

# Dual Enrollment Student Handbook



**VIRGINIA HIGHLANDS COMMUNITY COLLEGE**

Reference Guide for Students and Parents 2025-2026

## Greetings

### From Our President

Welcome to Virginia Highlands Community College!

You have made a wonderful decision: by choosing to take college courses while you are still in high school, you are getting a head start on a great future. Through your school's partnership with VHCC, you will save time and money as you earn college credits that can transfer right to universities or prepare you for a high-paying career.

VHCC has a committed team of professionals ready to serve you, and we are with you each step of the way - from your first dual enrollment class to discussing transfer and career options, and everything in between. We have also designed this handbook to provide important information for you and your family. At VHCC, we're dedicated to your success, and we're ready to help.

As you complete your high school journey and take college courses, I hope you will learn more about Virginia Highlands Community College. You can choose from 80 different programs of study, including fully online programs, and use the credits you are earning now toward a degree or certificate. And, with more than 80% of our students receiving financial aid, you'll save even more money as you continue your education. Visit [vhcc.edu](http://vhcc.edu) to learn more.

I am so glad you have chosen VHCC, and we are proud to be your college. Congratulations again, and I look forward to your success!

DR. ADAM HUTCHISON  
*President*



### From Our Dual Enrollment Coordinator



Congratulations on taking your first step toward an exciting future! By joining the Dual Enrollment (DE) program at Virginia Highlands Community College (VHCC), you're getting a head start on college and your career — and that's something to be proud of.

We're thrilled to welcome you to the VHCC Wolf Pack! As a DE student, you'll experience college-level learning while still in high school, and we're here to support you every step of the way.

To help you get started, we've created a Student Handbook packed with helpful resources that can be used as a guide to the Dual Enrollment program, from getting started to seniors transitioning to VHCC, and much more!

Your College Navigator and High School Counselor will guide you through the application and qualification process. If you have additional questions or need help along the way, please don't hesitate to reach out to me directly. We're so glad you're here — and we can't wait to see what you'll accomplish with DE at VHCC!

HANNAH V. MULLINS,  
*Coordinator of Dual Enrollment and High School Programs*  
[hmullins@vhcc.edu](mailto:hmullins@vhcc.edu)



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**Reference Guide for Students and Parents 2025-2026**

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## Mission, Vision, & Core Values

### OUR MISSION

Virginia Highlands Community College provides exceptional educational pathways to enrich lives and strengthen our communities.

### OUR VISION

Virginia Highlands Community College will be an educational institution of choice, empowering students, employees and community members to reach their fullest potential.

### CORE VALUES

**Student Success.** We welcome and engage every student with relevant learning opportunities and help them attain their goals to help our region thrive.

**College Culture.** We are representatives of the hospitality and resiliency of our region, supporting everyone with opportunities for growth and engagement.

**Excellence.** We expect the best from ourselves and our students.

**Learning.** We are committed to life-long development and personal growth.

**Stewardship.** We are accountable for the resources in our care, strategically investing to improve our region.

**Partnership.** We collaborate with individuals and organizations to advance our shared goals and strengthen the region.

### Special College Policies

The College reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students, to be effective at the discretion of the College. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions. Virginia Highlands Community College retains the right to make appropriate changes to remain in compliance with Virginia Community College System policy. Changes and supplements to this catalog will be issued as necessary.

*The policies and guidelines in this handbook are subject to change dependent upon any unforeseen emergency situations. In the event of an emergency situation, you will be provided with any applicable alternate instructions.*



## Dual Enrollment Program Information

### Dual Enrollment History

Even though the option of taking certain college-level courses while still in high school was available through VHCC as early as the mid- to late 1990's, dual enrollment was not fully implemented until the spring semester of 1997, when the first courses were offered at Holston High School. By the fall of 1999, dual enrollment was available at all high schools in our service region as well as neighboring Johnson County in Tennessee. Dr. Edwin Hardison, Vice President of Instruction and Student Services during the early dual enrollment movement, recognized that the early success of the program was "not only in terms of the number of area high school students who have begun their college educations with this program, but also because of the benefits to College/community relations."

Fast forward to 2025-2026 academic year, and the dual enrollment program at VHCC continues to flourish and represents approximately 28% of all college enrollment. In recognition of the vital importance of assuring that the college courses offered in high school are of the same quality and rigor as the same courses offered on campus, the Virginia Community College System (VCCS) adopted a policy in September 2018 outlining concurrent enrollment quality standards for all community colleges in the Commonwealth. Current Coordinator of Dual Enrollment and High School Programs agrees that these standards are an important ally to the program.

"VHCC's dual enrollment program can help students not only strengthen their high school transcript by taking college-level coursework while in high school, but students also have the opportunity, should they elect to, to complete a Uniform Certificate of General Studies (UCGS)- a one-year program designed to fulfill lower-division general education requirements at any Virginia Public institution of higher education. Upon completion of the UCGS by their high school graduation date, students may transition seamlessly into VHCC to finish an Associate Degree to Transfer to a Four-Year College/University. Through these opportunities, high school students can experience academic success, at the college level, and learn many valuable academic skills which will enable them to continue with their post-secondary education opportunities with much more confidence."

### Dual Enrollment Mission

Dual enrollment is an instructional program that provides a way to advance the college experience and equity to higher education with the same standards and quality as are consistent with those established on the college campus. The Coordinator of Dual Enrollment and High School Programs at Virginia Highlands Community College (VHCC) is dedicated to establishing strong networks between the secondary and postsecondary educators resulting in a seamless transition for students as they move from high school to college. Through this commitment, we provide an accessible, affordable and flexible avenue for high school students to accelerate into advanced postsecondary education.

### Dual Enrollment Purpose

The Dual Enrollment program values academic excellence, collaboration, and information sharing. Our purpose is to promote partnerships with schools and districts to share curricula and high-impact practices, introduce students to college culture, and to help prepare high school students for post-secondary opportunities at VHCC. This is an exceptional opportunity to experience college coursework and earn college transferable credits while also completing the requirements for a high school diploma.



## Dual Enrollment Administration

Dual Enrollment administration falls under the general direction of the college's Vice-President of Instruction and Student Services. The Coordinator of Dual Enrollment and High School Programs oversees the day-to-day operational aspect of administering and verifying testing scores and pre-requisites for students wishing to take dual enrollment classes as well as enrollment of students into dual classes each semester. Navigators, under the direction of the Vice President and in conjunction with the Recruitment and Engagement Coordinator and the Coordinator of Dual Enrollment and High School Programs, work with high school guidance counselors to determine the college coursework taken, to assist students with development of individualized academic and career plans at VHCC, and to provide students, parents, and secondary/postsecondary staff and faculty with community college and transitional program information.

## Definition of a Dual Enrollment Student

A Dual Enrollment student is defined as a student who is pursuing a high school diploma and is concurrently enrolled in one or more college-credit bearing courses taught at the high school by VHCC approved high school teacher(s). The Dual Enrollment program at VHCC serves students from Bristol, VA city schools, Smyth County, VA schools, and Washington County, VA schools.

A VHCC professor works directly with the high school teacher in developing the college-level curriculum for the course. Additionally, the high school teacher must meet the necessary subject matter credentials and other VHCC professional development requirements to teach the course as outlined by the syllabus. The dual enrollment courses will have the same requirements as those offered on campus at VHCC and carry the same college credit upon successful completion of the course. The grade received from VHCC will be reflected on the student's official VHCC transcript. The student can request an official transcript at any time through [www.parchment.com](http://www.parchment.com).

