most cases, the written corrective action report should be completed within five (5) workdays after the distribution of the written investigative report. The written investigative report and the corrective action report may be submitted concurrently. The Title IX Coordinator also

shall provide the written investigative report and the written corrective action report to the appropriate College official, as described below.

5. If the respondent is a student, the Title IX Coordinator will forward the reports to the Interim Vice President for Academic and Student Affairs. Within ten (10) workdays, the Interim Vice President for Academic and Student Affairs shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). When the respondent is a student, within five (5) workdays of receipt, the Title IX Coordinator may disclose to the complainant the sanctions imposed on the respondent that directly relate to the complainant as permitted by state and federal law, including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act, when such disclosure is necessary to ensure the safety of the complainant. The Title IX Coordinator also may disclose in writing to the complainant the final results of a disciplinary proceeding involving the respondent with regard to an alleged forcible or non-forcible sex offense, act of stalking, domestic violence or dating violence on the complainant, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act. The disclosure of final results must include only the name of the student, the violation committed, and any sanction imposed by the College against the student.

6. If the respondent is an employee, the Title IX Coordinator will forward the reports to the employee's supervisor and Human Resources Officer. Within ten (10) workdays, the supervisor and Human Resources Officer shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s).¹²

7. If the respondent is a third party, the Title IX Coordinator will forward the reports to Vice President of Finance and Administration and police chief. Within ten (10) workdays, the Vice President of Finance and Administration shall determine and impose appropriate sanctions, as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s). The Title IX Coordinator may disclose to the complainant information as described above.

8. The Title IX Coordinator will advise the respondent and the complainant of their right to appeal any finding or sanction in writing. The written notification also shall provide information on the appeals process. If the respondent does not contest the finding or recommended sanction(s), the respondent shall sign a statement acknowledging such. The signed statement shall be part of the record.

M. Informal Resolution.

1. After receiving a request from both parties to resolve the complaint with the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution. Within five (5) workdays of the appointment, the College official will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed. Within ten (10) workdays of receiving the written statements, the College official will hold a meeting(s) with the parties and coordinate informal resolution measures. The College official shall document the meeting(s) in writing. Each party may have one advisor of his or her choosing during any meeting; however, the advisor may not speak on the party's behalf.

2. The informal resolution process should be complete within thirty (30) days in most cases, unless good cause exists to extend the timeframe. The parties will be notified in writing and given the reason for the delay and an estimated time of completion. Any party may request in writing that the informal resolution process be terminated at any time, in which case the formal resolution process will commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with the proposed informal resolution.

3. Any resolution of a complaint through the informal process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution remedies might include mandatory education, counseling, written counseling by an employee's supervisor, or other methods. The College official will provide the complainant and respondent with a copy of the final written report concurrently. The final written report shall include the nature of

¹² The complainant shall not receive information that would constitute personnel records; however, the College will take appropriate steps as necessary to protect the safety of the complainant while also complying with state law and policy.

the complaint, a meeting(s) summary, the informal resolution remedies applied, and whether the complaint was resolved through the informal resolution process.

4. There is no right of appeal afforded to the complainant or the respondent following the informal resolution process.

Sanctions and Corrective Actions

A. The College will take reasonable steps to prevent the recurrence of any violations of this Policy and to correct the discriminatory effects on the complainant (and others, if appropriate). Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

B. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and dismissal from the College.

a. If a student is found responsible for an act of sexual violence under this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "*Suspended /Dismissed for a violation of Eastern Shore Community College's sexual misconduct policy.*" In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purpose of this section following completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.

b) If a student withdraws from the College while under investigation involving an act of sexual violence under this Policy, the student's academic transcript shall be noted as follows: "*Withdrew while under investigation for a violation of Eastern Shore Community College's sexual misconduct policy.*" Students are strongly encouraged not to withdraw and to participate in the investigation and resolution of the complaint.

c) The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible of an offense of sexual violence under this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.

d) Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of all appeals.

C. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.

D. Third parties, e.g., contractors, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.

E. Title IX Coordinator will determine the final accommodations to be provided to the complainant, if any.

F. [Sanctions imposed do not take effect until the resolution of any timely appeal. However, sanctions may take effect immediately when the continued presence of an individual on campus may threaten the safety of an individual or the campus community, generally. Sanctions will continue in effect until such time as the appeal process is exhausted in such cases.]

Appeals

(Please note that appeals are not required by Title IX or the Campus SaVE Act. However, an appeals process that provides a formal hearing is strongly recommended. Colleges may use procedures already in existence or

develop a separate appeals process if they provide the opportunity for an appeal.¹³ Below are two recommendations for an appeals process.)

Option 1:

1. Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Individuals must submit a written request for appeal to Title IX Coordinator within ten (10) workdays of the outcome of the investigation or imposition of sanction(s), whichever is later. The appeal request must cite the reason(s) for the appeal and provide evidence to support those reason(s).
2. Appeals shall be granted for the following reasons only:¹⁴
 - The investigator exhibited unfair bias which influenced the results of the investigation;
 - New evidence, unavailable at the time of the investigation that could substantially impact the investigator's finding. The appeal should explain why the evidence was unavailable previously and why such evidence may substantially impacts the investigator's finding;
 - Error in the conduct of the investigation that is of such magnitude as to deny fundamental fairness;
 - The sanction(s) are unjustified by the evidence and/or mitigating factors warrant a lesser sanction or aggravating factors warrant a greater sanction.
3. Within five (5) workdays of receipt of the written request for appeal, [the applicable college official] shall notify the parties whether the appeal is granted. This decision is final and may not be appealed. If the appeal is granted, the parties shall be notified in writing. The Hearing Committee Chair will be notified to schedule a hearing when the parties are notified that the appeal has been granted. The Hearing Committee Chair will notify the parties of the time and place of hearing before the Hearing Committee¹⁵ concurrently. Such hearing typically will be scheduled within fifteen (15) workdays of the decision to grant the appeal. If an extension beyond fifteen (15) workdays is necessary for good cause, both parties will be notified of the expected time frame concurrently.
4. Within five (5) workdays of scheduling the hearing, parties must submit a written statement to the Hearing Committee Chair that (i) identifies the names and addresses of witnesses that are requested to be called at the hearing; (ii) identifies and includes copies of any documents that will be used as evidence at the hearing; and (iii) requests a specific remedy. A party not appealing the findings or sanction(s) may choose not to submit information. If a non-appealing party elects not to participate in the hearing, the Hearing Committee shall use evidence and statements from the record.
5. The Hearing Committee Chair shall provide the witness list and copies of any documents that will be used as evidence at the hearing to each party no later than five (5) workdays prior to the hearing.
6. The Title IX Coordinator shall forward the written investigative report and the written corrective actions report to the Chair of the Hearing Committee as soon as possible, but no later than ten (10) workdays prior to the hearing.
7. Each party may retain an attorney at his or her own expense or designate a non-attorney advisor to accompany him or her at the hearing. If either party has retained legal counsel or a non-attorney advisor, the party must immediately notify the Hearing Committee Chair of such and provide contact information. The role of the attorney or advisor for the parties shall be limited to advice and consultation with the parties or the parties' witnesses. Attorneys and advisors may not question witnesses, raise objections, or make statements or arguments to the Hearing Committee at the hearing. If either party is represented by an attorney, the College may receive assistance from the Office of System Counsel of the VCCS System Office.

¹³ Colleges may not deny the procedural rights afforded by law to classified employees. The procedural rights afforded to faculty under the VCCS Policy Manual still apply unless and until the VCCS Policy Manual is revised by the State Board. Therefore, if a college's process includes a formal hearing under this Policy, it still must provide staff and faculty the right to grieve any disciplinary sanction imposed against them under the applicable grievance process. With respect to students, colleges should clearly indicate whether the complaint resolution procedures outlined in its sexual misconduct policy supersede the regular student grievance procedures.

¹⁴ This is optional. Colleges may confer a right to an appeal in all cases.

¹⁵ Colleges may choose the composition of the hearing committee and the selection thereof. All members of the committee must receive training on how to conduct a hearing.

8. The Hearing Committee Chair shall preside over the hearing. The rules of evidence shall not be strictly applied. All evidence and testimony relevant to whether a violation of this Policy occurred and whether the grounds for appeal are met by a preponderance of evidence shall be considered. The hearing shall be conducted in a fair and impartial manner. The Hearing Committee Chair and its members will question the parties and witnesses. The parties may not question one another. The Hearing Committee Chair will be the final decision-maker on all matters of procedure during the hearing. All hearings will be closed to the public.

9. The past sexual history of either party with anyone other than each other is not admissible. Either party may call character witnesses, however.

10. The Hearing Committee Chair will arrange for the hearing to be recorded. Each party will receive a copy of the recorded hearing upon request. Parties may prepare a transcript of the recording at their own expense.

11. Within ten (10) workdays of the hearing, the Hearing Committee Chair will submit a written decision to the parties, the Title IX Coordinator, and the president of the College, concurrently. The decision shall include: (i) a description of the grounds for appeal; (ii) whether such grounds are accepted or rejected and the rationale for such determination; (iii) the Committee's decision to uphold or reject the findings of the written investigative report and/or the sanction(s) and the rationale for such determination; (iv) if the written investigative report's findings and/or sanction(s) are rejected, the findings of the Committee and resolution.

12. Either party may appeal the Hearing Committee's decision to the president of the College. The president's decision is final.

Option 2:

Either the complainant or the respondent has the opportunity to appeal the outcome of the written investigative report or the sanction(s) recommended. Appeals shall be conducted in accordance with the applicable grievance procedures described in the Student Handbook, VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. Third parties may request that the College reconsider its decision in writing to the Vice President of Finance and Administration.¹⁶

Academic Freedom and Free Speech¹⁷

A. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas" the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications, without accompanying unwanted sexual physical contact, is not sexual violence or sexual assault. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from an employee's work performance or a student's educational experience.

B. In addressing all complaints and reports of alleged violations of this Policy, the College will take all permissible actions to ensure the safety students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This Policy does not apply to curriculum, curricular materials, or abridge the use of particular textbooks.

False Allegations¹⁸

Any individual who knowingly files a false complaint under this Policy, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is not necessarily proof of knowingly filing a false complaint.

¹⁶ Each party could file a grievance and the college would handle each grievance separately. Grievances involving classified staff may use the expedited process or proceed immediately to a formal hearing when applicable.

¹⁷ This section is optional, but recommended.

¹⁸ This section is optional.

Consensual Relationships¹⁹

Pursuant to VCCS Policy 3.14.2. consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly forbidden, are unwise and are strongly discouraged. The relationship may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome.

Recordkeeping

The Title IX Coordinator shall maintain, in a confidential manner, for at least five (5) years, paper or electronic files of all complaints, witness statements, documentary evidence, written investigative reports, review committee reports, written corrective action reports, sanctions, appeal hearings and associated documents, the responses taken campus personnel for each complaint, including any interim and permanent steps taken with respect to the complainant and the respondent, and a narrative of all action taken to prevent recurrence of any harassing incident(s), including any written documentation.

