

# INDEX

**A**

'AU' Grade (Audit) 40  
 ABE (Adult Basic Education) 70  
 AHS (Adult High School Diploma) 71  
 ALC (Adult Learning Center) 73  
 Academic Achievement Scholarships 59  
 Academic and Career Coaching 67  
 Academic Calendar 12, 13  
 Academic Dishonesty (Repeated or Severe Violations) 76  
 Academic Forgiveness 43  
 Academic Grievance/Grade Appeals Procedure 44  
 Academic Information 36  
 Academic Skills Center 67  
 Academic and Student Affairs 66  
 Academic Warning 43  
 Access to Campus Facilities 83  
 Accessory 78  
 Accident Insurance 52  
 Accreditation, Approval, Memberships, Catalog Information 2  
 Admissions, Registration & Records 24  
 Admissions Under Special Conditions 28  
 Admission of Undocumented Immigrants 28  
 Adult Basic Education (ABE) 70  
 Adult High School (AHS) Diploma 71  
 Adult High School (AHS) Diploma Completion Tuition Certificate 59  
 Adult High School (AHS) Diplomas and Certificates 72  
 Adult Learning Center 73  
 Advanced Placement 37  
 Alcohol and Drug Abuse Agency Resources 84  
 Alcohol and Drug Abuse - VGCC Board Policy 83  
 Alcoholic Beverages 78  
 Ambassador Program 64  
 Americans with Disabilities Act Complaint Procedure 70  
 Animals 78  
 Annual Scholarships 59  
 Appeals 43  
 Application for Graduation 46  
 Approval of Activities/Fund Raising 84  
 Assault and Battery 78  
 Assignment of Intellectual Properties to the College 91  
 Athletics 64  
 Attendance Policy 39  
 Auditing Courses 34  
 Awarding of Curriculum Certificates 47

**B**

Basic Skills Plus 71  
 Battery (Assault) 78  
 Board of Trustees 14  
 Bookstore 51  
 Bookstore Refund Policy 51  
 Bulletin Boards 84  
 Business Office 50

**C**

'CE' Grade (Credit by Examination) 40  
 CEUs/Certificates (Continuing Education) 98  
 Campus Access/Security Fee 50, 51  
 Campus Conduct (General) 78  
 Campus Police and Security 84  
 Career and College Promise (CCP) 28  
 Career Services 68  
 Career Technical Education (CTE) Pathway 29  
 Catalog Information 2  
 Catalog of Record 45  
 Certificate, Diploma & Degree Programs (In-State/Out-of-State Rates) 50  
 Certificate Fee 52  
 Change of Academic Program 32

# INDEX

Change of Grade 42  
Childcare Grant Program 61  
Child Care Services 63  
Children on Campus 85  
Class Cancellation Policy 33  
Classroom Conduct 75  
Clock-To-Credit Hour Conversion 54  
Clock Hour Program 54  
Clubs 64  
Collection of Social Security Numbers 34  
College Administration 14, 330  
College Foundation, Inc. 60  
College History 15-17  
College Transfer (CT) Pathway 28  
Communicable Disease 85  
Comprehensive Articulation Agreement (CAA) 107  
Computer and Network User Policy - VGCC Board Policy 85  
Computer Labs (Open) 63  
Computer Use 78  
Computing Facilities General Use 85  
Conduct 75  
Confidentially Statement 63  
Contact Hours and Credit Hours 38  
Continuing Education 96  
Continuing Education-Curriculum Awarded Credit 38  
Continuing Education Departmental Programs 99  
Continuing Education Services to Minors 97  
Cooperative Innovative High School Program 29  
Costs (Continuing Education) 98  
Counseling Services 68  
Course Cancellation Policy (Continuing Education) 99  
Course Load 34  
Course Substitution 34  
Credit by Examination 38  
Criminal Violation (Computing) 87  
Curriculum Course Descriptions 218  
Curriculum Programs 104  
Curriculum Program of Study Sequence Key 107  
Curriculum Student Activity Fee/Accident Insurance 50  
Curriculum Tuition 50  
Customized Training Department (Continuing Education) 99

