

## **Academic Information**

### **Degrees and Certificates**

The College offers the following degrees, diplomas or certificates for students who successfully complete approved programs at the College.

- The associate of arts and sciences degree (AA&S) is awarded to students majoring in the liberal arts and specialized curricula such as business administration, pre-teacher education, and other professional programs that plan to transfer to a four-year college or university after completing their LFCC program.
- The associate of applied science degree (AAS) is awarded to students majoring in one of the occupational-technical curricula who plan to seek full-time employment upon graduation from the College.
- The certificate is awarded to students who complete one of the approved, non-degree curricula usually less than two years in length.

### ***Associate Degree Requirements***

To be eligible for graduation with an associate degree from the College, a student must:

1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

### ***Certificate Requirements***

To be eligible for graduation with a certificate from the College, a student must:

1. Fulfill all of the course and credit-hour requirements of the curriculum with at least 25 percent of the credits for degrees, diplomas, certificate, or career studies acquired at Lord Fairfax Community College;
2. Be certified by an appropriate College official for graduation;
3. Earned a grade point average of at least 2.0 in all studies attempted that are applicable toward graduation in their curriculum;
4. Meet any other competency requirements established by the College;
5. File an official application for graduation which may be waived in the case of the General Education Certificate; and
6. Resolve all financial obligations to the College and return all library and College materials.

### **Special Academic Policies**

#### ***Student Development***

All curricular students, except those in career studies certificate programs, shall participate in SDV 100, 101, or 108 which are courses designed primarily to foster student success. This course should be completed within the first 15 credit hours of enrollment at the community college, unless the student is not required to complete an SDV courses because it is waived. The requirement may be waived for students who hold an Associate Degree or Bachelor's Degree from a regionally accredited institution. Other requests for a waiver may be considered on a case-by-case basis. Students must still successfully complete the required number of credits for their degree.

#### ***Auditing a Course***

Students desiring to attend a course without taking examinations or receiving credit for the course do so by registering to audit that course during the add/drop period. Students pay the regular tuition. Permission of the faculty member and appropriate dean is required to audit a class.

***Waiver of Requirements***

Several programs allow the waiving of a course requirement under specific conditions. The credit requirement must be satisfied with other credits. Any student planning to take advantage of an allowable course waiver must meet the catalog-stated conditions. Students are advised to consult with a faculty advisor or counselor in selecting suitable alternative credits.

***Transfer between Curricula***

As students proceed in their studies, they may decide to change their program or curriculum. Students are encouraged to make an appointment with a counselor or faculty advisor for assistance.

**Graduation**

The College holds a formal commencement ceremony each May. Students completing graduation requirements in the summer term may receive their diploma in August. Students who graduate at the end of the summer or fall terms are considered graduates of the class the following May. Applications for graduation and additional information are available from the Admissions and Records Office.

***Graduation Requirements***

The catalog in effect on the date a student is formally admitted to a curriculum/program is used to determine course and credit requirements for graduation. The new catalog for each academic year becomes effective on the first day of June. The College reserves the right to make changes in the curricular requirements when necessary. Students are encouraged to keep up with changes to their curriculum as listed in new catalogs. In cases where a student discontinues enrollment at the College for two consecutive semesters (excluding summer), graduation requirements are determined by the catalog in effect during the semester a student re-enrolls.

***Graduation Honors***

A student who has fulfilled the applicable program of study requirements is eligible for graduation honors. Appropriate honors based upon scholastic achievements are recorded on the student's permanent record as follows:

- Cumulative GPA Honor
- 3.2 Cum laude (with honor)
- 3.5 Magna cum laude (with high honor)
- 3.8 Summa cum laude (with highest honor)

***Academic Apparel***

All students participating in graduation exercises are required to obtain and wear appropriate academic apparel as determined by the College.

**Classification of Students**

Student classification categories:

- Curricular students: Students who have a high school diploma, GED, or its equivalent, or are otherwise determined qualified for admission are designated curricular students. Student information system files must contain all of the information required for general admission to the College as curricular students, and students must have formally requested and been admitted to one of the curricula of the College.
- Noncurricular student: A student who has not been formally admitted to one of the curricula of the College.
- Full-time student: A student enrolled for 12 or more credits in a term.
- Part-time student: A student enrolled for fewer than 12 credits in a term.
- Freshman: A student is classified as a freshman until 30 semester credits have been completed.
- Sophomore: A student is considered a sophomore after successfully completing 30 semester credits.