A. This Policy shall be forwarded to the VCCS Office of System Counsel in July of each year to be reviewed and updated as necessary.²⁰

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.

Violations

1. Material disruption or obstruction of teaching, research, administration, disciplinary proceedings, or any other college activities.
2. 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.
3. 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.
4. Participating in or inciting a riot or an unauthorized disorderly assembly.
5. Seizing, holding, commandeering, or damaging any property or facilities of the college, or threatening to do so, or refusing to depart from any property or facilities of the college upon direction by college officials or other persons authorized by the institution.
6. 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.
7. Failure to comply with the official and proper order of a duly designated college official.
8. Gambling or holding a raffle or lottery on college property or at any college function without proper college or other necessary approvals.
9. Use, possession, manufacture, sale, or distribution of narcotics or hallucinatory drugs or controlled substances of any nature.
10. Use or possession of weapons (guns, knives, etc.) on one's person or in one's motor vehicle while on campus.
11. Littering.
12. Defacing, destroying, damaging, removing or using public or private property without proper authorization.
13. 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.
14. Encouraging or assisting others to commit any of the acts which are prohibited by this Code.
15. Knowingly furnishing false information to the college, including the forgery, alteration or misuse of college

¹⁹ This policy was approved by the State Board on May 21, 2015.

²⁰ The State Board must certify to SCHEV by October 31 of each year that the policy has been reviewed and updated as appropriate.

- documents, instruments, or identification.
16. Obscene conduct or public profanity.
 17. Theft, larceny, or embezzlement.
 18. 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.
 19. 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:

1. Admonition: An oral or written statement to a student that she/he is violating or has violated college rules and may be subject to more severe disciplinary action unless the violation ceases or is not repeated. An admonition is an action which may be administered by the Coordinator of Student / Enrollment Services without further review.
2. Immediate Suspension: A student will be suspended immediately when:
 - i. In the judgment of the president or the president's designee, the presence of the student poses a serious threat to persons and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and to reach possible resolution and/or
 - ii. 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.
3. 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 definite period of time.
4. 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.
5. Dismissal: Removal from the college for a period in excess of one year. Such person will have to reapply after the dismissal period. Readmission is not assured. The conditions of readmission, if any, will be stated in the order of dismissal.
6. Restitution for damages. Reimbursement for damaged or misappropriated property. This may take the form of appropriate service to repair or otherwise compensate for damages.
7. Bar against readmission to the college.

Disciplinary Procedures

The Coordinator of Student / Enrollment Services is responsible for carrying out disciplinary procedures within the college except for academic misconduct and computer ethics violations. The academic misconduct process is carried out by faculty with written notification to the Chief Academic Officer. The computer ethics violation process is carried out by the chief information officer and the vice-president of finance and administration. 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 Coordinator of Student / Enrollment Services against any student for a violation of any college rule or regulation. Incident Report forms are available in the office of the registrar. The Dean will complete an investigation of the alleged violation within four class days after such Incident Report is filed.

Unless the Dean's initial investigation clearly reveals that the charge or charges are unfounded, within those four days he or she 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. In addition the college will also send such notification to the student via college e-mail. The summons shall notify the student of his or her alleged violation and the name of the person making the allegation, and it shall instruct the student to appear at a meeting with the Coordinator of Student / Enrollment Services at a specific time and place not more than five class days after the date of the letter for possible disciplinary action. The Coordinator of Student / Enrollment Services 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 student, the student will be advised of the charge or charges against him or her, 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 Coordinator of Student / Enrollment Services shall determine whether to 1) dismiss the alleged violation as unfounded; 2) administer a reprimand or 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 founded violations, either where the facts are in dispute or where admonition is inappropriate, to the Student Conduct Committee.

If possible, the Dean will communicate his or her determination at the meeting with the student. The Dean 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 Dean's imposition of an admonition or a sanction may request a hearing before the Student Conduct Committee in writing to the Dean within five class days of receiving the Dean's written disposition. If the student accepts the Dean'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 Dean determines that a hearing by the Student Conduct Code Committee is necessary because the case may involve disciplinary probation, suspension, or dismissal, he or she 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 Dean'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 Coordinator of Student / Enrollment Services 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 Coordinator of Student / Enrollment Services a finding of facts and a recommendation as to any disciplinary action. Unless the Coordinator of Student / Enrollment Services 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 Coordinator of Student / Enrollment Services will communicate the disciplinary decision in writing by certified mail to the student.

Any notifications mentioned within this policy will be sent in writing to the parent or guardian of any student who is under eighteen years of age.

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 by the Vice-President of Academic and Student Affairs within five class days of the Dean's decision. The Vice-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 Coordinator of Student / Enrollment Services or, in his or her absence, any other college administrator. In order for the official investigation process to begin, the college employee or student observer must file a written Incidence Report with the Coordinator of Student / Enrollment Services. Incident Report forms are available in the registrar's office. The accused will be notified in writing of the charge and an impending hearing. The college reserves the right at all times to take such prompt action as may be needed to preserve the peace, integrity, and safety of the educational process and campus environment.

Revised 11-13-08

Weapons on Campus Policy

Effective Date: 10/15/2012

This policy applies to all employees, students and visitors/third parties of the college.

Definitions

Weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but utilized for the purpose of inflicting or threatening bodily injury to an individual.