## Definition of Passport and Uniform Certificate of General Studies (UCGS)

- In compliance with a Virginia legislative mandate, the Uniform Certificate of General Studies (UCGS), a 31-33 credit, one-year college program in which all courses are transferable and satisfy general education requirements at any Virginia public institution of higher education.
- Passport – The Passport gives students confidence that 16 credits of coursework will transfer to Virginia's public and some private institutions and satisfy 16 credits of general education requirements. The course bundle must be completed by selecting one course from the Passport roster in each of the following areas: written communications, humanities/fine arts/history, social/behavioral science, natural science, and mathematics. The key to the Passport is a balanced portfolio demonstrating students' educational experience. All grades must be C or higher to transfer. The most current Passport roster can be found at <https://www.schev.edu/docs/default-source/institution-section/guidancepolicy/policies-and-guidelines/approved-passport-course-roster.pdf>
- Uniform Certificate of General Studies – UCGS – The UCGS program expands on the Passport to satisfy 31-33 credits of general education requirements. Like the Passport, this 10-course bundle must be completed by selecting courses off the UCGS roster in written communication (2 courses), humanities/fine arts/literature (2 courses), history (1 course), social/behavioral science (1 course), natural science (1 course), and mathematics (1 course). Two additional courses are completed from the specialized general education block. All grades must be C or higher to transfer. The most current UCGS roster can be found at [Home | Transfer Virginia](#)

## Benefits and Objectives of Dual Enrollment

Benefits and objectives of dual enrollment include the following:

- In alignment with the VHCC mission, the dual enrollment program provides early access to college level coursework to our service area students while they are still in high school.
- College courses offered in the high school are of the same quality and rigor as the courses offered on the campus of Virginia Highlands Community College.
- Instructors teaching college courses through the dual enrollment program meet the academic requirement for instructors teaching at VHCC and are provided discipline-specific professional development opportunities.
- The dual enrollment program creates a continuum of learning from high school to college.
- High school students are able to progress toward their next academic goal without having to wait until high school graduation.
- Students can earn college credits that may apply toward graduation at VHCC or another college or university.
- The time required for high school students to complete an undergraduate degree is shortened.
- Duplication of courses taken in high school and in college can be eliminated.
- Participation in the dual enrollment program sharpens students' general academic preparedness for college.
- A wider range of course options for high school students is available.
- Successful completion of dual enrollment courses helps to lower the cost for postsecondary education.
- Dual enrollment options increase flexibility in scheduling courses at a four-year school and may provide opportunities for semester-long internship experiences.
- The successful completion of an associate degree through dual enrollment may provide scholarship opportunities with four-year schools.
- While still in high school, students may earn the Governor's Scholar Program Degree; either a 31- 33-credit Uniform Certificate of General Studies, or an Associate Degree.





## Dual Enrollment Support

### Teachers and Counselors

Teachers and high school counselors are an essential component to the dual enrollment process. High school teachers who meet VHCC criteria for teaching the course are entrusted to convey the spirit of the VHCC experience in their classroom. High School Dual Instructors reflect the integrity of the VHCC's Dual Enrollment program and are regarded with a high level of professional respect and collegiate expectations. Counselors often are instrumental in seeking opportunities for their students that challenge the status quo. They assist in preparing students for life beyond high school and, oftentimes, spend countless hours behind the scenes to ensure students reach the goals they set for their future. VHCC greatly appreciates the commitment, collaboration, and dedication that teachers and counselors give to students and their future successes within the dual enrollment program.

### College Navigators

College Navigators are community college employees based in local high schools with the mission to collaborate with high school counselors to help high school students define their career aspirations, recognize postsecondary programs and services that can help students achieve their goals, and ensure the correct dual courses are taken.

College Navigators help empower students to make informed decisions about their career and educational plans and to prepare students for success in postsecondary education and training.

College Navigators:

- Administer career assessments;
- Facilitate the development of individual career plans and portfolios;
- Share information on careers and career pathways at VHCC;
- Connect students to early college programs such as dual enrollment;
- Administer placement tests at the high school; and
- Ease the transition of students from high school to postsecondary education/training.

Public and Private High Schools participating in VHCC's Dual Enrollment Program:

**Bristol Virginia Public Schools:** Virginia High School

**Smyth County Public Schools:** Chilhowie High School, Northwood High School, and Smyth County Career & Technology Center

**Washington County Public Schools:** Abingdon High School, Holston High School, John S. Battle High School, Patrick Henry High School, and Washington County Career & Technical Education Center

**Cornerstone Christian Academy**

**Homeschools in our Service Region**





## Student Admission and Registration

### Enrollment Eligibility for Dual Enrollment

Dual enrollment is considered an exceptional program designed for high school juniors and seniors. Freshman and sophomore students who are able to demonstrate readiness for college level coursework will be considered for enrollment on an individual basis. It is expected that all students meet placement criteria prior to enrolling in college coursework. Freshman and sophomore students require a letter of endorsement from the high school principal and the final approval of an academic dean, vice-president, and president of VHCC.

Students applying for admissions to Virginia Highlands Community College and must meet the VCCS Admission criteria in order to be admitted to the College. The basic math and English college readiness admission requirements may be demonstrated by Grade Point Average (GPA) 3.0 or higher. Algebra I SOL or certain PSAT, SAT and ACT scores could be used to waive the GPA requirement. Note: Students who have applied to other Virginia community colleges must still apply to VHCC. Students who fall below the 3.0 GPA threshold and do not have qualifying standardized test scores may be required to compete Virginia Placement Testing.

### Dual Enrollment Admissions Process

#### For High School Students

The admissions process checklist below is for students who are currently enrolled in any high school in our service region. (Please See Appendix A for step-by-step instruction to complete this application process online and your College Navigator or School Counselor may assist with this.)

<input type="checkbox"/>	Complete and submit an online VHCC application.	<a href="#"><u>VHCC Application for Admission</u></a>
<input type="checkbox"/>	Complete the appropriate enrollment forms and secure necessary signatures each time the student registers for courses.	<a href="#"><u>Dual Enrollment Participation Form</u></a>
<input type="checkbox"/>	Complete the appropriate Family Educational Rights and Privacy Act (FERPA) form through your myVHCC login and going into the Student Information System (SIS) icon and secure necessary signatures each year the student attends dual enrollment.	<a href="https://www.vhcc.edu/my-vhcc"><u>https://www.vhcc.edu/my-vhcc</u></a>
<input type="checkbox"/>	Provide high school GPA documentation or submit appropriate PSAT, ACT or SAT scores with the name included on the scores.	
<input type="checkbox"/>	Complete any course prerequisites as evidenced on the high school/college transcript.	



## For Homeschool Students

VHCC recognizes and supports the homeschool community within our service region and is committed to meeting the needs of the homeschool dual enrollment student. The admissions process checklist below is for homeschool students in our service region. (Please See Appendix A for step-by-step instruction to complete this application process online and/or documents to turn into your College Navigator or School Counselor.)

<input type="checkbox"/> Complete and submit an online VHCC application.	<b><u>VHCC Application for Admission</u></b>
<input type="checkbox"/> Complete the appropriate enrollment forms and secure necessary signatures each time the student registers for courses.	<b><u>Dual Enrollment Participation Form</u></b>
<input type="checkbox"/> Complete the appropriate Family Educational Rights and Privacy Act (FERPA) form through your myVHCC login and going into the Student Information System (SIS) icon and secure necessary signatures each year the student attends dual enrollment.	<b><u><a href="https://www.vhcc.edu/my-vhcc">https://www.vhcc.edu/my-vhcc</a></u></b>
<input type="checkbox"/> Obtain a letter of approval from the school division regarding homeschool instruction or religious exemption.	
<input type="checkbox"/> Provide GPA documentation or submit appropriate PSAT, ACT or SAT scores, OR other placement test waivers, with the name included on the scores.	
<input type="checkbox"/> Provide a copy of the most recent Required Educational Testing results from spring testing. If no testing results are available to verify grade level status, student must meet with the discipline-specific dean for the courses for which the student wishes to enroll and obtain a signature from the dean approving the student can take the course.	

