Academic Calendar
2012-2013

Summer Session 2012

Early-Bird Registration Begins (must pay same day) ............................................. April 17
Advising and Registration....................................................................................... May 17-18
Classes Begin........................................................................................................ validated.
Last day to register or add a course................................................................. May 21
Last day to drop a course to receive a refund................................................... June 1
Holiday (no classes)............................................................................................... July 2-6
Last day to drop a course without grade penalty or to change from credit to audit...July 9
Last day of classes................................................................................................... August 3
Exam Days........................................................................................................... August 6-7
Grades due.......................................................................................................... 9:00 a.m., August 9

Fall Semester 2012

Early-Bird Registration Begins (must pay same day) ............................................ August 1
In-service & Planning .......................................................................................... August 16-17
Advising and Registration................................................................................... August 20-21
Classes Begin....................................................................................................... August 22
Last day to register or add a course................................................................. August 29
Holiday (college closed).................................................................................... September 3
Last day to drop a course to receive a refund................................................... September 7
Faculty administer student evaluations......................................................... October 22 – November 2
Last day to drop a course without grade penalty or to change from credit to audit...October 29
Faculty In-Service (no classes)........................................................................ October 30
Faculty In-service / Advising & Registration Kickoff for Spring 2013 (no classes)...... November 14
Holiday (college closed).................................................................................... November 22-23
Last day of classes............................................................................................. December 11
Exams.................................................................................................................. December 12-14; 17-18
Grades due.......................................................................................................... 9:00 a.m., December 20
Faculty Research ............................................................................................... December 19-21

(Spring 2013 registration begins November 13 – must pay same day)

Spring Semester 2013

In-service & Planning ......................................................................................... January 2
Registration........................................................................................................... January 3-4
Classes Begin......................................................................................................... January 7
Holiday (college closed).................................................................................... January 21
Last day to register or add a course................................................................. January 24
Last day to drop a course to receive a refund................................................... January 25
Spring Break (no classes).................................................................................. March 18-22
Faculty administer student evaluations......................................................... March 25 – March 29
Last day to drop a course without grade penalty or to change from credit to audit...March 25
Advising Kickoff for Summer and Fall 2013...................................................... April 15

(Summer 2013 Registration begins April 15 – must pay same day)

Last day of classes............................................................................................. April 29
Exams.................................................................................................................. April 30-May 3, 6
In-service/Planning.............................................................................................. May 7-9
Grades due.......................................................................................................... 9:00 a.m., May 8
Faculty Research............................................................................................... May 10, 13-15
Graduation........................................................................................................ 10:00 a.m., Saturday, May 11

(Fall 2013 Registration begins August 1 – must pay same day)
Welcome to Patrick Henry Community College!

This year marks the 50th year that Patrick Henry Community College has served the communities in Martinsville, Henry County, Patrick County and the southern portion of Franklin County. Since our founding in 1962 as a two-year branch of the University of Virginia’s School of General Studies, an estimated 60,000 people have availed themselves of classes and services provided by the college.

We have seen many changes during the past 50 years both on our campus and in our community. Some haven’t been pleasant, as with the exodus of local manufacturing jobs leaving far too many people unemployed. Others have been more positive, like the renewed focus on education and student success, building blocks for the resurgence of economic stability.

We have watched with happiness and pride as our graduates have gone on to further their education at senior institutions or enter the workforce to become contributing members of our community. These are our future leaders and workers; the people who will guide the community as it looks ahead.

When you become a student at PHCC, you join a group of people who want to see you succeed. We encourage excellence and personal growth in not just our students, but in ourselves. I believe you will find our campus to be caring, safe and comfortable – just the right environment for the challenge of learning!

Sincerely,
Max F. Wingett
Main Campus
645 Patriot Avenue, Martinsville, Virginia 24112
(Route 174 to College Drive)
(276) 638-8777

Visit our Extended Campus Locations

Artisan Center
54 W. Church Street, Martinsville, Virginia 24112
(276) 656-5461, Retail Store: (276) 632-0066

Automotive & Auto Body Technology Center
Martinsville City Public Schools, Chester Lane Vocational Building
200 Hospital Drive, Martinsville, Virginia 24112
(276) 403-5790

PHCC-The Franklin Center for Advanced Learning and Enterprise
50 Claiborne Avenue, Rocky Mount, Virginia 24151
(540) 483-0179

PHCC-Patrick County Site
212 Wood Brothers Drive, Stuart, Virginia 24171
(276) 694-8778

Virginia Motorsports Technology Center
67 Motorsports Drive, Martinsville, Virginia 24112
(276) 656-0292

PHCC Website: www.ph.vccs.edu
# Table of Contents

## Academic Calendar  
Inside front cover
- General Information 6-11
- Admissions Information 11-15
- College Expenses & Tuition 15-16
- Financial Assistance 16
- Scholarships and Awards 16-24
- Academic Information 25-31
- Veteran Information 23-24

## Programs of Study  
35

### Associate Degrees  
36
- Business Administration 37
- General Studies 38
  - Specializations:
    - Human Services 39
    - Recreation, Parks and Leisure Studies 39
    - Visual Arts 41
    - Teacher Education Preparation 44
    - Science 45
- Administration of Justice 46
- Business Technology:
  - Accounting 48
  - Administrative Support Technology 49
    - Specialization: Medical Office 50
  - Management 52
  - Specializations:
    - E-Commerce 53
    - Entrepreneurship/Small Business 54
    - International Business 56
- Education Assisting 58
- Emergency Medical Services: Paramedic 59
- General Engineering Technologies 61
- Health Technology: Nursing 62
- Industrial Electronics Technology 65
- Information Systems Technology 66
  - Specializations:
    - Accounting Information Systems 67
    - Game Design and Development 69
    - Internet Services 70
- Legal Assisting 72
- Technical Studies
  - Specializations:
    - Agribusiness 73
    - Motorsports Technology 74

## Certificates  
77
- Automotive Technology 78
- Bookkeeping 79
- Clerical Studies 80
- Computer Aided Drafting & Design 81
- Early Childhood Education 82
- General Business 83
- General Education 84
- Heating, Ventilation, Air Conditioning & Refrigeration 85
- Health Sciences 86
- Industrial Welding 87
- Practical Nursing 88
- Therapeutic Massage 90

## Career Studies Certificates  
91
- Art Studies 92
- Automotive Engine Technology 92
- Auto Body Technology 92
- Building Trades Technology 93
- Community Services Leadership 93
- Computer Service Technician 93
- Culinary Arts 93
- Culinary and Hospitality Management 93
- Customer Support Specialist 94
- Early Childhood Instruction 94
- Emergency Medical Technician-Basic 94
- Emergency Medical Technician-Intermediate 95
- Emergency Medical Technician-Paramedic 96
- E-Commerce Management 97
- Entrepreneurial Studies 97
- Graphic Communications 97
- Heating, Ventilation, Air Conditioning & Refrigeration 97
- Horticulture 97
- Industrial Controls 98
- Industrial Maintenance Electronics 98
- International Business 98
- Internet Webmaster 98
- Management Assistant 98
- Manufacturing Technician 99
- Medical Transcription 99
- Microcomputer Literacy 99
- Motorsports Engine Technology 99
- Motorsports Fabrication and Set Up Technology 100
- Motorsports Management 100
- Nurse Aide Training 100
- Office Assisting 100
- Pharmacy Technician 100
- Residential/Commercial/Industrial Electrician 101
- School-Age Child Care 101
- Small Business Management 101
- Supervision 101
- Theater Arts 102
- Viticulture 102
- Welding 102
- Wellness 102

## Course Descriptions  
103-137

## Workforce Development Continuing Education  
139-157
- Professional and Workforce Development 141-145
- Virtual Continuing Education 145-146
- Personal Enrichment 146
- Noncredit Course Descriptions 146-157

## College Personnel  
153-162

## Student Handbook  
163-180

## Index  
181-185

## Campus Map  
Inside Back Cover
Programs of Study

Associate of Arts & Science

*Business Administration
*General Studies
*Specialization: Human Services
*Specialization: Parks, Recreation, and Leisure Studies
Specialization: Visual Arts
*Specialization: Teacher Education Preparation
*Science

Associate of Applied Science

Administration of Justice
*Business Technology: Major: Accounting
*Business Technology: Major: Administrative Support Technology
*Specialization: Medical Office
*Business Technology: Major: Management
*Specialization: E-Commerce
*Specialization: Entrepreneurship/Small Business
*Specialization: International Business

Education Assisting
Emergency Medical Services: Paramedic
General Engineering Technologies
Health Technology: Nursing
Industrial Electronics Technology
*Information Systems Technology
*Specialization: Accounting Information Systems
*Specialization: Game Design and Development
*Specialization: Internet Services
*Legal Assisting
Technical Studies
Specialization: Agribusiness
Specialization: Motorsports Technology

Certificate

Automotive Technology
*Bookkeeping
*Clerical Studies
Computer Aided Drafting & Design
Early Childhood Education
*General Business
*General Education
HVAC
Health Sciences
Industrial Welding
Practical Nursing
Therapeutic Massage

Career Studies Certificate

Art Studies
Automotive Engine Technology
Auto Body Technology
Building Trades Technology
Community Services Leadership
Computer Service Technician
Culinary Arts
Culinary and Hospitality Management
Customer Support Specialist
Early Childhood Instruction
*E-Commerce Management
Emergency Medical Technician-Basic
Emergency Medical Technician-Intermediate
Emergency Medical Technician-Paramedic
*Entrepreneurial Studies
Graphic Communications
HVAC
Horticulture
Industrial Controls
Industrial Maintenance Electronics
International Business
Internet Webmaster
*Management Assistant
Manufacturing Technician
*Medical Transcription
Microcomputer Literacy
Motorsports Engines Technology
Motorsports Fabrication and Set Up Technology
Motorsports Management
Nurse Aide Training
*Office Assisting
Pharmacy Technician
Residential/Commercial/Industrial Electrician
School-Age Child Care
Small Business Management
*Supervision
Theatre Arts
Viticulture
Welding
*Wellness

Note: Programs preceded by an asterisk (*) are available entirely through distance learning courses as well as classroom-based courses.
General Information
The College

Patrick Henry Community College is one of 23 community colleges in Virginia. Patrick Henry was founded in 1962 as a two-year branch of the University of Virginia’s School of General Studies and became an autonomous two-year college of the university two years later. The college enrolled its first students in the old Northside Elementary School in Martinsville and moved to its present campus in the fall of 1969 with the completion of the administration building. The Learning Resource Center was completed in the spring of 1971, and the college became part of the Virginia Community College System on July 1, 1971.

As a community college, PHCC has continued to grow. New programs have been added and programs have expanded. William F. Stone Hall, the health, physical education and wellness center, was completed in the spring of 1974 and dedicated to the memory of the late Senator William F. Stone. A division offering occupational and technical programs and courses was established in 1976. In the spring of 1985, A. L. Philpott Hall was completed in order to better serve growing programs to train a competent workforce. An addition to A.L. Philpott Hall was completed in the fall of 1995. The Walker Fine Arts/Student Center was completed in 1990 and dedicated to the memory of Robert Lee Walker and Samuel Stanhope Walker. In 1999, the administration building was named Francis T. West Hall, and the J. Burness Frith Economic Development Center was completed and dedicated to the memory of the late J. Burness Frith.

In order to improve accessibility to college classes, three off-campus sites have been established. Classes are offered at sites in Franklin County, Patrick County, and Uptown Martinsville.

By responding rapidly and effectively to meet community needs and through continuous growth, PHCC seeks to fulfill the purposes assigned to it by the 1966 General Assembly that established the Virginia Community College System.

Accreditation and Recognition

Patrick Henry Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, Telephone number 404-679-4501) to award the associate degree.

As a member of the Virginia Community College System, Patrick Henry Community College is approved by the State Board for Community Colleges; the associate degree curricula offered in the college have also been approved by the State Council of Higher Education for Virginia. The college is a member of the American Association of Community Colleges. The nursing program is accredited by the Virginia Board of Nursing and the National League for Nursing Accrediting Commission, Inc.

Mission

Patrick Henry Community College is a comprehensive two-year institution committed to student success, lifelong learning, and enrichment of the quality of life in the region it serves.

Vision

PHCC aspires to be nationally recognized as an exemplary learning college.

Core Values

PHCC upholds shared core values that guide the college, define its identity, and endure as constant ideals in a changing global society. As a community of teachers and learners, we value:

1. Excellence. We strive for excellence in instruction and service by upholding high academic and professional standards, providing a quality educational environment, and continuously seeking improvement in all aspects of our work.
2. Inclusiveness. We embrace inclusiveness of people and ideas by respecting the diversity and dignity of each individual, treating all with fairness and equity, recognizing the unique contributions of all individuals, and promoting tolerance, appreciation, and understanding of alternative ideas, beliefs, and cultures.
3. Innovation. We pursue excellence in teaching and learning through institutional encouragement and support of innovation, creativity, experimentation, imagination, originality, entrepreneurial spirit, and visionary leadership.
4. Integrity. We work together to achieve our mission by demonstrating high standards of ethical conduct and celebrating honesty, openness, and trust as foundations to our relationships in the community.
5. Student Centered Learning. We believe that students are the primary reason we exist, and our purpose is to meet their needs, aspirations, and goals.

Types of Programs Offered

In order to fulfill the mission and vision, the college offers programs of instruction in:

Occupational/Technical Education. The occupational and technical programs are designed to meet the increasing demand for technicians, semi-professional workers and skilled craftsmen for employment in industry, business, the professions and government. The curricula are planned primarily to provide workers for the region served by the college.

