

The Student Services Division compiles the Student Handbook annually. It is a supplement to the College Catalog and serves several purposes:

- To acquaint students with additional policies and procedures that governs student life at Germanna.
- To identify student clubs and organizations and the policies and procedures associated with planning and participating in student government and student activities.
- To identify services and resources available in the community.

We are committed to the total development of our students. We welcome student suggestions and input. Students are invited to visit both campus locations:

Locust Grove Campus

Counseling Center/Student Activities Suite 205

Fredericksburg Area Campus

Counseling Center Suite 201
Student Activities Room 121

Academic Honesty

The faculty of Germanna Community College recognizes that academic honesty is an integral factor in developing and sharing knowledge. We support the concept of academic honesty, practice academic honesty in our classes, and require academic honesty from our students. Germanna students are expected to maintain complete honesty and integrity in the completion and presentation of all academic assignments and examinations. Any student found guilty of cheating, plagiarism, or other dishonorable acts in academic work is subject to disciplinary action.

Academic Dishonesty: Academic dishonesty is cheating and stealing. Academic dishonesty includes, but is not limited to:

- Intentionally using material verbatim from a source without giving credit.
- Rewriting material from a source without giving credit.
- Using information from an Internet source without giving credit.
- Submitting the work of another person as your own work.



- Using/copying another student's computer disk.
- Copying from another person's paper/test/homework.
- Allowing someone else to copy/use your work (paper, homework, quiz, and test).
- Violating VCCS Computer Ethics Guidelines in the pursuit of academic studies.

Disciplinary Action: All course outlines will include statements regarding academic honesty. When a student is found to have been academically dishonest, the following disciplinary actions may be taken:

First Reported Offense:

- The instructor reports the offense by writing a memorandum to the Dean of Student Services detailing the incident and the action taken. The instructor must provide a copy of this memorandum to the student. The instructor may use the Academic Dishonesty Report form to compose the memorandum.
- The Dean of Student Services must place this memorandum in the student's disciplinary file.
- The Dean of Student Services must write a letter to the student notifying him/her of the placement of the memorandum in the student's disciplinary file and stress the importance of academic honest and the repercussions of academic dishonesty.
- The Dean of Student Services must retain the memorandum in the student's disciplinary file for five years or until the student graduates, whichever comes first. The Dean of Student Services will at that time remove and destroy the memorandum.

Second Reported Offense:

- The instructor reports the offense by writing a memorandum to the Dean of Student Services detailing the incident and the action taken. The instructor must provide a copy of this memorandum to the student.
- The Dean of Student Services must place this memorandum in the student's disciplinary file.
- The Dean of Student Services must write a letter to the student notifying him/her of the placement of the memorandum in the student's disciplinary file. The importance of academic honesty and repercussions of academic dishonesty will also be stressed. The Dean of Student Services must inform the student that participation in counseling sessions will be required as a condition of continuing enrollment.
- The Dean of Student Services must retain the memorandum in the student's disciplinary file for five years or until the student graduates, whichever comes first. The Dean of Student Services must then remove and destroy the memorandum.

Third Reported Offense:

- The instructor reports the offense by writing a memorandum to the Dean of Student Services detailing the incident and the action taken. The instructor must provide a copy of this memorandum to the student. The instructor may use the Academic Dishonesty Report form to compose the memorandum.
- The Dean of Student Services will place this memorandum in the student's disciplinary file.
- Upon verifying that a third reported offense has been committed, the Dean of Student Services will suspend the student. The Dean of Student Services must document this action by placing an appropriate memorandum in the student's disciplinary file.
- The Dean of Student Services must retain the memorandum documenting the third reported offense in the student's permanent file.

Contesting Allegations of Academic Dishonesty: Any student who wishes to contest an allegation of academic dishonesty has access to the Student Grievance Policy for this purpose.

Statement of Student Rights and Responsibilities

The Germanna Community College Board approved the following Statement of Student Rights and Responsibilities on May 12, 1978, revised June 1994. Representatives of the students and faculty prior to College Board approval reviewed these policy statements.

Questions or recommendations regarding the policy contained herein should be address to the Dean of Student Services.

Nursing students must also adhere to standards of conduct outlined in the Nursing Program Student Handbook.

Introduction: This statement is designed to clarify the rights that the student may expect to enjoy as a member of the Germanna student body. In addition, those responsibilities which admission to the College places upon the student must be understood. Awareness of and adherence to this statement should create a safe and comfortable environment that fosters learning.

Students are guaranteed the privilege of exercising certain rights without fear of prejudice to include:

The pursuit of educational goals and learning opportunities within the curricula of the College and within the resources of the College.

Disciplinary sanctions only with due process as provided herein.

Free inquiry, expression, and assembly provided such actions do not interfere with the rights of others or the effective operation of the institution.

Fair and justifiable academic evaluation of student performance.

Administration of College Policy: Responsible for the administration of the College is the President who is subject to the Chancellor of the Virginia Community College System and the State Board of Community Colleges.

It is the President's duty to administer the laws of the Commonwealth of Virginia, as they are applicable to the College and to fairly implement the policies, rules, and regulations of the State Board for Community Colleges, the Chancellor of the Virginia Community College System and the Germanna College Board.

Any authority or responsibility or duty granted to or imposed upon the College President may be delegated to another person or persons on the faculty or staff of the College. The President or an appropriate delegate may take whatever legal or institutional action is necessary to activate this authority.

Standards of Conduct: Students who associate themselves with Germanna Community College are expected to act as responsible adults and maintain standards appropriate to membership in the College community.

The following misconduct is subject to disciplinary action:

- All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, and the forgery, alteration, or use of College documents or instruments of identification with the intent to defraud.
- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities. (Including, but not limited to disruptions caused by cell phones, pagers, and other electronic devices.)
- Physical and/or psychological abuse or the threat of such abuse of any person on College premises or at College activities. This includes hazing of any sort. Hazing is defined as initiating or disciplining someone by means of horseplay, practical jokes, or tricks, often in the nature of humiliating or painful ordeals.
- Discriminatory harassment (oral, written, graphic, or physical) directed against any person or group of persons because of their race, color, national origin, religion, gender, sexual orientation, age, disability, or veteran status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons.
- Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.
- Participating in or inciting a riot or an unauthorized or disorderly assembly.
- Seizing, holding, commandeering, or damaging any property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction by College officials or other persons authorized by the College.
- Use of alcoholic beverages including the purchase, consumption, possession, or sale of such items on College property or at College functions except where specifically authorized by the College.