Student and parents must submit the application documents by email to the Coordinator of Dual Enrollment and High School Programs to provide all of the above-mentioned documentation and to enroll in the course(s). An in-person meeting appointment may be scheduled if email is not an option.

## High School Credit for Dual Enrollment Courses

While satisfactory completion of all dual enrollment courses conveys college credit, not all college courses will satisfy high school graduation requirements. Students seeking high school and college credit should work with a high school counselor to select courses that will meet high school graduation requirements. *The college does not advise students on high school graduation requirements.*



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## Credit by Exam: CLEP

A dual enrollment student may earn college credit by successfully passing the College Level Examination Program (CLEP) exams; however, these exams will not count toward high school graduation in a Commonwealth of Virginia high school. Homeschool students and their parents must determine if CLEP credit applies toward high school graduation.

## Highlands Scholar Recognition at Graduation

Virginia Highlands Community College and participating public school divisions work collaboratively to provide students the opportunity to earn a one-year Uniform Certificate of General Studies or other program certificate and degree concurrent with a high school diploma. Students who earn college credits through dual enrollment and/or AP\* may be able to obtain a Uniform Certificate of General Studies by the time they graduate from high school.

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**\*NOTE: Students must score a 3 or higher on each AP subject exam the student wishes to have considered for credit toward the Certificate or Degree\*\*.**

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These students are designated as Highlands Scholars, receive the Highlands Medallion and are recognized at both their high school graduation and Virginia Highlands Community College commencement. To learn more about the Highlands Scholar Recognition at graduation, please contact the college navigator or school counselor.

*\*\*More information on placement scores can be found on page 33 in the 2025-26 VHCC College Catalog Academic Policies section titled "Advanced Standing."*

## Senior Transition to VHCC

### Checklist for Senior from Dual Enrollment Student to VHCC College Student

With just a few simple steps, a Dual Enrollment student can continue enrollment as a college student at Virginia Highlands Community College upon graduation from high school. The following steps need to be completed to **change the status from dual enrollment to curricular student**:

✓ **Apply for Financial Aid**

- The earlier you apply, the better chance that eligible students will receive funding for the fall semester in a timely manner. Information workshops will be offered to assist families in applying. (Students may apply for financial aid by October of senior year.)
- Student workshops will be available in the high schools and Parent/Student workshops at VHCC later in the semester (dates to be announced).
- Federal regulations require that a student receiving federal financial aid make satisfactory academic progress in accordance with the standards set by the college and federal government. Satisfactory Academic Progress (SAP) standards also apply to state aid. For more information, please read Requirements for Federal Financial Aid Recipients on the VHCC website under Current Students>>Student Services>>Satisfactory Academic Progress.

✓ **Complete the Transition- Change of Program Student Form**

- This form (available from the VHCC website or your college navigator) will change your student status from dual enrollment student to a college curricular program.
- ✓ **Notify your college navigator or guidance counselor that you plan to attend VHCC.**  
They will forward to VHCC an official high school transcript after graduation.
- ✓ **Placement**
  - Students who have a high school GPA of 3.0 or higher.
  - Students who have completed the SAT or ACT, ensure that those scores have been forwarded to the VHCC Admissions Office.
  - Scores of 530 SAT or 22 ACT on math and 480 SAT or 21 ACT on reading or writing exempts a student from needing to take that portion of the placement test (students planning to pursue an engineering degree still need to take a math placement exam)
  - Students are strongly encouraged to review math and English skills prior to testing, especially if they did not complete a math class their senior year.
  - Test review materials are available at: <https://www.vhcc.edu/future-students/placement-testing>
- ✓ **Make an appointment for a transition session with a Campus Connection Center advisor to complete the enrollment process**
  - During this session, GPA will be interpreted, education and career goals will be explored, and first semester classes will be scheduled.
  - If your placement tests are completed, contact the Campus Connection Center to schedule your appointment at [ccc@vhcc.edu](mailto:ccc@vhcc.edu) or (276) 739-2438; please remember to include your full name and emplid/Student ID# in all communications.
- ✓ **Complete an Orientation class**
  - Enroll in an Orientation (Student Development, SDV) class. Each student working toward an Associate Degree and/or specific Career Certificate Program is required to take this orientation course during the first semester. Your VHCC CCC Advisor will assist you in enrolling during your transition session.
- ✓ **Meet with a Faculty Advisor**
  - A faculty advisor helps students through the exploration of career and academic goals and assists students in choosing and scheduling appropriate classes to meet those goals. Faculty advisors are assigned to share their knowledge and experience to students based on their program of study. Students are strongly encouraged to meet with their faculty advisor prior to scheduling classes each semester (this meeting is required for students who have completed less than 30 credit hours (see Mandatory Advising) in order to ensure students are enrolling in the right classes for their curriculum and possible transfer plans. For more information, visit Academic Advising at <https://www.vhcc.edu/current-students/student-services/academic-advising>.

## Student Rights and Responsibilities

### Family Educational Rights and Privacy Act (FERPA)

**The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.**

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, *address\**, *telephone number\**, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For more information or to learn more about this Act, please visit the FERPA website at:

[www.ed.gov](http://www.ed.gov).

*\*Virginia House Bill 1 (HB1), which took effect July 1, 2018, as Code of Virginia Section 23.1-405(C), prohibits a university from disclosing a student's email address, physical address or telephone number under the exception in the Family Educational Rights and Privacy Act (FERPA) for directory information or the Virginia Freedom of Information Act (FOIA) unless the student has affirmatively consented in writing to the disclosure.*

### Title IX

As a recipient of federal funds, Virginia Highlands Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct, sexual harassment, and similar conduct constitute sexual discrimination prohibited by Title IX.

The most updated complete Title IX Policy as well as contact information for the VHCC Title IX Coordinator may be found at <http://www.vhcc.edu/titleix>.



## Attendance

Attendance in the college course is imperative for college success. Attendance rules for dual enrollment classes, regardless of the method taught, will follow the attendance policies of VHCC and course-by-course syllabi. The syllabus is the contract between the instructor and student. It is important to also become familiar with the VHCC academic calendar. Professors establish their own attendance policies, and each policy must be followed precisely. Missing days from class could result in failure based upon the instructor's attendance policy. Students may be administratively withdrawn if attendance and participation policies are not followed.

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*"Students need to be aware that a high school attendance policy may differ from a dual enrollment course attendance policy."*

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**This attendance policy may be different from that of the regular high school course, even if the instructor teaches both high school and dual enrollment courses. Students need to be aware that a high school attendance policy may differ from a dual enrollment course attendance policy.**

High school breaks and holidays may not correspond to the VHCC academic calendar. In addition, high school functions such as prom or sport activities are not excused absences if the dual enrollment course is taken on the college campus. If there is a conflict between a VHCC class session and mandatory attendance at the high school, the student must communicate this conflict with the college professor. Documentation from the high school may be required to verify the conflict. Attendance requirements are detailed in an instructor's course syllabus.

## Inclement Weather

### Courses Taught at the High School

The policies and procedures of the school division apply.