College Transfer Education. College transfer programs include college freshman and sophomore courses in the arts and sciences and in pre-professional education designed to meet standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities.
**Developmental Education.** A developmental education program is offered to prepare individuals for admission to an applied science and engineering technology curriculum or to a college transfer curriculum of the college. The program is designed to assist the individual with the development of the basic skills and understandings necessary to succeed in other college programs.

**Specialized Community Services.** The facilities and personnel of the college are available for specialized services to meet cultural and educational needs of the region. These services include special programs, cultural events, workshops, meetings, lectures, conferences, seminars and community projects designed to provide a variety of cultural and educational opportunities.

**General Education.** General education encompasses the common knowledge, skills, and attitudes required by each individual to be more effective as a person, a worker, a consumer and a citizen. VCCS degree graduates will demonstrate competency in the following general education areas:

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

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

3. **Cultural and Social Understanding:** A culturally and socially competent person possesses an awareness, understanding, and appreciation of the interconnectedness of the social and cultural dimensions within and across local, regional, state, national, and global communities. Degree graduates will demonstrate the ability to:
   a. assess the impact that social institutions have on individuals and culture-past, present, and future;
   b. describe their own as well as others’ personal ethical systems and values within social institutions;
   c. recognize the impact that arts and humanities have upon individuals and cultures;
   d. recognize the role of language in social and cultural contexts;
   e. recognize the interdependence of distinctive worldwide social, economic, geo-political, and cultural systems.

4. **Information Literacy:** A person who is competent in information literacy recognizes when information is needed and has the ability to locate, evaluate, and use it effectively. (adapted from the American Library Association definition) Degree graduates will demonstrate the ability to:
   a. determine the nature and extent of the information needed;
   b. access needed information effectively and efficiently;
   c. evaluate information and its sources critically and incorporate selected information into his or her knowledge base;
   d. use information effectively, individually or as a member of a group, to accomplish a specific purpose;
   e. understand many of the economic, legal, and social issues surrounding the use of information and access and use information ethically and legally.

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

6. **Quantitative Reasoning:** A person who is competent in quantitative reasoning possesses the skills and knowledge necessary to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues. A person who is quantitatively literate can use numerical, geometric, and measurement data and concepts, mathematical skills, and principles of mathematical reasoning to draw logical conclusions and to make well-reasoned decisions. Degree graduates will demonstrate the ability to:
a. use logical and mathematical reasoning within the context of various disciplines;
b. interpret and use mathematical formulas;
c. interpret mathematical models such as graphs, tables and schematics and draw inferences from them;
d. use graphical, symbolic, and numerical methods to analyze, organize, and interpret data;
e. estimate and consider answers to mathematical problems in order to determine reasonableness;
f. represent mathematical information numerically, symbolically, and visually, using graphs and charts.

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

PHCC Foundation

The Patrick Henry Community College Foundation is a not-for-profit foundation organized under Virginia law and is fiscally and organizationally separate from the college. Its purposes are to enhance community awareness of Patrick Henry Community College; to secure private contributions, bequests, and donations; and to account for, manage, and help appreciate monies or property submitted to the foundation. The Foundation Board of Directors is composed of people from the college service area who represent positive leadership and community influence and who have expressed an interest and desire to use their influence on behalf of the college through the foundation.

Purpose

The goals and objectives of the foundation include these activities:

• Support the programs of PHCC.
• Help to foster better understanding of the college and secure wide participation in cultural and community activities.
• Encourage potential students to attend the community’s college.
• Raise support needed for students that cannot be funded by public money.
• Provide a means of a perpetual trusteeship of capital funds donated or to be donated to the college by individuals or organizations for programs or activities of benefit to the college and its community.

• Enhance the quality of education through acquisition of state-of-the-art equipment in academic and occupational-technical programs.
• Recognize and promote outstanding teaching and leadership in college activities.
• Develop special capital projects and facilities.
• Raise support for special projects relating to the college which cannot be funded by public money.
• Undertake any other activities that may be to the benefit of PHCC and its community.

Learning Resource Center

The Learning Resource Center embraces the mission of the college and strives to support and strengthen the art of teaching and the process of learning as they affect students, faculty, staff, and the community. To this end, the Learning Resource Center (LRC) provides library, and instructional media services and a comprehensive learning assistance program for students, faculty, and staff. Many of the services and functions of the LRC are open to community patrons. The LRC provides a broad base of services and materials reflective of user needs. Wireless Internet access is available throughout the library and Learning Resource Center. LRC staff members assist patrons in finding needed information, services, or equipment. The LRC has designed its functions to help students learn and teachers teach.

Lester Library

The Lester Library provides a diverse collection of print and non-print resources, including books, periodicals, microforms, videos, DVDs, e-books, as well as access to over 100 full-text and bibliographic databases. Trained library staff is available to provide bibliographic instruction and research assistance both to students and community users. Registered students are able to access online resources from off-campus via a proxy server. Students needing research assistance from off-campus sites can request help by e-mail, fax or phone. For after-hours or off-campus assistance, students can chat with a VCCS reference librarian through LRC Live, a Web-based reference service.

Loan Policy. The current loan policy is four weeks for books and 48 hours for videotapes and DVDs. In most cases, items may be renewed once, prior to the due date, either by phone or in person. Renewals are not allowed on overdue material or material on hold. Periodicals, reserve materials, and reference books are for in-library use only.

Photocopy and Microfilm Printer Machines. A coin-operated copy machine and a microfilm/microfiche reader printer are located on the second floor of the LRC. Photocopier charges are 10 cents per page. Microfilm/microfiche reader printer copies are free. The library cannot provide change.

Library Card. All patrons must present a library card in order to check out materials. The first card is issued free. However, a
$1 fee is charged for replacement of a lost or damaged card. To replace a card, the student must pay at the business office and bring a receipt to the library circulation desk.

**Overdue Policy.** Although the library does not charge fines for overdue material, patrons are encouraged to return library material on or before the due date. Patrons who have library material checked out beyond a specified due date will be notified in writing or through e-mail by the LRC staff. Students with overdue material will not be allowed to check out additional material, receive transcripts, certificates, diplomas, or degrees; nor will they be allowed to re-register. Community patrons with overdue material will not be allowed to check out additional library materials until the overdues have been cleared. All patrons with overdue materials may be subject to action taken by the business office in accordance with VA Code§ 42.1-74. Habitual abuse of library policies may result in library privileges being suspended.

**Lost or Damaged Materials.** The cost for lost, stolen, or damaged library material will be assessed based on replacement value of the same or like materials.

**Virtual Library of Virginia (VIVA).** VIVA is a consortium of the 39 state-assisted, colleges and universities, the 32 independent Virginia institutions, and the Library of Virginia. VIVA’s mission is to provide enhanced access to library and information resources and facilitate cooperation among institutes of higher learning. Through its VIVA membership, the Lester Library makes available a variety of full-text and bibliographic databases, free to students, faculty, staff and community researchers. Details about VIVA and a list of its current database titles are available at http://www.vivalib.org/

**Interlibrary Loans.** As a member of the OCLC interlibrary loan network, the library can borrow materials from other OCLC member libraries within the state at no charge. Request for out-of-state materials are honored, where possible, although fees and restrictions may apply. To provide high quality document delivery, the library uses Ariel and Odyssey Internet transmission software. For additional information regarding library policies and resources, please see the Lester Library Web page.

**Writing Center**

The Writing Center offers individual as well as group tutoring sessions for students seeking guidance in their writing skills. The goal of the Writing Center is to aid in the development of the individual writer, teaching skills to help the writer become more self-sufficient. Trained tutors are available during lab hours. This service is offered at no cost to the student.

**Math Lab**

The goal of the Math Lab is to provide math assistance to students in all levels of math offered by PHCC. The Math Lab provides free individual and group tutoring. Walk-ins during Math Lab hours are the primary means of receiving math tutoring and are always welcomed; no appointment necessary. Scheduled appointments may be available for certain math classes upon request. Math assistance is guaranteed during the open lab hours. The college attempts to offer math tutoring during the day and evenings to accommodate student schedules. Students should check the college webpage for current semester hours of operation.

**Distance Learning**

PHCC offers a wide variety of distance learning courses, as well as a number of programs which are available totally in a distance learning format. The majority of the distance learning courses are web-based; however, the college delivers a few courses via compressed video or video conferencing. The compressed video courses are delivered to the college’s off-campus sites and to other institutions within the Virginia Community College System. Web courses allow students to access the course using the Internet. Distance learning courses maintain the same integrity as traditional courses, but provide the course instruction in an alternate format. Distance learning courses are coordinated through Division of Technology. Students are encouraged to complete an orientation to distance learning prior to beginning any of the college’s web-based courses.

**Student Support Services Program**

Student Support Services is a federally funded grant program (TRIO Program) through the U.S. Department of Education. The Student Support Services office is located on the first floor of the Learning Resource Center Room 109. Students must apply to participate in the program and meet eligibility criteria. Eligible participants include first generation and low income students and students with disabilities. Free services for program participants include: tutoring; academic advising; special counseling; financial aid assistance; study skills assistance; cultural and social activities; assistance with transferring to a four-year college or university, including campus visits; and support services and accommodations for a disability (physical, mental, or learning).
Services for Students with Disabilities

Support services and accommodations are available, when necessary, appropriate, and reasonable, to allow the full participation of students with disabilities in all programs and services of the college. Disability-related support services may include, but are not limited to, the following: facilitating physical accessibility on campus; academic degree or course requirements may be modified in certain instances to ensure full participation; alternate methods of testing and evaluation are available for students whose disability require such methods; and, auxiliary aids and services are available for students with impaired sensory, manual, speaking, or processing skills.

Student Support Services is responsible for coordinating all disability-related support services. Students with disabilities are encouraged to contact a counselor in Student Support Services as early as possible in order to be eligible and arrange for accommodations. In addition, Student Support Services will facilitate a student’s communication with instructors, when necessary, regarding disclosure of his or her disability and accommodations needed.

Accessible parking is available in all visitor and student parking lots on campus. An appropriate vehicle tag or permit from the Department of Motor Vehicles is required for these spaces.

Inquiries about the college’s and student’s rights and responsibilities regarding persons with disabilities may be directed to the 504/ADA Coordinator located on the first floor of the Learning Resource Center, (276) 656-0257. Additional information regarding the college’s disability policies and procedures may be found at the PHCC college web site.

Student Services

The Student Development Services Division exists to help meet the needs of students. Counseling staff assist students in making informed decisions regarding their vocational, educational and personal plans. As a part of this assistance, counselors provide appropriate tests, inventories and occupational and educational information, as well as employment, financial aid, and personal referrals. These services are provided in the Walker Fine Arts/Student Center.

Individual student assessment. The Integrated Advising, Testing, and Career Center promotes active curricular and course selection, decision making, lifelong learning, and career development skills. Key services provided through the Center include computerized placement testing, academic counseling, online services for career exploration, online resources for career development, online job posting, and retention services such as the faculty-based Early Warning Program, Peer/Faculty Mentoring, and development of career and transfer specific courses aimed at “reality counseling” related to transfer and career planning issues. In an effort to acquaint entering students with a general knowledge of their academic strengths and weaknesses, a planned assessment program is coordinated by student services staff. Students entering any degree, diploma or certificate program are required to take the college placement tests and are encouraged to do this as early as possible, preferably prior to or during SDV 108. Additionally, students must take the college placement tests before enrolling in many courses such as mathematics, English, accounting, psychology, sociology, history, many computer classes, economics, biology courses, etc. (see developmental prerequisites on pages 25, and 104-105). The tests are administered periodically on campus in The Integrated Advising, Testing, and Career Center and, when requested, in the local high schools and in off-campus locations. Test results are used for counseling and placement rather than for college admission purposes. Results of the tests are discussed with the students during individual or group sessions following on-campus tests. A prospective student who does not receive an official report before enrolling should check with The Integrated Advising, Testing, and Career Center for a review of test results. Students who need developmental work to obtain appropriate skills and competencies will be advised of the requirements and availability of these courses. Careful and appropriate interpretation of all test results is provided for each student. Student services staff also provide assessment tools for career interest, personality characteristics and other special concerns.

Orientation. PHCC offers a general orientation session in the summer of each year to acquaint new students with the purposes and programs of the college. New students should initiate a meeting with a college counselor to discuss interests, placement test results and curriculum choices. SDV 108 “College Survival Skills” course offers each student an opportunity to meet individual needs and receive academic credit toward graduation. SDV 108 should be completed within the first 15 credit hours of enrollment, and, for developmental students, in their first semester of enrollment.

Pre-college counseling. Student Services staff cooperate with local high schools to schedule appropriate activities for students and counselors to inform them of the programs available. All youth and adults in the service region are invited to visit and/or request information concerning PHCC through the Student Services office.

Career Counseling Services. Career counseling services available to new students include computerized career exploration programs, career inventories and personality tests. These services assist students in choosing a career path that is financially rewarding and personally satisfying. The Integrated Advising, Testing, and Career Center has a number of online resources which provide information on job outlook forecasts, job descriptions, and salary information about a number of occupational opportunities. Career inventories and tests provide important information about individual interests, abilities, values, likes and dislikes, and personality strengths and traits. Career inventories and tests used in the Career Center include Virginia VIEW, DISCOVER, and CareerScope. All of these
assessment tools create a “snapshot” of each individual as he or she relates to the world of work. The results are explained in a caring, open environment.

*A student who has been convicted of a felony or has a poor credit history may not be employable in their chosen career field. For additional information, contact the Advising Center in the Walker Fine Arts/Student Center.

