

# **Germanna Community College 2011-2012 Catalog and Student Handbook**

## **Locations**

DANIEL TECHNOLOGY CENTER  
18121 Technology Drive  
Culpeper, Virginia 22701  
(540) 937-2900  
Fax (540) 937-2918

FREDERICKSBURG AREA CAMPUS  
10000 Germanna Point Drive  
Fredericksburg, Virginia 22408  
(540) 891-3000  
Fax (540) 710-2092  
TTY (540) 891-3059

LOCUST GROVE CAMPUS  
2130 Germanna Highway  
Locust Grove, Virginia 22508  
(540) 423-9030  
Fax (540) 727-3207  
TTY (540) 423-9888

STAFFORD COUNTY CENTER  
2761 Jefferson Davis Highway  
Suite 107  
Stafford, Virginia 22554  
(540) 288-8830

Website: [www.germanna.edu](http://www.germanna.edu)

*The statements and provisions in this catalog are not to be regarded as a contract between the student and the College. The College reserves the right to change, when warranted, any provisions, schedules, programs, courses, or fees.*

*Germanna Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in providing education or employment opportunities or benefits.*

*This catalog has been revised to reflect curriculum changes as of June 2011.*

***This catalog becomes effective Fall 2011.***

*This publication becomes dated upon printing; therefore, it may not contain the most current data available. To view current information for Germanna Community College, please visit [www.germanna.edu](http://www.germanna.edu).*

## Programs of Study

### Transfer Programs

**Associate of Arts & Sciences (AA&S) Degrees** are awarded to students who plan to transfer to four-year colleges after completing their community college programs.

- Business Administration
- Education
- Education (K-8)
- General Studies
- General Studies - Psychology Specialization
- General Studies - Radiologic Technology Specialization
- Liberal Arts
- Science

**Associate of Science (AS) Degree** is awarded to students who complete requirements in Engineering. This degree is appropriate for those students who plan to transfer to four-year institutions after completing the Engineering program.

- Engineering

### Occupational-Technical Programs

**Associate of Applied Science (AAS) Degrees** are awarded to students majoring in one of the occupational-technical curricula who may plan to obtain full-time employment after graduation.

- Business Management
- Dental Hygiene
- Early Childhood Development
- Information System Technology - Information Management or Network Security
- Information System Technology - Networking
- Nursing
- Police Science
- Technical Studies Industrial Maintenance (*Pending SACS approval.*)

**Certificates** are awarded to students who complete one of the approved non-degree curricula which are usually less than 2 years in length.

- Dental Assisting (*Pending SACS approval.*)
- Early Childhood Development
- Fine Arts
- Fire Science Technology
- General Education
- Graphic Communications
- Police Science
- Practical Nursing
  - Practical Nursing Program Site Option (Germanna Community College/Culpeper Co. Public School)

**Career Studies Certificates** are awarded to students who complete one of the career studies programs. Career studies programs are developed and implemented in response to community needs.

- Accounting
- Allied Health Preparation
- American Sign Language
- Automotive Diagnostician
- Automotive Technician
- Banking
- Business Core
- E-Commerce
- Early Childhood Development
- Engineering Technology
- Horticulture

- Industrial Maintenance Technology
- Legal Assistant
- Microcomputer Applications for Business
- Networking
- Nurse Aide
- Paraprofessional Counseling
- Pharmacy Technician
- Police Science
- Small Business Management
- Supervision
- Surgical Scrub Nurse
- Vocational Health Care

**TELETECHNET (ODU):** Students can earn bachelors and master's degrees through TELETECHNET, a partnership between Germanna Community College and Old Dominion University.

- ODU at FAC
- ODU Distance Learning

**Center for Workforce & Community Education**

Offers a wide range of credit and noncredit courses, seminars, workshops, consulting and training services through the Center.