### Courses Taught on the VHCC Campus

Virginia Highlands Community College will often hold classes when local school divisions are closed. Students are issued a VCCS email address and will receive emails when the college is delayed or closed. It is also broadcasted on local television and radio stations when the college is on an altered schedule. If the student deems it unsafe to travel, the student should notify his or her instructor(s) before class.

## Academic Honesty

Academic honesty policies and procedures outlined in the VHCC Catalog and Student Handbook will be enforced for all college courses. Students are encouraged to read and be familiar with the Academic Honesty policy under the Forms of Student Misconduct as printed in the VHCC Catalog on page 39.

## Student Conduct – Discipline

Student conduct rules vary with the location of the course.

### Courses Taught at the High School

The policies and procedures of the school division apply.



### Courses Taught on the VHCC Campus

All students are required to familiarize themselves with the college's Forms of Student Misconduct Subject to Disciplinary Action as printed in the VHCC catalog starting on page 39.

## **Withdraw and Drop Process from a Course**

Students should review the syllabus from their high school instructor for the drop and withdrawal dates or contact the high school counselor. Please contact the high school counselor to learn the specific date to drop and withdraw from a dual enrollment course taught in the high school. **After the deadline, if a student drops a course, the student will earn an "F" for that course, and it will appear on his or her college transcript.**

### **Dropping a Class**

If a student is enrolled in a class and decides he or she does not want to be in that dual enrollment class, the student may drop the class without penalty as long as it is done before the DROP deadline. This class will not appear on the college transcript, and the student will get a refund for the class. See VHCC's Grading System in the VHCC Catalog and Student Handbook on page 23 for more information regarding withdrawing from a class and the deadlines.

### **Withdrawing From a Class**

If a student is enrolled in a class and is receiving a poor grade, it is better to withdraw than have the poor grade on the college transcript. A student must withdraw by the WITHDRAW date to receive a "W" on the college transcript. See VHCC's Grading System in the VHCC Catalog and Student Handbook on page 23 for more information regarding withdrawing from a class and the deadlines.

## **College Grading Credit and Grading System**

The college's grading system is as follows:

- Students will receive a final course grade each semester for the course work taken during the semester (i.e., ENG 111 for first semester; ENG 112 for second semester). For yearlong classes, the final grade will be entered at the end of the school year. College grades are based upon semesters.
- Students should do the very best work possible in their college courses. In order for courses to transfer to four-year schools, a grade of C or higher is required.
- Grades are reported to students, not parents. A student having difficulty with a course must be proactive and speak to the instructor before/after class or via email. Do not wait until the course is almost over to have this conversation.
- Federal law recognizes college students as adults; therefore, it is inappropriate for parents to speak to college instructors about their child's progress, even though they may have paid the student's tuition. This is a part of FERPA (Family Education Rights and Privacy Act). To inquire about a student's progress, parents or legal guardians are required to contact the high school counseling office. More information about FERPA can be found on the Department of Education's website:  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

## **Grading Policy**

The grading policy of any dual enrollment course taught at the high school will coincide with the grading policy of that same course on the college campus. All dual enrollment classes use a common syllabus with the college course, so therefore, the grading policy, including the weight of the final exam, will follow the policy of VHCC, not the high school system. The purpose of this policy is to



ensure the courses at the high school and the courses at the college are completely in-line. All dual enrollment classes are based on and graded on the 10-point system. Students should consult with the instructor, seek a tutor or consider withdrawing if they experience difficulty with coursework. The grades of A, B, C, D, P, and S are passing grades. Grades of F and U are failing grades. R and I are interim grades. Grades of W and X are final grades carrying no credit.

### 1. Grades Assigned

Instructors are responsible for assigning a letter grade to reflect the quality of performance in each course. Quality points are assigned as follows:

Grade	Interpretation	Quality Points
<b>A</b>	Excellent	4
<b>B</b>	Good	3
<b>C</b>	Average	2
<b>D</b>	Poor	1
<b>F</b>	<b>Failure</b>	0
<b>I</b>	Incomplete	None
<b>W</b>	Withdrawal	None

### 2. Grades Applicable to All Courses

#### **I = Incomplete – No credit. 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 60% of the course requirements and attendance and (2) must request the faculty member to assign the “I” grade and indicate why it is warranted. The faculty member has the discretion to decide whether the “I” grade will be awarded. Since the “incomplete” extends enrollment in the course, requirements for satisfactory completion shall be established through consultation between the faculty member and the student.

*Dual enrollment students and parent(s) must understand that an incomplete grade may jeopardize or delay graduation from high school. Failure to complete coursework during the prescribed time limit will result in an “F” for the course. Students and parents should contact their high school counselor before requesting an incomplete in any course.*

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 the percentage in relation to the total work of the course; (3) specifies the date by which the work must be completed; and (4) identifies the default grade (B, C, D, F, P, R, or U) based upon course work already completed.

Completion dates may not be set beyond the last day of the subsequent semester (to include summer term) without written approval of the Chief Academic Officer of the campus. The student will be provided a copy of the documentation. A grade of “F” will be assigned at the end of the subsequent semester unless the “I” grade is changed by the faculty member through the normal grade change processes. 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.

#### **W = Withdrawal – No credit. No grade point credit.**

A grade of “W” is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60% of the session. After that time, the student will receive a grade of “F” unless mitigating circumstances are documented in the student’s academic file.

### 3. Grade Reports

The college does not send report cards. Students must check their grades by logging into MyVHCC and viewing their unofficial transcripts. Grades for the course will not be posted, however, until after the course has been completed.

Grades are issued to the student, not the parent(s).

Instructors post their course grades to the VHCC Student Information System. For courses taught online (virtually through Elite Learning or A. Linwood Holton Governor's School) grades will be sent to the high school counselor.

### 4. Final Grade Appeal

#### Level I: Final Grade Appeal to Faculty

For instances in which a student chooses to challenge a final grade, the student will communicate in writing with the faculty member to appeal the final grade. This communication will be submitted to the faculty member within **five (5)** College business days of receiving the grade. The faculty member will discuss the final grade appeal details with the student and will render a decision within **five (5)** College business days of receiving the student's appeal communication. The faculty member will retain documentation of this final grade appeal discussion and decision.

If a resolution is not reached between the student and faculty member and the student chooses to appeal beyond the faculty member's decision, the student will review the two criteria below. If one of the two criteria below is met and the student chooses to appeal the faculty member's decision, the student will complete a Final Grade Appeal form, to be submitted to the appropriate dean and copied to the faculty member **within 48 hours of receiving the faculty member's decision, or by 9 a.m. on the next College business day if the deadline falls on a weekend or after 5 p.m. on a weekday.**

\*A student may request a Level II final grade appeal for one of the following reasons:

1. A procedural or substantive error occurred that significantly impacted the academic grade (e.g. substantiated bias, material deviation from established procedures); or
2. To consider new information unavailable during the original meeting that could substantially impact the original academic grade. A summary of this new information and its potential impact must be included in the forwarded appeal.

#### Level II: Academic Dean's Review

The appropriate Academic Dean will conduct a review of the information provided by both the student and the faculty member no later than ten (10) College business days following the student request for the review. The appropriate Academic Dean shall make a decision and communicate findings in writing to the student and the faculty member within five (5) business days after the review is completed.

After review, the appropriate Academic Dean may:

- Uphold the original decision
- Request a final grade change (may not be lower than original grade)

If the student chooses to appeal the appropriate Academic Dean's decision, the next step is a Level III final grade appeal.