## D

Dean's List 47  
Degrees, Diplomas, and Certificates 37  
Developmental Studies 39  
Diplomas and Certificates (Adult High School) 72  
Directory of Correspondence 3  
Directory Information 3  
Disability Policies and Accommodations 69  
Disability Services Documentation Guidelines 70  
Disciplinary Appeals Procedures 81  
Disciplinary Sanctions 79  
Disclosure and Consumer Information 22  
Disobedience 78  
Disorderly Conduct 78  
Dispute Resolution 92  
Disrespect 78  
Distance Education 47  
Distribution and Display 78  
Disruption 78  
Disruptive Clothing 78  
Drugs 78  
Drop and Add 33

## E

ESL (English as a Second Language Program) 72  
Electronic Signature Policy - VGCC Board Policy 87  
Emergency Information 22  
Emergency Medical Services Programs 101  
English As A Second Language (ESL) 72  
Enrollment after Suspension 43  
Expulsion 80

# INDEX

## F

'F#' Grade (Plagiarism) 40  
Faculty and Staff 329  
False Information 78  
Family Educational Rights & Privacy Act (FERPA) 35  
Federal Direct Loan Program 60  
Federal Pell Grant 57  
Federal Supplemental Educational Opportunity Grant (SEOG) 57  
Federal Work-Study Program 60  
Financial Aid Assistance 54  
Financial Aid Award Process 55  
Financial Aid - How to Apply 54  
Financial Aid Standards of Academic Progress 55  
Financial Information 49  
Fire/Rescue Program (Continuing Education) 100  
Fund Raising (Approval of Activities) 84

## G

'G#' Grade (Grade Forgiven) 40  
Gambling 78  
General Admissions Procedures 25  
General Campus Conduct 78  
General Education Courses-Definition 107  
General Information 82  
General Probation 80  
General Student Grievance Procedure 88  
Goals (of the College) 19  
Governor's Rapid Response 103  
Grading Policy 42  
Grading System and Quality Points 40  
Graduation Requirements 46  
Graduation Fee 51  
Grants 57  
Grievances (Academic) 44  
Grievances (General) 88  
Group Charter Revocation 81  
Group Probation 80  
Group Restriction 80

## H

Hazing 79  
Health Services 63  
Health Science Students Standards of Progress 44  
Hearing (Disciplinary Appeals) 81  
High School Equivalency (HSE) 72  
High School Equivalency (HSE) Test 72  
History of the College 15-17  
Housing 63  
HSE/Adult High School Diploma Completion Tuition Certificate 59  
HSE (High School Equivalency) 72  
HSE Test 72  
Human Resources Development 101

## I

I Grade (Incomplete) 41  
ID Cards 23  
Inclement Weather 23  
Income Distribution 91  
Indebtedness to College 52, 98  
Indemnity Clause 91  
Independent Comprehensive Articulation Agreement (ICAA) 107  
Information Access and User Privacy 86  
Intellectual Property Policy 88  
International Student Admissions 29

## J

Judicial Committee 81  
Juvenile Justice (Continuing Education) 97

**L**

Law Enforcement & Corrections Training Programs 101  
 Law Violations 79  
 Library Services 63  
 Literacy Education Programs 70  
 Loss of Academic Credit for a Course 80

**M**

Malpractice Insurance 52  
 Membership 2  
 Message from the President 4  
 Minimal Use of College Resources 90  
 Minority Male Success Initiative 64  
 Mission Statement 18

**N**

National Career Readiness Certification (NCRC) 102  
 NCCCS Performance Measures 21  
 New Student Orientation 68  
 New Student Registration 32  
 North Carolina Community College Grant 57  
 North Carolina Education Lottery Scholarship 58

**O**

Occupational Extension Department 99  
 Occupational Healthcare Programs 100  
 Open Computer Labs 63  
 Open Door Philosophy 20  
 Operation and Parking of Motor Vehicles 92  
 Organizations and Activities 64  
 Order of Disciplinary Appeals Procedures 81  
 Other Financial Aid 59