Firearms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, B. B.s or shot, regardless of the propellant used.

Policy

Pursuant to the VCCS Policy Manual, Section 3.14.6 (Workplace Violence Prevention and Threat Assessment Policy), to the extent allowed by law, Eastern Shore Community College prohibits carrying weapons/firearms on campus property.

- A. Firearms (prohibited action)
 1. Possessing, brandishing, or using a weapon while on state premises by students, except where possession is a result of the participation in an organized and scheduled instructional exercise for the course, or where the student is law enforcement professional;
 2. Possessing, brandishing, or using a firearm, weapon, or other device by faculty or staff that is not required by the individual's position while on college/system office property or engaged in the college/system office business; or in violation of law or other college/system office policy, except where the employee is a law enforcement professional;
 3. Brandishing, using or possessing a weapon without a permit to carry a concealed weapon by the third parties while on campus in the academic or administrative buildings, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does not apply to law enforcement personnel.
 4. Brandishing or using a weapon by third parties with a permit to carry a concealed weapon while on campus in academic or administrative building, or while attending a sporting, entertainment or educational event, when specifically asked by the college to agree not to possess a weapon as a condition of attendance. This provision does

not apply to law enforcement personnel.

B. Weapons (prohibited action)

1. Using other materials or items as dangerous weapons is also prohibited. An item is used as a dangerous weapon when it is used with intent to cause harm, threaten, or intimidate.
2. Specifically prohibited items include, but are not limited to the following: explosive or incendiary devices, sheath knives, stilettos, switchblades, dirks, daggers, pocket knives with blades over three inches in length and carrying of any knife in such a manner that makes it visible to the general public, and any other item or object utilized for the purpose of inflicting or threatening bodily injury to an individual.

C. Violation

1. Any individual who is reported or discovered to possess a firearm or weapon on college property will be asked to remove it immediately. Failure to comply may result in a student disciplinary action and/or arrest.

Procedures

D. Reporting Incidents of Weapons on Campus.

1. Employee Responsibilities

a) Any employee who becomes aware of a weapon on campus shall immediately report it to his/her supervisor or the Campus Security Department. If the supervisor or Security Officer is unavailable, or is the alleged perpetrator, the incident shall be reported to the Accomack County Sheriff's Office. In the event of an emergency, dial 911.

2. Management Responsibilities

a) Any manager/supervisor/faculty who becomes aware of a weapon on campus, must immediately report it to their manager/supervisor and Campus Security Department. If the act represents an immediate threat of harm to any individual or themselves, it must be reported immediately to the Accomack County Sheriff's Office. In the event of an emergency dial 911.

E. Investigation

1. Employee Responsibilities

a) All employees shall cooperate with any investigation of weapons in the workplace. Employees will be asked to provide statements regarding a weapon which they witnessed.

2. Management Responsibilities

a) Investigation of reported weapons on campus shall be conducted initially by the VP of Finance and Administration or the Administrator in Charge (AIC) and Campus Security Department. The investigation shall be conducted on an immediate, priority basis, following emergency medical care if needed, and in a manner consistent with the concepts of confidentiality, impartiality, and due process. Known or suspected physical evidence should not be touched without law enforcement guidance whenever possible.

b) As part of the investigation, the VP of Finance and Administration or the AIC and Campus Security Department will obtain statements from the individuals involved in the incident and any witnesses.

c) The President or VP of Finance and Administration shall take appropriate disciplinary action in accordance with DHRM's Standards of Conduct Policy 1.60 and this policy. The manager/supervisor should consult with Campus Security prior to issuing any formal disciplinary action.

F. ESCC prohibits any form of retaliation against an employee making a report under this policy.

Sanctions

Sanctions will be commensurate with the severity and/or frequency of the offense. ESCC is committed to ensuring the safety of all employees, students and visitors to the campus community. Any violation under this no weapons policy is an extremely serious offense and may result in termination, even upon the first

offense.

Expressive Activity Policy

This policy does not apply in instances when speakers, performers, groups, etc. are invited by ESCC or to external groups that arrange to use ESCC space through a Facilities Use Agreement.

Definitions

The term “expressive activity” includes:

- Meetings and other group activities of students and student organizations;
- Speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations, and outside groups invited by student organizations;
- Distributions of literature, such as leaflets and pamphlets; and
- Any other expression protected by the First Amendment to the U.S. Constitution.

Policy

ESCC 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.

Procedures

Reserving Campus Facilities

Note: Anyone reserving campus facilities must work with the Facilities Rental staff of Workforce Development Services and abide by the official Facilities Rental Policy and Procedures. Call 757.789.5927 for more information.

1. If students, student organizations, or college employees desire to reserve campus facilities, they shall submit their requests to the appropriate college administrator a minimum of 24 hours in advance of the planned activity. For certain types of activities, such as rallies or other gatherings of more than 50 people, etc... more notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus.
2. If individuals or organizations who are not members of the ESCC community (*i.e.*, not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college itself to conduct expressive activities or events on campus.
3. The following indoor areas are not available for expressive activity: administration offices, library, computer labs, science and technical labs, and classrooms during instructional hours. Any other restrictions on expressive activities occurring in indoor facilities will (a) apply equally to all individuals and organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
4. Students, student organizations, and college employees may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons only:
 - a. The requested venue is an indoor facility that the college has designated as not available for expressive activity noted in 3 above;

- b. The venue is already reserved for another event²¹;
 - c. The activity will attract a crowd larger than the venue can safely contain;
 - d. The activity will substantially disrupt another event being held at a neighboring venue²²;
 - e. The activity is a clear and present threat to public safety, according to the college's police or security department;
 - f. The activity will occur during college examination periods;
 - g. The activity is unlawful; or
 - h. The activity will substantially disrupt college operations (including classes).
5. During an event, the student, student organization, or college employee requesting the reservation is responsible for preserving and maintaining the facility it reserved. If it causes any damage to those facilities, it (and its officers, if applicable) shall assume responsibility.
 6. When assessing a request to reserve campus facilities, ESCC administrators will not consider the content or viewpoint of the expression or the possible reaction to that expression, nor will they impose restrictions on students, student organizations, or college employees due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to a student's, student organizations, or college employee's expression, college officials (including college police or security) will take all available steps to ensure public safety while allowing the expressive activity to continue.