#### Level III: Vice President's Review

An appeal of the appropriate Academic Dean's decision must be submitted by the student to the Vice President of Instruction and Student Services within 48 hours of the student receiving the appropriate Academic Dean's decision in writing, or by 9 a.m. on the next College business day if the deadline falls on a weekend or after 5

p.m. on a weekday. The Vice President of Instruction and Student Services may either:

- Uphold the appropriate Academic Dean's decision;
- Request a final grade change (may not be lower than original grade)

For the Final Grade Appeal procedure, the decision of the Vice President of Instruction and Student Services is the final decision for the College.

\* Regarding sequential courses that require successful completion of a pre-requisite course taught in consecutive terms within semesters, the procedure described above will be expedited to reasonably accommodate all parties involved.

**Time Limitation**

Every effort will be made by all parties to expedite the disciplinary process. The time limitations specified for either party may be extended by written mutual agreement. If there is no written mutual agreement to extend the time limits set herein, the decision reached at the previous level shall be determined to be final.



## Student Resources

### My VHCC Information

Follow these instructions to log into the Student Information System (SIS) to get grades, transcripts and other relevant information:

1. Go to <https://www.vhcc.edu/home>.
2. Select the "My VHCC" option from the dark green bar in the upper right area of the home page and then select VHCC Login.
3. Enter your username and password to get into the system. If you have forgotten the username and password, follow the directions under "forgot username and password" to reset. If you have problems, please see your high school career coach or call the Coordinator of Dual Enrollment and High School Programs at (276) 739-2480.

After you have successfully logged in, you will arrive at the "APPS" screen.

1. Click on "My Student Information"
2. The "Student Center" will enable you to do several things;
  - a. To check your grades: look for the drop-down tab that says "other academic" and select the "grades" link. Select the term you want to review and hit the "Continue" button. In order to see a different term, click the green "change term" button
  - b. To print your *unofficial* transcript, look for the heading "Transcripts Unofficial" and click. On the next page, click the drop-down box and click "unofficial transcript," then click "go." You may then print your unofficial transcript.
  - c. You may request an *official* transcript by going to [Parchment.com](https://www.vhcc.edu/future-students/high-school-programs/dual-enrollment).
3. If you are taking on-campus classes, be sure to print your class schedule. You will need to take this to the VHCC Bookstore when you purchase your textbooks. From the "Student Center" screen, click on "Class Schedule."
4. Remember to log out of the system when you have finished.

**NOTE:** Dual enrollment students (high school students) are not permitted to register for classes online. Appropriate signatures are required, including the high school principal, student and parent for all dual enrollment students. Follow the instructions on the Dual Enrollment Participation Form located at: <https://www.vhcc.edu/future-students/high-school-programs/dual-enrollment>.

### Dual Enrollment Delivery Options

Virginia Highlands Community College provides dual enrollment opportunities in a variety of formats for those students meeting all eligibility requirements, including:

- Courses taught at the local high schools by credentialed high school instructors,
- Online courses taught through approved contractual online providers established by the public-school systems, and
- Courses taught at the college whereby students will pay full VHCC tuition and costs for any course taken outside the contract agreement with the high schools.

### Online Learning

Online learning can be convenient but participating in an online course is not easier than taking in-person classes. Students enrolled in an online course at VHCC are expected to log in the first week of class and complete an assignment as directed by the instructor. Failure to respond to this requirement results in, oftentimes, students being dropped from the course. However, most online courses are very structured and there are set deadlines as detailed in the course syllabus. A student who is taking an online course must be self-directed and manage his or her time well.



## Academic Advising

VHCC believes that an ongoing, comprehensive and interactive academic advising process is essential to student success. The college is committed to providing students with the guidance necessary to make appropriate academic and career decisions. Academic advising varies with the location of the course:

### Courses Taught at the High School

The high school counselor is the designated advisor.

### Courses Taught on the VHCC Campus

Students pursuing a VHCC degree or certificate while attending high school should discuss academic plan with VHCC College Navigator or Academic Advisor. It may be suggested that the Coordinator of Dual Enrollment and High School Programs at VHCC also be included in these discussions.

## Library Information

The VHCC Library provides support to students, faculty, staff and the community. Students who attend classes at VHCC, or via dual enrollment or on-line learning, have full access to all materials from the library. The library has hours Monday through Friday as well as weekend hours. Hours of operation will be altered during the summer months and holidays. For more specific information about the library's operating hours, please call (276) 739-2472, or visit the VHCC website at:

<https://www.vhcc.edu/current-students/student-services/library-/hours>.

### **VHCC Student ID's**

VHCC student ID's are now ordered online at <https://www.vhcc.edu/current-students/student-services/library/student-id-request>

## Students with Disabilities and/or Special Needs

Students with disabilities or with special needs will be accommodated based on the location of the course.

### Courses Taught at the High School

The policies and procedures of the school division apply.

### Courses Taught on the VHCC Campus

VHCC is committed to ensuring students with documented disabilities can take part in educational programs and services in accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Students seeking accommodations should visit the college website at:

<https://www.vhcc.edu/current-students/student-services/disability-services>.

## Transfer Information

### Virginia Education Wizard

The Virginia Education Wizard was developed to help students explore careers, find college majors that match their career interests, estimate and compare college costs, find and apply for financial aid and scholarships, plan their transfer from community colleges to four-year institutions and apply for admission to community colleges. High school career coaches will work through the Wizard with students while in high school, but individuals can also go to [www.vawizard.org](http://www.vawizard.org) at any time and be assisted through the process with Ginny, the virtual assistant.



## Transfer Acceptance

### Transferring Credits to Other Institutions

**<https://tinyurl.com/Transfer-DE-Guide>**

Four-year institutions are readily accepting community college credits. However, students/parents are encouraged to contact the Admissions and Records office at the receiving institution to verify policies and requirements.

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***NOTE: Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of complete work for each course.***

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### Articulation Agreements with Four-Year Institutions

Virginia Highlands Community College has a number of agreements with four-year colleges and universities that provide significant benefits to VHCC students. These “Transfer Agreements” provide clear pathways to help achieve goals of earning a bachelor’s degree. Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of complete work for each course.

These agreements pave the way for a smooth transition from VHCC to a four-year college or university. They also help maximize the number of transfer credits from VHCC to four-year institutions, in some cases resulting in acceptance at the junior level at the four-year institution. A number of agreements also offer guaranteed acceptance as long as the students achieve the required grade point average (GPA) during studies at VHCC.

### Transfer Review and Assistance

For additional information or to review transfer information, contact the office of Enrollment and Student Services:

Ms. Karen Kilgore – [kkilgore@vhcc.edu](mailto:kkilgore@vhcc.edu); (276)739-2405

Transfer agreements are also available on the VHCC website:

<https://www.vhcc.edu/current-students/program-pathways/college-transfer>

**NOTE:** Students earning an Associate Degree or Uniform Certificate of General Studies concurrent with high school graduation **do not fall under the Transfer (Articulation) Agreements**. Students are encouraged to read the Transfer (Articulation) Agreements at: <https://www.vhcc.edu/current-students/program-pathways/college-transfer>

## Miscellaneous

## Transfer Virginia



### Transfer Virginia Dual Enrollment Student Guide

***Make the most out of transferring your dual enrollment classes and credentials.***

#### ***Why do students take dual enrollment classes?***

Over 25,000 high school students participate in dual enrollment courses through the Virginia Community College System to reduce time to degree completion and to save money, to increase the academic rigor of the high school curriculum, to become familiar with the expectations of college-level coursework, to increase educational opportunities, and to gain admission to a specific college.