## Academic Calendar 2011-2012

### Summer 2011

	<b>10 weeks</b>	<b>1st 5 weeks</b>	<b>2nd 5 weeks</b>	<b>7 weeks</b>
Classes Begin	May 23	May 23	June 28	June 13
Holiday	May 30	May 30		
Holiday	July 4		July 4	July 4
Classes End	August 2	June 27	August 2	August 1

### Fall 2011 (revised)

	<b>15 week session</b>	<b>1<sup>st</sup> 8 week term</b>	<b>2<sup>nd</sup> 8 week term</b>	<b>6 week term</b>	<b>10 week session -NEW</b>
Classes Begin	August 22	August 22	October 19	August 22	September 28
College closed					
Non Nursing/Dental Hygiene (Earthquake)	Aug 24-Sep 4	Aug 24-Sep 4	—	Aug 24-Sep 4	—
College closed					
Nursing/Dental Hygiene (Earthquake)	Aug 24-29	Aug 24-29	—	Aug 24-29	
Classes resume (Nursing/Dental Hygiene)	August 30	August 30	—	August 30	—
Holiday (Labor Day)	September 5	September 5	—	September 5	—
Last day to add a class (or change from audit to credit)	September 5 (Midnight)	September 5 (Midnight)	October 21	September 5	October 3 (Midnight)
Classes resume	September 6	September 6	—	September 6	—
Last Day to drop with refund	September 16	September 12	October 27	September 9	October 10
Withdrawal date (or change from credit to audit)	October 31	September 26	November 28	September 16	November 10
College Learning Day (no classes)	September 27	September 27	—	September 27	—
Holiday (Thanksgiving)	November 23-26	November 23-26	November 23-26	—	November 23-26
Classes end	December 10	October 18	December 17	October 4	December 10
Final Examinations	December 12-17	last day of class	last day of class	last day of class	last day of class

## Spring 2012 (revised)

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	<b>15 weeks</b>	<b>1st 8 weeks</b>	<b>2nd 8 weeks</b>	<b>6 weeks</b>
Classes Begin	January 6	January 6	January 6	March 13
Holiday (MLK)	January 16	January 16	January 16	
Learning Day (no classes)	February 3	February 3	February 3	
Spring Break (no classes)	March 5-10		March 5-10	
Classes end	April 30	February 20	March 12	May 7
Final Examinations	May 1-7	Last day of class	Last day of class	Last day of class

Applying for Graduation: Students should apply for graduation according to the following schedule. Applications are available in the Office of Admissions and Records and online via myGCC.

Semester final course will be completed:	Apply for graduation by:
Summer Semester 2011	May 31, 2011
Fall Semester 2011	August 31, 2011
Spring Semester 2012	November 30, 2012

This calendar is subject to change at any time due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or State agency. Students should refer to the Academic Calendar available online, to determine if there are any changes for a given semester.

### **Equal Employment Opportunity/Affirmative Action**

Germana Community College is committed to the principle of equal opportunity. The College does not discriminate on the basis of race, sex, color, religion, national origin, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities (except where a bona fide occupational qualification has been established) in its consideration of applicants for admission to its educational programs, applicants for employment, or its treatment of students or employees. Inquiries concerning EEO issues or the Affirmative Action Policy should be addressed to the College's Equal Employment Opportunity (EEO) Officer.

### **VIRGINIA COMMUNITY COLLEGE SYSTEM**

Glenn DuBois, *Chancellor*

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

Nathaniel Xavier Marshall, *Chairman*

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R. Michael Mohler

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Michael E. Thomas

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**GERMANNA COMMUNITY COLLEGE**

Dr. David A. Sam, *President*

**GERMANNA COMMUNITY COLLEGE BOARD**

Harold (Dick) Scheibe, *Chairman*, King George County

C. Jill Johnson, *Vice Chairman*, Madison County

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John Jenkins, Culpeper County

