

VHCC Policy Manual Glossary

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DEFINITION	POLICY REFERENCE
Abandoned Vehicle: any vehicle left unattended on VHCC property for more than 48 hours without permission.	4-9
Academic Programs Committee: a standing committee comprised of academic deans, faculty, and other VHCC personnel with responsibility for matters related to the instructional curricula at VHCC.	2-19
Accommodation: a modification or adjustment that gives a student with a disability equal access to college programs, services or activities.	2-23
Accreditation Liaison: VHCC employee tasked with monitoring the accreditation status of the College and maintaining communication with SACSCOC and other accrediting agencies.	1-10,1-16
Ad Hoc Committee: a committee formed to address a specific issue or accomplish a given task, and usually dissolved after the completion of the objective.	1-8
Add: adding a course to a student's academic roster for a term or session.	2-59
Adjunct Faculty: designated individuals employed to teach less than a full load on a semester-by-semester basis.	2-36, 3-22, 3-37, 3-38, 3-39, 3-45
Administrative (Faculty Initiated) Withdrawal: a withdrawal choice made by the faculty member, resulting in a grade of "W."	2-59
Administrative/Professional Faculty: designated individuals employed primarily in support, supervisory, or managerial roles at VHCC.	3-10, 3-22, 3-45

Advisory Committees: a committee made up of local citizens who advise VHCC on particular topics including curriculum.	1-6
Asynchronous: a course that does not require student participation with instructor on a fixed, predetermined schedule, in which the materials and course content is delivered online using a learning management system or by other electronic delivery methods.	2-16, 2-35, 2-40
Attendance: active participation by a student in an instructional activity related to the course, after the course start date.	2-35
Audit: attend a class (informally) not for academic credit.	2-33
Building: a building shall be construed as a College structure with a roof and walls; on campus or off campus.	4-19
Census Date: the last date during a term that a student can drop a class and receive a tuition refund.	2-35
Chalking: for the purposes of this policy, refers to the use of water-soluble chalk that, under the conditions delineated in IV.H., is permitted as an exception to graffiti.	4-17
Children: person(s) under the age of 18 who are not enrolled at VHCC.	4-10
Classes and Activities Canceled: All scheduled classes and activities are canceled for the remainder of that day and evening, and approved employees work remotely as scheduled.	4-20
Classified Staff: employees who occupy positions that are listed in the Commonwealth's Compensation Plan, and who are covered by the Virginia Personnel Act as found in Chapter 10, Title 2.1 of the Code of Virginia, once they have completed the probationary period.	3-10, 3-22, 3-45
Classified Support Staff Association (CSSA): a representative body of full-time or part-time support staff at VHCC.	1-1, 1-9
Clinical: off-campus setting where a third-party provider regulates the safety environment.	2-18

<p>Clubs: student groups designed to meet a specific interest of students. These may be academic, social or interest based. These clubs have a campus advisor who is a College employee, are initiated and led by students, are approved by the Student Affairs Committee, and are overseen by the Student Services.</p>	2-72
<p>College Closed: All classes and activities are canceled for the remainder of that day and evening, and all offices (in person and remote) are closed. All special activities are canceled unless otherwise specified.</p>	4-20
<p>College Community: current students or alumni, current/former faculty or staff members, current/former College or Foundation Board members, or long-time donors to the College.</p>	1-22
<p>College Property: all buildings, facilities, and other property owned or controlled by the College or other member colleges of the Virginia Community College System, including, but not limited to, classrooms, administrative buildings, parking lots, athletic fields, and vehicles.</p>	4-10, 4-12
<p>College-owned Vehicles: any motor vehicle or trailer licensed for highway use, owned or leased by VHCC.</p>	4-7
<p>Computing Device: any computer, tablet, or other mobile devices, and associated peripherals and software owned or administered by VHCC.</p>	4-23
<p>Contagious Disease: an infectious disease that is spread from person to person through casual contact or respiratory droplets, which may lead to an epidemic or pandemic and threaten the health or safety of the campus community. These diseases include but are not limited to: tuberculosis (TB), measles or German measles (rubella), certain strains of hepatitis and meningitis, as well as SARS and certain strains of influenza Other potentially less serious infectious diseases, such as chicken pox, seasonal flu, and pneumonia will be addressed on a case-by-case basis.</p>	4-15
<p>Contracts: documents defining an agreement between two parties, whether as an employee, employer, vendor, provider, or recipient of goods or services. Contracts include affiliation agreements, memorandums of agreement, memorandums of understanding, facilities use agreements, and leases.</p>	4-4