- Gambling or holding an unauthorized raffle or lottery on the campus or at any College function.
- Possessing, using, manufacturing, or distributing any controlled substances or any type of drugs for illegal purposes.
- Possessing on College property or at any College activity any dangerous chemical or explosive elements or component parts thereof, to include a rifle, shotgun, pistol, revolver, or other firearm or weapon not used for lawful College studies without written authorization of the President of the College.
- Physically detaining or restraining any other persons or removing such persons from any place where he is authorized to remain, or in any way obstructing the free movement of persons or vehicles on College premises or at College activities.
- Littering, defacing, destroying, or damaging property of the College or property in its control or possessing, removing, or using such property without proper authorization.
- Willfully encouraging others to commit any of the acts which have been herein prohibited.
- Violation of any local, state, or federal laws.
- Violation of campus or College parking regulations.
- Violation of campus and College fire regulations (for example, failure to comply with emergency evacuation procedures, tampering with fire safety apparatus, etc.).
- Theft or attempted theft of College or personal property on College premises.
- Vulgar or obscene language or an angrily raised voice which is perceived to have an intimidating effect.
- Unauthorized entry into or presence in any College building or facility.
- Violation of College policy and procedure on demonstrations.
- Solicitation and sales without prior approval of the Dean of Student Services.

This policy and procedure is in Section 6.5.1 in the VCCS Policy Manual. A copy of the policy may be obtained from the Dean of Student Services.

Violation of any rule or regulation contained within the official publications of the College or announced as administrative edict by a College official or other person authorized by the President.

Weapons Policy: Possession or use of firearms, explosives, or any other dangerous or deadly weapons are not appropriate to the college experience. Therefore students, employees, and patrons are not permitted to possess these items on College property except when carried by bona fide law enforcement officials in their official capacities. This policy applies whether the weapon is functional or not. Any device designed to look like a weapon and/or is used by an individual to cause reasonable apprehension or harm is considered a weapon by this policy. Exceptions may be granted when approved in advance in writing by the Campus Security Manager and the President.

Employees agree to this policy and all other policies by accepting continuing employment. Students and patrons agree to this and all other policies by their continuing enrollment and participation in activities and events.

Sanctions: Violation of one of the standards of conduct stated above may result in one or more of the following actions. (The listing of the sanctions is not intended to imply a sequential order in which they may be applied. The severity of the alleged offense will determine which of the sanctions may be applied).

Informal Resolution: An oral request to a student from an instructor or an administrator to refrain from the perceived violation of the standard of conduct. Should the perceived violation occur in a classroom or laboratory setting and should he student refuse to refrain from the conduct, the instructor may require the student to leave the classroom or laboratory and may also issue an admonition as defined below.

Admonition: A written statement to a student that he/she has been perceived as having violated a standard of conduct and may be subject to more severe disciplinary action. Instructors or administrators may issue admonitions. A copy of the admonition must immediately be provided to the Dean of Student Services.

Should the instructor or administrator be unable because of the circumstances of the alleged violation to present the written statement to the student directly in person, it should be delivered to the student by certified mail. The Dean will retain the admonition in the student's disciplinary file.

Disciplinary Probation: Prohibition of the student from participating in the extracurricular activities of the College, including the holding of any student office for a specified period of time, not to exceed one academic year.

Disciplinary probation may be imposed by the Dean of Student Services, who will document the probation in the student's disciplinary file and present a statement of the probation to the student, either directly in person or by certified mail. The student may respond to the disciplinary probation, and this response must be documented and placed in the student's disciplinary file.

Restitution: Required reimbursement for damage to or misappropriation of property. Restitution may be imposed by the Dean of Student Services, and may take the form of appropriate services or other compensation.

The Dean will document the violation of the standard of conduct and the nature of the restitution and will include this documentation in the student's disciplinary file. The Dean will inform the student of this action either directly in person or through certified mail. The student may respond to the ordered restitution, and this response must be documented and placed in the student's disciplinary file.

Temporary Suspension: Short-term prohibition of a student from attending class as a result of a perceived violation of a standard of conduct. Alternative methods of instruction may be offered if suspension exceeds one week.

Temporary suspension may be imposed by instructors of administrators, who should immediately provide written notice of the suspension to the student, either directly in person or by certified mail, with a copy to the Dean of Student Services. The Dean will retain the written notice in the student's disciplinary file. A student who wishes to appeal the temporary suspension must meet with the Dean of Student Services within twenty-four hours of receiving notice of the suspension. The decision of the Dean will be final.

Interim Suspension: Immediate suspension of a student pending a hearing or further appeals.

Interim suspension may be imposed by the President or the President's delegate if that authority judges that the presence of the student may substantially interfere with the educational process, or may interfere with the rights of others on campus, or may pose a threat of harassment or danger to the Germanna faculty, staff, administrators, the student accused of violating a standard of conduct, or others on campus.

The issuing authority must inform the student in writing of the justification of the interim suspension. This written justification shall be delivered to the student directly in person or by certified mail. The issuing authority must also provide a copy of the notice to the Dean of Student Services for inclusion in the student's disciplinary file.

The issuing authority must provide the student with an opportunity to respond to the justification of the interim suspension. This response and the issuing authority's decision must be provided to the Dean of Student Services in a document, whose content both parties agree represents a fair summary of the case to that point. The interim suspension will remain in effect until the Dean of Student Services or the Review Committee or the President, as provided below, has rendered a final decision.

Suspension: Prohibition of a student from attending the College as a student for a definite period of time, not to exceed one calendar year. The President, by the President's delegate, or the Dean of Student Services, may impose suspension.

The imposing authority will document the justification and conditions of the suspension and will provide a written copy of the documentation to the student either directly in person or by certified mail. The imposing authority will also provide this documentation to the Dean of Student Services, who will retain it in the student's disciplinary file.

If the student appeals the suspension, a Review Committee must review the case as described below before the suspension will take effect.

Dismissal: Prohibition of a student from attending the College as a student for an indefinite period of time. Conditions under which the student may be readmitted to the College will be stated in the order of dismissal.

The President, the President's delegate, or the Dean of Student Services may impose dismissal. The imposing authority will document the justification and conditions of

the dismissal and will provide a written copy of the documentation to the student, either directly in person or by certified mail. The imposing authority will also provide this documentation to the Dean of Student Services, who will retain the document in the student's disciplinary file.

If the student appeals the dismissal, a Review Committee must review the case as described below before the dismissal will take effect.