Doug Rogers, Orange County

Bruce Davis, Spotsylvania County

Cathy Washington, Stafford County

Linda Worrell, City of Fredericksburg

**GERMANNA COMMUNITY COLLEGE EDUCATIONAL FOUNDATION BOARD**

Bruce Davis, *President*

Jack Rowley, *Vice President*

Felix Fraraccio *Treasurer*

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Linda Beale

Earl Thomas Blalock, II

Trish Crowe

Joseph R. Daniel

The Hon. John J. Davies, III

Kenny L. Dotson

Georgia M. Fauber, *Emeritus*

Edward B. (Ted) Hontz

Gordon R. Humes

Barbara Kane

Constance R. Kincheloe

William J. Kinnamon, Jr.

Ann M. Lewis

Linda J. Moyer

Stanley Palivoda

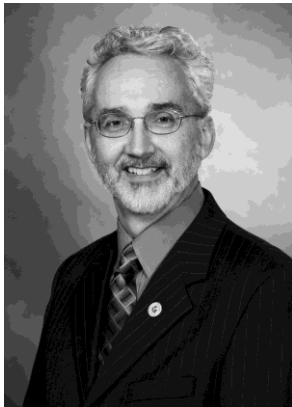
J. William Price, III, *Emeritus*

The Hon. David W. Storke

Frank S. Turnage, *Emeritus*

Jane Wallace

Linda Worrell



### **Letter from the President**

Welcome to Germanna Community College, where the needs of our students and communities serve to shape our mission and direct our daily work. Being responsive to those needs and yet forward-looking in our vision is more important than ever today, when our nation and our region face great economic challenges. Our learners must develop new skills so that they and our employers and communities can succeed in the global marketplace. Germanna must help those who have jobs develop an edge so they keep those jobs. And we must retrain those who have been laid off or threatened with job loss so they may get high-quality new jobs for a fast-changing world.

For four decades, Germanna's award-winning, dedicated and hard-working faculty and staff have provided quality education, training and services to the citizens of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania and Stafford counties and the city of Fredericksburg. Between Fall 2006 and Fall 2010 Germanna experienced 50% growth in enrollment. But we still approach things one student at a time, offering personal attention in an atmosphere of high challenge and high support. Even as we continue to grow, at Germanna you will know your teachers-- and they will know you.

We strive to foster the attitude that learning is a lifelong process. Our goal is not only to prepare our learners and graduates for work in the global economy, but also to lead lives of commitment to civic responsibility, involvement and volunteerism so they may be positive forces in their communities.

Germanna offers over 30 programs in transfer and career and technical areas of study at our Fredericksburg Area Campus in Spotsylvania, our Locust Grove Campus in Orange, our Joseph R. Daniel Technology Center in Culpeper, and our new center in Stafford County, as well as through online courses.

We are pleased you have chosen Germanna, and I wish to add my congratulations and best wishes as you immerse yourself in a life of learning at a premier community college. We hope you will take advantage of opportunities to join organizations, participate in cultural programs, take part in service learning volunteerism projects, and enjoy an invaluable and memorable experience at the College.

I also look forward to opportunities to hear from you during open forums, through e-mail, on the phone, and face-to-face as we plan the next 40 years at Germanna. We promise to be your partner in helping you create your own future. Thank you for starting that future here at Germanna Community College.

Sincerely,

David A. Sam

## General Information

**Germanna Community College** is one of the twenty-three community colleges in Virginia that comprise the Virginia Community College System. It is a two-year public institution of higher education established in 1970. The College serves the residents of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania, and Stafford counties and the City of Fredericksburg.

The College is governed by policies set by the State Board for Community Colleges with support and advice from the Germanna Community College Board. Primary funding for the College is provided by the state, supplemented by contributions from seven counties and one city and by student tuition.

### Who We Are

Germanna Community College is a public institution of higher education in the Virginia Community College System. As a comprehensive community college, Germanna provides quality, accessible, and affordable educational opportunities for the residents of the City of Fredericksburg and the counties of Caroline, Culpeper, King George, Madison, Orange, Spotsylvania and Stafford.