<p>Co-requisite: a course that must be taken during the same semester as another course.</p>	2-22
<p>Credit Hour: a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates; 1) Not less than one hour of direct faculty instruction and a minimum of two hours of student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time, or 2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including online delivery, laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.</p>	3-38
<p>Curriculum: a series of courses comprising a program of study.</p>	2-19, 2-22
<p>Custodian: the individual who utilizes an emotion support animal.</p>	4-11
<p>Day Classes/Activities Canceled: Day classes and activities are canceled, and approved employees work remotely as scheduled. Evening classes (classes beginning at or after 4:30 p.m.) and activities will operate as scheduled unless otherwise notified.</p>	4-20
<p>Deans' List: students enrolling for six to eleven credits during a semester and earning a grade point average of 3.50 or more (with no "I", "D", or "F" grades).</p>	2-49
<p>Degree Requirement: academic courses taken at regionally accredited institutions:</p> <ol style="list-style-type: none"> 1. To enable qualified administrative and teaching faculty to attain advanced degrees for the maintenance of established standards of the College or to meet specific needs that have been authorized by the College System Office. <p>To enable classified employees to complete degree programs which will enhance job performance or support the College/System Office mission.</p>	3-22
<p>Delayed Schedule: A variable delay in beginning classes in which there is a gradual return to normal class times by late afternoon, and approved employees work remotely during the delay. Evening classes are not affected.</p>	4-20

Disability: any physical or mental impairment that substantially limits one or more major life activities, having a record of such impairment, or being regarded as having such impairment.	2-23, 4-11
Disruption: behavior that interferes with students' or employees' participation in the academic, work, extracurricular, or other college-related activities, or that impedes the orderly operation of College activities.	4-10
Distance Learning: education that uses one or more types of technology to deliver instruction to students who are physically separated from the instructor and to support regular and substantive interaction between the students and the instructor synchronously or asynchronously.	2-16, 2-40
Driver: an employee of the College authorized to drive a College owned or pool vehicle.	4-7
Drop: Removing a course from a student's academic roster for a term or session.	2-59
Dual Enrollment: College courses taught by qualified faculty to students still in high school for which schools may choose to give high school credit.	3-37, 3-38, 3-39
Dual Enrollment Faculty: faculty, either full-time or adjunct, who teach Dual Enrollment courses.	3-39
Educational Assistance: financial support for approved educational courses or the acquisition of job-related degrees, professional certifications or licenses. It may be granted for a single course or combined with educational leave. The financial support shall consist of the cost of tuition and mandatory fees. In cases with educational leave, full pay, partial pay, or leave without pay may be provided.	3-22

<p>Emotional Support Animal (ESA): sometimes referred to as “comfort animal” or “companion animal”, is an animal whose sole responsibility is to provide a crime deterrent, a calming influence, affection, stability or security to their custodian. An emotional support animal does not assist a person with a disability with activities of daily living and do not perform tasks what would qualify them as a service animal, nor does it accompany a person with a disability at all times, but may be considered an accommodation in alleviating symptoms of an individual’s disability. An animal whose sole function if to provide comfort or emotional support do not qualify as service animals under the Americans with Disability Act (ADA).</p>	<p>4-11</p>
<p>Employee Work Profile: the official College description of the specific tasks and duties for a given position, usually reviewed and updated annually.</p>	<p>3-10</p>
<p>Epidemic: the occurrence in a community or region of cases of an illness clearly in excess of normal expectancy.</p>	<p>4-15</p>
<p>Essential Personnel: Certain exempt and non-exempt personnel who, by virtue of their position functions, (including administrative and non-teaching faculty as well as classified staff) are designated essential to College operations during periods of emergency closing.</p>	<p>4-20</p>
<p>Evening Classes/Activities Canceled: Evening classes (beginning at or after 4:30 p.m.) and activities are cancelled, and approved employees work remotely as scheduled.</p>	<p>4-20</p>
<p>Executive Order: a substitution for policy issued by the College President that directs specific operations of VHCC for a defined period of time or under specific circumstances. May be issued in lieu of policy due to exigent circumstances and should expire, be rescinded, or be replaced with policy as warranted.</p>	<p>1-1</p>
<p>Expressive Activity: meetings or other group activities of students or student organizations; speeches, performances, demonstrations, rallies, vigils, and other events by students, student organizations and outside groups invited by student organizations; distribution of literature such as leaflets and pamphlets; and any other expression protected by the First Amendment of the United States Constitution.</p>	<p>4-17</p>