Make-up Work: Instructors are not required to provide make-up work for students who cannot attend class due to temporary suspension, interim suspension, suspension, or dismissal. However, if a student successfully appeals one of these sanctions, instructors must provide make-up options that do not penalize the student for missed work.

Review Committee and Hearing: The student has the right of appeal to a Review Committee in cases where the sanction of interim suspension, suspension, or dismissal has been applied. If the student waives his or her right of an appeal and a hearing, the Dean of Student Services will determine and impose the sanction. The Dean will document the waiver of appeal and hearing and retain the document in the student's disciplinary file.

Review Committee Selection: If the student exercises the right of appeal, as provided above, the President shall appoint an impartial Review Committee.

The Committee shall include: One College administrator, two College faculty members, one student selected by the Dean of Student Services in consultation with the Student Government Association, and one student recommended by the student making the appeal and approved by the Dean of Student Services.

Neither the College administrator nor either College faculty member may be the person having brought the charge of the violation of the standard of conduct. A student selected for the Committee may not be a relative by blood or by marriage of the student making the appeal.

Review Committee Procedure: To provide an orderly procedure for handling of disciplinary cases with due process, the following steps will be used in cases referred to the Review Committee.

The President or his delegate shall immediately notify the student of the composition of the Committee after its formation. This notification shall be either directly in person or by certified mail. The student may object to the inclusion of any member of the Committee for cause within twenty-four hours of having received notice of its composition. The President shall consider the merits of any objection and shall change the Committee if the President judges the objections to be valid.

The President shall appoint a Chairperson for the Review Committee.

Within five college business days of the final establishment of the Review Committee, the Dean of Student Services will provide to the student and to the Review Committee a written statement outlining the alleged violation of the standard of conduct with which the student is charged. The Dean will provide this statement to the student either directly in person or by certified mail.

Within ten college business days following its receipt of the written statement from the Dean, the Review Committee shall conduct a hearing to determine what sanction, if any, should be imposed on the student.

The student has the right to consult any attorney at his or her own expense. An attorney may be present during the Review Committee hearing, but may not interrogate or address the committee or witnesses.

The student and his or her attorney may consult during the hearing, but any consultations must take place outside the hearing room and should be kept within reasonable limits, as determined by the Committee, with regard to their frequency and duration.

Witnesses may be called by either the Review Committee or the student to testify, and the Committee and the student may cross-examine witnesses. The Review Committee may exclude witnesses from the hearing unless those witnesses are to provide testimony or undergo cross-examination.

All parties at the hearing may examine documentary evidence. Evidence that is relevant, and not unduly repetitive, shall be admissible. Hearsay evidence that is relevant is admissible, but the Committee shall not base its decision exclusively on hearsay evidence.

An audio taped record of the hearing will be maintained and will be made available to the student. The Dean of Student Services will retain a copy of this record, and its availability will be noted in the student's disciplinary file.

Within five business days following the conclusion of the hearing, the Review Committee shall communicate its decision in writing to the student and to the Dean of Student Services. The decision will be communicated to the student either directly in person or by certified mail.

Appeal of the Review Committee's Decision: The Review Committee's decision may be appealed to the President in writing by the Dean of Student Services or by the student within ten business days after receipt of the written decision.

The President will review the appeal based on the Review Committee's record and on any additional relevant and valid information that has been provided but which was not available at the time of the Review Committee's hearing. The President will render a final decision within ten business days of receipt of the appeal.

Campus Demonstrations

The right of peaceful demonstration for protest is granted within the institutional community. The institution retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

Orderly demonstrations and other forms of peaceful protest are permitted on institutional premises under the following guidelines and procedures:

- Each campus organization participating in a demonstration must file a Student Activities Request form in the Office of the Dean of Student Services as well as send a copy to the Chief Academic Officer at the appropriate campus of the College for all demonstrations at least 96 hours in advance of the demonstration.
- Only organizations recognized by the College may sponsor demonstrations on College property.
- Demonstrations are not permitted inside buildings. Outside demonstrations shall not interfere with entrance traffic or the normal flow of pedestrian/vehicular traffic.
- Precise boundaries and number of those demonstrating will be set by agreement among College administration, organizations involved, and those in charge of any building specifically involved.
- Lack of substantial compliance with these rules and regulations or failure to register may result in withdrawal of the recognition of the organization by the College.
- All assemblies or demonstrations on the campus must have prior registration with the Office of the Dean of Student Services and of Campus Security and be authorized by the Office of the President.

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

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

Non-Academic Complaint

A non-academic complaint is any difference of opinion or dispute between a student and an instructor, administrator, staff member or another Germanna student pertaining to the interpretation and/or application of the policies and procedures of the College and the Virginia Community College System excluding issues of instruction and classroom management. Non-academic grievances shall also include those pertaining to student governance issues, student activities, arbitrary and capricious management decisions, advising, and other concerns that the students might present for redress.

A student who is experiencing dissatisfaction in a nonacademic matter at the College must first discuss the complaint with the College official involved.

Every reasonable effort must be made by both parties to resolve the matter through informal discussion. After this informal discussion, students who continue to feel they have a valid non-academic complaint must report this complaint to the Dean of Student Services.

The Dean will work with all parties involved to mediate the complaint in a timely manner. In order to mediate the complaint, the Dean may engage faculty or staff members relevant to the complaint in an informal discussion. The decision of the Dean regarding non-academic complaints is final.

Student Academic Grievance Procedure

The purpose of the student grievance procedure is to provide an equitable and orderly process to resolve grievances at Germanna Community College.

A student who is experiencing dissatisfaction in an academic matter at the College must first discuss the complaint with the instructor involved. Every reasonable effort should be made by both parties to resolve the matter through informal discussion.

After this informal discussion, students who continue to feel they have a valid complaint of unlawful discrimination or unfair treatment may resolve their complaints through the grievance procedure outlined herein. The procedure provides for an expeditious and fair resolution of the complaint while protecting the student and College from a prolonged and complicated process.

Germanna Community College endorses and complies with all federal and state laws and policies which maintain and promote equal employment and educational opportunities without regard to race, color, gender, age, religion, national origin, political affiliation, veteran status, or disability.

Student: Any person enrolled full- or part-time in credit or noncredit courses at Germanna Community College.

Academic Grievance: An academic grievance is any difference of opinion or dispute between a student and a faculty member about learning activities as they affect the student. This may include grading, instructional procedures, attendance, instructional quality, and situations where the student believes he or she is being treated arbitrarily.