**Transfer preparation.** College transfer programs are designed to allow students to transfer to four-year colleges and universities. In addition, Patrick Henry has formal articulation agreements with several institutions to make transfer easier for the student. A counselor can help answer questions about articulation agreements and transfer processes. For information about the Guaranteed Admissions Agreements and other transfer agreements, see the Student Handbook.

**Student activities.** A student activities program adds to the instructional program by providing a variety of meaningful educational, cultural, social, and civic experiences. The student fee supports this program. The college encourages student participation in extra-curricular activities on campus, and an activity period is provided weekly as a part of the regularly scheduled program. Students should consult the Student Handbook section of the college catalog on all student organizations and contact the Student Activities office in the Walker Fine Arts/Student Center to find out how to become an active member of a campus group.

**Faculty advisors.** Faculty advisors are appointed to help students complete programs and work through other problems that can affect student performance. Faculty advisors are assigned to all students according to the area of study. New students are informed who their advisors are when they are accepted to the college or when changing curriculum. Counselors serve as primary advisors for most non-curricular students and help advise some part-time students. Students who wish to change their majors may obtain necessary applications at the admissions office and should meet with the assigned advisor. If changes are approved, a new advisor is assigned. See the Student Handbook for detailed information about the role of faculty advisors. Students may only submit a “Student Information Change Form” to change curriculum two times per semester, AND students must be admitted with an eligible curriculum prior to the semester beginning in order to receive financial aid.

**Personal problems.** Complex problems may suddenly confront a student in situations presented in college; a professional person committed to an individual’s well-being and future success may be needed to assist in reaching a satisfactory decision. This is the function of a counselor. Sessions with a counselor are matters of strict confidence. Our on-campus counselor is located in the Admissions and Counseling office in the Walker Fine Arts/Student Center. Should a personal problem require assistance above and beyond that which the counselor feels prepared to handle, the student will be referred to an appropriate professional or agency that may be able to help more effectively.

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**Admission Information**

Individuals are eligible for admission to PHCC if they are high school graduates or the equivalent, or if they are eighteen years of age or older and able to benefit from study at the college. Dual enrollment students will be admitted according to the provisions in the current Virginia Plan for Dual Enrollment. Other persons not meeting these admission criteria may apply to the college for special consideration for admittance.

The college reserves the right to evaluate and document special cases and to refuse or revoke admission if the college determines that the applicant or student poses a threat, is a potential danger, is significantly disruptive to the college community, or if such refusal or revocation is considered to be in the best interest of the college. The college also reserves the right to refuse admission for students that have been dismissed, expelled or suspended from, or determined to be a threat, potentially dangerous or significantly disruptive by another college. PHCC will not accept student dismissed from another college within the Virginia Community College System. Students dismissed from another college within the VCCS for misconduct, exhibiting threatening behavior, or who have been determined to be a potential threat will be denied admission to PHCC. Students whose admission is revoked after enrollment must be given due process.

When enrollments must be limited for any curriculum or course, priority must be given to qualified students who apply for admission to the program a reasonable length of time before registration. Admission priorities are: (1) Virginia residents—legal domiciliaries, and (2) out-of-state and (3) foreign students.

**Admission to Specific Curricula or Courses**

In addition to general admission requirements, other specific requirements may be prescribed for any curriculum. Among the criteria generally considered in determining student eligibility for admission to a curriculum are the student’s educational and occupational experiences and other reasonable standards to insure that the student has the potential to meet program requirements. Specific requirements for each curriculum are listed in the Curricula of Study section of this catalog. People who do not initially meet the requirements for a specific course or curriculum may be eligible for entrance after developmental prerequisites have been completed.

Regular students, whether full- or part-time, who are entering a specific curriculum may be required to take the college placement tests unless sufficient appropriate course work has been completed at another college. The test battery is administered at the college prior to registration. Results are discussed with the student by a counselor and used for course placement and curriculum choice.
Admission of Students on the Sexual Offender Registry

Section 23 - 2.2.1 of the Code of Virginia requires that the VCCS send enrollment information to the Virginia State Police concerning students to institutions of higher education. This information is transmitted electronically and compared against the Virginia Criminal Information Network Crime Information Center Convicted Sex Offender Registry. Language on the web application informs students that their information is being transmitted to the State Police. In the event that the State Police determine that an applicant to Patrick Henry Community College is listed on the Sex Offender Registry, the State Police will notify PHCC. When the college receives such a notification, the following procedures apply:

A. The applicant will be denied initial admission to PHCC and must appeal to the Dean of Student Services. The College reserves the right to evaluate special cases and to refuse admission to students when considered advisable in the best interest of the college.

B. If the applicant registers for classes and becomes a student before the college received notification from the State Police, the student will be notified immediately that an appeal must be made to the Dean of Student Services within 7 calendar days. If no appeal occurs within 7 days, that he/she will be dropped from classes immediately and will receive a refund.

Appeal Process for Denial of Admission or Withdrawal for Convicted Sex Offender

When a convicted sex offender is denied initial admission to or is administratively dropped from classes at Patrick Henry Community College, he/she may invoke the following appeal process:

A. The applicant or withdrawn student will receive a letter from the Dean of Student Services stating his/her denial of admission or potential administrative drop from classes.

B. The applicant/student may write a letter of appeal to the Dean of Student Services in which he/she provides the following information:
   1. Disclosure of the nature of the offense for which he/she has been convicted;
   2. Justification for consideration of admission/reinstatement;
   3. Statement acknowledging his/her understanding that his/her identity and status as a convicted sex offender will be publicized on the college campus in accordance with federal and state law if he/she is admitted or reinstated. Note: If a student is appealing a denial of admission or an administrative drop, he/she must submit the letter of appeal to the Dean of Student Services within seven (7) calendar days of the administrative drop.

C. The Dean of Student Services will review the information submitted and make a decision within fourteen (14) calendar days of receiving the letter of appeal.

D. The Dean of Student Services will inform the applicant/dropped student by letter of the decision of the appeal. The decision of the Dean shall be final.

Admission Procedures

Curricular Admission

Application. Before final action may be taken on an application, a student seeking admission to any curriculum of the college must submit:

1. A completed “Application for Admission”;
2. Official high school transcripts or GED certificate if: You plan to enter the program in either Nursing, EMT-Intermediate, Paramedic, or Licensed Practical Nursing. There are no exceptions.
   • NOTE: Applicants for financial aid should be aware that some financial aid programs may require that the high school transcript/GED certificate be submitted without exception before an award may be made.
   • NOTE: If you will not have finished high school or GED before enrolling, specific testing may be required for admission evaluation. Contact the Admissions Office for details.
   • NOTE: Students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid for that term.

3. Official college transcripts for all previous institutions if:
   a. you plan to enter the degree program in either Nursing or EMT-Paramedic or the certificate in Licensed Practical Nursing.
   b. you wish to receive transfer credit.
   • Note: If you can transfer at least 20 semester hours to PHCC from a 4-year college or university, you may be exempt from completing SDV 108, College Survival Skills.

4. Other material when applicable.
   a. Nursing (RN and LPN) and EMT-Paramedic applicants need to consult specifics in the Nursing, LPN, or EMT-Paramedic section of the college catalog.

International students – Students with educational credentials from foreign countries are required to have an educational level evaluation sent to the admissions office by one of the college-approved credential evaluation service listed below. If the student wishes to receive transfer credit for some of the work, a credit evaluation must also be sent to PHCC by the college-approved service. The student must absorb the costs for these services. PHCC faculty will make final decisions about the awarding of any credit.

Foreign Credentials Evaluation Services

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53202-0970
Phone: (414) 289-3400
Web: www.fis-web.com
Foundation for International Services, Inc.
21540 30th Drive SE, Suite 320
Bothell, WA 98021
Phone: (425) 487-2245  FAX: (425) 487-1989
Web: fis-web.com  EMAIL: info@fis-web.com

Global Credential Evaluators, Inc.
P.O. Box 36
28 Westhampton Way
Richmond, VA 23173
Phone: (804) 639-3660  FAX: (512) 528-9293
Web: www.gcevaluators.com

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone (212) 966-6311  FAX: (212) 739-6100
Web: www.wes.org  E-MAIL: info@wes.org

After application materials have been submitted, you should speak with a counselor about additional procedures (if any) for applying to a specific degree or certificate program. All students who enroll in a curriculum should expect to take the placement test so they can be placed in the appropriate level courses. Transfer students with previous appropriate college success may not need to take the placement test and should ask a counselor to evaluate that need. If you haven’t enrolled in a credit class at PHCC for at least three years, you will need to reapply for admission.

Apply for financial aid early!

Non-Curricular Application

Applicants for non-curricular admission must submit a completed “Application for Admission.” Other information (such as an unofficial transcript or placement test) may be needed to establish a student’s eligibility for many courses.

Classification of Students

Students are classified according to their educational goals, the time devoted to their education, and the number of credits completed.

Curricular student
A student who has been officially admitted to one of the college associate degree, certificate, or career studies certificate programs is classified as a curricular student.

Non-curricular student
A student, who is not enrolled in a curriculum, either by individual choice or in accordance with college policy, is classified as a non-curricular student. Non-curricular students are not eligible for financial aid, and students must be admitted into an eligible curriculum prior to the beginning of the semester in order to receive financial aid.

Full-Time Student
Students are considered full-time students if they are enrolled in 12 or more credits of course work.

Part-Time student
Students are considered part-time students if they are enrolled in fewer than 12 credits of course work.

Freshman
Students are classified as freshmen until they have completed 30 credits of study in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

Sophomore
Students are classified as sophomores when they have completed 30 or more credits of course work in a designated curriculum. Transferred credits are included if they apply toward meeting requirements of the curriculum.

Senior Citizen
Students are classified as senior citizens if they are 60 years of age or older and enrolled in credit or non-credit courses without tuition charge under provisions of the Senior Citizen Higher Education Act of 1974, as amended.

Senior citizens are encouraged to enroll in college classes. Citizens of Virginia who are 60 years of age or older may be eligible to receive special benefits under the provisions of the Senior Citizens Higher Education Act of 1974, as amended. On the last day of registration, eligible senior citizens may enroll tuition-free in credit or noncredit courses on a space-available basis contingent upon a minimum of twelve (12) paying students registering for the course(s).

To be eligible for free tuition and comprehensive fees for credit courses a person must:
• be 60 years of age or older prior to the semester of enrollment;
• be a legal resident of Virginia;
• have had a taxable income not exceeding $15,000 for income tax purposes for the year preceding enrollment; and
• must be admitted to the college as a student.

To be eligible for free tuition for audit of credit courses, or for taking non-credit courses (not to exceed three courses per semester), a person must be:
• 60 years of age or older prior to the semester of enrollment;
• a legal resident of Virginia; and
• admitted to the college as a student.

Interested senior citizens should contact the admissions office for information and required application materials.

Transfer Students
Usually, a student transferring from another college who is eligible for return to the last college will be eligible for admission to PHCC. If a student is ineligible to return to a curriculum at a previous college, generally the student will not
be allowed to enroll in the same curriculum at PHCC until one semester elapses or until the student completes an approved developmental education program. Special conditions may be imposed for admission.

Students transferring from other colleges must submit official transcripts for ALL previous college or high school work as outlined above (Admissions Procedures). If possible, transfer credits will be evaluated to determine the student’s standing before registration for classes, but not before ALL transcripts are received. See section entitled “transfer credit” for more information.

Transfer between Curricula

During the course of study, a student may desire to change to another curriculum. The student should discuss the intended change with the faculty advisor or a counselor, who will advise the student about the requirements and effects of the change. The student’s academic history will be evaluated by the appropriate college official to determine what courses can be applied to the new curriculum. No change in curriculum is official until a “Student Information Change Form” has been submitted to, and approved by, appropriate Admissions Office personnel. Students may only submit a “Student Information Change Form” to change curriculum two times per semester, AND students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid.

High School Students

Any student attending high school who wishes to attend the college concurrently to take credit classes must coordinate consideration with the school guidance counselor and the college’s Accelerated Learning Coordinator. The admissions office will evaluate the merits of each case individually. Placement tests may be required depending on desired courses.

Dual Enrollment. Dual enrollment allows high school students to meet the requirements for high school graduation while simultaneously earning college credit. Dual enrollment is restricted to high school juniors and seniors and home school students studying at the high school junior or senior levels. All students admitted under this section must demonstrate readiness for college, meet the applicable college placement requirements and address all other college admission criteria. Home school students must provide a copy of a home school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home school for religious exemption. Documentation of parental permission is required for all dual enrollment students. Any exceptions must be approved by the college president. Eligible students can enroll and receive dual credit in academic, fine arts, and career and technical subject areas according to a formal agreement between local school superintendents or boards and Patrick Henry Community College.

College credit shall be awarded by PHCC to the participating high school students upon successful completion of the course. The award shall be in compliance with state and regional accrediting standards. High school credit shall also be awarded to the participating high school students upon successful completion of the course. The award shall be based on the college credit hour, with one high school unit equivalent to six semester hours of college credit.

Dual enrollment courses are generally offered at the participating high school and meet the standards and criteria of on-campus classes.

Readmission After Suspension or Dismissal

Students desiring readmission after suspension or dismissal should contact the admissions office for appropriate application materials and counseling. Such applications should be submitted well in advance of the beginning of the college semester.

Academic Renewal Policy

Students who return to the college after a separation of five (5) full years or more may petition for academic renewal. The request must be submitted to the Admissions and Records Office by completion of the “Academic Renewal Petition Form”.