Spontaneous Expressive Activity

1. For indoor campus facilities, areas in which students, student organizations, and their sponsored guests may engage in spontaneous expressive activities are designated by signage indicating such. Areas so designated will (a) apply equally to all students and student organizations and (b) not depend upon the content or viewpoint of the expression or the possible reaction to that expression.
2. For outdoor campus facilities and areas, students, student organizations, and their sponsored guests may freely engage in spontaneous expressive activities as long as they do not (a) block access to campus buildings, (b) obstruct vehicular or pedestrian traffic, (c) substantially disrupt previously scheduled campus events, (d) substantially disrupt college operations, (e) constitute unlawful activity; or (f) create a clear and present threat to public safety, according to the college's police or security department.

No college personnel may impose restrictions on students, student organizations, or their sponsored guests who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, college officials (including college police or security) will take all available steps to ensure public safety while allowing the expressive activity to continue.

Student Complaint and Grievance Policy

It is the goal of Eastern Shore Community College 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. Therefore, this policy is presented in three sections. Section I deals with resolving disagreements and complaints. Special policies for grade appeals are included at the end of Section I. Section II involves filing a grievance (which can only be done after a student has completed the process for resolving disagreements and complaints). Section III discusses General Provisions related to formal complaints and grievances. All documentation and correspondence regarding complaints and grievances are to be forwarded to and maintained by the Coordinator of Student Services.

NOTE: ESCC students may file a written complaint with any college employee. Upon receiving a written complaint, the receiving employee will forward the complaint to the appropriate administrator for response and disposition. Information on the complaint shall be considered confidential and shall be shared only on a "need to know" basis. If

²¹ In the event that multiple individuals or organizations submit conflicting reservation requests, the following order of precedence shall govern: (1) official college sponsored activities and events; (2) recognized student organization activities and events; (3) student activities and events; and (4) all other activities and events.

²² The expression of competing viewpoints or multiple speakers in proximity to each other does not, without more, constitute a substantial disruption.

the student does not consider the response and disposition concerning the complaint to be adequate, he or she may appeal to the appropriate Vice President and then to the President, whose decision is final.

SECTION I. Procedures for Resolving Complaints

A. Step One

If the student wishes to file a complaint about the actions of a person, with a policy, or with a procedure of the College, the student must first discuss her/his concern with the person with whom the student has a complaint. Since disagreements should be raised and settled promptly, a complaint shall be filed with the person with whom the student has a complaint within 20 business days either of the event giving rise to the complaint or within 20 business days of the time when the student reasonably should have gained knowledge of its occurrence. For the time limit for making a complaint about a grade, see below.

If the student's complaint involves harassment by another individual, the student should file her/his complaint directly with the Title IX Coordinator (See Title IX Policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking in the College Catalog and Handbook and college website).

B. Step Two

If, after discussing the complaint with the person with whom the student has a complaint and she/he is not satisfied with the disposition of the complaint, the student may appeal to the person's supervisor with a formal complaint. The student must make a written statement clearly describing the nature of the complaint. This statement needs to be addressed to the Coordinator of Student Services. If the complaint is against the Coordinator of Student Services, the student needs to submit the form to the Vice President of Academics. The student must file her/his formal grievance within 10 business days after talking with the person with whom the student has a complaint. The following individuals will hear the student's complaint:

1. Academic matters (e.g., grades, course requirements, etc.) will be heard by the Vice President of Academics. The Dean of Workforce Development Services will hear complaints regarding non-credit courses.
2. Complaints regarding admissions matters (e.g. enrollment and transfer of credits, financial aid matters, and other student services) will be heard by the Coordinator of Student Services.
3. Complaints in other areas should be submitted to the Coordinator of Student Services, who will forward the complaint to the appropriate person.

It is the responsibility of the appropriate administrator to hear the student's complaint within 10 business days of the student's appeal. The administrator must notify the student, in writing, of the disposition of the student's appeal within 10 business days of hearing the student's appeal.

Grade Appeal Policy and Procedure

The faculty of Eastern Shore Community College is unequivocally committed to the principle that evaluation of student work and assignment of grades is a responsibility and a prerogative to be exercised solely by the faculty. Therefore, at no point may an administrator change a grade assigned by an instructor. When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor, (with a copy to the Vice President of Academics) identifying specifically the reason(s) for the appeal and including any supporting documentation. Grounds for the appeal are 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.

This written report must be filed with the instructor as soon as possible and no later than ten business days after the first day of class of the next subsequent term. If the matter is not mutually resolved at this level, the student may appeal to the Program Head (where appropriate) and finally to the Vice President of Academics.