### Mission

As a public, comprehensive community college, Germanna provides accessible, quality educational and training opportunities that meet our communities' changing learning needs.

#### **This Mission is achieved through:**

courses, programs, and services that enable students to gain access to and succeed in higher education; associate degrees and courses that prepare students to advance and to succeed in four year colleges and universities;

training and services to develop successful employees who meet employers' specific needs;

training, associate degrees, and certificates for students to enter and succeed in the workplace; and

services and support for community and economic development.

### Vision

Germanna Community College is recognized as the region's leader and preferred partner providing excellence in accessible educational opportunities and related services to our communities. Our quality learning experiences enable students to participate effectively in the social, economic, political, intellectual, and cultural life of their

communities. Germanna, a dynamic learning organization, is the premiere gateway to personal and community development.

### **Values**

Our values influence our thoughts, guide our decisions, mold our policies, and help determine our course of action. Student learning and success are at the heart of all that we do and are demonstrated by:

**Passion for learning and teaching:** We demonstrate our commitment to the belief that everyone can learn.

Although at different rates and in different ways, all learners can learn if we challenge, support, and believe in them through everything we do and in every decision we make.

**Integrity:** We are true to our mission, to our values, to our learners, to our communities, and to each other. We say what we mean and we do what we say. We admit our mistakes and take responsibility for our actions.

**Culture of service:** We are dedicated to serving the educational and training needs of our students and communities. Our individual wants are secondary to the mission we serve.

**Excellence:** We seek to achieve excellence and to foster and develop excellence in our learners. We continuously improve our teaching and organizational systems and processes. We embody a culture of evidence and make decisions using that evidence.

**Professionalism:** We exhibit the skill, competence, and character expected of educational professionals.

**Stewardship:** We practice servant leadership. We effectively manage and maintain the resources in our care. We uphold the responsibility placed on us as teachers and supporters of teachers of the current and future citizens of our service area, our commonwealth, and our nation.

**Respect:** We treat our students, our stakeholders, our resources and each other with courtesy and respect. We respect each other enough to speak truths and have courageous conversations, and we do so with civility.

### **Accreditation**

Germanna Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate degree. Inquiries regarding regional accreditation or Germanna Community College's accreditation status should be sent to the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033, telephone number (404) 679-4558. In addition, the AAS nursing program is accredited by the National League for Nursing Accrediting Commission (3343 Peachtree Road N.E., Suite 500, Atlanta, GA, 30326 (404) 975-5000) and both the AAS nursing and the practical nursing certificate programs are approved by the Virginia Board of Nursing (Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233-1463, (804) 367-4473).

### **Location & Facilities**

#### **Fredericksburg Area Campus in Spotsylvania**

**10000 Germanna Point Drive, Fredericksburg, Virginia 22408**

**Telephone: 540-891-3000**

The Fredericksburg Area Campus in Spotsylvania is located at Lee's Hill near the intersection of Interstate 95 at Routes 1 and 17 South, about five miles south of the city. The Dickinson Building, which was Phase I of the Fredericksburg Area Campus, is a 76,000 square-foot building that includes classrooms, laboratories, a library, student lounge, bookstore, and offices for faculty and administrative staff.

The Workforce Development and Technology Center, which was Phase II of the Fredericksburg Campus, is a 40,000 square-foot building devoted to the use of technology for the delivery of instruction and advanced training programs.

Building III of the Fredericksburg Area Campus, scheduled to open in 2012, will provide laboratories, instructional resources, student services and more.

**The Joseph R. Daniel Technology Center in Culpeper**  
**18121 Technology Drive, Culpeper, Virginia 22701**  
**Telephone: 540-937-2900**

Located at the junction of U.S. Route 29 and State Route 3 just east of the town of Culpeper, The Joseph R. Daniel Technology Center occupies 34 acres. Built on two levels, the 39,000 square foot facility is designed primarily for workforce development instruction and technology training. A wide variety of credit classes are also offered.