If a student is awarded academic renewal, “D” and “F” grades earned prior to re-enrollment will remain on the student’s official records and transcripts but be deleted from the cumulative and curriculum grade point average (GPA), subject to the following conditions:
1. Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 GPA in the first twelve (12) semester hours (graded A, B, C, D, F) completed after re-enrollment.
2. All grades received at the college will be a part of the student’s official transcript.
3. Students will receive degree credit only for courses in which grades of C or better were earned prior to academic renewal, providing that such courses meet current curriculum requirements.
4. Total hours for graduation will be based on all course work taken at the college after readmission, as well as former course work for which a grade of “C” or better was earned, credits transferred from other colleges or universities, or awarded at PHCC by other approved methods.
5. The academic renewal policy may be used only once and cannot be revoked once approved.
6. An “Academic Renewal” notation will be made on the permanent record.
7. The granting of Academic Renewal does not affect any previous academic, financial, or administrative determination made by the college.
8. Other institutions/agencies may not utilize this policy in evaluating the student’s record.
A thorough explanation of the academic renewal policy and analysis of an individual student’s situation and eligibility may be obtained from the Coordinator of Admissions and Records. If a student disagrees with the decision of the coordinator in administering the policy, an appeal may be filed by following the grievance procedure outlined in the student handbook.

Cancellation of Classes Due to Insufficient Enrollment

The college may cancel any class that is deemed to have insufficient enrollment (as determined by college policy) at the beginning of each semester.

Domicile Determination and Appeal Procedures

The college makes an initial determination of a student applicant’s eligibility for in-state tuition rates (domiciliary status) based on the information supplied on the “Application for Admission.” This determination is made under provisions of Section 23-7.4 of the Code of Virginia. Additional information, clarification or supporting evidence may be required.

A Virginia resident is one who has been domiciled in and has been an actual bona fide legal resident of Virginia and paid taxes to Virginia for one full year prior to enrolling.

Domicile involves more than presence in Virginia for a one-year period. The burden of proving domicile rests with the applicant. The intent of domicile is evidenced through the filing of state income tax, voter registration, automobile registration, driver’s license, and the like. All applicants to the college who are claiming entitlement to Virginia in-state tuition rates must complete the domicile items on the application for admission.

If a student disagrees with the determination, an appeal may be filed with the Coordinator of Admissions and Records within 30 days of the notice of determination. The coordinator may require additional information, clarification or supporting evidence. Once all required information is received, the coordinator will review the case and notify the student of the decision within 10 working days. If the student disagrees, an appeal may be filed with the Domiciliary Status Appeal Committee within 10 days. The committee may require additional information before making a decision within 20 working days after receipt of all information. If the student is denied in-state tuition privileges by the final decision, an appeal may be made to the circuit court within 30 days of receipt of the committee’s decision. If a student initially classified as out-of-state wishes to have that status re-evaluated for a later semester, the student must submit an updated “Application for Virginia In-state Tuition Rates” to the Admissions office. That application MUST be submitted BEFORE the beginning of the term for which in-state tuition rate reclassification is sought.

Tuition and Fees

The State Board for Community Colleges establishes the cost for tuition each year. Tuition for 2012-13 is $111.50 per credit hour for in-state students and $288.10 per credit hour for out-of-state students. Tuition rates and all fees are subject to change as authorized by the State Board for Community Colleges. Such changes will be retroactively effective for early bird registrants.

Payment of tuition also enables the student to use the library, bookstore, student lounge and other facilities at the college. Students are expected to pay charges for any college property that they damage or lose (such as laboratory or shop equipment, supplies, library books and other materials). Formal registration takes place on the dates listed in the calendar. A student is not officially registered and is not allowed to attend class until tuition and fees have been paid.

Refund Policy

Students are eligible for a refund for those credit hours dropped during the same add/drop period within which the credit hours were added. The refund will be at the per-credit rate. A refund is given for the difference between (1) the student’s tuition charges and (2) revised tuition charges using the per-credit rate calculated from the number of credit hours in which the student remains enrolled. Students who withdraw from all classes by the refund date will also receive a refund of the student fee. Refund checks are mailed directly to students from the treasurer’s office in Richmond.

Student Fee

A student fee of $1.83 per credit hour is charged to all students. This fee is used to cover the cost of student activities and cultural events; placement, career assessment, learning skills and graduate core competency testing; tutoring and lab maintenance; transcripts and record maintenance; and parking maintenance, construction and site improvements.

Technology Fee

A $7.50 fee is charged to all students for each credit hour of enrollment. The State Board for Community Colleges adopted the technology fee to finance major improvements in information technology at Virginia’s community colleges. The funds will be used along with revenue from additional sources to implement a state-wide program of technology improvements designed to allow faculty members to use technology to improve instruction and to improve efficiencies in delivering instructional and student support services.
Capital Fee

A fee of $15.00 is charged to all out-of-state students for each credit hour of enrollment. This fee is used to help offset debt service on bonds issued for capital construction.

Special Costs

Some classes require special materials such as uniforms, specialized equipment and tools (electronics, welding, art, therapeutic massage, etc.) that will be the property of the student. These materials are purchased by the student and paid for at the time of purchase. Consult with your advisor or course instructor concerning these special costs.

Student Testing Fees

Each student may be required to pay a charge for certain tests, such as examinations administered to award advanced placement credit. Fees vary with the type of test taken.

Delinquent Accounts

Students will not be permitted to register or graduate, nor will grade reports or transcripts be issued, until all delinquent accounts have been paid in full.

Bad Check Fee

The college must assess a $35 service charge for handling returned checks or dishonored credit card or debit card payments for accounts not in past due collection status. The college must assess a $50 service charge for handling returned checks or dishonored credit card or debit card payments when the account is in past-due collection status. NSF checks not redeemed by the student will not be allowed to register for classes, receive a transcript or grades from the college.

Other Expenses

Books and Materials. Students are expected to obtain their own books, supplies and consumable materials needed in their studies. Items purchased at the bookstore must be paid for at the time of purchase. The estimated cost for those items will average $300 to $400 per semester for a full-time student. Students may be able to reduce this cost by purchasing used books.

Field Trips. Students are expected to pay any expenses, including transportation costs, for participation in field trips; they must also sign a form releasing the college for any liability. If a field trip is a required activity of a course, students will be notified, made aware of additional costs involved, and provided with appropriate substitute assignments if they cannot participate.

Malpractice Insurance. Students enrolled in nursing or other health-related courses that require off-campus hospital or other clinical affiliations are required to obtain individual malpractice coverage.

Financial Assistance

Financial assistance is available to eligible students who need additional resources to meet college costs. A comprehensive assistance program, which includes on and off-campus employment, scholarships, grants, and loans, is available to qualified students.

Most of PHCC’s financial aid programs are awarded to students based on financial need as determined by an analysis of the Free Application for Federal Student Aid (FAFSA) completed by the students and/or parents. Assistance is awarded for one academic year only, but may be renewed yearly if need continues and the student otherwise applies and qualifies. Applications may be completed online at www.fafsa.ed.gov (FAFSA website). Applications for mailing will need to be requested by phone at 1-800-433-3243.

Students must be admitted into an eligible curriculum prior to the semester beginning in order to receive financial aid for that term.

Students must have a high school diploma or a GED to receive Title IV financial aid. Primary sources of assistance are provided by the federal government and include the following programs: Federal Pell Grant (PELL), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study Program (FWS). The College Scholarship Assistance Program (CSAP), Virginia Commonwealth Award (COMA), Virginia Guaranteed Assistance Program (VGAP) and Part-Time Tuition Assistance Program (PTAP) are available to Virginia residents. Applications completed and submitted to the financial aid office by June 1 will receive priority.

Types of Financial Aid

Grants are awards based on financial need that do not require repayment. PHCC students may be eligible for the following types of grants:

• Federal Pell Grant (PELL)—Students may apply by completing the Free Application for Federal Student Aid (FAFSA). Under this federal program, students are entitled to financial aid that varies according to the student’s financial need and to the cost of education. The grant is made to students who are enrolled in an eligible program and is prorated according to the number of hours enrolled per semester.

• Federal Supplemental Educational Opportunity Grant (FSEOG) — Federal Pell Grant students with the lowest expected family contribution (EFC) will be eligible for FSEOG of at least $200 from federal funds. All applicants for financial aid who complete a FAFSA and are eligible for the Pell Grant are given consideration for the FSEOG if funds are available.
• College Scholarship Assistance Program (CSAP)—This program is administered by the State Council of Higher Education of Virginia and is available to Virginia residents who have financial need and are enrolled at least half-time.

• The Virginia Commonwealth Award (COMA) — This is a state grant that will assist with tuition only. Students who are enrolled at least half time, are domiciliary residents of Virginia, and demonstrate financial need will be considered for this grant provided funding is available.

• The Virginia Guaranteed Assistance Program (VGAP) — This grant assists with tuition for students who are entering college for the first time. They must enroll full-time, be graduates of a Virginia high school, have a GPA of at least 2.5 and demonstrate financial need. This grant is renewable if full-time status and GPA of at least 2.0 are maintained.

• The Part-time Tuition Assistance Program (PTAP) assists eligible students who enroll for 1 to 8 credits, who generally, because of their less than half-time status, do not qualify for other forms of financial aid. This grant is also assists with tuition only and based upon funding.

Federal Work Study (FWS) can provide money to eligible students to help with educational costs while attending college. This federally sponsored program provides students part-time employment on the college campus or with off-campus non-profit organizations. Preference is given to students who are enrolled for at least six credit hours and who demonstrate financial need. Students desiring this form of assistance should contact the financial aid office and fill out the FAFSA.

Loans borrowed are to be repaid according to established guidelines. By accepting a loan, students have a legal responsibility to pay the loan amount as instructed in a promissory note. PHCC does not participate in the Federal Family Education Loan Programs (Federal Stafford, Federal Perkins, and Federal Plus).

Students who may need to consider loans to attend Patrick Henry Community College will need to seek private or alternative student loans. Links are made available under the Financial Aid section of our website for some lender options.

Scholarships Provided funding is available, the PHCC Foundation provides scholarships which are financial awards to students on the basis of grades, community service or other requirements set forth by individual scholarship donors. Gifts from individuals and local community organizations have made the following scholarships possible. They are available to all qualified students enrolled at PHCC. See the PHCC Website for current information.

• Christopher M. Abercrombie Memorial Endowed Scholarship— This scholarship is awarded to qualified students who are graduates of a high school in Martinsville or Henry County and who are enrolled as full-time students in a college transfer program. Preference is given to children of Virginia Mirror Company, Inc. employees. The scholarship is awarded annually and may be renewed after successful completion of 24 semester hours with a cumulative GPA of at least 2.5.

• Carolyn R. Adams, RN, Nursing Scholarship -- This scholarship is awarded to qualified and deserving students who are enrolled in the second year of the RN nursing program. Students must provide a letter of recommendation from a member of the PHCC nursing faculty describing an applicant’s commitment to patient care. Students must maintain a 3.0 GPA.

• Sylvia Adams Nursing Scholarship— This scholarship is awarded to a nursing student who has good academic standing. Nursing students who plan to work in the nursing field in the Henry County area are encouraged to apply.

• J.D. Bassett, Sr. Endowed Scholarship—This scholarship is awarded annually to a full-time student who demonstrates financial need. First priority is given to transfer students who reside in Martinsville, Henry or Patrick County.

• Beta Sigma Phi, Virginia Xi Epsilon Chapter Scholarship—This scholarship is awarded to a financially and academically deserving female student who is 25 years of age or older returning to school. Students must be full-time and maintain a 3.0 GPA. Student cannot be receiving any other scholarships.

• Bill Brammer Memorial Endowed Scholarship—This scholarship is awarded to qualified and deserving full-time students who demonstrate financial need. First priority is given to employees or dependents of employees of Bassett Furniture Company. Students must have and maintain a cumulative GPA of at least 2.5.

• H. Earl Bullard Memorial Scholarship—This scholarship is awarded to students residing in the Fieldale area who are at least 25 years of age. Students must demonstrate community involvement and financial need. Students must maintain good academic standing.

• Samuel Byrd and Beatrice Minter May Memorial Scholarship— This scholarship is awarded to a full-time student enrolled in a degree or certificate program who resides in the community of Fieldale. Students should demonstrate financial need and maintain at least a 2.0 GPA.

• The Dr. J.W. Clark Memorial Endowed Scholarship— This scholarship is awarded to qualified and deserving full-time students who express the intention of entering a medical field. Students in pre-med, nursing, biological sciences, medical/health technology, or health-related programs are eligible. Students must maintain a 2.5 GPA.

• Commonwealth Legacy Scholarship— This scholarship was established by The Virginia Foundation for Community College Education. Awards will be made to full-time, associate’s degree seeking students who plan to graduate from a Virginia
Community College. Selections are based on academic excellence and students who demonstrate a willingness to promote community college education, show a willingness to mentor future scholars, and demonstrate a commitment to developing leadership potential.

**Community Service Endowed Scholarship**—This scholarship is awarded to qualified students who have a demonstrated commitment to community service by ongoing participation in volunteer activities or students who have diagnosed, documented ADD or learning disabilities and who are involved in community service. Recipients must maintain a 2.5 GPA.

**Bernard Craig Scholarship**—This scholarship is awarded to a full-time student who has demonstrated financial need and maintains a 2.5 GPA. Preference is given to students pursuing a career in business.

**Daughters of the American Revolution (DAR) Scholarship**—The General Joseph Martin Chapter of the Daughters of the American Revolution awards a scholarship to a deserving student enrolled in the educational field. Student must be a resident of Martinsville/Henry County, maintain a 2.0 GPA and demonstrate financial need.

**Daughters of the American Revolution (DAR) Scholarship**—The Patrick Henry Chapter of the Daughters of the American Revolution awards a scholarship to a deserving student selected by the Financial Aid Advisory Committee. Student must have a 2.5 GPA.