#### ***What are the different dual enrollment opportunities and their benefits?***

Dual enrollment opportunities vary at schools across Virginia. There are four primary options – individual courses, Passport, Uniform Certificate of General Studies (UCGS), and associate degrees. Knowing what options are available at your school can help guide your choices.

#### ***Differences between Dual Enrollment and AP/Cambridge/IB Courses – What is the best choice?***

Schools in Virginia offer different types of courses through which you may earn college credits. The Dual Enrollment opportunities are based on partnerships between high schools and two-year colleges, in which the course grades earned is the college credits accepted for transfer. The AP/Cambridge/IB options include courses and examinations that are then evaluated by each college and university for credit based upon final testing scores. Understanding your options and making informed decisions can maximize your academic potential.

#### ***What are Some Student Practices that Promote Success?***

Have a plan for your Dual Enrollment credits. Research the general education requirements for your college destination(s) and become familiar with the requirements of your intended major. The key to success is making an informed decision and committing to it, be diligent in your study efforts, and make good grades. Discuss your questions with your high school counselor or college navigator to be sure you're on the right track.

#### ***Did you know?***

Many dual enrollment classes fall into the general education category, which creates opportunities for you to study a wide range of course topics. The UCGS provides guidance on the balanced portfolio that will most effectively serve students. Be mindful to follow the UCGS course plan to prevent the accumulation of too many dual enrollment credits which may impact your college financial aid package if those credits do not apply directly to your academic plan.

#### ***Sources:***

**TRANSFER VIRGINIA Document:** <https://tinyurl.com/Transfer-DE-Guide>  
**VHCC's TRANSFER GUIDE:** [Transfer Services](#) | [Virginia Highlands Community College](#)



## Frequently Asked Questions (FAQ's)

### ***Am I automatically enrolled for college credit if I'm in a high school Dual Enrollment class?***

In order to be eligible to receive VHCC credit for your high school class, you must officially register with your School Counselor and VHCC Navigator prior to the course beginning and have qualifying scores obtained either by PSAT, ACT, SAT or the high school GPA. In addition to the testing and application requirements, students must determine if they have met the prerequisites for the class, should there be any, and produce the documentation confirming that the prerequisite has been met.

### ***How many Dual Enrollment classes can I register for at one time?***

A dual enrollment student can register for a maximum of 18 credits per semester. This is about five classes. These classes must be part of the high school list of courses in order to receive the reduced tuition rate. Students are encouraged to consult with their teachers, school counselors and the Coordinator of Dual Enrollment and High School Programs to help pick the classes that best fit with the student's college and career plans.

### ***Can I register for other VHCC classes as well as those offered in my high school?***

Dual enrollment students can register for a maximum of 18 credit hours per semester. That maximum includes all VHCC courses, whether taken at the high school or on the VHCC campus. However, only the approved classes offered at the high school qualify for the reduced/free tuition rate. All other courses taken outside the high school's approved class list will be charged at the college's full tuition rate and fees.

### ***How do I find out if a course is a Dual Enrollment course?***

Students can talk to their high school counselors and college navigators to determine if a course is dual enrollment, as well as their teachers. School counselors can help students plan a high school schedule that includes dual enrollment classes that best meet the needs of the student and their career/educational goals.

### ***How and when do I register for a Dual Enrollment course?***

High school students usually register for the dual enrollment course(s) at their high school during the last semester of the current school year for the upcoming school year. Once all the high school scheduling is complete, counselors, college navigators and the Coordinator of Dual Enrollment and High School Programs will check to see if the student qualifies to take the dual enrollment course. If placement testing is necessary, it will be administered during the spring or summer prior to the dual enrollment course beginning. Once the student has met all of the admissions requirements, the Dual Enrollment Specialist will enroll the student in the course.

### ***How much is a Dual Enrollment course?***

If taking the dual enrollment class toward the UCGS at the high school site and taught by a college approved high school instructor, the course is tuition free. If you are pursuing an associate degree and taking additional courses taught online or in-person from our campus faculty, the course(s) cost is the full-tuition rate. Your school counselor and college navigator will inform you of the total cost of the class and the date that payment is due to the high school.

### ***What if I decide to drop a Dual Enrollment class; can I get a refund?***

Students can receive a refund only if they drop a class by the date stated on the course syllabus. Refer to the "Withdraw and Drop Process from a Course" section on page 28 in the VHCC catalog for more information.

***Will my Dual Enrollment credits transfer to other colleges? How does this happen?***

Most colleges accept VHCC credit. You will need to request an official copy of your transcript at [www.parchment.com](http://www.parchment.com) to be sent to whatever college you are applying to. However, you must achieve a grade of a C or better in the course for other colleges to accept that course. It is always a good idea to check with the college you plan to attend as each institution sets its own policy regarding the acceptance of transfer credit. Your VHCC college credit may be applied toward your chosen degree, as an elective, as a substitute for a required course, or make you eligible to take a higher-level course. **Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of complete work for each course.**

For more information, contact the VHCC Coordinator of Dual Enrollment and High School Programs at (276) 739-2480 or one of the VHCC Dual Enrollment contacts listed on page 44 of this handbook.

***What if I want to withdraw from a course?***

If you think you are likely to earn a final grade of D or F, you should strongly consider officially withdrawing from the course. This will result in a grade of “W” instead of having a failing grade on your VHCC transcript. Simply tell your teacher or high school counselor of your desire to withdraw from the dual enrollment course within the timeline listed on the course syllabus. In some cases, you might be able to stay in the course and receive high school credit only. It is very important to know the last day you can withdraw from the dual enrollment course and earn a “W.” If you miss this date, you will receive a failing grade for the course.

***How will I be graded in Dual Enrollment courses?***

Your VHCC grade will be calculated according to the standard set by VHCC. This standard is shared with your high school teacher. For grading questions, talk to your teacher and/or review your course syllabus given to you at the beginning of the course. More information about VHCC’s grading policy can be found starting on page 22 of this handbook. When the course concludes you will be able to log into your [myVHCC](#) account and view your grades online. You may also request an official transcript by going to [www.parchment.com](http://www.parchment.com).

***Who do I contact with other questions?***

For answers to your specific questions, you may talk to your high school teacher, school counselor, and/or college navigator. A complete list of resources and contact information can be found in the Resources and Appendices section of this manual.

# Resources and Appendices

## Important Virginia Highlands Community College Information

For Dual Enrollment Students and Parents



*When you participate in Dual Enrollment you also become part of VHCC; therefore, we want to share the following important information with you. Before registering for a Dual Enrollment course, students will review and acknowledge the college information below. We ask that you keep this information with your important school documents.*



We wish you much success in your high school and your VHCC Dual Enrollment course.

By registering for a VHCC Dual Enrollment course, YOU UNDERSTAND:

- Dual Enrollment courses are offered through Virginia Highlands Community College.
- When you complete a registration for a Dual Enrollment course, you are sending information to Virginia Highlands Community College and registering for a college course. Information that is incorrect or incomplete will delay your registration.
- Dual Enrollment students are limited to 18 hours per semester. This is about four or five classes.
- The course you are registering for and the VHCC grade you receive will be recorded on an official VHCC transcript. This course and grade become part of your permanent college record.
- Dual Enrollment courses are graded according to college standards and your final VHCC grade will be recorded on your official VHCC transcript. For grading questions, please contact your high school teacher and/or the course syllabus.
- Dual Enrollment tuition, if applicable, must be paid in full by the tuition due date to prevent being withdrawn from the class.
- You may withdraw from the VHCC course before the withdrawal deadline. Your transcript will indicate a “W” for courses from which you withdraw. Student and parents must talk to their high school teacher and school counselor to initiate a withdrawal. The withdrawal deadline is listed the course syllabus.
- You must complete the Dual Enrollment Participation Form and get the appropriate signatures before starting any Dual Enrollment course. This form must be turned in to your high school counselor who will submit it to VHCC’s Dual Enrollment Coordinator.