At each level of appeal, each response to the appeal and subsequent appeal must be made in writing within ten business days. No new complaint may be appealed at any higher level which was not identified by the student in the original written appeal to the instructor. If appropriate, at the sole discretion of the Vice President of Academics, she/he may appoint a faculty committee to review the case. If the Vice President of Academics does not appoint a committee, the grade assigned by the faculty member will remain unchanged. The decision of the Vice President of Academics as to whether or not to appoint a committee cannot be appealed by either party. Should a committee be appointed by the Vice President of Academics it will consist of three (3) instructional faculty from a variety of disciplines (there will be a rotation of faculty assigned to the committee).

Students dually-enrolled through ESCC shall follow their local school district grade appeal policies unless the

course is taught by a ESCC faculty member. In this case, the procedures described in this policy will apply.

The student should be aware that the committee review process may result in the grade being raised, lowered, or unchanged. The committee will meet and report its findings within fifteen business days from its appointment by the Vice President of Academics. The decision of the committee will be reported to the Vice President of Academics with a copy to the Coordinator of Student Services, who will record the grade and if the grade is changed, will update the Student Information System (SIS). A copy of the finding of the committee will be placed in the student's file in the Registrar's Office.

SECTION II. Procedures for Filing a Grievance

In rare instances, a situation may arise in which the student is not satisfied with the response that she/he received as a result of a complaint or grade appeal. In such an instance, after the student has completed the complaint procedure or grade appeal, the student has the right to file a grievance. The following are the procedures for filing a grievance.

- A. The student is to compose a written statement clearly describing the nature of the grievance. This statement needs to be submitted to the Coordinator of Student Services. If the grievance is against the Coordinator of Student Services, the written statement needs to be submitted to the Vice President of Academics.
- B. Grievable Action – a complaint of unfair treatment may be determined to be grievable if the student is able to demonstrate reasonable evidence that a College policy or procedure was applied to the student unfairly, in a different manner than application to others, and that the student has experienced some damages or injury as a result. Determination of grievability will be made, in order, by the Coordinator of Student Services or, if the student is not satisfied, by the Vice President of Academics or, if the student is still not satisfied, by the President.
- C. If it is determined that the student has a grievable complaint, the grievance will be heard by a Grievance Panel. The Vice President of Academics will, within 10 business days of the determination of grievability, appoint a Grievance Panel with the following membership:
 1. One academic administrator, who will serve as a chair of the panel. This may be an administrator who works in an academic division (e.g. program head) or in an academic support area.
 2. One teaching faculty member
 3. One student member, who will be selected by the Coordinator of Student Services.

Every effort will be made to rotate the membership of this committee. Within 10 business days after the Grievance Panel has been designated by the Vice President of Academics, the chair of the Grievance Panel shall set a time and place for the hearing and notify the student in writing. The hearing shall be held within 14 business days after the Grievance Panel has been designated. The Grievance Panel shall make its decision by simple majority vote and will notify the Vice President of Academics of its decision within 10 business days after the hearing is completed. The Vice President of Academics will notify the student, in writing, of the decision of the Grievance Panel within 10 business days of the receipt of the Panel's recommendation.

The decision of the Grievance Panel may be appealed, in writing, by the student to the Vice President of Academics within 10 business days of the postmark of the panel's decision that is sent to the student by the Vice President of Academics. Either party in the grievance procedure has the right to appeal. If the student appeals the decision of the Grievance Panel to the Vice President of Academics, a decision will be made within 10 business days of the postmark of the appeal. The decision of the Vice President of Academics may be appealed, in writing, by the student to the President within 10 business days of the postmark of the decision.

If the student appeals the decision of the Vice President of Academics to the President, the President's decision will be made within 10 business days of the postmark of the appeal and this decision will be final.

SECTION III. General Provisions

- A. In no case may an individual involved in an earlier level of the grievance serve on the Grievance Panel.
- B. When filing a grievance, the student may have an advisor present at the hearing; however, the student must so inform the chair of the Grievance 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 person with whom the student has a grievance may have an advisor present at the hearing.
- C. 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.
- D. 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.
- E. The Grievance 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 grievance. The Grievance Panel cannot formulate or change College policies or procedures nor commit state resources.
 - F. The Grievance Panel shall make its decision by simple majority vote. All members must be present. The chair of the panel is a voting member. All decisions of the panel must be supported by the weight of the evidence. The panel's decision will be communicated in the form of a recommendation to the Vice President of Academics.
 - G. Copies of the Grievance Panel's recommendation, if approved by the Vice President of Academics, will be forwarded to the complainant and the other administrative offices that have been involved in the grievance.
 - H. Any new information pertaining to the grievance may be presented by the student through the grievance process, but where an official of the College was the subject of the grievance, the person shall have the right to receive copies of all information that the student presents.
 - I. The Vice President of Academics shall have the authority to accept and implement or modify the recommendation of the panel. If a grievance alleges arbitrary and capricious grading and the panel finds in favor of the grievant, the Vice President of Academics may exercise her/his authority to alter the grade.
 - J. An audio recording of the meeting with the Grievance Panel will be made by the College. The student shall be entitled to a copy of the recording of the meeting at the student's expense.
 - K. All hearings are closed to the public.
 - L. Business day periods for responses will not include official College holidays or when the College is closed for inclement weather or other emergencies.
 - M. 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.
 - N. Revision of deadlines should be mutually agreed upon at the appropriate level; however, the Vice President of Academics reserves the right to extend deadlines because of mitigating circumstances. Agreements must be made in writing. If the person against whom the grievance is filed does not respond within the deadline, the Vice President of Academics will ensure that a response is issued. If the grievant does not respond within the deadline, the grievance is ended. In the case of injury, illness or other mitigating circumstance on either part, a deadline revision will be considered if appropriate.