## Credits

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based upon approximately one academic hour (50 minutes) of formalized, structured instructional time weekly for 15 weeks (or equivalent) by each student. In addition to instructional time, a scheduled evaluation or examination period is given for each semester hour of credit. Courses may consist of lectures, out-of-class study, laboratory and shop study or their combinations.

### *Normal Academic Load*

The normal academic load for students is 15–17 credits. The minimum full-time load is 12 credits and the maximum full-time load is 18 credits, excluding College Success Skills (SDV 100). A student wishing to carry an academic load of more than 18 credits must have the signed approval of a counselor or faculty advisor.

### *Change of Registration (dropping, adding and withdrawing from courses)*

Students must follow established add, drop and withdrawal deadlines as published in the Academic Calendar each term when making any change in their class schedule. Failure to do so could place their academic record in jeopardy. To make changes in your enrollment (adds, drops or withdrawals) students may use the *Student Information System* accessed by logging into your My LFCC account or submit an *Enrollment Change Form* to the Office of Admissions and Records. It is the student's responsibility to be aware of all deadline/penalty dates listed in the Academic Calendar.

### *Adding Courses*

Students are allowed to register late or add courses only through the end of the published dates. An exception occurs when a student enrolled in a math course is recommended by that math faculty member to:

- add developmental math
- drop the credit math and add developmental math  
or
- change to a higher or lower level math course.

Such an exception is permitted through the last day of classes of the fourth week of each semester. A similar practice is used for English courses.

### *Dropping a Course*

A student wishing to drop a course must complete the drop electronically through the student information system or in the Admissions and Records Office by the published last date to qualify for a refund for the particular course. This transaction removes the student from the class roll and no grade is assigned.

### *Withdrawal (from a course or the College)*

A withdrawal from a course is required after the published last date to drop the course with refund. An enrollment request form requesting the withdrawal must be completed and signed by the student. The course professor's signature, or appropriate dean when the professor is not available, is required to withdraw from a course(s). A student success counselor can assist the student in exceptional circumstances. If a student chooses to withdraw from all courses, a counselor's signature is required. Students must not rely on a verbal statement as evidence of withdrawal. The withdrawal request becomes effective the date received in the Admissions and Records Office and must be processed before the published last date to withdraw for the course. As described above, a student may withdraw from a course without academic penalty through the published withdrawal date for the course, a period equivalent to the first 60 percent of a term (session) and receive a grade of W. After that time, the student receives a grade of F.

An exception can be considered when the following two conditions exist:

- there are serious mitigating circumstances such as medical emergencies or other extreme conditions (as determined by the College)
- the student is passing at the time of the onset of the mitigating circumstances

The mitigating circumstances must be documented by the student and presented to a counselor with the request to withdraw. Requests for mitigating circumstances must be submitted prior to the close of business on the last day of classes. If the mitigating circumstances are approved, the student may receive a grade of W.

A copy of the documentation will be filed in the Admissions and Records Office and retained according to records retention policy.\*Financial aid students are strongly advised to meet with a financial aid officer prior to requesting a withdrawal.

### ***Cancellation of a Course/Section by the College***

A student must contact the Admissions and Records Office to receive a refund and/or add another course to replace the cancelled section.

### ***Course Substitutions for Program Requirements***

All courses listed for a program are considered required courses. Substitutions for required courses must be approved in writing by the student's faculty advisor and the appropriate dean. The Admissions and Records Office provides course substitution forms.

### ***Repeating a Course***

Any attempted course that is a repeat of a course previously attempted under the semester system is used in the calculation of the cumulative GPA. The previous semester attempts of the repeated course appear on the academic record but are not used in the cumulative GPA calculation or to satisfy graduation requirements. All courses attempted under the quarter system appear on the academic record and are included in the calculation of the GPA. Questions concerning the repeat policy should be directed to the Admissions and Records Office.

A student may repeat a course previously taken but should normally be limited to two enrollments of the same course. Requests to enroll in the same course more than twice must be documented and approved by the College's chief academic officer, or designee. This policy does not apply to general usage courses numbered in the 90s, 95s, 96s, 97s, 98s or 99s.