Some of its features include: conference center that seats 600 theatre-style, banquet seating for 300, manufacturing technology lab, executive conference room, interactive video theatre, computer tech lab, training suite, and a catering kitchen.

**Locust Grove Campus**  
**2130 Germanna Highway, Locust Grove, Virginia 22508**  
**Telephone: 540-423-9030**

The Locust Grove Campus is located on Route 3 midway between Culpeper and Fredericksburg. The campus consists of 100 acres adjacent to the Rapidan River in Orange County. This campus houses the college's Nursing and Allied Health Programs.

The campus building of approximately 65,000 square feet includes classrooms, laboratories (including a state-of-the-art technologies laboratory), bookstore, administrative and faculty offices, a library, information services, business office, and student lounge. Outdoor facilities include a playing field, as well as nature trails, jogging paths, and a picnic area.

There are plans for expansion of facilities at Locust Grove in an effort to keep pace with growing demand for nurses.

**Stafford County Center**  
2761 Jefferson Davis Highway, Suite 107, Stafford, Virginia 22554  
Telephone: 540-288-8830

In 2009, Germanna opened a fourth facility with the support of the Stafford Economic Development Authority. Germanna's Stafford County Center enrollment continues to increase, and Germanna will occupy an additional Stafford facility as the Automotive program completes a move to a new facility in early 2012.

## **History of the College**

Germanna Community College takes its name from a group of settlers at Germanna Ford on the Rapidan, where in 1714, Governor Alexander Spotswood established a frontier fort and settlement for the German miners and their families.

In 1956, descendants of the original settlers at Germanna Ford organized the Memorial Foundation of Germanna Colonies in Virginia, Inc. In 1966, the Virginia legislature created a community college system. A site selection committee recommended that the College be located in the center of its service region. In 1969, the Memorial Foundation of Germanna Colonies donated 100 acres of property along the Rapidan to the state for a community college. The College Board unanimously chose the name Germanna Community College to recognize the gift and the history associated with it.

Germanna held its first classes on October 13, 1970, in its partially completed building.

The opening of the Fredericksburg Area Campus in January, 1997 was a major undertaking for the College. The 70-acre site, donated by the John T. Hazel Family, was selected by the Germanna Board on September 12, 1989. State funding for Phase I was acquired mainly through the efforts of Delegate V. Earl Dickinson for whom the first building is named. Additional support was received from the local governments in the Germanna service region and from private donations.

Phase II, The Workforce Development and Technology Center, opened in October 2004.

On September 9, 1998, the College's Educational Foundation received its largest single gift to date: 100 acres of land in Culpeper. The land was generously donated by Rose Bente Lee, Kaye and Marie Andrus, Nicholas and Flora Tomasetti, and Philip and Susan DeSiato. The Joseph R. Daniel Technology Center opened in 2006.

In July 2009, Germanna opened a fourth facility with the support of the Stafford Economic Development Authority. Germanna's Stafford County Center has served over 1,000 students since opening and enrollment continues to increase.

Building III of the Fredericksburg Area Campus, scheduled to open in 2012, will provide laboratories, instructional resources, student services and more.

### **Campus Security and Crime Awareness**

The safety of all our students, staff, and visitors is a primary concern at Germanna. It is a partnership in which everyone plays an important role. The more you know about where you are; about what is happening around you; and if an emergency happens knowing how to respond will affect all of us at Germanna. Any life threatening emergencies such as a fire or medical problem should be reported immediately to the security desk or the campus telephone operator.

There are security officers present at all locations 24 hours a day. The college facilities are open Monday thru Friday from 6:30 AM until 10:00 PM, Saturday 6:30 AM till 4:00 PM. With the exception of Sunday classes or other special events the college closes from 4:00 PM on Saturday until 6:30 AM on Monday.