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.

Definition

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

Guidelines

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

1. You must use only those computer resources that you have the authority to use. You must not provide false or misleading information to gain access to computing resources. The VCCS may regard these actions as criminal acts and may treat them accordingly. You must not use these resources to gain unauthorized access to computing resources of other institutions, organizations or individuals.
2. You must not authorize anyone to use your computer accounts for any reason. You are responsible for all use of your accounts. You must take all reasonable precautions, including password maintenance and file protection measures, to prevent use of your account by unauthorized persons. You must not, for example, share your password with anyone.
3. You must use your computer resources only for authorized purposes. Students or staff, for example, may not use their accounts for private consulting. You must not use your computer resources for

unlawful purposes, such as the installation of fraudulently or illegally obtained software. Use of external networks connected to the VCCS information technology resources must comply with the policies of acceptable use promulgated by the organizations responsible for those networks.

4. Other than material known to be in the public domain, you must not access, alter, copy, move or remove information, proprietary software or other files (including programs, members of subroutine libraries, data and electronic mail) without prior authorization. The College or VCCS data trustee, security officer, appropriate college official or other responsible party may grant authorization to use electronically stored materials in accordance with policies, copyright laws and procedures. You must not copy, distribute or disclose third party proprietary software without prior authorization from the licensor. You must not install proprietary software on systems not properly licensed for its use.
5. You must not use any computing facility irresponsibly or needlessly affect the work of others. This includes:
 - Transmitting or making accessible offensive, annoying or harassing material;
 - Intentionally, recklessly, or negligently damaging systems;
 - Intentionally damaging or violating the privacy of information not belonging to you;
 - Intentionally misusing resources or allowing misuse of resources by others;
 - Loading software or data from untrustworthy sources onto official systems without prior approval.
 -
6. You should report any violation of these regulations by another individual and any information relating to a flaw or bypass of computing facility security to the Information Security Officer or the Internal Audit department.

Enforcement Procedures

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

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

Information Technology Student/Patron Acceptable Use Agreement

Version: 3.1

Status: Approved 06/16/2010

Contact: Director, Technology Administration Services

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

The college has granted access to me as a necessary privilege in order to perform authorized functions at the college where I am currently enrolled. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized functions related to my status as a student. These include logon identification, password, workstation identification, user identification, digital certificates or 2-factor authentication mechanisms.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my enrolling college. I will not use any access mechanism that the VCCS has not expressly assigned to me. I will treat all information maintained on the college computer systems as strictly confidential and will not release information to any unauthorized person.

Computer software, databases, and electronic documents are protected by copyright law. A copyright is a work of authorship in a tangible medium. Copyright owners have the sole right to reproduce their work, prepare derivatives or adaptations of it, distribute it by sale, rent, license lease, or lending and/or to perform or display it. A student must either have an express or implied license to use copyrighted material or data, or be able to prove fair use. Students and other users of college computers are responsible for understanding how copyright law applies to their electronic transactions. They may not violate the copyright protection of any information, software, or data with which they come into contact through the college computing resources. Downloading or distributing copyrighted materials such as documents, movies, music, etc. without the permission of the rightful owner may be considered copyright infringement, which is illegal under federal and state copyright law. Use of the college's network resources to commit acts of copyright infringement may be subject to prosecution and disciplinary action.

The penalties for infringing copyright law can be found under the U.S. Copyright Act, 17 U.S.C. §§ 501- 518 (http://www.copyright.gov/title_17/92chap5.html) and in the U.S. Copyright Office's summary of the Digital Millennium Copyright Act (<http://www.copyright.gov/legislation/dmca.pdf>).

I agree to abide by all applicable state, federal, VCCS, and college policies, procedures and standards that relate to the Virginia Department of Human Resource Management Policy 1.76-Use of Internet and Electronic Communication Systems, the VCCS Information Security Standard and the VCCS Information Technology Acceptable Use Standard. These include, but are not limited to:

- Attempting to gain access to information owned by the college or by its authorized users without the permission of the owners of that information.
- Accessing, downloading, printing, or storing information with sexually explicit content as prohibited by law or policy;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files contrary to policy;
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;
- Sending e-mail using another's identity, an assumed name, or anonymously;
- Attempting to intercept or read messages not intended for them;
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer;
- Knowingly propagating malicious programs;
- Changing administrator rights on any college-owned computer, or the equivalent on non-Microsoft Windows based systems;
- Using college computing resources to support any commercial venture or for personal financial gain.

Students must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use college computing laboratories, classrooms, and computers in the Learning Resource Centers. They shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge or to the Information Technology Help Desk.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and/or management of my college.

I understand that I must use only those computer resources that I have the authority to use. I 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. I must not use VCCS IT resources to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc. The System Office and colleges reserve the right (with or without cause) to monitor, access and disclose all data created, sent, received, processed, or stored on VCCS systems to ensure compliance with VCCS policies and federal, state, or local regulations. College or System Office officials will have the right to review and/or confiscate (as needed) any equipment (COV owned or personal) connected to a COV owned device or network. I understand that it is my responsibility to read and abide by this agreement, even if I do not agree with it. If I have any questions about the VCCS Information Technology Acceptable Use Agreement, I understand that I need to contact the college Information Security Officer or appropriate college official.