**Delta Kappa Gamma, Sigma Chapter, Sigma Memorial Scholarship**—This scholarship is given to a deserving Martinsville or Henry County high school graduate, preferably a female entering the education field. Must demonstrate financial need.

**Alma M. Dillon Memorial Endowed Scholarship Fund**—This scholarship is awarded to a qualified and deserving student who has maintained at least a 2.5 GPA and is currently enrolled in the Horticulture program. Student must also have demonstrated community service.

**H. Clay Earles Endowed Scholarship Fund**—This scholarship is awarded each year to an entering freshman who attained a 2.5 GPA upon graduating from high school.

**Entre Nous Book Club Scholarship**—This scholarship is awarded to a resident of Martinsville or Henry County who demonstrates financial need and maintains a 2.5 GPA. Preference is given to students planning to pursue an English major.

**Henry County Rotary Club Annual Scholarship**—The Henry County Rotary Club awards a scholarship to a Martinsville or Henry County high school graduate entering PHCC full time and who has at least a cumulative 2.5 GPA. Students must demonstrate financial need.

**Henry County Rotary Club Endowed Scholarship**—This scholarship is awarded to a PHCC full-time student who is enrolled in a degree or certificate program. The student must reside in Martinsville or Henry County, must maintain a 2.5 GPA, and must demonstrate financial need. Student must agree to have picture published in local media as student of scholarship.

**Figsboro-Pleasant Grove Endowed Scholarship**—Established by the Figsboro-Pleasant Grove Home Demonstration Club, two scholarships are given to students living within 25 miles of the Franklin County-Henry County line on state road 108-890 in all directions. Preference is given to students living in the Franklin County or Figsboro communities. Students must have attained a 2.0 GPA, demonstrate financial need, be of good character and be active in the community.

**Gretchen Freeman Scholarship**—This scholarship is awarded to a deserving student who is enrolled full-time in the nursing field. Students must maintain a 2.0 GPA.

**Dr. John D. French Memorial Scholarship**—This scholarship is awarded to deserving students who are preparing for careers in the medical field. Students must be enrolled full-time and maintain a 2.5 GPA.

**Friends of Drewry Mason Scholarship**—Scholarships will be awarded to full-time students who are graduates of a Martinsville or Henry County school. Student must show financial need and maintain a 3.0 GPA.

**Irving M. Groves, Jr. Endowed Scholarship**—This scholarship is awarded to deserving students. Students must maintain a 2.0 GPA.

**Paul Grubb Memorial Scholarship**—This scholarship is awarded to a student in the Administration of Justice program who is enrolled for at least six semester credits, demonstrates financial need and has attained at least a 2.0 overall GPA.

**Marguerite R. Hammack Scholarship**—This scholarship is awarded to students pursuing a career in education. Students must be enrolled full time and maintain a 3.0 GPA.

**Human Services Scholarship**—This scholarship will be awarded to students enrolled in the Human Services Certificate program. The student should demonstrate financial need and maintain a 2.5 GPA.

**E. Johnson Ingram Scholarship**—This scholarship is awarded to deserving full-time students pursuing a career in business. Students must maintain a 2.5 GPA.

**Dr. Jethro Hurt Irby Endowed Nursing Scholarship**—This scholarship is awarded annually to deserving students preparing for a career in nursing. Students must be enrolled for at least 9 credit hours and maintain a 3.0 GPA.
• William R. Jamison, Jr., Memorial Scholarship—This scholarship is awarded to a deserving student who is enrolled full-time in the Administration of Justice program. Student must maintain a 2.5 GPA and demonstrate financial need.

• Jessie H. Key Memorial Scholarship—This scholarship is awarded to a deserving PHCC LPN student and will be presented at the LPN pinning ceremony. Student must plan to begin work in the geriatric field and award will help cover expenses of licensing exam, uniforms and nursing shoes.

• Evelyn Lawing Educational Scholarship – This scholarship is awarded to deserving students who reside within a 200-mile radius of the Henry County Clerk’s Office. Student must maintain 2.0 GPA.

• Kate Legard Honorary Scholarship—This scholarship will be awarded to a student who maintains a 3.0 GPA and is a resident of Martinsville or Henry County.

• Alice Lester Memorial Endowed Scholarship—This scholarship is awarded to full-time students, with first priority being given to residents of the counties of Henry, Patrick, Franklin or the city of Martinsville. Preference is given to students in the following curriculums: business, nursing, occupational/ technical, applied science, or engineering technology. PHCC students who continue their education with an affiliated on-campus program of a four-year institution may qualify.

• Myrtis and Jack Lester Scholarship—This scholarship will be awarded to a worthy part-time student who demonstrates financial need. Student must maintain a 3.0 GPA.

• Ralph C. Lester Scholarship—This scholarship is awarded to a full-time student who has financial need. Student must maintain a 2.0 GPA.

• Wesley F. Martin Memorial Scholarship – This scholarship will be awarded to a student enrolled in the Education program. The student should demonstrate financial need and maintain a 3.0 GPA.

• Martinsville DuPont Credit Union Scholarship—This scholarship is given to a sophomore student enrolled in business curriculum. Student must be enrolled full-time, demonstrate financial need, and maintain a 2.0 GPA.

• Martinsville Garden Club Scholarship – This scholarship is awarded to a Martinsville or Henry County high school graduate. Student must maintain a 2.5 GPA. Preference will be given to students enrolled in the Viticulture/Enology/ Horticulture program.

• Martinsville and Henry County Lions Club Scholarship—This scholarship is awarded annually to a full-time student enrolled in a degree or certificate program. The student must have a 2.5 GPA and be a resident of the city of Martinsville or Henry County. First preference will be given to the son, daughter or grandchild of a current Martinsville Lions Club member; second preference will be given to the son, daughter or grandchild of any past member; third preference will be given to the son, daughter or grandchild of a current member of any Lions Club. Preference will also be given to students pursuing a career in medicine, nursing or a health-related field.

• Martinsville Rotary Club Scholarship—This scholarship is awarded to a full-time student who has maintained a 2.0 GPA. Preference will be given to students who show community involvement. Students must also provide a list of completed courses and achievements, as well as a letter stating their goals/ambitions and why they are deserving of this scholarship.

• Julie Meador Honorary Scholarship—This scholarship is awarded to a student who is enrolled in a certificate or degree program and maintains at least 3.0 GPA. Priority will be given to a student living with a potentially disabling condition or who is the primary caretaker of a disabled relative.

• H. Grady Moore, Jr. Memorial Scholarship—This scholarship is awarded to a female student who is participating in the athletic program. Students must maintain a 2.0 GPA and be attending PHCC full time.

• Walter N. Morris Endowed Scholarship—This scholarship is awarded to a student who demonstrates financial need and maintains at least 2.5 GPA. Preference will be given to a resident of Henry County, Patrick County, or the City of Martinsville.

• Mystical Riders Motorcycle Organization Scholarship – This scholarship was established by the Mystical Riders Motorcycle Organization who is a non-profit organization that engages people from all walks of life that have two common interest— the motorcycle and becoming more active in addressing the priority needs of our community. By charity fund raising, investing funds, and volunteering service, the organization is committed to making a positive impact for those who need it most while promoting a positive image of the motorcycle community. The student must maintain a 2.0 GPA and attach a biographical statement of school, church or community involvement. Student must also attach an essay on “How To Improve Your Community” and a letter of reference from a PHCC faculty member.

• Virginia Laureate Beta Lambda Sorority, Wiley T. Nance Memorial Scholarship—This scholarship is awarded to qualified students who demonstrate financial need. Student must be in good academic standing.

• Fleetus Lee Owens Memorial Endowed Scholarship—This scholarship is awarded to students who has been accepted in Business Technology, with preference to students in the Entrepreneurship/Small Business specialization. Student must be full time, demonstrate financial need, and maintain a 3.0 GPA.
• William Letcher Pannill Endowed Scholarship—This scholarship is awarded to full-time students who demonstrate financial need and have at least a 2.5 GPA.

• Patrick Henry Scholars—This merit award program is administered by the Patrick Henry Community College Foundation. Up to ten students are selected from high schools in the college’s service region and granted a full-tuition scholarship. Selected by the foundation’s scholarship committee, students must display academic and leadership potential. Students must maintain a 3.2 GPA at PHCC. Interested students should contact their high school guidance counselor for more information. Students selected as Patrick Henry Scholars become members of a prestigious community of scholars, and the program provides them an intense and enriching college experience. Selected scholars are afforded a variety of events, activities, and services designed to create a stimulating learning environment, and they receive special recognition as a group and as individuals for this distinguished achievement.

• PHCC General Scholarship—This scholarship was established by PHCC Foundation and will be awarded to a full-time student enrolled in a degree or certificate program. Student must maintain at least 2.0 GPA and demonstrate financial need.

• A. L. Philpott Memorial Endowed Scholarship—This scholarship is given to a student maintaining a 2.5 GPA and enrolling full-time. Financial need, leadership ability, and extracurricular activities are considered. First priority is given to a Bassett High School graduate. Second priority is given to students from any Martinsville or Henry County high school who meet the scholarship criteria.

• Helen B. Racey Endowed Scholarship—This scholarship is awarded to needy students in the educational field. Students must be enrolled full-time.

• Barbara Emmett Richman Memorial Scholarship—This scholarship will be available to a student who has been accepted into the nursing program or who is a pre-med student. The student is required to be full-time and maintain at least a 2.0 GPA.

• Dr. Marion D. Richmond Memorial Award—This scholarship is awarded to an academically deserving nursing student who will be specializing in pediatrics and is eligible for graduation at the time of the award.

• Betty Jane Simpson Memorial Scholarship—This scholarship is awarded to a qualified student who is enrolled in the nursing program. Students must maintain a 3.0 GPA.

• William L. Slate Memorial Scholarship—This scholarship is awarded to a full-time student who is a dependent of a full-time Martinsville city employee. Students must have a 2.5 GPA.

• Peggy Spencer Memorial Scholarship—This scholarship will be awarded to a student who maintains a 3.0 GPA and is a resident of Martinsville or Henry County.

• Stanley Family Foundation Scholarship—This scholarship will be given to a resident of the Bassett/Stanleytown area enrolling as a freshman in an occupational or technical program. Scholarship may be renewable for a second year provided the student maintains good academic standing at the college.

• Frank J. Still Memorial Scholarship—This scholarship is awarded to a full-time student who demonstrates financial need and maintains a 2.0 GPA.

• Roy C. Stone Memorial Endowed Scholarship—This scholarship is awarded to a qualified full-time student who demonstrates financial need and has at least a 2.5 GPA.

• William F. Stone, Sr. Memorial Endowed Scholarship—This scholarship is awarded to full-time students who demonstrate financial need and who exhibit the following traits and characteristics: personal honesty and good moral character; demonstrated willingness to work hard; respect for others as well as oneself as exhibited by neatness and personal grooming; and perceived commitment to improve oneself and one’s station in life by personal efforts.

• Lloyd Swain Memorial Endowed Scholarship—This scholarship is awarded to a student enrolled in the electronics or electrical program. The student will demonstrate financial need and maintain a 2.5 GPA.

• Archie W. Vipperman Memorial Endowed Scholarship—This scholarship is awarded to full-time students who demonstrate financial need. The students must be Virginia residents who have and maintain a cumulative GPA of at least 2.0 and who plan to pursue a four-year degree.

• Virginia Firefighters Foundation Scholarship—This scholarship is awarded to a Virginia firefighter or dependent of a Virginia firefighter.

• Virginia Tobacco Indemnification and Community Revitalization Commission—Students must be a Tobacco farmer, have an immediate family member who is a Tobacco farmer, or have an occupation that is related to the decline or loss of Tobacco production since the year 2000. Immediate family is defined on the application. Student must maintain good academic standing and be a Virginia resident in the Southside or Southwest region, as defined by the Tobacco Commission.

• Virginia Transformer Corporation Scholarship—This scholarship is awarded to students enrolled in a transfer program majoring in math/science related careers. Students must maintain a math and science GPA of 3.5 as well as a
cumulative GPA of 3.2. An essay addressing specific questions is required.

- **Virginia S. Windle Memorial Scholarship**—This scholarship will be awarded to a student who demonstrates financial need and maintains a 2.0 GPA.

### Satisfactory Academic Progress Policy

Federal regulations required that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the college and the federal government. These limitations include all terms of enrollment, whether or not aid was awarded or received. Satisfactory Academic Progress (SAP) standards apply to state aid also.

The college Financial Aid Office will evaluate SAP before aid is awarded and after grades post for every term, beginning with the student’s first term of enrollment. Some career studies certificate programs are ineligible for student financial aid, but those credits will be counted toward all SAP requirements (GPA, completion rate, maximum timeframe, and developmental maximum) if the student later enrolls in an eligible program.

### I. Student Financial Aid Status

A. **Financial Aid Good Standing (GS)** – Students who are meeting all aspects of the SAP policy or successfully following a designated academic progress plan.

B. **Financial Aid Warning Status (WS)** – Students who fail to meet SAP for the first time (excluding students who have attempted 150% of the credits required for their program of study) will be automatically placed in a Warning Status for one (1) term and are expected to meet SAP requirements by the end of that term. Students who fail to meet satisfactory academic progress requirements at the end of the warning status term will be placed on financial aid suspension. However, with a successful SAP appeal, those students will be placed on financial aid probation and will retain financial aid eligibility.

C. **Financial Aid Probation Status (PS)** – Students who have successfully appealed financial aid suspension are placed in Probation Status (PS). Students in Probation Status (PS) are eligible to receive financial aid for one (1) semester, after which they MUST be in Good Standing (GS) or meeting the requirements of an academic progress plan that was pre-approved by the College Financial Aid Office (see “IV. Appeals” for additional information.)