<p>External Resources: External resources for the purposes of this policy are those non-general fund resources sought by and received for the benefit of the College that may take, but are not limited to, one or more of the following forms:</p> <ol style="list-style-type: none"> 1. private donations and sponsorships (including cash from individuals, corporate entities or organizations; stocks, bonds, estates, or other negotiable instruments; real property; gifts-in-kind, such as equipment, supplies, professional services, furniture, books, art; and annuities/life insurance); and 2. sponsored programs (including public and private grants, contracts and categorical funding) as both direct awards and reimbursement awards. 	1-21
<p>Facilities: buildings and grounds owned or controlled by VHCC. Excluded from this policy are properties owned or controlled by the VHCC Educational Foundation and not under control of VHCC.</p>	4-17
<p>Faculty Senate (FS): a representative body of individuals employed full-time by VHCC as Teaching or Professional Faculty.</p>	1-1, 1-9
<p>Faculty: for the purposes of appointment as Professor Emeritus in accordance with this policy, faculty include any VHCC employee whose employee classification at the time of their retirement is faculty.</p>	3-41
<p>Field Trip: off-campus activities sponsored by the College.</p>	2-41
<p>Full-time Employee: full-time administrative, professional, and 9-, 10-, and 12-month teach faculty (including restricted faculty positions); and full-time staff (generally, classified employees).</p>	3-7
<p>Full-time Student: for the purpose of this policy and in determination of eligibility for academic honors, a student who is enrolled in 12 or more semester credit hours, excluding developmental courses, in a given semester. Developmental courses are excluded from the semester credit hour calculation.</p>	2-49
<p>Full-time Teaching Faculty: designated individuals employed in classroom instruction at VHCC.</p>	2-36, 3-22, 3-39, 3-45

Grade of “W”: 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 students will receive a grade of “F” except under mitigating circumstances which must be documented.	2-59
Grade Point Average: semester quality points divided by semester credits attempted.	2-49
Graffiti: for the purposes of this policy, includes all forms of writing, lettering, drawing, tagging, marking, or painting on objects, buildings, walls, or any other surfaces, whether mobile or stationary. Notwithstanding any other provision of this policy to the contrary, “Chalking” as defined in this policy shall not be considered Graffiti.	4-17
Grievance: a written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee or a student involving the application of a specific provision of a College rule/regulation, a board policy, or a procedure.	2-86
Handler: the individual who utilizes a service animal to perform work or tasks pertaining to that individual’s disability.	4-11
High Risk Instructional Programs: any credit or non-credit programs that have identified hazards, either known hazards or potential hazards, with the propensity to cause injury or illness.	2-17
Hybrid: a course that has between 51% and 99% online delivery.	2-16, 2-40
Illegal Substance: any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not being used for prescribed purposes.	2-85
Immediate Family: parents, siblings, spouse, children, or other close relatives, as appropriate.	1-22
Information Technology (IT) Resources: all information technology services and facilities, whether stand- alone, shared, or networked, that are owned, leased, operated, contracted, or accessed by the College.	4-23