By acknowledging this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

Intellectual Property Policy

ESCC policy regarding intellectual property rights of employees and students is consistent with applicable law, SCHEV, and VCCS policies. Detailed descriptions of the VCCS intellectual property policy are in Section 12.0 of the VCCS Policy Manual. The chief academic officer is the college intellectual property policy administrator. The president shall designate a committee to assist with the administration of the intellectual property policy as needed.

The college may claim an interest in intellectual property when it asserts a right to ownership or the right to a license for its use. The college may choose not to claim an interest in intellectual property even though it might legally be able to do so.

Intellectual Property includes but is not limited to any material defined within one or more of the following categories:

- A potentially patentable machine, product, composition of matter, process, or improvement , in any of these;
- An issued patent;
- A legal right which is part of a patent; or
- Anything that is copyrightable.

Some examples of copyrightable intellectual property include:

- Written Materials – literary, dramatic, and musical materials or works, published or unpublished;
- Coursework – lectures, printed materials, images and other items used in the delivery of a course, regardless of the physical medium of expression;
- Visual and/or Recorded Materials – sound, visual, audio-visual, and other television films or tapes, video tapes, motion pictures or other recordings or transcriptions, published or unpublished; and
- Computer-Related Materials – computer programs, procedures and other documents involved in the operation and maintenance of a data processing system, including program listings, compiler tapes, a library of sub-routines, user and programmer manuals, specifications, and databases.

Ownership of Intellectual Property - Employees

Faculty and other ESCC employees shall retain ownership of intellectual property as follows (VCCS Policy Manual Section 12.0.3):

“Nothing in this policy invests ownership or other rights in any person who produces intellectual property as the result of an unauthorized use of college resources. VCCS claims ownership of intellectual property produced by any VCCS employee or student as follows:

- Assigned Duty – VCCS claims exclusive ownership of any intellectual property produced by a VCCS employee when produced as a result of an assigned duty except as otherwise provided by a separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS.
- Incidental Use of College Resources – VCCS does not claim an ownership interest or a license to use any intellectual property which was developed with only incidental use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of the college or the VCCS. The creator shall own all dissertations, thesis, and classroom instructional materials prepared at the creator’s inspiration regardless of the physical medium of expression when such thesis, dissertations, or materials are produced as a result of routine teaching duties. Further, notwithstanding the foregoing, unless there is agreement otherwise with the creator, the creator shall also own all literary works (such as poems, plays, novels, essays, musical scores, etc.) prepared as a result of the creator’s inspiration unless the creator was hired, assigned or directed to create the literary work in question. The scope of ownership, however, does not include elements in the work that are created as a result of an assigned duty of a VCCS employee, such as a computer

programmer, that participates in the development of the intellectual property.

- Significant Use of College Resources – VCCS claims an exclusive ownership interest in any intellectual property which was developed with the significant use of college resources except as otherwise provided by separate written agreement or waiver which is executed by a duly authorized officer of a college or the VCCS. The creator must advise the college intellectual property policy administrator when the creation of intellectual property involves significant use of college resources.”

Ownership of Intellectual Property – Students

Student ownership of intellectual property shall be governed by the provisions of Section 12.0.3.0 of the VCCS Policy Manual:

“Except as otherwise provided by separate written agreement or waiver that is executed by a duly authorized officer of the VCCS or a college, the VCCS:

- Does not claim an ownership interest in intellectual property produced by a student provided that the production of the intellectual property is not an assigned duty and it involves only incidental use of college resources. VCCS does, however, claim the right to use student intellectual property for its internal educational and administrative purposes.
- Claims a non-exclusive, irrevocable, royalty-free license to use intellectual property developed by a student with the substantial use of college resources.
- Claims an exclusive ownership interest in any intellectual property developed by a student with the significant use of college resources. “

Intellectual Property Decision Appeals - Decisions made by the intellectual property policy administrator regarding, but not limited to, ownership, royalty payments and publication of intellectual property resulting in disputes, may be appealed to the president. The decision resolving such disputes is made by the president and is final.

The college will collect and report college activity regarding intellectual property to SCHEV as requested.

Approved & Effective Date: 1/12/12

Photography and Digital Recording Policy

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.

Procedures

- By registering at, visiting, or being employed by ESCC and being present in public settings, students, visitors, and employees 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.
 - Students and employees 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 Director of Development in writing.
 - 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.
 - A disclaimer will be included on special event programs (commencement, Heritage Celebration, etc.) as follows: *Thank you for joining us today. Photographs or recordings taken at this event may be used in perpetuity for ESCC and the ESCC Foundation printed and electronic media. If you do not wish your image to be used, please contact (insert name), Director of Development, at (email address and phone number) within two business days.*
 - The individual designated with planning college events at which a photographer or recorder will be present is responsible for ensuring that the disclaimer is included in the event program.
- In the event an individual request his or her photo/recording not be used, the specific photo or recording will be deleted or destroyed.

GOVERNING BOARDS

State Board for Community Colleges

James Cuthbertson – *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

Jeff Holland – *Chair*
Ted L. Lewis – *Vice Chair*
Paul Bibbins, Jr.
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 2018

Roberta Newman – *President*

Wayne Bell, Jr.

Bob Bloxom

Jacqueline C. Chatmon

Dianne Davis

John Fiege

William Greer– *Secretary (Interim College President)*

Jeff Holland – *College Board Liaison*

Rachel Kellam

David Landsberger – *Vice-President*

Wendy Lilliston

Caroline Massey

Jeremy McLean

Ace Seybolt

Ron VanGeijn

The College President has been delegated ultimate control of all institutional fund-raising activities.