### ***Examinations***

All students are expected to take their examination at regularly scheduled times. No exceptions will be made without the permission of the vice president of academic and student affairs or other appropriate academic administrator and the instructor of the course.

### ***Grading System***

The grades of A, B, C, D and P are passing grades. Grades of F and U are failing grades. R and I are interim grades. Individual instructors determine criteria for letter grade assignments described in individual course syllabi.

### ***Explanation of Grades***

The quality of performance in any academic course is reported by a letter grade, assigned by the instructor. These grades denote the character of study and are assigned quality points as follows:

A	Excellent	4 grade points per credit
B	Good	3 grade points per credit
C	Average	2 grade points per credit
D	Pass	1 grade point per credit
F	Failure	0 grade points per credit
I	Incomplete	No credit, used for verifiable, unavoidable reasons.

### ***I Incomplete***

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

assigned by the faculty member. An “I” grade will be changed to a “W” only under documented mitigating circumstances which must be approved by the Chief Academic Officer of the campus.

**P Pass**

No grade point credit. Applies only to nondevelopmental studies courses. Pass grades carry academic credit but are not included within GPA calculations. A maximum of seven semester credit hours from courses for which the P grade has been awarded may be applied toward completion of a degree, diploma or certificate.

**R Re-enroll**

No grade point credit; the “R” grade may be used as a grade option, in developmental and ESL courses only, to indicate satisfactory progress toward meeting course objectives. In order to complete course objectives, students receiving an “R” grade must re-enroll in the course and pay the specified tuition.

**S Satisfactory**

No grade point credit. Indicating satisfactory completion of course objectives, this is used only for developmental studies courses numbered 01–09 and English as a Second Language (ESL) courses numbered 11–16.

**U Unsatisfactory**

No grade point credit (applies to developmental studies courses numbered 01–09 and ESL courses numbered 11–16).

**W Withdrawal**

No credit. A grade of withdrawal indicates an official withdrawal from a course after the last date to be eligible for a refund.

**X Audit**

Student desiring to attend a course without taking the examination or receiving credit for the course may do so by registering to audit through the usual registration process and paying the normal tuition. Permission of the division dean or another appropriate academic administrator is required to audit a course. Audited courses carry no credit and do not count as a part of the student’s course load. Students desiring to change status in a course from audit to credit or from credit to audit must do so within the add/drop period for the course. Students who desire to earn credit for a previously audited course must re-enroll in the course for credit and pay normal tuition to earn a grade other than “X”.

Advanced standing credit should not be awarded for a previously audited course.

(D) Academic Renewal

(F) Academic Renewal

No credit.

### ***Grade Point Average (GPA)***

GPA is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. The cumulative GPA includes all courses attempted. When students repeat a course, only the last grade earned is counted in the computation of the cumulative GPA and for satisfying curricular requirements.

### ***Grading—Developmental Studies Courses***

A grade of S is assigned for satisfactory completion of developmental studies courses numbered 01–09 and ESL courses numbered 11–16. S grades are not included in GPA calculation.

Students making satisfactory progress but not completing all of the instructional objectives for a developmental studies course or an ESL course will be graded with an R (re-enroll) and must re-enroll to complete the course objectives.

Students not making satisfactory progress in a developmental studies course or an ESL course will be graded U. Students should consult with the instructor to determine the subsequent sequence of courses for students receiving a grade of U.

### ***Grade Reports***

Grade reports are available to students by the published date each semester. Students must access the student information system to view their grade report.

### ***Grade Appeal Policy***

Evaluation of student performance, reflected in the final course grade, becomes a part of the permanent student record of the College and is recorded on the College transcript for the student. Based upon factors relating to the achievement of course objectives, this grade is assessed by the instructor according to the policies of the College, and is considered final, unless a student files an appropriate appeal in a timely manner.

When a student believes that a final grade has been determined incorrectly, the student must file a written report with the instructor (with a copy to the instructor's dean) identifying specifically the reason(s) for the appeal and including any supporting documentation. This written report (with a copy to the instructor's dean) must be filed with the instructor as soon as possible but no later than 10 business days after the first day of class of the next regular (fall/spring) semester. Within 10 business days following receipt of the appeal, the instructor will communicate the decision about whether or not to change the grade, and if so, the new grade, to the student in writing with a copy to the dean.