**P**

'PA', 'PB', 'PC', Grades (Passing-Developmental) 41  
 Parking 65  
 Parking and Motor Vehicles 79  
 Pell Grants 57  
 Performance Measures 21  
 Personal Enrichment Department 103  
 Phi Theta Kappa 64  
 Photo Usage Statement 23  
 Plagiarism Policy and Procedures 76  
 Plagiarism Class Procedure 76  
 Plagiarism College Procedure 77  
 Police (Campus) 84  
 Ponzi Schemes 86  
 Premajor/Elective Courses-Definition 107  
 Prerequisites 39  
 President's List 47  
 President's Message 4  
 Presidential Merit Awards 58  
 Presidential Scholar Awards 58  
 Probation 43  
 Procedure for Requesting Reasonable Accommodations 69  
 Profanity and Offensive Language 79  
 Property Damage 79  
 Public Complaint Procedures 22  
 Publications 92

**Q**

Quarter Credits 27

**R**

'RF' Grade (Reschedule-Developmental) 41  
 Readmission Procedures 27  
 Readmission of Students 32  
 Recruiting/Solicitation on Campus 93  
 Refund Procedure (Continuing Education) 98  
 Registration 31  
 Release of College Ownership 92  
 Release of Information 34

# INDEX

Release of Information: Family Educational Rights & Privacy Act (FERPA) 35  
Religious Observance Policy - VGCC Board Policy 93  
Repayment of College Support Funds 91  
Repeating Courses 42  
Reporting Sexual Harassment 94  
Reprimand 80  
Request for W Grade after the 75% Point 33  
Residence Status for Tuition Purposes 31  
Residence Status for Tuition Purposes Determining Residency Status 31  
Restrictive Probation 80  
Restitution 80  
Returning Student Registration 32  
Reverse Transfer 27  
Rights of the Accused 81

## S

Sanctions (Disciplinary) 79  
Sanctions for Policy Violations 87  
Scholarships 58  
Security (Campus) 84  
Selective Admissions 26  
Selective Admissions Procedures 26  
Service Learning 69  
Sexual Assault 93  
Sexual Harassment (Reporting) 94  
Sexual Harassment - VGCC Board Policy 94  
Sexual and Other Types of Harassment 79  
Significant Use of College Resources 89  
Small Business Center 102  
Solicitation on Campus 93  
Speakers on Campus 94  
Special Credit Students 28  
Standards of Progress 42  
Student Activity Fees 51  
Student Aid 53  
Student Aid Eligibility 53  
Student Aid - How to Apply 54  
Student Aid Return of Funds 53  
Student Assessment and Placement Testing 30  
Student Classification 37  
Student Code of Conduct 74  
Student Government Association (SGA) 65  
Student Handbook 65  
Student Health Insurance 52  
Student ID Card 23  
Student Learning and Success Center 67  
Student Ownership of Intellectual Properties 89  
Student Records 35  
Student Responsibilities 45  
Student Resources 62  
Suspension 43, 80

## T

'TR' Grade (Transfer Credit) 41  
Table of Contents 5-11  
Technology Fee 50, 51  
Temporary Dismissal from Class 77  
Testing Centers 65  
Testing Schedule 31  
Textbooks and Supplies 51  
Theft 79  
Threat 79  
Tobacco 79  
Tobacco-Free Policy- VGCC Board Policy 94  
Tobacco-Free Guidelines 95  
Transcript Request 35  
Transfer Admissions 26

# INDEX

Tuition/Fees 50  
Tuition Refund Policy 53  
Types of Financial Aid Handled by Financial Aid Office 57

## U

Unauthorized Use of College Documents and Images 79  
Universal General Education Transfer Component (UGETC)-Definition 107  
Used Book Buy-Back 51

## V

Values (of the College) 18  
Vance-Granville Departmental Grants 58  
Vance-Granville Scholarships 58  
VanGuarantee Scholarship Program 59  
Veterans Educational Assistance 60  
Virtual Learning Community (VLC) 107  
Vision Statement 18  
Visitors 22

## W

W. Dallas Herring 20  
'W' Grade (Withdrawal from a Course) 41  
Waiver of Placement Testing/Multiple Measures for Placement Policy 30  
Warranty Clause 91  
Weather (Inclement) 23  
Weapons 79  
Withdrawal from a Course(s) 33  
Work-Based Learning 48  
Workforce Innovation and Opportunity Act (WIOA) 61  
WorkKeys Assessment 46  
Work-Study Program (Federal) 60