D. **Financial Aid Suspension Status (SS)** – Students who do not meet the credit progression schedule and/or the cumulative grade point average standard, or who fails to meet the requirements of their pre-approved academic progress plan, will be placed in Suspension Status (SS). Students in Suspension Status (SS) are not eligible to receive financial aid.

### II. Evaluating Progress

A. **Quantitative Standards or Pace of Completion**

**Completion Rate (67% Rule):** Students must, at a minimum, receive satisfactory grades in 67% of their cumulative credits attempted. This calculation is performed by dividing the cumulative total number of successfully completed credits by the cumulative total number of credits attempted. All credits attempted at PHCC are included. All credits accepted in transfer count as both attempted and successfully completed credits. Credits with satisfactory grades at PHCC are those for which a grade of A, B, C, D, S or P is earned.

**Example:** A student has attempted 25 credits at PHCC, but only successfully completed 12 credits at PHCC. They also have 12 transfer credits. Divide the successfully completed credits (12 PHCC + 12 transfer credits) by the attempted credits (25 PHCC + 12 transfer credits). 
24/37=.64

This student has a completion rate of 64%, meaning that they are not meeting the 67% completion rate and their financial aid may be lost.

**Maximum Hours (150% Rule):** In order to continue receiving financial aid, a student must complete his/her program of study before attempting 150% of the credits required for that program. Developmental and ESL course work are excluded from this calculation. Attempted credits from all enrollment periods at PHCC plus all accepted transfer credits are counted; whether or not the student received financial aid for those terms is of no consequence.

**Example:** A student is enrolled in the Business Administration program, which requires a total of 63 credits to complete. 150% of this student’s program equals 94 credits. If this student hasn’t graduated after the 94 credits of coursework, their financial aid will be cancelled.

**Transfer Students:** Credits officially accepted in transfer will be counted in determining the maximum number of allowable semester credit hours for financial aid eligibility.

**ESL and Developmental Studies:** Students may receive financial aid for a maximum of 30 semester hours of developmental studies courses as long as the courses are required as a result of placement testing, the student is in an eligible program of study, and SAP requirements continue to be met. ESL credits are unlimited in number as long as they are taken as part of an eligible program and SAP requirements continue to be met.
Additional Considerations for Qualitative or Pace of Completion Standards:

- **Withdrawals (W grades):** Withdrawals that are recorded on the student’s permanent academic transcript will be included as credits attempted and will have an adverse effect on the student’s ability to meet the requirements of the completion rate for financial aid.

- **Incomplete (I grades):** Courses that are assigned an incomplete grade are included in cumulative credits attempted. These cannot be used as credits earned in the progress standard until a successful grade is assigned.

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

B. Qualitative Standards

Cumulative GPA Requirements (GPA Rule): In order to remain eligible for financial aid, students must meet minimum cumulative grade point average requirements based on a progressive scale. Only non-remedial courses with grades of A, B, C, D, and F are included in this calculation. Transfer credits are excluded. A minimum grade point average of 2.0 is required for graduation.

<table>
<thead>
<tr>
<th>Total Number of Credits Attempted</th>
<th>GPA Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 15</td>
<td>1.5</td>
</tr>
<tr>
<td>16 - 30</td>
<td>1.75</td>
</tr>
<tr>
<td>30 +</td>
<td>2.0</td>
</tr>
</tbody>
</table>

III. Regaining Eligibility for Financial Aid

Students who do not meet the credit progression requirements (quantitative or pace of completion) and/or cumulative grade point average requirements (qualitative) will be immediately ineligible for financial aid. Removal from financial aid does not prevent students from enrolling without financial aid if they are otherwise eligible to continue their enrollment.

Unless extenuating circumstances exist and an appeal is granted (see “Appeals” for additional information), a student on financial aid suspension should expect to continue classes at his/her own expense until SAP requirements are again met.

IV. Appeals

Appeals (with the exception of the 150% rule) may be approved by majority rule by the Student Success Committee. To appeal, the student must complete a SAP appeal form (available online at www.ph.vccs.edu under student info/financial aid/satisfactory academic appeal form). If supporting documentation exists, it must be submitted to the Financial Aid Office within 48 hours of submitting the appeal online. Appeals received after census date (see the PHCC academic calendar) of each term will NOT be considered. Once a student’s appeal is declined they must complete a semester (3 credit non-developmental course minimum) without financial assistance before other appeals will be considered. All decisions are final.

The goal of the Student Success Committee is to assist the student with getting back on track for their academic plan and graduation. The reasonableness of the student’s ability for improvement to again meet SAP standards and complete the student’s program of study will be carefully considered. Students who have appeals approved will be in a probationary status (PS) for the coming term. During the probationary status (PS), the student must meet the conditions of the appeal as communicated to him or her by the Financial Aid Office, or the student will return to suspension. Failure to meet the requirements of the academic plan will result in Financial Aid Suspension until the student returns to good standing on their own. If an academic progress plan has been pre-approved by financial aid, continuing to meet the requirements of that plan will put the student back into good standing.

Additional Policies Governing Satisfactory Academic Progress at PHCC

*Prior Periods of enrollment - Federal regulations require that a student must be in compliance with the school’s satisfactory academic progress policy before receiving a financial aid award. These guidelines must be applied to any student requesting financial aid, even if the student did not receive financial aid in the past.

Late Add of Courses – The student must enroll in ALL courses (including dynamic/mini sessions) by the last day to register as established for standard sessions (see academic calendar for date). Financial Aid can not include any late added courses as part of the student’s enrollment when determining financial aid eligibility.

*Unsatisfactory (U) Grade – A grade of “U” (unsatisfactory) in developmental courses is calculated as an “F” for determining grade point average and percentage of credits completed each semester.

*Audit (X) Grade – Financial Aid is not awarded to students who initially enroll in classes for audit purposes. “X” grades are considered as “W” grades for determining percentage of credits completed each semester.

*Re-Enroll (R) Grade – A grade of “R” is considered a failing grade for purposes of Satisfactory Academic Progress.

*Withdrawal (W) Grade – Students who completely withdraw before their grant check(s) are written may be ineligible to receive a cash disbursement for that semester. Refer to the
Refund/Repayment Policy in section III for additional information.

*Change of Enrollment Status* – Students altering their enrollment status by auditing, dropping or withdrawing from classes should remember that they must meet the requirements as published in section II part B of this policy.

*Ineligible Curricula* – Students must be enrolled in a degree, diploma or certificate program requiring at least 16 credit hours for completion to be eligible for aid. Students who have not completed all of the requirements for admission into an eligible curriculum are not eligible for federal/state financial aid.

*Developmental Classes* - Students taking developmental classes necessary for completion of their degrees, certificates or diplomas are eligible for financial aid. **Students are limited to one year (30 credits) of enrollment in developmental classes.** Developmental classes will be included in the total number of credit hours “attempted” in calculating the minimum percentage of credits completed for purposes of maintaining Satisfactory Academic Progress.

*Repetitions* - Students who receive an “F”, “X” or a “W” in any course can receive financial aid for only one repeat of the same course, regardless of how payment was made.

*Financial Aid will ONLY pay for courses required* for the program of study in which the student is enrolled. Students who enroll in courses outside of their curriculum will have their aid reduced accordingly.

*Financial Aid Suspension* - Students who do not maintain the appropriate cumulative grade point average and/or have not successfully completed the required minimum percentage of credits per semester are not eligible for payment under Title IV Regulations. Students who receive financial aid and subsequently withdraw from all classes after the first 10 days of classes will be placed on Financial Aid Suspension until SAP is met. Students have the option of appealing the suspension status; however, this option does not apply to the Federal Work-Study Program.

*Appeals – Appeals (with the exception of the 150% time frame)* may be approved by majority rule by the Student Success Committee. To appeal, the student must complete an Application for Reinstatement of Financial Aid (available online at www.ph.vccs.edu under Student Information/financial aid/satisfactory academic appeal form). It must be submitted to the Financial Aid Office by the first day of classes. Appeals received after first day of classes (see academic calendar) of each term will **NOT** be considered. Once a student’s appeal is declined, they must complete a semester (3 credit, non-developmental course minimum) without financial assistance before any other appeals will be considered.

*Treatment of Transfer Credits* - Transfer credits which apply to a student’s major program will be included on the maximum time frame standards as explained in section II.

*Repayment Policy* – The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. The student is responsible for repayment of funds they did not earn. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student attended/participated. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned (i.e., that was unearned) is determined by subtracting the earned amount from the amount actually disbursed. The student will receive a bill for the amount (s) he owes and the funds repaid by the student will be receipted into the appropriate Title IV program account.

Veterans Benefits

Most programs of study at PHCC are approved for Veterans Administration educational benefits by the State’s Veteran Department of Education. The financial aid office serves veteran students in the application for VA benefits, the certification process, and in the maintenance of accurate enrollment and student status records. All veterans receiving educational benefits must be enrolled in an official curriculum leading to a certificate or degree.

Veterans are reminded that changes in course load (add/drop, cancellations, etc.), may affect their educational benefits. Veterans who are enrolled in non-standard classes (dynamic or accelerated classes) must note that their pay rate will be adjusted with the Department of Veteran Affairs when the classes begin or end. This change must also be reported on the monthly verification. In addition to these certification requirements, veterans are cautioned that only those courses applying toward graduation requirements in their curriculum will be certified to the Veterans Administration Regional Office for payment of educational benefits.

Educational benefits are suspended when the veteran fails to maintain minimum standards of academic progress or to submit required information.

Virginia Military Survivors and Dependents Education Program - Tuition Waiver

The Virginia Military Survivors and Dependents Education Program provides educational assistance to children of certain armed forces veterans. The program provides free tuition and required fees. To be eligible for assistance under this program, an applicant must meet the following basic eligibility requirements:

1. The applicant must be no less than 16 years of age, or no more than 29 years of age.
2. The applicant’s parent must have served in a branch of the armed forces of the United States, and the parent must have been killed or permanently disabled due to injury or disease, a prisoner of war, or missing in action during a time of war or armed conflict; and
3. The applicant’s parent on which eligibility is based must have been a resident of the Commonwealth of Virginia at the time of entry into active military duty; or
4. The applicant’s parent on whom eligibility is based must have been a resident of the Commonwealth of Virginia for at least ten consecutive years immediately prior to the date of application.
5. The applicant must provide written verification to the Department of Veterans’ Affairs attesting to his/her acceptance as a student at a state-supported educational institution.
6. Approval from the Department of Veterans’ Affairs must be provided to the state-supported educational institution.
7. The applicant must maintain satisfactory progress for continued eligibility.

Surviving Spouse and Any Child of Those Killed in the Line of Duty – Tuition Waiver

Children and spouses of law enforcement officers, firefighters, correctional and jail personnel, special forest wardens, special agents of the Department of Alcohol Beverage Control, members of the Virginia State Defense Force, sheriff, deputy sheriff, Virginia National Guard members or rescue squad members who have been killed in the line of duty are entitled to free tuition and required fees. To be eligible for assistance under this program, an applicant must meet the following eligibility criteria:
1. The children must be no less than 16 years of age, or no more than 25 years of age.
2. The applicant’s parent must have been killed while in the line of duty, and the parent must have been a resident of the Commonwealth of Virginia at the time of death.
3. The chief administrative office of the law-enforcement agency or other appropriate agency must certify that the deceased parent was employed or serving in the required capacity and was killed in the line of duty. The applicant must provide written verification of acceptance as a student in a public institution of higher education.
4. The certification must be submitted to the college Financial Aid office.
5. The applicant must maintain satisfactory progress for continuation of eligibility.

Policy on Refunds, Credits, and Reinstatement as a Result of a National Emergency

Pursuant to 23-9.6:2 of the Code of Virginia, and corresponding SCHEV Guidelines, PHCC shall provide tuition relief, refund, and reinstatement to students whose active military duty during a time of national emergency has required their sudden withdrawal or prolonged absence from their enrollment. PHCC shall provide for the following:

A. Tuition and Required Fees
Should a student be ordered to active duty (for reservists) or be mobilized (active military) as described in the Code of Virginia, Section 23-9.6:2, and he/she requests to be withdrawn from the college after the census date, the student may elect either to be deleted from the registration file and be awarded a full refund or to be administratively withdrawn with no refund and assigned a grade of "W". PHCC shall also grant refunds of Miscellaneous Education, General Program, Auxiliary Services and Student Activity fees to students subject to the conditions described in the Code of Virginia, Section 23-9.6:2. PHCC shall provide, at the option of the student, for such refunds to be retained and to be applicable to tuition and fees charged in the semester or term in which the student returns to study.

B. Deposits
PHCC shall grant refunds of deposits to students subject to the conditions described in the Code of Virginia, Section 23-9.6:2.

C. Textbooks
PHCC shall process refunds for textbooks according to contractual arrangement with local vendors.

D. Academic Credits and Grades
Students who are subject to conditions described in Code of Virginia, Section 23-9.6:2, should have the opportunity to receive an incomplete grade ("I") until released from active duty (for reservists) or mobilization (for active military personnel). All course requirements shall be completed within one year from the date of release from active duty or mobilization. Students may be given the option of taking their examinations prior to regularly scheduled times as an exception to VCCS policy 5.7.1 in accordance with the SCHEV Guidelines on Tuition Relief, Refund, and Reinstatement. Careful consideration should be given and special options are advised for students who receive student financial aid or Veterans Administration benefits.