<p>Job Related: education and training related to the employees' current position to meet one of the following objectives:</p> <ol style="list-style-type: none"> 1. To provide training in the use of new or modified methods and equipment. 2. To provide training in skills and knowledge required by changes in the employees' current position. 	3-22
<p>Key Card (magnetic stripe key card): a plastic card embedded with a magnetic stripe that stores encoded access data. Magnetic stripe key cards are used for identity verification and to control access to secured areas, systems, or services.</p>	4-6
<p>Key Holders: employees who are authorized to have a physical key to the exterior of buildings and/or interior spaces on campus.</p>	4-6
<p>Laboratory Safety Officer: a VHCC employee or contractor designated by the College to conduct safety reviews of College facilities in accordance with recognized standards.</p>	4-22
<p>Late Registration: any enrollment occurring after the official add period documented in the VHCC Academic Calendar.</p>	2-31
<p>Mission: a statement that describes the organization's characteristics and intended outcomes.</p>	1-3
<p>Money Receipts: All monies to include but not limited to cash, coins, check, credit card, electronic transfer funds, etc.</p>	4-1
<p>Non-Classroom Areas: includes office spaces, common areas and meeting rooms.</p>	4-6
<p>Non-consumable Equipment: non consumable equipment may include such things as laboratory machines, benches, planters, book collections, etc.</p>	4-19
<p>Official Transcript: an official document that provides an inventory of courses attempted and grades earned by a student throughout their academic career. This includes all awards, including degrees, certificates, career studies certificates.</p>	2-67

<p>Organizations: student groups designed to serve the entire campus community such as the Student Government Association or groups tied to outside affiliations like Rotaract or Phi Theta Kappa. These organizations have an advisor, are initiated and led by students, are approved by the Student Affairs Committee, and are overseen by the Student Services.</p>	<p>2-72</p>
<p>Outside Employment: paid employment with another state agency, private business, or self-employment, including consulting or private practice of any kind.</p>	<p>3-7</p>
<p>Pandemic: a disease epidemic that has spread across multiple continents or worldwide.</p>	<p>4-15</p>
<p>Police Officer: law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.</p>	<p>4-12</p>
<p>Political Campaign Activities: the distribution of literature, speeches, demonstrations, rallies, and any other activities promoting a political agenda, including candidates running for local, state, and federal public office.</p>	<p>4-17</p>
<p>Pool Vehicle: vehicle that VHCC leases from the Commonwealth of Virginia’s Office of Fleet Management Services (OFMS) to supplement the College-owned fleet.</p>	<p>4-7</p>
<p>Preceptor: An academically and experientially qualified person who has received formal training to function as a resource and role model for nursing students. When specified, preceptors must meet the stated requirements for the level of nursing education offered. Examples include, but are not limited to, requirements set by a state regulatory agency for nursing or requirements set by the governing organization/nursing education unit.</p>	<p>2-18</p>
<p>Prerequisite: a course or other requirement that a student must satisfy prior to enrolling in a specific course or program.</p>	<p>2-22</p>
<p>President’s Advisory Council (PAC): a designated group of College leaders, appointed by the President, who provides input and feedback on issues related to all areas of the College.</p>	<p>1-1, 1-3, 1-5</p>

President’s Cabinet: a working group consisting of the College President and designated direct reports, usually all Vice Presidents.	1-1, 1-3, 1-5, 1-6, 1-9, 4-20
President’s Honor Roll: full-time students earning a semester grade point average of 4.00 (with no “I” grade).	2-49
Proctoring: oversight of the test-taking process by an authorized and neutral person or technology that ensures the identity of the test taker and integrity of the testing environment.	2-73
Program Chair: an appointed faculty member who manages, develops, prepares and conducts activities that directly support instruction, the objective of a program, and the instructional goals of the College.	1-6
Prospectus: narrative and documents required for submissions to SACSCOC for the approval of a substantive change.	1-10
Qualified Student: a student who, with or without accommodations, meets the academic or technical standards for admission to or participation in a program or activity.	2-23
Registration: the process of arranging to attend an institution through enrollment into classes.	2-31
Resignation: an employee’s voluntary separation from the institution with no declared intention to access retirement benefits.	3-46
Responsible Adult: parent, legal guardian or other person 18 years of age or older to whom the parent or guardian has given temporary responsibility for providing the care and management of a minor child.	4-10
Retirement: an employee’s voluntary separation from the institution with a declared intention to access retirement benefits.	3-46
Safety Data Sheet (SDS): a document to summarize important health and safety information for a hazardous chemical.	4-22
Senior Citizen: any person who, before the beginning of any semester in which such person claims entitlement to senior citizen benefits, has reached sixty years of age and has had legal domicile in Virginia for one year.	2-33