It is a formal, written complaint of unlawful or unfair treatment charged by a student against the College with respect to the application of the laws, rules, policies, procedures, and regulations under which the College operates. A complaint may exist and be resolved without initiating the formal grievance process.

Note: Separate grievance policies and procedures address issues of sexual misconduct and issues of access and accommodations for individuals with disabilities. In cases of sexual harassment allegations, it is not required that the initial complaint be filed with the individual against whom the complaint is being lodged. Students experiencing sexual harassment should report this directly to the Dean of Student Services. See the Germanna Community College College-Wide Policies section of the College Catalog and Student Handbook.

Time Limits: The grievance process must be initiated within thirty business days following the event giving rise to the grievance, or within thirty business days of the time when the student reasonably should have gained knowledge of its occurrence, whichever comes first. The appropriate Dean of Instructional Services shall determine the date upon which the grievance occurred.

Once a grievance is initiated, the time limitations for either party may be extended by written mutual agreement. If there is no mutual agreement to extend the time limits set herein, and if a decision at one level is not appealed to the next level within the time limit specified, the decision rendered at the previous level shall be final.

Note: It should be understood that the student who chooses to file a grievance must assume the burden of proof for such a grievance by providing factual evidence to substantiate his/her claims.

Steps for Filing an Academic Grievance:

Level 1: If resolution cannot be reached through informal discussion with the instructor involved, the student may file an academic grievance by completing a Student Academic Grievance form and submitting it to the faculty member against whom the complaint is directed, with a copy to the appropriate Dean of Instruction, within the thirty-day time limit.

The Student Academic Grievance form may be obtained from the Office of the Deans of Instruction on either campus. Both parties to the grievance are responsible for keeping copies of all paperwork associated with the grievance procedure in the event that the procedure should progress to higher levels.

Within 10 college business days of receipt of the written grievance, the faculty member shall respond to the student with a written decision delivered by certified mail, with a copy to the Dean of Instruction.

Note: If the faculty member is no longer at the College, the complaint must be made to the faculty member's direct supervisor.

Level 2: If the student is not satisfied with the disposition of the grievance at Level 1, the written grievance submitted at Level 1 along with the faculty member's written response may be submitted within seven college business days of receipt of the Level 1 response to the Dean of Instruction who supervises the faculty member against whom the grievance was filed.

The Dean will then discuss the matter with both the student and the faculty member individually. The Dean may choose at this point to issue a written decision delivered by certified mail to both the student and the faculty member, and said decision must be rendered within ten college business days of receipt of the grievance.

Alternatively, the Dean may choose at this point to arrange a meeting with the principals. The date for this meeting must be chosen within ten college business days following the receipt of the grievance. The meeting itself may occur as much as seventeen days after the receipt of the grievance.

If such a meeting occurs, each party may bring one non-participatory observer to the meeting. If the non-participatory observer is an attorney, the party retaining the attorney must notify the other party and the Dean at least five college business days prior to the hearing. The attorney's role is as an observer; he/she may not speak to the Dean, the opposing party, or the party who engaged him/her while the meeting is in session.

A written decision delivered by certified mail will be rendered to the principals within five college business days following the meeting.

Level 3: If either party to the grievance is not satisfied with the disposition of the grievance at Level 2, the written grievance submitted at Level 1 along with the faculty member's and Dean's written responses may be submitted to the Vice-President for Academic Services within seven college business days of receipt of the Level 2 response.

The Vice-President at this point shall schedule a meeting with the principals. The date for this meeting must be chosen within ten college business days following the receipt of the grievance. The meeting itself may occur as much as seventeen days after the receipt of the grievance.

At the Level 3 meeting, the student and the faculty member may each bring one non-participatory observer. If the non-participatory observer is an attorney, the party retaining the attorney must notify the other party and the Vice-President at least five college business days prior to the hearing. The attorney's role is as an observer; he/she may not speak to the Vice-President, the opposing party, or the party who engaged him/her while the meeting is in session.

A written decision delivered by certified mail will be rendered to the principals within five business days following the meeting.

Level 4: If either party to the grievance is not satisfied with the disposition of the grievance at Level 3, the written grievance submitted at Level 1, along with the faculty member's,

the Dean's and the Vice-President's written responses may be submitted to the President within seven college business days of receipt of the Level 3 response.

The dissatisfied party may choose to have the appeal heard either by the President or by a Grievance Panel.

If the dissatisfied party requests that the President hear the appeal, a hearing date shall be set within ten college business days following the receipt of the appeal. The meeting itself may occur as much as seventeen days after the receipt of the grievance.

The student and faculty member may each bring one non-participatory observer to the hearing. If the nonparticipating observer is an attorney, the party retaining the attorney must notify the other party and the President at least five business days prior to the hearing. The attorney's role is as an observer; he/she may not speak to the President, the opposing party, or the party who engaged him/her while the meeting is in session.

The student and the faculty member may bring up to two persons each to provide testimony that supports their position. Disruptive persons may be asked to leave the room by the President.

The meeting will be audio taped, and either party upon request may procure a copy of the tape after the meeting.

Within five college business days after completion of the hearing, the decision of the President shall be provided in writing, delivered by certified mail, to the principals, and the decision shall be final.

If the dissatisfied party requests a hearing by the Grievance Panel, the President shall assemble a Grievance Panel and shall schedule a hearing for the principals before the Grievance Panel.

The date for this hearing must be chosen within ten college business days following the receipt of the grievance. The hearing itself may occur as much as seventeen days after the receipt of the grievance.

The Panel shall consist of the Dean of Instruction who was not involved at Level 2, two faculty members from the pool of persons elected for this purpose, and two students selected by the Dean of Student Services in consultation with the Student Government Association. The Dean of Student Services shall serve as Chair of the panel and shall vote only in case of a tie.

The Chair of the panel is responsible for distributing the documentation provided by the grieving parties, determining the issues of the case to be heard, and conducting the hearing in an orderly efficient and equitable manner.

At the beginning of the hearing, the Chair will review issues of the case with the group and establish the procedure by which the testimony will be presented. The Chair may decide on the length of time needed to explore an issue, set

time limits for speakers, and ask for testimony by any person deemed important to the investigation of the facts.

The student and faculty member may each bring one non-participatory observer to the hearing. If the nonparticipating observer is an attorney, the party retaining the attorney must notify the other party and the Chair of the Grievance Panel at least five business days prior to the hearing. The attorney's role is as an observer; he/she may not speak to the Chair of the Panel, the opposing party, or the party who engaged him/her while the meeting is in session.