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## Understanding a Syllabus

Listed below is a syllabus template, which is your guide to each of the courses you take from VHCC. It provides valuable information about course expectations, attendance and other policies, assessment and grades, etc. ***Students are strongly encouraged to maintain a portfolio containing course syllabi and examples of complete work for each course.***

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### Virginia Highlands Community College

#### Course Number-Course Section: Course Title

You should read the syllabus! If you want to be successful in your dual enrollment course, start by reading and studying the syllabus. Basically, the syllabus is an agreement between you and your professor. The syllabus outlines all the things you must do, helps you plan your life for the semester, and helps you finish your projects and assignments on time.

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#### **Instructor:**

**Office Location:** Building and room number. See the campus map in the Resources and Contact Information section of this handbook to familiarize yourself with each building location and abbreviation.

**Phone:** When leaving a message, please leave your name, EMPLID#, a brief description of your question, and the best call back number and time to reach you. It is reasonable to expect a response within 24 hours.

**E-Mail:** When using the email address, please remember that responses may not be instantaneous. It is reasonable to expect a response within 24 hours.

**Office Hours:** This is when the instructor will be in his/her office and is your opportunity to meet with them one-on-one to clarify any questions you may have.

#### **How Best to Contact an Instructor:**

Information in this section of the course syllabus is provided to connect you with your professor. You should take full advantage of this information, especially the professor's office hours. He or she has specifically set aside these times to work with you.

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**I. Course name and Course number** – The course name and course number are the Virginia Highlands Community College identification information for the class you are taking. This information will appear with a final grade on your VHCC college transcript.

**II. College Course Catalog Description** – This information is taken directly from the Virginia Community College System (VCCS) master course file. It describes the course content and identifies any pre-requisites for the course. It will also communicate the number of credits for the course.

**III. Course Level Objectives** – This section will explain the skills and abilities you will possess upon completion of the course.

**IV. Required Texts and Materials** - This will be a listing of the required materials needed for the course. It may include textbook information as well as equipment and/or supplies required for success.

**V. Teaching Methods** – This section will list the types of assignments you will encounter in the course.

**VI. Course Policies** – While all sections of the syllabus should be read and studied carefully, this section should be of particular interest to you. It will express the professor’s expectations for you, and it will contain vital information regarding what you must do in order to be successful in the course.

**VII. Grading Criteria** – This is another very important section of the course syllabus. In this section, you will find a specific explanation of how the grade will be determined for the course. It may describe how assignments will be weighted (how much each assignment will count toward the final grade) and how the professor will use percentages or points to express the grading system.

**Example:**

Assessment	Percent of Final Grade (Or Points Contributing to Final grade)
e.g., Essay 1	20 % / 50 points
e.g., Midterm	15% /35 points
e.g., Group Project	15% /35 points
e.g., Essay 2	30% / 75 points
e.g., Final Exam	20%/ 40 points

**Example #1:**

**Grading Scale**

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

**\*\*Remember, only an A, B, or C will transfer.**

**Example #2:**

**Grading Scale**

<u>LETTER GRADE</u>	<u>POINTS REQUIRED</u>
A	395-362
B	361-334
C*	333-316*
D	315-296
F	295 and below

Challenges to final grades should be made in writing directly to the instructor. See page 25 of this document for details. If you are unable to contact the instructor directly or cannot come to an agreement with the instructor of record, the division dean should be notified in writing.

**VIII. Disability Statement** – Each course syllabus will provide specific information encouraging you to discuss any special problems, needs, or accommodations with the instructor during the first week of class. Any such needs should be fully documented with the ADA Coordinator.

If you have a disability or other need for reasonable accommodation in order to successfully complete the requirements of this course, please contact ADA Coordinator, ISC 124, 276-739-2404, Office hours M-F 8:30-5:00) to discuss this matter confidentially.

**IX. Attendance Policy-Required** – This section will specify the professor’s expectations for attendance. How many absences are acceptable? Will you earn/lose points based on attendance? It may also express expectations of courtesy regarding absence notification.

**Example:**

Regular class attendance is required. When absence from a class becomes necessary, it is the student’s responsibility to inform the instructor prior to or immediately after the absence. Faculty may be contacted by email or telephone. Frequent unexplained absences may result in dismissal from a course. Students are responsible for making up all work missed during an absence. Any instruction missed and not made up will affect the grade, regardless of the reason for the absence. This policy allows the faculty to judge the propriety of an absence. While the faculty may “excuse” a particular necessary absence, students should understand that VHCC does not adhere to a “free cut” policy.

**X. Emergency Statement** – This information is specifically applicable if you are taking classes on VHCC’s campus.





In the event of a college-wide emergency, course requirements, classes, deadlines, and grading schemes are subject to changes that may include alternative delivery methods; alternative methods of interaction with the instructor, class materials, and/or classmates; a revised attendance policy; and a revised semester calendar and/or grading scheme. For more general information about college-wide emergency situations, please refer to:

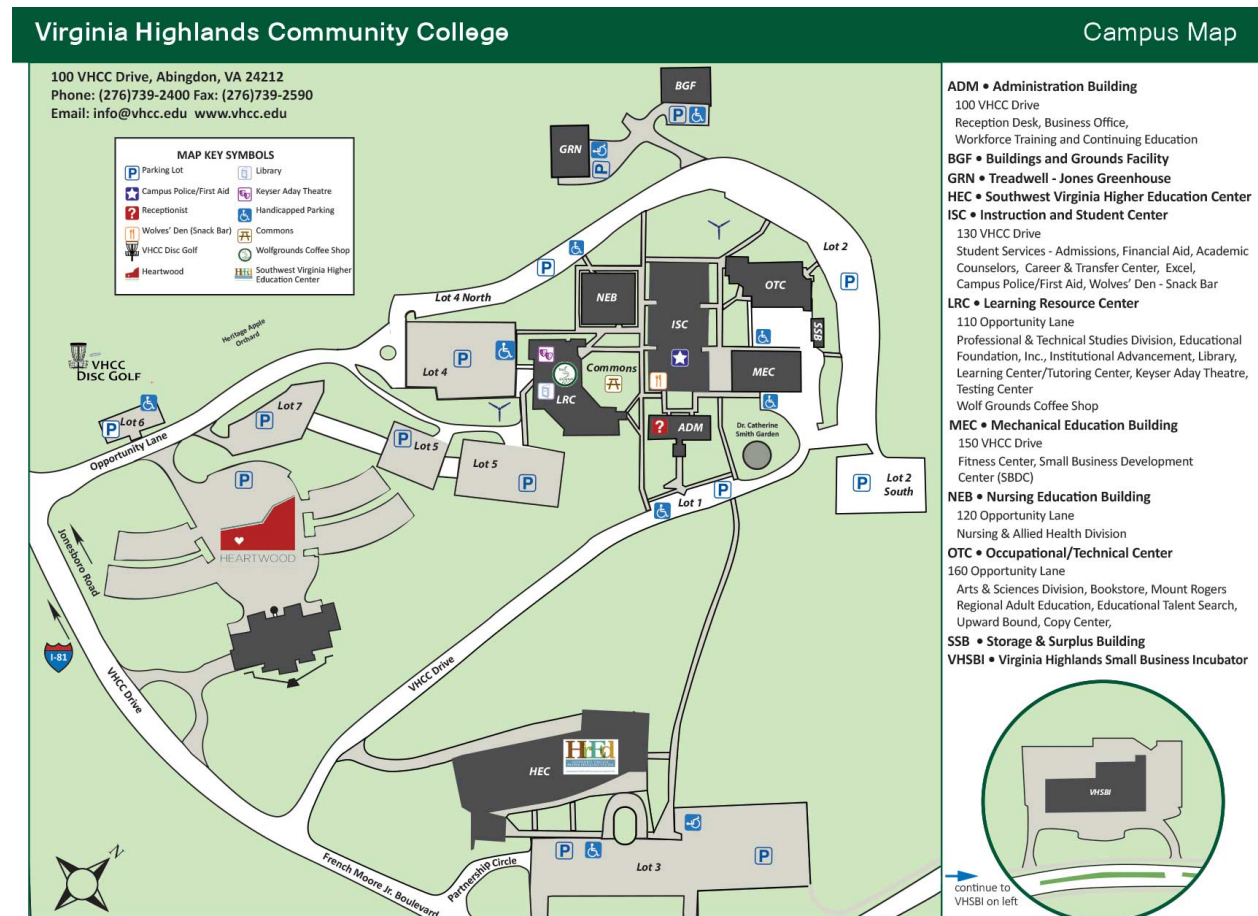
**College Website** ([www.vhcc.edu](http://www.vhcc.edu))