If the matter is not mutually resolved within 10 business days after notification of the instructor's decision, the student may appeal to the appropriate dean by submitting a written request for a review of the case at a formal hearing of the student, the instructor and the dean. The dean's response to the appeal will be issued within 10 business days of the formal hearing. The decision of the dean will be considered final and binding.

### ***Academic Renewal***

The purpose of academic renewal is to adjust the cumulative grade point average (GPA) of students who earned grades of F or D previously. Students who return to the College after a separation of five consecutive years or more AND earn a 2.5 GPA in the first 12 semester hours completed after re-enrollment may petition for academic renewal. Contact the Admissions and Records Office to obtain additional information and a petition form.

### **Academic Recognition**

#### ***President's List***

This recognition is given to students who achieve a GPA of 3.8 or above without F or U grades in any academic semester with 12 or more credits completed.

#### ***Dean's List***

This recognition is given to students who achieve a GPA of 3.2 or above without F or U grades in any academic semester with 12 or more credits completed.

### **Continuing Education Unit**

The Continuing Education Unit (CEU) recognizes an individual's participation in selected professional and personal development activities. One CEU is equivalent to 10 contact hours of participation in a seminar or class that meets specific criteria as set forth by the student's governing professional organization. Satisfactory completion of activities awarding CEUs is based on some predetermined level of attendance or on a combination of attendance and performance. The College maintains a permanent record for each participant who successfully completes a program or activity. CEUs and such academic credit units as semester or quarter hours are separate and distinct units of measure and may not be interchanged.

### **Other Administrative Information and Policies**

#### **Annual Notice: Family Educational Rights and Privacy Act**

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

1. The right to inspect and review the student's education records within 45 days of the date the College receives a request for access. Students should submit to the admissions and records officer, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record they believe is inaccurate or misleading by writing to the admissions and records officer. Students need to clearly identify the part of the record requested to be changed and specify its inaccuracy or

misrepresentation. If the College decides not to amend the record as requested by the student, it will notify the student and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the College Board; or a student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The bookstore at LFCC has a legitimate educational interest and thus access to student financial aid records for verification of sufficient funds for the purchasing of books and supplies.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

### ***Student Directory Information***

As provided for by FERPA, the College may disclose "directory information" relating to students as follows:

1. Name
2. Address
3. E-mail address
4. Telephone listing
5. Major field of study
6. Dates of attendance
7. Grade level
8. Number of credit hours

9. Degrees, honors and awards received
10. The most recent previous educational agency or institution attended
11. Participation in officially recognized activities
12. Weight and height of members of athletic teams

Any student who objects to having any or all of the directory information disclosed without his/her written consent must notify the Admissions and Records Office in writing each semester by the first day of classes.

### ***Student Education Records***

The student's permanent official education record is kept in the Admissions and Records Office. To protect the student's right to confidentiality, the Admissions and Records Office exercises strict control over these records. The admissions and records officer is responsible for education records and requests for information regarding them should be filed with this office.

### ***Student Records Retention Policy***

The permanent academic record is the only official document of a student's academic history and the only official document used for record reconciliation. All other student documents are subject to disposal by the College in accordance with VCCS policy.

### ***Nondiscrimination Statement***

Lord Fairfax Community College does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation or disability in its programs or activities. For more information, please contact: Karen Foreman, Human Resource Manager, 173 Skirmisher Lane, Middletown, VA 22645 or kforeman@lfcc.edu.

### ***Academic Honesty***

The LFCC experience depends on the absolute integrity of the work completed by each student. Students maintain a high standard of honor in their course work. Academic honesty is essential to develop students' full intellectual potential and self-esteem. Academic dishonesty involves, but is not limited to, one of the following: giving or receiving, offering or soliciting unauthorized assistance on any exam or assignment; plagiarism; and collusion. Procedures in

cases of academic dishonesty are outlined in the LFCC student handbook.

### ***Student Conduct—Discipline***

Each College student is considered a responsible adult who maintains appropriate standards of conduct. All students are expected to conduct themselves appropriately in class, at College-related events, when dealing with fellow students and staff, when using College equipment and resources and when online. Failure to meet standards of conduct acceptable to the College may result in disciplinary probation or dismissal, depending upon the nature of the offense.