The student and the faculty member may bring up to two persons each to provide testimony that supports their position. Disruptive persons may be asked to leave the room by the Chair.

The meeting will be audio taped, and either party upon request may procure a copy of the tape after the meeting.

The Chair will prepare the recommendations of the Grievance Panel and present them as the final outcome of the grievance, delivered by certified mail to both parties within five business days. The decision of the Panel shall be final.

General Provisions: In no case may an individual involved at an earlier level of the grievance serve on the grievance panel. The grievance panel or President has the responsibility to interpret the grievance in light of established laws, rules, policies, procedures, and regulations. The grievance panel does not have the prerogative to formulate or change College policies or procedures nor to commit state resources. The President may not change policy or procedure to resolve a grievance, but may, as a result of the grievance, formulate new policy to cover future cases. Copies of the final resolution of the grievance shall be forwarded to the principals concerned and to all administrative officials involved in the grievance. Files of resolved grievances shall be forwarded to and maintained in the office of the Vice-President for Academic Services. All principals to a grievance shall have the right to copies of all written information presented in the grievance procedure.

Domicile Appeals Process

A student who disagrees with an initial tuition classification may make an oral or written appeal to the Registrar within ten business days of the initial notification. The student may be asked to provide additional domicile information to supplement the Application for Virginia Domicile. The Registrar will respond to the appeal within fifteen business days. If the student still disagrees with the tuition classification, the student may file a final written appeal with the Dean of Student Services, for consideration by the Domicile Appeals Committee. The Domicile Appeals Committee shall consist of two members of the Advisory Council to the Dean of Student Services and the Dean of Student Services. No person who serves at one level of this appeals process shall be eligible to serve at any other level of this review. This written appeal must be made within five calendar days of the student's notification of the first appeal. The Domicile Appeals Committee will review the domicile determination

to ensure the decision is in compliance with relevant state legislation and state guidelines. A student who is not satisfied with the outcome of the review by the Domicile Appeals Committee may appeal to the appropriate circuit court. The student must file a petition for review with the court within thirty business days of receipt of the decision by the Domicile Appeals Committee.

Note: The Guidelines for Determining Domicile and Eligibility for In-State Tuition Rates set forth in Section 23-7.4 of the Code of Virginia will be followed by Germanna Community College throughout the domicile appeals process.

Access to Student Records Transcripts

A student may request that a copy of their student permanent record be forwarded to other educational institutions, employers, or any person(s) designated by the student. A student must authorize the release of their transcript by submitting a signed written request, accessing the Transcript Request Form through GCCOnline at www.gcc.vccs.edu or by completing a Transcript Request Form, available in the Admissions and Records Office at either campus. There is currently no fee for transcripts. Generally, transcript requests will be processed within ten business days.

Due to the limitations on access to student information under the Family Educational Rights and Privacy Act of 1974, telephone, email and third party requests for transcripts cannot be honored. This includes transcript requests from parents of students. Germanna will not release a transcript for any student who has unresolved financial obligations with the College.

Note: The College does not provide copies of transcripts from other institutions. Such copies must be obtained from the originating source. Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the appropriate records custodian written requests that identify the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 - The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

FERPA permits institutions to identify certain items of student information as "directory information." Germanna identifies directory information as the: Student's name, address, telephone listing, curriculum, course credit load, date of birth, dates of attendance, and degrees and/or certificates received, participation in officially recognized activities and sports. Students must submit written notification to the office of the College Registrar to prevent the disclosure of directory information. Germanna may disclose any of these items without prior consent, unless the student notifies the Admissions and Records Office, in writing during the first ten days of the semester, that this information remains confidential.

- The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U. S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

According to FERPA, Germanna Community College may release information without the student's written consent to the following:

- school officials, as identified by Germanna Community College, determined by Germanna Community College to have a legitimate educational interest,
- officials of other institutions in which the student seeks to enroll,
- persons or organizations providing to the student financial aid, or determining financial aid decisions,
- accrediting organizations, carrying out their accrediting functions,
- parents of a student who have established that student's status as a dependent according to IRS Code of 1986, Section 152,

- persons in compliance with a judicial order or a lawfully issued subpoena,
- persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of the student or other persons.

Questions on this policy can be directed to the Registrar.

Student Notification: Students will be notified each semester (Spring and Fall) of their Family Educational Rights and Privacy Act (FERPA) rights in the Schedule of Classes.

Refusal to Provide Copies: Germanna Community College reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student lives within commuting distance of Germanna Community College; if student is within commuting distance, the student may be asked to come and view the file at the office rather than making a full set of copies of all file contents.
- The student has an unpaid financial obligation to the College.
- There is an unresolved disciplinary action against the student.

Fees for Copies of Records: Germanna Community College does not charge a fee for the copying of a transcript at this time. However, a reasonable charge may be assessed to provide copies of other records and to cover the expenses of copying time and postage.

Types, Locations, and Custodians of Educational Records:

Admissions & Records

Location: Registrar's Office

Custodian: Registrar

Cumulative Academic Records

Location: Registrar's Office

Custodian: Registrar

Financial Aid Records

Location: Financial Aid Office

Custodian: Coordinator of Financial Aid

Financial Records

Location: Business Office

Custodian: Business Manager

Placement Testing

Location: Counseling Centers at both campuses

Custodians: Lead Counselor, Locust Grove Campus;

Lead Counselor, Fredericksburg Area Campus

Disciplinary Records

Location: Student Services

Custodian: Dean of Student Services

Retention of Student Records

The College permanently retains an electronic record of a student's academic transcript (student permanent record). Other records will be maintained in paper form for periods ranging from one year after the date of origination to three years from the date of a student's separation from the College. The College retains student records according to the regulations set forth by the Virginia Public Records Act of the Code of Virginia.

Changes to Official Student Record

Students wishing to make any changes or corrections to identifying information on file at the College must complete a Change Form. This includes changes of name, address, telephone number, and curriculum. Change Forms are available in the Admissions and Records Office.

Facsimile Documents

It is not the policy of the College to facsimile transcripts or other academic documents. Germanna Community College reserves the right to decline to send and/or receive records via facsimile transmission if the College considers the use of facsimile documents inconsistent with policies or the best interest of the institution or its students.

Bookstore

The College bookstore, operated by Follett's Bookstores, Inc. is located adjacent to the student lounge at both campuses.