**VHCC Alert System** (<https://alert.vhcc.edu>)

**XI. Academic Conduct Policy** – All conditions contained in VHCC College Catalog and Student Handbook pertain to each VHCC course. In addition to reading each course syllabus, you must familiarize yourself with the VHCC College Catalog and Student Handbook. A professor may also specify his or her individual policies on cheating or plagiarism in the syllabus. The course syllabus may also contain the following information:

- **Course Schedule** – This is a general outline of specific course assignments and deadlines. This may be a tentative schedule that can be adjusted by the professor according to the needs of the students in the course.
- **Email Reply Statement** - Check your VHCC student email frequently! Any email communication will always be sent to your student account. Due to confidentiality issues, faculty and staff are only allowed to communicate with you through your VHCC email account. The syllabus will explain when you can expect a reply to email from your instructor.

## VHCC Contact Information



Resource	Description	Location & Phone Number
<b>VHCC Main Number &amp; Address</b>	General information, school closings, registration information, and college events	<b>(276) 739-2400</b> Physical Address 100 VHCC Drive Abingdon, VA 24210  Mailing Address PO Box 828 Abingdon, VA 24212-0828
<b>Dual Enrollment Office</b>	General Dual Enrollment information.	<a href="mailto:hmullins@vhcc.edu">hmullins@vhcc.edu</a>
<b>PeopleSoft (SIS)</b>	Automated enrollment, schedules, grades and unofficial transcripts for current students	Go to <a href="http://www.vhcc.edu">www.vhcc.edu</a> and select the "MyVHCC" navigation tab <i>(Requires a username &amp; password)</i>
<b>Admissions and Records</b>	Web application, domicile-residency form, official transcript information	ISC 128 <b>(276) 739-2508</b>



<b>Arts Array</b>	Information about foreign and independent films, concerts, lectures, museum exhibits, and other cultural events in the community	OTC 216 <b>(276) 739-2540</b>  MEC 114 <b>(276) 739-2454</b>
<b>Campus Connection Center</b>	Registration, scheduling, advising, transfer advising	ISC 133 <b>(276) 739-2438</b>
<b>Canvas</b>	Online course content and class announcements	Go to <a href="http://www.vhcc.edu">www.vhcc.edu</a> and select the "MyVHCC" navigation tab <i>(Requires a username &amp; password)</i>
<b>Bookstore</b>	Textbooks and supplies	OTC 117 <b>(276) 739-2505</b> <a href="http://www.vhccbookstore.com">www.vhccbookstore.com</a>
<b>Business Office</b>	Pay for classes and placement tests	ADM 121 <b>(276) 739-2501</b>
<b>Career Services</b>	Information on career counseling, workshops, online career assessments, job seeking	ISC 101 <b>(276) 739-2547</b>
<b>Computer Labs</b>	Open computer labs for use by all students	<b>LRC 133, 223, 224, 233, 234</b> <b>(276) 739-2500</b>
<b>Financial Aid</b>	Financial aid questions, FAFSA assistance, scholarship information	ISC 128D <b>(276) 739-2411</b>
<b>Help Desk</b>	IT Help (M-F, 8:00 a.m. – 5:00 p.m.)	<b>(276) 739-2500</b>
<b>LearningPlus+</b>	Soft skill development, experiential learning opportunities	LRC 118 <b>(276) 739-2462</b>
<b>Library</b>	Library services and other resources ( <b>Student ID's</b> )	LRC 121 <b>(276) 739-2472</b>
<b>Mentoring</b>	Mentoring and tutoring resources	LRC 121 <b>(276) 739-2535</b>
<b>Police and Security</b>	Campus safety and security	ISC 151 <b>(276) 739-2448</b>
<b>Student Accommodations</b>	Services for students with learning, psychological, or physical disabilities	ISC 120 <b>(276) 739-2561</b>
<b>Student Activities</b>	Information about student events	ISC 100C <b>(276) 739-2434</b>
<b>Testing Center</b>	Placement tests, ability to benefit, and make-up testing	LRC 121B <b>(276) 739-2475</b>

## VHCC Dual Enrollment Contacts



<b>Position</b>	<b>Name</b>	<b>Telephone number</b>
<b>President</b>	Dr. Adam Hutchison	(276) 739-2421
<b>Vice President, Instruction &amp; Student Services</b>	Dr. Derek Whisman	(276) 739-2429
<b>Dean, Professional &amp; Technical Studies</b>	Lee Hunt	(276) 739-2401
<b>Dean, Arts &amp; Sciences</b>	Barbara Manuel	(276) 739-2432
<b>Dean, Health Sciences</b>	Brigitte Casteel	(276) 739-2440
<b>Dean of Student Services and Enrollment Management</b>	Dr. Michael McBride	(276) 739-2402
<b>Coordinator of Dual Enrollment and High School Programs</b>	Hannah Mullins	(276) 739-2524
<b>College Navigator, Abingdon High School</b>	TBD	TBD
<b>College Navigator, Chilhowie High School</b>	TBD	TBD
<b>College Navigator, Cornerstone Christian School</b>	TBD	TBD
<b>College Navigator, Holston High School</b>	TBD	TBD
<b>College Navigator, John S. Battle High School</b>	TBD	TBD
<b>College Navigator, Northwood High School</b>	TBD	TBD
<b>College Navigator, Patrick Henry High School</b>	TBD	TBD
<b>College Navigator, Smyth County Career and Technology Center</b>	TBD	TBD
<b>College Navigator, Virginia High School</b>	TBD	TBD
<b>College Navigator, Washington County Career and Technical Education Center</b>	TBD	TBD



## Acknowledgements

We would like to thank the following resources for their use in this manual:

**College and Student Handbook**

[www.vhcc.edu/catalog](http://www.vhcc.edu/catalog)

**College Website**

[www.vhcc.edu](http://www.vhcc.edu)

**U.S. Department of Education**

[www.ed.gov](http://www.ed.gov)

**Transfer Virginia**

<https://tinyurl.com/Transfer-DE-Guide>