



Student Policies and Procedures

Nonprofit Learning Point (NLP) provides high quality, affordable professional development for the nonprofit community of Central Virginia. NLP is an academic and professional development program in which all courses earn one hour of university credit toward the Certificate of Achievement in Nonprofit Management. All courses must be taken for credit whether participants intend to complete the certificate or not. No courses may be audited. Please refer to the following policies and procedures to ensure the utmost understanding of our program.

Grading Policy:

Every participant attending an NLP class will have a grade on their VCU transcript. The grading system is A-F. If a student comes to both days and turns in the assignment they have the possibility of earning up to 100% or, 'A' (at the instructors discretion). If a student comes to both days and does not do the assignment they have the possibility of earning up to 70% or, 'C' (at the instructors discretion). If a student comes to less than the full two days, we will administratively withdraw the student from the course, 'W'. If a student does not show up at all, we will administratively drop them, 'D'.

Only grades of 'A' and 'B' will count towards the Certificate of Achievement in Nonprofit Management.

Please note: NLP staff will no longer be able to receive outstanding assignments. It is important to meet the deadlines set by the instructor in order to receive a passing grade in the course.

University Credit:

Again, all courses must be taken for credit whether participants intend to complete the certificate or not. No courses may be audited. In order to receive credit, participants must attend the entirety of both classes.

NLP is unique among VCU programs because it provides resources to anyone who is interested in the nonprofit sector regardless of educational background. Courses are offered at the undergraduate level but qualifying students may earn graduate credit for management/leadership courses. Unlike other programs that have specific requirements for program admission, NLP believes that offering courses to everyone in the nonprofit community will provide the most benefits to the community at large.

Attendance Policy

If you know that you will be unable to attend both classes, please cancel your seat in the class by writing nonprofit@vcu.edu at least one week before the class starts. We can not offer refunds or credits, however, we will allow you to send someone else from your agency in your place if you alert us by one week before the class starts. If a student comes to less than the full two days, we will administratively withdraw the student from the course, 'W'. If a student does not show up at all, we will administratively drop them, 'D'.

Contact Hours

Unless otherwise noted, all courses in Richmond meet from 9 a.m. to 3 p.m. Participants should arrive no later than 8:45 so class may begin on time. Participants need 12-15 contact hours with an instructor in order to receive credit. Therefore it is mandatory that participants attend every hour of the program to receive a passing grade. If participants know that they will be late to class or need to leave early, please cancel your seat in the class and reschedule for another time.

Student/Instructor Communication

Students should send completed assignments to instructors via e-mail. Instructors can then write their comments on the papers via computer and e-mail them back to the students.

Inclement weather policy

If VCU is closed due to inclement weather our courses will not meet. If VCU is operating on a delayed schedule, our courses will meet but also will adhere to the delayed schedule. Watch or listen to local news sources for cancellations and delays. The VCU inclement weather number is (804) 828-6736 and up-to-date information also can be found on the Web at <http://www.vcu.edu/alert/>.

In these situations, we urge all instructors and students to consider their own circumstances and safety first. We will not be able to issue refunds if the students decide that they are unable to attend a class due to inclement weather or illness, etc.

Parking

Most classes are held on the VCU campus. Please give yourself enough time to find parking and to be in class by 8:45am. NLP will provide a student parking pass, in class, to be shown to the parking attendant upon exiting. The regular parking fee is \$5.00; however, it is only \$3.50 when you present your NLP parking pass.

Refreshments, Lunch, and Breaks

NLP does not provide refreshments. Participants are encouraged to bring their food and beverages for breaks and lunch. However, please be aware that there is no kitchen access.

For your convenience, a list of nearby restaurants (within easy walking or driving distance of the course location) will be provided for those who prefer to go out.

Networking

We encourage participants to bring brochures, newsletters and other materials from their agency to display on a resource- and information-sharing table. NLP will also provide students with networking sheets that contain other students contact information.

Classroom expectations

NLP is an academic program of VCU and will abide by university policies and honor code, which can be found in the VCU Resource Guide.

<http://www.students.vcu.edu/rg/>

The Honor System Pledge is "On my honor, I have neither given nor received aid on this assignment, and I pledge that I am in compliance with the VCU Honor

System.” Neither the presence nor the absence of a signed pledge statement, however, shall prevent a student from being charged with a possible violation or from being held to the standards of the Honor System.

Further, participants should display behavior that is considerate of other persons, regardless of perceived gender/identity, age, ethnic background, personal belief system, sexual orientation, disability, etc. Failure to display the aforementioned positive behavior should be addressed by the instructor with the participant. Please report any incidents to the NLP office.

When classes are held in the Division of Community Engagement Computer Lab, at 1103 W. Marshall St., it is imperative that participants are reminded not to use the computers for their personal use. The only acceptable uses for the computers during class are those activities directed by the instructors. All instructors using this lab for classes will mark the computer station each participant is assigned to on their course attendance sheet. Any inappropriate use of computers will be monitored by the staff of the lab.

Evaluations

The program is now set up to do electronic evaluations. Please feel free to email us (nonprofit@vcu.edu) at any time with additional compliments or concerns.