New and used, required textbooks and supplies may be purchased there, as well as gift items, cards, clothing, etc. Follett's offers a textbook buy back service throughout the school year. As an added service, the bookstore will special order any textbooks, paperbacks, etc., from publishers.

Follett's Bookstore - Refund Policy:

- Full refund for Fall and Spring given 15 days after the first day of class.
- Full refund for Summer given 7 days after the first day of class.
- New and used books are the only items refundable.
- New books must not be written in.
- If the book was purchased wrapped in plastic, money will be refunded only if the book is returned unopened in the plastic wrap.
- The original receipt must be presented for a full refund.
- There is a 10-day waiting period on refunds/returns if payment was made with a check.

Bulletin Boards

Bulletin boards for student use are located at designated areas at both campuses. There are several boards for the express use of designated clubs and contain information about upcoming activities and events. Bulletin boards for general notices are located in the student lounge area at both campuses. The Dean of Student Services must approve the designation of bulletin boards for specific use. All flyers, posters, and other promotional material must be stamped by the Counseling Center before it can be posted. Any flyer not stamped will be removed. Also, any flyer in a non-designated will be removed. Guidelines for posting notices are available in the Counseling Office at both campuses.

Student Lounge

Vending machines are available in the Student Lounge for the enjoyment of students, faculty and staff. Students are expected to act in a manner respectful of the rights of others to comfortably use the same facility.

Student E-Mail Accounts

Student e-mail accounts are available to all students. All students must use their official Germanna e-mail account for correspondence with the college including interactions between students and faculty. To access your student e-mail account as well as Germanna's other online systems, go to www.germanna.edu/mygcc and login to MyGCC. These accounts remain active for as long as you are an enrolled student at Germanna Community College.

Student Health Insurance

A list of student accident and health insurance providers is available in the Counseling Office at either campus. Germanna Community College does not endorse these providers. Information on FAMIS: Family Access to Medical Insurance Security is also available in the Counseling Office. This program assists working families secure insurance for their children.

Locker

Lockers are available to students on a first-come, first served basis. To reserve a locker, please contact the Counseling Center at either campus.

Lost and Found

Report all lost and found articles to the Admissions and Records Office. "Found" articles may be claimed at the same office.

Locked Out of Vehicle/Auto Problems

If keys are accidentally locked inside a vehicle or emergency repair/towing assistance is required, contact the campus security officer located in room 112 at the Locust Grove Campus. For assistance at the Fredericksburg Area Campus, contact the campus security officer.

Emergencies

In all types of emergencies, it is important to remain calm. Below are instructions on how to deal with the most common potential emergencies that could occur at the College.

Fire Emergencies: Do not attempt to fight the fire until the alarm system has been activated. Pull one of the emergency fire alarms located in the hallways throughout the building for the purpose of evacuating the building immediately. Report the location of the fire to the switchboard operator in person or by dialing "0" from any telephone in the building. The local fire and rescue squad will be notified via the fire alarm security system. Fire extinguishers are located in the hallways throughout the building. Students are encouraged to acquaint themselves with where the extinguishers are located.

Auto Accidents: Notify the switchboard/receptionist who will then call the State Police and the Counseling Center staff will notify the appropriate administrators for rerouting traffic and attending to the safety of others until the State Police arrive.

Medical Needs: The College does not provide health services on campus. Medical care is the individual responsibility of each student. Limited first aid supplies are available in the Counseling Center. However, in case of serious injury or medical emergency, the rescue squad will be called. When emergency services are required, the switchboard operator should be contacted to place the call to the Rescue Squad. While not required to do so, individuals on campus who can assist with medical emergencies until the Rescue Squad arrives are members of the nursing faculty. The Facilities Manager should be contacted to assist with directing the Rescue Squad to the injured person. All emergencies should be reported to the Vice President for Administrative Services. If the emergency involves a student, the Dean of Student Services should also be notified. If the College switchboard operator is unavailable, emergencies can be reported directly by dialing 911 from campus telephones. Pay telephones may also be used for this purpose. When using pay telephones, dial 911; no coins are needed.

In the event of an on-campus auto accident, please contact the Counseling Center immediately and then follow emergency procedures outlined under Auto Accidents.

Wellness Education Center

The Germanna Community College Wellness Education Center, located at the Locust Grove Campus, is a nursing program clinical site where students, faculty, and individuals from the surrounding communities may receive wellness assessments by the College's nursing students under the supervision of a licensed nurse faculty member. Individuals are encouraged to visit the Wellness Education Center for health information and wellness evaluations.

Student Activities

Student Clubs and Organizations:

Students are encouraged to participate in one or more of the active clubs and organizations at Germanna. Students are also encouraged to initiate new clubs. Clubs and activity programming allow students to participate in educational, social, and leadership activities. Participation in clubs and activities contributes to and enhances the total learning experience. Some of the activities have included cultural festivals/fairs, musical presentations, performers, plays, movies, lectures, trips to events/museums, etc. College faculty and staff serve as advisors to student clubs. However, clubs continue and thrive based on student participation and interest. In recent years the following clubs and organizations have been active at Germanna:

Art Club: The focus of this club is in learning and participating in many forms of art and sharing their interest in art with others.

Baseball Club: The Baseball Club is an organized athletic club, which engages in friendly competition with other community college clubs.

Basketball Club: The Basketball Club is an organized athletic club, which engages in friendly competition with other community college clubs.

Biology Club: The Biology Club focuses on the different areas of Biology. They participate in field trips and other learning experiences.

The Black Studies Association: The BSA was established to expand the opportunities of its members; to exercise and develop the talents of its members, and to enhance the appreciation for Afro-American culture. Emphasis is placed on education and encouraging interaction among all students, faculty, and staff. MEMBERSHIP IS OPEN TO EVERYONE!!

Beautiful Hand Signs Club: The Beautiful Hand Signs Club is designed to promote an interest in American Sign Language and the deaf community.

Business Club: The goal of the Business Club is to bring the student and professional together in a positive working relationship that will benefit both the student and the community.

Christian Fellowship Club: The purpose of this organization is to share the truth of Jesus Christ and share the fullness of the Christian life as taught in the Bible.

Drama Club: The Drama Club is interested in all aspects of theatre. It participates in field trips and other learning experiences.

Germanna P.A.A.L.S. (People Advocating Accessible Learning and Services): The purpose of the organization shall be to inform and discuss student issues of learning and physical disabilities.

History Club: The focus of this club is to foster awareness and interest in history. All historical interests are welcome and encouraged to participate.