Service Animal: working animals and are restricted to dogs (or miniature horses in some situations) that are specifically trained to engage in work or a task directly related to support their handler’s disability. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, assistance during a seizure, or providing physical support and assistance with balance and stability. Any other animal, whether wild or domestic, trained or untrained, are not service animals.	4-11
Simulation Laboratory: instruction in a simulated environment on-campus.	2-18
Skills Laboratory: sessions throughout the semester focus on demonstration of direct patient care skills. The student is expected to prepare, attend, understand, and demonstrate competency in the designated skills.	2-18
Spaces: spaces shall include indoor and outdoor sites including classrooms, laboratories, common areas (i.e. auditoriums, student centers, gardens, etc.).	4-19
Special Admissions: an application process where specific criteria must be met before being admitted into a specific program of study.	2-27
Sponsor: employee of the College, responsible for supervising a student field trip.	2-41
Staff: for the purposes of appointment as Staff Emeritus in accordance with this policy, staff include any VHCC employee whose employee classification at the time of their retirement is staff.	3-41
Standing Committee: a permanent committee formed to address a recurring need or accomplish a recurring function.	1-8
Student Government Association (SGA): a representative body of all students currently enrolled at VHCC.	1-9
Student-Initiated Withdrawal: a withdrawal choice made by the student, resulting in a grade of “W” or “F” depending on when the withdrawal was made.	2-59

Style Guide: a set of standards, templates, and design features that sets the institution’s design rules and serves as a reference for VHCC publications.	1-20
Substance Abuse: uncontrolled use of alcohol, marijuana and other products containing THC, illegal drugs, or prescribed drugs that affects normal daily life.	2-85
Substantive Change: A substantive change is a significant modification or expansion of the nature and scope of an SACSCOC accredited institution.	1-10
Syllabus: a formal document that outlines the specific details of a particular academic course or subject.	2-14, 2-15
Synchronous: a course that requires student participation with the instructor on a fixed, predetermined schedule throughout the term of the course.	2-16, 2-35, 2-40
Telework: the regular performance of assigned job duties and functions at an off-campus location. Telework does not include work performed during business travel or off-campus meetings.	3-10
Threat Assessment Team: designated individuals charged with the implementation of the assessment, intervention, and action policies of the Violence Prevention Committee.	4-14
Trainer: the individual designated to accompany and train a service animal-in-training.	4-11
User: any authorized full- or part-time student currently enrolled at the College, any authorized full- or part-time faculty or staff member currently employed by the College, or any other authorized individual or group of individuals granted use of College computing-devices or IT resources.	4-23
Values: statements that reflect the institution’s culture, traits, or qualities.	1-3
VHCC Board: a standing board of appointed members in accordance with VCCS Policy 2.9.D.	1-3, 1-6

Vice President's List: full-time students earning a semester grade point average of 3.50-3.99 (with no "I", "D", or "F" grades).	2-49
Violence Prevention Committee: designated individuals charged with the education of and periodic publication of guidance for faculty, staff, and students regarding campus safety topics as described in Section IV.B.	4-14
Virginia Highlands Community College Educational Foundation, Inc. (VHCC Foundation): an independent, non-profit, and philanthropic organization incorporated in the Commonwealth of Virginia and organized under Section 501(c)(3) of the U.S. Tax Code. The mission of the VHCC Foundation is to support the work of the College, as well as its students, faculty, staff, and partners. The relationship and scope of coordination between the College and the VHCC Foundation is outlined in an Operating Agreement that is updated from time-to-time as seen fit by VHCC and the VHCC Foundation.	1-21
Vision: a statement that indicates what the institution aspires to be.	1-3
Visitor: any person(s) who is not enrolled in or employed by the College and who is not participating in a VHCC sponsored program or activity.	4-10
Wage Employees: employees not covered by the Virginia Personnel Act (also referred to as hourly, P-14, or WE-14 employees). Generally, these positions are non-exempt for the purpose of overtime compensation, and are limited to an average of 29 hours per week and 1,500 hours per year.	3-10, 3-22, 3-45
Weapon: (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind, to include but not limited to, tasers. 1. Weapon does not mean knives or razors used for domestic purposes, pen or folding knives with blades less than three inches in length, or knives of like kind carried for use in accordance with the purpose intended by the original seller.	4-12