E. Reinstatement
Students who are called to active duty or are mobilized shall be assured a reasonable opportunity to be reinstated in the same programs of study without having to re-apply for admission if they return to PHCC within one year of completing service required as a result of the national emergency. Students who are separated from the college, under conditions described in Code of Virginia, Section 23-9.6:2, shall be required to apply for readmission if they do not enroll within one year from the release from active duty (for reservists) or return from mobilization (active military).
College Programs

Associate Degree Programs

PHCC awards associate degrees in arts and sciences and in applied science. Associate of Arts and Science degrees provide the first two years of instruction in major fields that prepare students for transfer to colleges and universities to complete baccalaureate degrees. Students are encouraged to investigate the requirements of the institution to which transfer is anticipated. Associate of Applied Science degrees provide knowledge and skills leading to employment in specialized fields.

Diploma Programs

The college may offer two-year diploma programs designed to prepare the student for employment immediately after completion of the program. However, there are no active diploma programs as of the publication of this catalog.

Certificate Programs

Certificate programs are less than two years in length with a major in an occupational area; career studies certificates require less than a full year of study in an occupational area. Certificate programs differ from associate degree programs because they are presented at a different educational level and are developed in response to employment needs identified by local curriculum advisory committees. Several of these programs are offered on a part-time, day or night basis for students who are already employed.

Computer Competency Requirement

PHCC believes that all students should experience a teaching-learning environment that espouses computer and information literacy in accessing electronic resources and applying knowledge through technology. PHCC endorses the principle of computer competency for all students intent on completing a curriculum in excess of 45 semester credits. A computer competent student will be able to:

• demonstrate a working knowledge of computing concepts, components, and operations to accomplish educational and career tasks;
• use appropriate components of an integrated productivity software package involving word processing, spreadsheet, database, presentation, and communication applications
• access, retrieve, assess, and apply networked information resources (e.g., on-line catalogs, virtual libraries, the internet and world wide web); and
• use telecommunication software (e.g., electronic mail, listservs, bulletin boards, and newsgroups) to communicate with faculty, students and information providers.

Students may demonstrate their computer competence by successfully passing ITE 115 or by passing a proficiency test.

Developmental Education

The developmental education program helps students gain needed skills to pursue their college and career goals. The program serves those who are not ready for college level courses or need to improve basic academic skills. Students who are enrolled in any degree, diploma, or certificate program and score below established cut scores on the college’s placement test are generally required to enroll in the appropriate developmental course before enrolling in on-level English or math courses and certain other courses (see pages 104-105). It is extremely important that students meet with a developmental advisor prior to registering. There are some on-level courses in which developmental students may enroll with advisor approval. Students whose placement test results indicate a need for developmental education should read carefully the section on “Entry Placement Requirement” and schedule an appointment with a developmental education advisor prior to enrollment.

Great Expectations

Great Expectations is a college transition program designed to help young adults (17-24 years old) who are or were recently affiliated with the foster care system. The program offers individual support to young adults transitioning into college by increasing awareness of the value and availability of a college education, and assisting students and service providers with accessing and successfully navigating the community college system. These services are offered free of charge to those students who qualify and are ready to make a commitment to their future.

Middle College

Middle College is a program for individuals between the ages of 18 and 24 who do not have a high school diploma or GED. The program allows students to increase their income and employability by simultaneously pursuing a GED, community college education, and a workforce certification in a college environment. In addition, students receive academic and career readiness training. Middle College is an open enrollment program and is FREE to all participants. Middle College completers will earn: GED (approximately an 8 week program), Virginia’s Career Readiness Certificate (CRC), and College Credit (Career Education Course).
Entry Placement Requirement

All students planning to enter one of the degree or certificate programs are required to take the college placement test before they can begin their college courses. Students are encouraged to participate in a Placement Test Preparation Workshop prior to taking the test. Students should complete the placement test well in advance. Students must satisfactorily complete placement tests before enrolling in many courses. Up-to-date information is available from the counseling office. Students may have placement test requirements waived on the basis of prior completion of pertinent college courses, and should see a counselor for evaluation.

Students who need developmental work to obtain the appropriate skills and competencies will be advised of the requirements and availability of the courses. Developmental courses are offered in a variety of formats including an accelerated pace. It is extremely important students meet with an advisor prior to enrolling in any developmental course. Students who are required to take developmental courses must satisfactorily complete the developmental requirements prior to taking certain on-level courses. A list of the developmental prerequisites is shown on pages 97-98. A description of each developmental course is included under the course description section of the catalog. Students requiring developmental courses must enroll in the appropriate course in their first semester. Students requiring developmental courses should not enroll after classes begin. Students are required to complete their developmental course requirements within one academic year or 30 credit hours. A developmental advisor must approve any exception to this policy.

Registration

To receive credit for a course, students must register for the course through established procedures. Each student is assigned an advisor to help the student develop a schedule. The student will either complete an official student registration permit, have it approved by his/her advisor and have data entry completed by college staff before paying fees or self register via the college web page. Registration is not complete until all tuition and fees are paid.

Complete procedures for class registration and drop/add can change during an academic year. Published directions can be found on the college web page.

Changes of Registration

Students must follow the correct methods of making any change in their class schedule after registration. Failure to do so could place the students’ record at risk.

Add/Drop Policy. A student may add or register for courses during the first week of the session. During the second week of the session, students may be able to obtain permission from the course instructor prior to registering or adding a class. Exceptions to this policy will be considered on the merits of the individual case. During the first 15% of a session (usually 14 days), students may drop a course without financial penalty. Weekend classes and special session classes have shorter periods for adding or dropping. Students should consult the college calendar or instructor for specific dates.

Withdrawal from a Course. A student may formally withdraw from a course without academic penalty during the first 60% of a session. The following procedures will apply:

- If a student formally withdraws from a class prior to the end of the drop period for the session (first 15% of a session), the student will be removed from the class roll and no grade will be awarded. A student may be administratively withdrawn by a faculty member for failure to attend classes.

- After the drop period, but prior to completion of 60% of a session, a student who formally withdraws from a course or who has been administratively withdrawn will be assigned a grade of “W”.

- After that time, if a student withdraws from a course, a grade of “F” will be assigned. Exceptions to this policy may be made under mitigating circumstances if approved by the vice president of academic and student services; such circumstances must be documented and a copy of the documentation placed in the student’s academic file.

Withdrawal from the College. A student who wishes to withdraw from the college should contact a counselor to determine the appropriate procedure. Failure to follow established procedures to formally withdraw from college will result in the grade of “F” for each course of enrollment for the semester.

Auditing a Course. Students who want to attend a class without taking examinations or receiving credit may do so by registering to audit the class. Students who want to audit a class will register in the usual manner and pay the regular tuition. Audited classes carry no credit and do not count as part of the student’s course load. Permission of the Registrar, a counselor, or the dean of student services is required to audit a class. Changes from credit to audit must be made by the official last day for students to withdraw from a class without academic penalty. The vice president of academic and student services must approve exceptions.

Course Credit

Credits are assigned to each course based on the time required to complete its requirements. This may consist of lectures, out-of-class study, laboratory and shop study, or combinations as follows:
One hour of lecture (including lecture, seminar, discussion or other similar experiences) per week for 16 weeks including the examination period = 1 collegiate semester hour credit.

Two or three hours, depending on the academic discipline, of laboratory (including laboratory, shop, clinical training, supervised work experience, coordinated internship, or other similar experiences) per week for 16 weeks including the examination period = 1 collegiate semester hour credit.

One to five credits with variable hours for the general usage courses: coordinated internship, cooperative education, seminar and project, and supervised study.

Transfer Credit

Provided certain criteria are met, the college routinely accepts credit from similarly accredited institutions. Credits earned at institutions not so accredited can be evaluated provided detailed information regarding course content, texts, evaluation methods, faculty credentials, etc. are provided. Transfer credit evaluations are based on official transcripts from the previous institutions. No credit is given for courses with grades lower than "C". A transfer student may be advised to repeat a course if it is clearly to the student’s advantage in order to make satisfactory progress in the curriculum. Students with a minimum of 20 semester hours of transferred credit from a four-year college or university may be exempt from SDV 108.

Students with educational credentials from foreign countries who wish to receive transfer credit for any of that work must have a credit evaluation provided to the admissions office from a college-approved foreign credential evaluation service (see page 11). The student must absorb all costs. PHCC faculty makes the final decisions on the granting of credit at PHCC.

Questions about any of these policies may be referred to the Coordinator of Admissions and Records (276) 656-0311.

Credit for Prior Experience and Training

A student who believes that previous educational studies, training programs, work experience, or acceptable nationally recognized proficiency examination scores may justify an adjustment in the course work required in a particular curriculum should contact the Registrar to determine the required procedures for credit evaluation before registering for classes.

Course credit may be granted for completion of proficiency exams such as the Advanced Placement Program of the College Board or CLEP. Official documentation must be provided to the Coordinator of Admissions and Records.

Credit for formal military training will be evaluated using the American Council on Education’s “Guide to the Evaluation of Educational experiences in the Armed Services” subject to the determination of proficiency in the area being assessed by the faculty member or dean. Coursework must be appropriate to the curriculum being followed. Three credits of HLT elective are awarded for completion of basic military training. Documents accepted for evaluation of any military experience are DD214, official military certificates, CCAF transcript, or other official military training records.

Credit by examination (Internal means of achieving Advanced Standing through satisfactorily demonstrating subject matter competency by means of an examination administered by the college) may be obtained by completing the required application and submitting it to the division dean for approval. Once approved, students must pay $25 per examination prior to testing.

Credit for training provided by non-collegiate institutions and for professional certification will be considered on an individual basis. Students must contact their division dean and provide official documentation of training and certification. Awarding of such credit will be formalized after receipt of a $25 fee for each course of advanced credit which assists with the administrative cost of processing the necessary credits.

Students who have successfully completed the Certified Professional Secretary (CPS) or the Professional Legal Secretary (PLS) exams may be awarded credit for certain related courses in appropriate programs subject to current statewide articulations.

Students who have completed the Virginia State Police Academy Basic Course, or the Law Enforcement Officers, Corrections Officers, or Jailers programs certified by the Virginia Department of Criminal Justice Services may be awarded credit for certain related courses in appropriate programs subject to current statewide articulations. Licensed Practical Nurses enrolling in the Nursing Program may receive partial credit for their prior training under conditions outlined in the Nursing Program section of this catalog.

It is important to remember that a minimum of 25% of curriculum credit requirements must be earned through instruction by PHCC in order to receive a degree, diploma, or certificate from PHCC.

Questions about any of these policies may be referred to the Coordinator of Admissions and Records (276) 656-0311.

Waiver of Curricular Requirements

Under certain conditions, students may receive a waiver of a specific curriculum course requirement. In such cases, credits are not awarded; the student is certified as having the requirements waived and is required to substitute other course work for the requirement. To complete a curriculum, the student still needs to complete the minimum number of required credits. Application for granting a waiver should be made well in advance of the beginning of the semester by contacting the division dean responsible for the curriculum.
Course Substitutions

In some instances, courses required in the program outline may not be available or a different course may be appropriate as a substitution for the required course. To substitute a different course for one ordinarily required, a student must file a “Course Substitution Request” form, available in the office of each division dean, and have it approved by both the advisor and division dean. Any deviation from the requirements outlined in this catalog must be approved by the advisor and division dean and recorded by the Registrar before the substituted course is officially approved.

Normal Academic Load

The normal academic load for a student is 15 to 17 credits. The minimum full-time load is 12 credits, and the normal maximum full-time load is 18 credits excluding College Survival Skills (SDV 108). A student wishing to enroll for more than 18 credits must have the approval of the Vice President of Academic and Student Services. Students on academic warning or academic probation may be required to take less than the normal semester course load.

Class Attendance

It is extremely important for students to attend classes and laboratory sessions. When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence. Each instructor will establish an attendance policy and reasonable time limit for making up an incomplete assignment. The student is responsible for making up all work missed during an absence.

Tests and Examinations

Students are expected to take tests and examinations when scheduled. Students may arrange with the instructor to postpone or reschedule a test; such arrangements must be made prior to the day or time of the test.

Grading System

The quality of performance in any academic course is reported by a letter grade assigned by the course instructor. The significance and value of each grade is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>(Excellent) 4 grade points per credit</td>
</tr>
<tr>
<td>B</td>
<td>(Good) 3 grade points per credit</td>
</tr>
<tr>
<td>C</td>
<td>(Average) 2 grade points per credit</td>
</tr>
<tr>
<td>D</td>
<td>(Poor) 1 grade point per credit</td>
</tr>
<tr>
<td>F</td>
<td>(Failure) 0 grade point per credit</td>
</tr>
<tr>
<td>U</td>
<td>(Unsatisfactory). No credit.</td>
</tr>
</tbody>
</table>

W (Withdrawal). No credit. A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the student will receive a grade of “F” except under mitigating circumstances which must be documented and approved by the academic vice president. A copy of the documentation will be placed in the student’s academic file.

I (Incomplete). No grade point credit. The “I” grade is to be used only for verifiable unavoidable reasons that a student is unable to complete a course within the normal course time. To be eligible to receive an “I” grade, the student must (1) have satisfactorily completed more than 50% of the course requirements and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student. In assigning the “I” grade, the faculty member must complete documentation that (1) states the reason for assigning the grade; (2) specifies the work to be completed and indicates its percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default (B, C, D, F, P, R, or U) based upon course work already completed. Completion dates may not be set beyond the subsequent semester (to include summer term) without written approval of the chief academic officer of the campus. The student will be provided a copy of the documentation. Colleges will establish procedures to ensure that all “I” grades that have not been changed by the faculty member through the normal grade change processes are subsequently changed to the default grade assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the chief academic officer of the campus.

X (Audit). No credit.