Martial Arts Club: The focus of this club is the preservation of the respect and moral tradition of the Martial Arts. All styles, ranks, and ages are welcome.

Phi Theta Kappa (Alpha Lambda Psi Chapter): Phi Theta Kappa annually provides support to many College activities, such as registration and commencement exercises. Its Adopt-A-Highway cleanup program is an on-going community service project for the chapter. PTK has been represented at all regional meetings, conferences, and workshops for the last seven years. Germanna hosted the Regional Convention in 1994, and participated in the International Convention as part of Host Region in 1996.

Police Science Club: This club is devoted to the furtherance of professionalism in all areas of criminal justice. It strives to encourage greater cooperation among criminal justice agencies and to promote greater understanding between the community and the profession.

Student Government Association: The purpose of the SGA is to encourage communication between students, faculty, and administration. It promotes and coordinates student organizations and activities that include a wide range of interest. The SGA encourages and develops students as effective members of the College and community and encourages better school spirit. The SGA acts as the official voice of the student body to the administration of the College.

Student Nursing Association: This club participates in many activities revolving around the health field (ex. Health and Fitness Fair, American Red Cross Blood Drive, Flu Shots, and free Blood Pressure Screenings).

Germanna has several other clubs. Students are interested in that are not fully established. They are as follows:

Chess Club
Choir
Computer Club
Ecology Club
Philosophy Club
Volleyball Club
Germanna Association of Night Students

Approval of New or Re-Established Student Clubs

Students are encouraged to establish clubs based on new interest or reactivate clubs, which are no longer active. Campus organizations and student activities are encouraged and may be established for any lawful purpose. All student activities and organizations operate under the Student Government Association (SGA) so long as the SGA remains viable. To move toward and receive formal recognition, a College group must:

Submit an application for recognition to the Student Government Association. The application must include a

statement that the group will abide by all the laws and regulations of the College and State Board of Community Colleges. The application must also include a list of officers and copies of the group's constitution and bylaws along with a signed statement by a College employee stating that said employee is willing to serve as the campus advisor to the group.

Within 10 working days of receipt of the application for recognition, the SGA shall make a recommendation to the Dean of Student Services regarding formal recognition of the group. The Dean of Student Services shall approve or disapprove the application within 5 days of receipt of the SGA's recommendation. In the event that the SGA fails to deliver a recommendation to the Dean of Student Services within 10 days, the Dean of Student Services shall act on the application without the SGA's recommendation. In the event that the Dean of Student Services disapproves the application, the group may appeal the decision in writing to the College President. The President shall render a final decision within 10 college business days of receipt of the appeal.

Where there is affiliation with an external organization such as a national honor society, that organization's constitution and bylaws shall be filed with the SGA. Amendments shall be submitted to the SGA within a reasonable time. All organizational funds shall be handled in accordance with established Virginia Community College System policy. College recognition of an organization implies neither approval nor disapproval of the aims, objectives, and policies of the organization. However, membership in any recognized organization shall be open to any member of the College community without regard to race, color, gender, age, religion, national origin, political affiliation, veteran status, or against otherwise qualified persons with disabilities.

Individual members of any organization who engage in illegal activities on or off campus may have sanctions imposed against them as set forth in the Statement of Student Rights and Responsibilities. Members retain the right of appeal as set forth in the Statement of Student Rights and Responsibilities.

Student Publication

A student, student group, or student organization shall not distribute or communicate material on campus without prior approval of the Dean of Student Services. Approval shall be granted within 5 college business days unless, in the opinion of the Dean of Student Services, the material violates the Code of Ethics of the Society of Professional Journalists. Libelous or obscene material does not conform to the Code of Ethics of the Society of Professional Journalists.

All student communications shall explicitly state on the editorial page that the opinions expressed are not necessarily those of the institution or its student body. Editors and managers shall not be arbitrarily suspended because of student, faculty, administration, or community disapproval of editorial policy or publication content. This editorial freedom entails a corollary obligation under the Code of Ethics of the Society of Professional Journalists. The Code of Ethics of the Society of Professional Journalists will be made available by the faculty advisor of the student publications. Copies of the

Code of Ethics of the Society of Professional Journalists are also available in the office of the Dean of Student Services. Any breach in the Code of Ethics of the Society of Professional Journalists perpetrated by a student publication will be referred to the Advisory Council to the Dean of Student Services which will judge publication content solely by the Code of Ethics of the Society of Professional Journalists. If a breach in the Code of Ethics of the Society of Professional Journalists is judged significant, Advisory Council to the Dean of Student Services has the authority to sanction or dismiss the editor of the publication. The Advisory Council to the Dean of Student Services will approve the appointment of publication editors. When a vacancy exists, the publication faculty advisor will recommend a student(s) to fill the position. This student will be assessed for academic good standing, experience, and commitment to the publication.

Student Participation in College Governance

Student participation in College decision-making and policy development is strongly encouraged. Students are nominated by the faculty and staff to serve on standing committees and ad-hoc committees. Student representatives are invited to serve on special and ad-hoc committees when established. The Student Government Association is considered the representative organization for the student body and is consulted for student response, reaction and feedback on relevant issues as they arise.

Student Activities Fund

A Student Activities Fund is established to support the program of student activities. This fund evolves from a \$0.50 per credit hour activity fee collected from students and funding from the local jurisdictions of the College. The funds in this account are to be spent only for student activities that have been authorized by the College. The Germanna Community College Board is responsible for the operation and control of these funds under the specific methods and procedures established by the State Department of Community Colleges and approved by the State Auditor. The Dean of Student Services supervises and authorizes all expenditures from the Student Activities Fund.

SGA Mini-Grant Program

SGA initiated the Mini-Grant program in 1994 as a method of disbursing student activities funds to student clubs, organizations, ad-hoc student groups and faculty. It is designed to give an equal opportunity to all students and groups to obtain funding based on their level of effort, creativity and planning for the GCC community. A specified amount is allocated for Mini-Grant projects each year. Students are advised to submit proposals as early as possible in the academic year.

Guidelines:

- Mini-grants are available to established College clubs, newly formed clubs, classes, faculty and ad hoc groups addressing a specific topic or issue. All groups requesting funds must have a faculty sponsor or advisor.