All students are required to familiarize themselves with the College's rules and regulations as printed in the student handbook, and particularly with LFCC's *Code of Student Rights, Responsibilities and Conduct* section.

### ***Disruptive Classroom Behavior***

All students are expected to be in compliance with the College's *Code of Student Rights, Responsibilities and Conduct* section of the student handbook. This policy outlines misconduct that is subject to disciplinary action.

### ***Student Grievance Procedure***

The College provides that all grievances relating to students in its programs or activities will be handled fairly and equitably. The student grievance procedure provides students a fair and equitable process to present an issue which they feel warrants action regarding their right to secure educational benefits and services without regard to race, sex, color, national origin, religion, age, veteran status, political affiliation or disability.

This policy applies to all enrolled students in matters relating to other students, faculty, administrators, and staff at all LFCC locations.

A student dissatisfied with any aspect of the College should direct correspondence to the vice president of academic and student affairs. Students dissatisfied with a grade should follow procedures outlined in the grade appeal policy located in the LFCC catalog. Concerns regarding discipline or sexual harassment should be reported as described in the College catalog and student handbook. This

publication is available in the Office of Student Success and at <http://www.lfcc.edu>. Procedures for other student grievances are provided at <http://www.lfcc.edu/grievance-procedures>.

### **Student Status**

#### ***Good Standing***

Students are considered to be in good academic standing if they maintain a minimum grade point average (GPA) of 2.0 per semester, are eligible to re-enroll at the College, and are not on academic suspension or dismissal status.

#### ***Academic Warning***

Students who fail to attain a GPA of 2.0 for any semester shall be placed on academic warning. Students on academic warning are encouraged to consult with their advisor/counselor and take advantage of academic support services provided by the college.

#### ***Academic Probation***

Students who fail to maintain a cumulative GPA of 1.5 shall be on academic probation until such time as their cumulative average is 1.75 or better. The statement "Academic Probation" shall be placed on their permanent records. Students on probation are ineligible for appointive or elective office in student organizations unless special permission is granted by the vice president or another College administrator. Students may be required to carry less than a normal load the following semester and are required to consult with their advisor/ counselor. Students shall be placed on probation only after they have attempted 12 (twelve) semester credits.

#### ***Academic Suspension***

Students on academic probation who fail to attain a semester GPA of 1.5 for or better shall be placed on suspension only after they have attempted 24 semester credits. The statement "Academic Suspension" shall be placed on the students' permanent records. A student who has been informed of the academic suspension may submit an appeal in writing to the Director of Enrollment Management/ Registrar for reconsideration. Suspended students may be readmitted after the suspension period by



submitting a written request for readmission. Students are placed on suspension only after they have attempted 24 semester credit hours. Suspended students may be reinstated at the conclusion of the suspension period by submitting an appeal to the Director Enrollment Management/Registrar. Students who have been reinstated from academic suspension must achieve a 2.0 GPA for the semester of their reinstatement and must earn at least a 1.75 GPA in each subsequent semester of attendance. The statement "Subject to Dismissal" shall be placed on the students' permanent records.

Students who have been reinstated from academic suspension will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

### *Academic Dismissal*

Students who do not attain at least a 2.0 GPA for the semester of reinstatement following academic suspension shall be academically dismissed. Students who achieve at least a 2.0 GPA for the semester of their reinstatement following academic suspension must earn at least a 1.75 GPA in each subsequent semester of enrollment. Failure to attain a 1.75 GPA in each subsequent semester until the cumulative GPA reaches 1.75 shall result in result in academic dismissal. The statement "Academic Dismissal" shall be placed on the students' permanent records.

Academic dismissal is normally permanent. In exceptional circumstances, students may appeal to the Director Enrollment Management/Registrar and be reinstated. Students who have been reinstated after academic dismissal will remain subject to dismissal until their cumulative GPA is raised to a minimum of 1.75. Reinstated students may be required to carry less than a normal course load the following semester and are required to consult with their advisor/counselor.

### *Transcript Requests*

There is no fee charged for sending transcripts. This policy is subject to change. Students may request transcripts electronically from their LFCC student information account. All other requests for a transcript must include the signature and student

identification number/Social Security number of the student.

The College does not provide copies of transcripts from other schools. Such copies must be obtained from the originating source. Students must provide written authorization at the time of the transcript request in order for any other person to pick-up a student transcript.