Telephone numbers for security are posted on every class room phone instrument and at the main entrances to the buildings. The college telephone operator can communicate directly with the security staff via radio to respond to any emergency.

The most important person involving your safety is you. Observe these safety suggestions to keep yourself safe:

- Secure your personal property; do not leave purses, backpacks, computers unattended.
- Lock your vehicle; keep objects in your passenger section out of sight, put them in the trunk of the vehicle, or if you have a large open back area cover the items with a blanket. The potential thief will not be tempted to steal or break into your vehicle if he does not have something to see laying on the seat.
- Use the "buddy system" or walk with a group; especially when it is dark. Have your car key ready and in your hand, and always inspect and look in your vehicle before getting behind the wheel. Leave with the group as there is greater safety in numbers.
- Upon request security officers can escort you to your vehicle in the parking lot.
- Exit the buildings from the main doors if possible during the evening hours.
- Be alert and drive slow in the parking lots to avoid striking a pedestrian or other vehicle.

Report any theft or lost property, accidents, damage to property, or need for emergency services to the security desk or campus operator.

As required by the federal Clery Act this college maintains annual crime statistics concerning the occurrences of reported criminal offenses and the number of arrests for particular violations on campus during the preceding three years. These statistics are available from the Safety and Security Manager's office. You may contact the manager for this information at 1-540-891-3007, or go directly to the Germanna website at [www.germanna.edu/security](http://www.germanna.edu/security).

Sexual assault and sexual misconduct is not acceptable and should be reported promptly.

Students can find more information on responding to sexual assault and misconduct in the student handbook, College-Wide Policies.

If you observe any behavior which you feel could be life threatening to others at Germanna please report it promptly to the security desk, a counselor, faculty member, or to the telephone operator. Students see more than anyone else on campus. It is not snitching, but rather a response which could save someone from grave harm.

### **Community Use of College Facilities**

Germanna Community College provides limited use of its facilities for community groups and educational and governmental agencies. Approval of requests will be contingent on the appropriateness of the proposed activity, space availability, and budget considerations. Inquiries about community use of Germanna Community College facilities should be directed to the Chief Administrative Officers for either the Fredericksburg Area or Locust Grove Campus, the Daniel Technology Center in Culpeper, or the Stafford County Center in Stafford.

### **Educational Foundation**

The Germanna Community College Educational Foundation, Inc. was established in 1983 to promote the growth and progress of the College. The Educational Foundation raises, invests and administers private funds in support of the mission of Germanna Community College. Subject to the provisions of the Internal Revenue Code, the Foundation is tax exempt and donors may deduct contributions as provided by the Code. The Germanna Community College Educational Foundation is registered with the State Corporation Commission of Virginia.

While State funding supports the basic mission of the College, there are many enrichments for educational excellence that Germanna needs to offer students. The Educational Foundation supports the College's programs and initiatives within the policies of the State Board for Community Colleges and the by-laws of the Germanna Educational Foundation.

Individuals, businesses, and industries can help the College provide student scholarships, state-of-the-art instructional resources, faculty and staff professional development, and other enhancements. Cash gifts, securities, wills, trusts, insurance policies, and property are among the means through which donors can contribute. Unrestricted gifts are managed and administered by the Foundation Board of Directors; and restricted gifts are designated by the donor, subject to the policies of the Board.

For additional information or assistance in planning a gift, please contact the Foundation Office at (540) 423-9060.

Please contact the Germanna Community College Educational Foundation for a complete list of scholarships available to students.

### **Alumni Association**

The Alumni Association supports the mission of Germanna Community College by promoting positive and lasting relationships among alumni, students, faculty and staff, and by encouraging partnerships within the community. All Germanna graduates are welcome to be a part of the Association. Persons interested in serving on an Alumni committee, organizing events or helping with social activities, should contact the Foundation office at (540) 423-9060.