- A single mini-grant request may not exceed \$400. Two groups may work cooperatively on a project and request up to \$800.
- Mini-grant proposals must be neatly typed and be accompanied by the Mini-Grant Approval Form. The format and approval form are available from the Student Activities Coordinator or on Germanna's homepage.
- Mini-grant proposals must be submitted to the Student Activities Coordinator at least two weeks prior to the event. The SGA and the Dean of Student Services will review proposals. A member of the submitting organization should attend the SGA meeting when the proposal is being reviewed to answer any questions that can arise. Groups will be notified in writing of the response of their proposal. If the proposal is not recommended for funding, suggestions for improving the proposal for resubmission will be provided if appropriate. Instructions on how to proceed to obtain funding will accompany the approved Mini-Grant Proposal.
- Preference will be given to proposed programs that have the potential for benefiting a large percentage of the student community.

Activity Planning Procedures

Student activity planning procedures and forms are available from the Student Activities Assistant or in the Student Activities Office in the Counseling Center. The Student Activities Assistant and the Dean of Student Services must approve all Germanna Student Activities. Groups wishing to host activities must submit an Activity Request Form to the Student Activities Coordinator at least two weeks prior to the activity. Mini-grant requests, if needed, must accompany this form. The Student Activities Office can help with the planning and publicizing of the activity. The use of College facilities is granted to recognized organizations with the understanding that reasonable conditions may be imposed to regulate time, the appropriateness of the space, and to ensure proper maintenance and security. Germanna has alcohol-free, smoke-free campuses.

Steps in Planning a Successful Event:

Before the Event:

- Brainstorm with the group about ideas for an event.
- Check with the Student Activities Coordinator about times and dates for the activity. Please try not to schedule your event at the same time as another event.
- Plan a budget (if necessary). A budget worksheet is available in Student Services.
- Submit an Activity Request Form and Mini-Grant Proposal (if necessary) to the Student Activities Coordinator for approval.
- If necessary, submit a Chaperone Agreement Form (for evening events).
- Give information about event to the Student Activities Coordinator for posting on the Student Activities web site,

and on the television PowerPoint presentation. Check with the Student Activities Coordinator for deadlines.

- Publicize your event. See publicity regulations included in this handbook.
- Don't forget to save all receipts for expenditures if you have a Mini-Grant or other funding.

During the Event:

- Have people scheduled for the event set up.
- Take pictures for the scrapbook if possible.
- Please remember to ask participants to fill out written evaluations if possible (see Student Activities Assistant or samples).
- If you have funding such as a mini-grant, please get a list of names of attendees for the Business Office.
- Have fun!

After the Event:

- Have people scheduled to help with clean-up.
- Submit receipts and list of names of participants to the Business Office within two days of the event, if you have funding.
- Evaluate your activity and make recommendations for future events.

Off-Campus Activities

Student clubs may sponsor activities that take place off campus such as field trips, participation in conferences, etc. All participants in off campus activities must complete the Liability Waiver Form prior to the trip and are reminded that all college policies and guidelines are in effect for the duration of the activity.

Fund-Raising by Students or Student Organizations

All fund raising in the name of Germanna Community College or an approved College student organization must be used to support and advance the mission of the College. Fund raising activities conducted by recognized College student clubs and organizations require the approval of the Dean of Student Services. An individual student or a student group which is not affiliated with a formally recognized College club or organization must obtain approval from the Dean of Student Services for any fund-raising effort which uses the name of Germanna Community College in its promotion. Approval may be requested by submitting an Activities Request Form, available in the Student Activities office at either campus.

The proceeds of all fund-raising activities must be deposited with the College Business Office within 2 business days of receipt. All expenditures must be supported with original invoices or sales receipts. Requests for payment and /or reimbursement of expenses will follow College procurement guidelines that are available in the Business Office. Fund-

raising activities that support the Germanna Community College Educational Foundation are governed by the Foundation Board.

Participation in Student Athletic Clubs

Student Athletic Clubs include all student organizations that compete outside of the college in an athletic activity on a regular basis. These clubs include, but are not limited to, the Basketball Club, Baseball Club, and Soccer Club. Students must meet the eligibility requirements set by Student Activities in order to participate in competitions in which these organizations enter. Students must have a minimum overall GPA of 2.0 in at least 6 credits attempted and be in good standing in all of their current classes. Students must have a current load of at least 6 credits. Other organization specific eligibility criteria may apply. Please contact the advisor for each club for more specific information. Students who do not currently meet the eligibility criteria may participate in the club in a non-competing capacity.

Recreation/Sports Equipment

Recreation activities include volleyball, football, card games, table games, tennis, exercise, etc. Equipment is available for sign-out in the Office of Student Activities within the Counseling Centers.

Referral Services

Students who seek an alternative to services provided by Germanna, or need specialized professional care unavailable at the College, can request contact information and assistance in making appointments. Referral information is available in areas including substance abuse, family/psychological counseling, family planning, and many other areas. Many community services are offered at minimum or no cost. Following are some numbers that may assist in locating information and assistance. Most of them are toll free or local numbers, so calls for assistance can be placed without charge.

Alcoholics Anonymous	(540) 373-2028	Family Guidance Services of Madison	(540) 948-5911
Career Information	1-800-542-5870	Family Guidance Services of Orange	(540) 672-2718
Caroline County Department of Social Services	(804) 633-5071	Fredericksburg Area Community Services Board Hotline	(540) 899-4331
Child Abuse/Neglect	1-800-992-5330	Fredericksburg Department of Rehabilitative Services	(540) 899-4161
Child Development Center	(540) 899-4025	Fredericksburg Department of Social Services	(540) 372-1032
National Drug Treatment Hotline.	1-800-662-HELP	King George County Department of Social Services	(540) 775-3544
Counseling for Child Abuse.	1-800-422-4453	Legal Aid	(540) 371-1105
Culpeper Family Guidance	(540) 825-5656	Legal Aid - Rappahannock Legal Services . .	(540) 825-3131
Culpeper Rehabilitative Services.	(540) 829-4162	Madison County Department of Social Services	(540) 948-5521
Culpeper County Department of Social Services	(540) 892-2124	Missing Children Hotline.	1-800-822-4453
		Orange County Department of Social Services	(540) 672-1155
		Rappahannock Area Community Services Board - Mental Health	(540) 373-8223
		Rappahannock Area Council for Child Abuse Prevention.	(540) 785-6217
		Rappahannock Council on Domestic Violence.	(540) 373-9373
		Services to Abused Families.	(540) 825-8876
		Spotsylvania County Department of Social Services	(540) 582-7134
		Stafford County Department CROf Social Services	(540) 658-8720
		Thurman Brisben Homeless Shelter.	(540) 899-9853
		VA HIV/STD and Viral Hepatitis Hotline.	1-800-533-4148