R (Re-enroll). The “R” grade may be used as an option, interim in nature, in courses which employ a mode of instruction characterized by explicit terminal objectives covering the various content areas in such a way that specific determination of student progress toward total course completion can be made (e.g., individualized, self-paced instruction; modularized, group-paced instruction). The “R” grade may be given only in courses which will be offered in any semester and which will employ a mode of instruction described above. The courses in which this methodology will be used will be designated by their applicability to the established procedures for the “R” grade and will be identified by the division dean and approved by the vice president.

P (Pass). No grade point credit; applies only to specialized courses and seminars at the discretion of the college. Does not apply to developmental education courses.
S (Satisfactory). No grade point credit. Used only for developmental education and ESL courses.

Grading for Developmental Education and ESL Courses

A grade of "S" (Satisfactory) will be assigned for satisfactory completion of each course in developmental education (courses numbered 01-09) and ESL courses numbered 11-29. Students making satisfactory progress but not completing all of the instructional objectives for courses in developmental education courses or ESL will be graded with an "R" (Re-Enroll) and must re-enroll in the course to complete the instructional objectives. Students not making satisfactory progress in developmental education courses will be graded “U” (Unsatisfactory) and counselors will recommend consultation with the instructor to determine the subsequent sequence of courses for the student who receives a grade of “U”. Grades “S,” “R” and “U” have no credit value and are not computed in the student’s grade point average.

Grade Point Average (GPA)

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

Semester Grade Point Average: Semester GPA is determined by dividing the total number of grade points earned in courses attempted for the semester by the total number of credits attempted.

Cumulative Grade Point Average: Cumulative GPA, which includes all courses attempted, is computed each semester and is maintained on a continuing basis as a record of the student’s academic standing. When students repeat a course taken summer 1988 or later generally only the last grade earned is counted in the computation of the cumulative GPA. Grades of “W”, “X”, and “I” do not count as first or subsequent attempts in this instance. See “Repeated Course Policy” below for full description of criteria which apply.

Curriculum Grade Point Average: A curriculum GPA, which includes only those courses applicable to the student’s curriculum, is computed in order to ensure that the student satisfies the graduation requirement for that curriculum. When students repeat a course, only the last grade earned is counted in the computation of the curriculum GPA.

Policy for Repeating Courses

Students are normally limited to two (2) enrollments in the same course. Exceptions to this policy must be approved by the Vice President for Academic and Student Services.

Some courses are exempt from normal limitations as repeats and may be repeated without specific approval.

Exempted courses are those numbered in the 90’s, 95’s, 97’s, 98’s and 99’s, courses identified as “may be repeated for credit,” and selected other courses. Questions about this policy should be referred to the Registrar or Coordinator of Admissions and Records.

Repeated Course Grade Forgiveness Policy

Students should consult with a counselor or faculty advisor before repeating a course. All grades earned for all courses taken one or more times are shown on the student’s permanent academic record, but only the last grade earned is used in calculating the students’ cumulative grade point average and for satisfying curricular requirements for graduation. This policy applies only to courses taken and repeated Summer, 1988 and later.

Some courses are exempt from consideration as repeats and an adjustment to the GPA is NOT made. Exempted courses are those numbered in the 90’s, 95’s, 97’s, 98’s and 99’s, developmental education courses, courses identified as “may be repeated for credit,” and selected other courses. Periodically, the VCCS will rename or renumber courses but they remain equivalent to the previous named and numbered courses. Completion of a renamed or renumbered course may be determined to be a repeat of a course completed previously under another department and/or course number. Determinations are made on a campus-wide basis, and exceptions cannot be made for an individual student.

Implementation of this policy does not affect any GPA calculations for prior terms or any academic, financial, or administrative events that have occurred in the past. Additionally, adjustments made as a part of “academic renewal” (see p. 14) is not affected. As always, only the latest attempt is used in determining if graduation requirements are met.

Any questions should be directed to the Coordinator of Admissions and Records, (276) 656-0311.

Repeating VCCS courses may negatively affect financial aid eligibility.

Grade Reporting

Final grades are provided by data entry at the end of each semester or as reported to the Registrar by faculty. Grades can be reviewed and printed by students using their individual access to their academic record. This access is provided via myPHCC options on the college website, www.ph.vccs.edu. Students should examine the recorded grades carefully and immediately upon completion. Students who discover an error should contact the faculty member immediately for the opportunity to correct their records. See the Grade Appeal Procedures in the Student Handbook.
Honor’s and Dean’s Lists

Those students who have attained a cumulative grade point average of 3.5 or higher, and who have completed 30 or more credits and who are enrolled for 12 or more college credits are recognized by being placed on the Honor’s List. Students who have earned a grade point average of 3.2 or higher and have completed 12 or more college credits for the semester are recognized by being placed on the Dean’s List. Names of students who meet the requirements for each list will be released for publication to local newspapers and radio stations. Developmental courses do not count towards the credit total requirements.

Graduation Honors

Students who have fulfilled the requirements of degree, diploma, or certificate programs (with the exception of career studies certificates), are eligible for graduation honors.

Cumulative Grade Point Average Honor
3.2 Cum laude (with honor)
3.5 Magna cum laude (with high honor)
3.8 Summa cum laude (with highest honor)

Academic Warning

Students who fail to attain a minimum GPA of 2.00 for any semester shall be placed on academic warning. Students on academic warning should be encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the college. The statement “Academic Warning” will appear on the student’s grade report.

Academic Probation

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

Academic Suspension

Students on academic probation who fail to attain a semester GPA of 1.50 or better shall be placed on suspension only after they have attempted 24 semester credits. Academic suspension shall be for one semester. The statement “Academic Suspension” shall be placed on the students’ permanent records.

Students who are placed on academic suspension and wish to appeal should follow the appeal process established by the college. Suspended students may be reinstated at the conclusion of the suspension period by following the process established by the college.

Students who have been reinstated from academic suspension must achieve a 2.00 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement “Subject to Dismissal” shall be placed on the students’ permanent records. Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor. Colleges are encouraged to make additional academic support available to students who have been reinstated following academic suspension.

Academic Dismissal

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

Graduation Requirements

Graduation requirements for students who remain actively enrolled in a program of study will be determined by the catalog current upon initial enrollment in a declared major. Students who have not enrolled for a calendar year or longer must meet the requirements of the catalog current at the time the student re-enrolls, unless otherwise approved by the Vice President of Academic and Student Services.
Students intending to receive a degree, diploma, certificate, or career studies certificate must submit an “Application to Graduate” to the Registrar’s office. To be awarded an associate degree, diploma, certificate, or career studies certificate at PHCC, a student must have been admitted to a curriculum; and

1. have fulfilled all of the course and credit hour requirements of the program as set forth in the college catalog; and
2. have acquired at least 25% of program requirements for an associate degree or diploma through course completion at PHCC; and
3. have demonstrated computer competency skills as defined by the college; and
4. have acquired at least 25% of the credits in specialized courses for a certificate through course completion at PHCC; and
5. have been recommended for graduation by the appropriate instructional authority in the program of study; and
6. have earned a grade point average of at least 2.0 in all courses attempted which are applicable toward graduation in the program of study;
7. have filed an application for graduation in the Registrar’s office; and
8. have resolved all financial obligations to the college and returned all library and other college materials.

Outcomes Assessment. In order to meet PHCC graduation requirements, all degree students must satisfactorily complete Virginia Community College System Core Competency testing standards. Core Competency testing is scheduled during a two week assessment period twice each year, once in October and once in March. Please see your program advisor to determine the best time for you to complete the testing.

Second Degree, Diploma or Certificate

In awarding an additional certificate or degree, the college may grant credit for previously completed courses that also meet the requirements of the additional award. However, the awards must differ from one another by at least 25% of the credits.

Replacement Degrees

PHCC will issue replacement degrees, diplomas, certificates, and career studies certificates previously awarded to students for a $10 fee provided the graduate does not have an outstanding debt to the college.

Official Transcripts

All of the information required to identify a student and describe the student’s academic progress is recorded on a permanent record, including courses failed and repeated and courses not applicable to the curriculum of graduation. When a transcript is issued, all of this information is included and accompanied by explanation, if necessary. The Registrar issues transcripts upon the student’s electronic request received via myPHCC options on the college’s web site www.ph.vccs.edu or upon signed, written request.

A student file folder apart from the permanent record may be kept for each student. The folder shall be developed cooperatively by college staff members and may include the following information: college achievement and experience; results of standardized tests; health records; in-school and out-of-school activities; and educational and vocational plans. Retention of records and specific records retained are outlined in the VCCS Policy Manual, Section 6.2.7.

Privacy of Information

PHCC abides by the Family Educational Rights and Privacy Act of 1974 as amended, and the U. S. Department of Education’s regulations implementing this act. Student records are treated as confidential information available only for the student’s personal inspection and upon the student’s personally authorized release, with very limited lawful exceptions. “Directory Information” such as the student’s name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, electronic mail address, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, the most recent educational agency or institution attended, and course credit load may be released unless a student notifies the Registrar by the first week of classes in each semester that this information is to remain confidential. Requests for information will be evaluated by the Vice President of Academic and Student Services or designee. PHCC is part of the Virginia Community College System which has a shared database of student information. As such, recorded data from one college may be viewed by appropriate staff at another or at the VCCS Central Office, if needed.

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

- Inspect and review their educational records;
- Request an amendment to records that are believed to be inaccurate;
- Require the school to obtain written consent prior to disclosure of personally identifiable information, except those items noted herein;
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with FERPA;
- “Educational information: refers to any record maintained by an educational institution, including files, documents, and materials of any type which contain information directly related to students, and which allows a student to be identified. What is not included in the Educational Information is:
• Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel;
• Law enforcement or campus security records which are solely for the law enforcement purposes;
• Records related to individuals who are employed by the institution;
• Records related to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional;
• Records of an institution which contain only information about an individual obtained after that person is no longer a student at the institution (i.e., alumni records).

Students who are protected under FERPA are those students who are currently enrolled or formerly enrolled, regardless of their age or status in regard to parental dependency. Students who have applied but have not attended an institution, and deceased students do not come under FERPA guidelines.

Information about college policy, rights of students under the Act, and procedure for handling alleged violations of the Act and/or regulations may be obtained from the coordinator of admissions and records, (276) 656-0311.

Parents’ Rights Under FERPA

Parents lose their FERPA rights when their child turns 18 or starts attending or taking classes in college (or any post-secondary institution), whichever happens first.

Under 20 USC 1232g(d) all rights of parents (including the right to inspect educational records and to consent to the disclosure of personally identifiable information) transfers to the student at the earlier of: 1) the attainment of age 18, or 2) attendance at an “institution of postsecondary education.” However, as stated later in this document, parents of a financially dependent student (defined by the IRS) may obtain their child’s records, but must submit proof of the student’s dependency (via most recent tax form) prior to receiving the requested information. As far as FERPA is concerned, a student’s spouse is an “unrelated third party,” and therefore, has no rights under FERPA. While there is an exception that allows a college to disclose educational information to parents of a financially dependent student in the absence of consent, there is no such exception for spouses, even if the spouse is supporting the student.

Student Records

In compliance with policies of the Virginia Community College System, the Virginia State Library and Archives, and guidelines of the American Association of Collegiate Registrars and Admissions Officers, the college maintains records listed.

1. Student Permanent Record. This includes:
• credits transferred from other institutions, including the number of credit hours given;
• semester in which the student is currently enrolled;
• student social security number or ID number;
• curriculum code;
• course number, the course title, the hours attempted, the hours completed, and grade for each course;
• grade point average for each semester attended;
• cumulative grade point average of the student; and
• academic action taken against the student including academic probation, suspension, and dismissal.

Disciplinary probation and disciplinary dismissal are not placed on student permanent records. If students request that transcripts of their records be sent to another college during the period in which they are involved in disciplinary action, statements may be placed on the transcripts stating “additional information available upon request from the Vice President of Academic and Student Services.”

2. Student Academic File. A student academic file, apart from the permanent record, may be kept for each student. The file may include, but is not limited to, the following information: college application; course substitution forms; results of standardized tests and college placement tests; demographic information; and changes in curriculum.

Retention of Student Records

Academic records shall be retained either on paper copy or electronically for permanent, three-year, and one-year periods at least as indicated below.

• Permanent Retention - from date of student graduation or transfer from the college.
  Student Permanent Record - The record is retained electronically and the original may be destroyed afterward.

• Three-Year Retention - from the date of student graduation or withdrawal from the college. These documents, which generally comprise the Student Admissions files, shall not be microfilmed.
  1. Application forms (Matriculated students)
  2. Letter(s) of acceptance
  3. Relevant admission correspondence
  4. Transcripts - other colleges
  5. Transcripts - high schools
  6. Immigration and Naturalization Service forms
  7. Advanced Placement information
  8. Readmission forms
  9. Withdrawal from college forms
  10. Residency classification forms
  11. Requests and disclosures of information (only transactions without student’s permission)
- **Three-Year Retention** - From date of origination. These documents shall not be microfilmed.
  1. Registration/Identification forms (hard copy)
  2. Add/Drop forms (hard copy)
  3. Withdrawal from class forms (hard copy)
  4. Faculty grade reports (Registrar’s copy)
  5. Educational placement tests results

- **One-Year Retention** - From date of origination. These documents shall not be microfilmed.
  1. Transcript request forms
  2. Graduation request forms
  3. Application forms (Non-matriculated students)
  4. Change of Grade forms
  5. Curriculum acceptance/change forms
  6. Graduation certifications
  7. Graduation checklists
  8. Name change requests and authorizations

Disposal/destruction of original records will be done by shredding, burning, pulping, or any combination thereof. The Student Permanent Record shall be the only official document of a student’s academic history and for records reconciliation.