

# 2015-2016 Student Handbook



**BLUEFIELD**  
COLLEGE



*Dear Student:*

*I am glad you are here to prepare yourself for a life of living, learning and service. We take seriously our mission of transforming your life through a challenging academic experience within a nurturing, diverse Christian environment. As our mission states, “We are an inclusive Christ-centered learning community developing transformational servant leaders.”*



*If you haven't already figured it out, you are studying and living at a great place. The people here – your professors, residence hall staff, cafeteria personnel, and many others – have a single objective: to make your experience at Bluefield a life-changing one! You will find in your classes an invigorating learning environment, and there are numerous extracurricular activities to round out your learning opportunities beyond the classroom.*

*Most importantly, you will find that Bluefield has a focus on more than just the transformation of your mind. Being a community of faith, we believe in the holistic development of your mind, heart and body. Following the One who exemplifies the life of a servant leader, the Bluefield College community demonstrates God's love and mercy through active missions and ministries to the surrounding community and throughout the world.*

*I am looking forward to knowing you and serving alongside you during this collegiate journey, a pivotal time of growth and change in your life. I also look forward with great anticipation to not only handing you your diploma, but looking you in the eyes and seeing what God and this community of faith and learning have done in transforming your life.*

*In faithful service,*

A handwritten signature in black ink that reads "David W. Olive". The signature is written in a cursive, flowing style with a long, sweeping underline.

David W. Olive  
President

### **Our Vision**

We seek to graduate servant leaders who understand their life calling and transform the world.

### **Our Mission**

Bluefield college is an inclusive Christ-centered learning community developing transformational servant leaders.

### **Our Core Values**

Bluefield College is guided by the following core values:

#### **Core Value One**

We are a community committed to Christ-centered learning and affirm our Baptist partnerships.

#### **Core Value Two**

We are a community committed to academic excellence and life-long inquiry through the liberal arts and professional studies.

#### **Core Value Three**

We are a community characterized by integrity, mutual respect, support and encouragement.

#### **Core Value Four**

We are a compassionate, globally-minded community that serves to transform the world.

# CAMPUS SERVICES DIRECTORY

## Key to Campus Office Locations:

ADV/ALU	Advancement/Alumni
ALU	Alumni Hall
ANN	Shott Hall Annex
BSC – 1	
BSC – 2	
CRU	Cruise Hall
DMC	Dan MacMillan Center
DOM	Dome
ERH	East River Hall
HAR	Harman Chapel
H7	House 7 Student Development
H8	House 8 Athletics Offices
LAN	Lansdell Hall
LIB	Library
RIS	Rish Hall
SCI	Science Center
SHO	Shott Hall

## Leadership Team

*President, David Olive, LAN, ext. 4201*

*V.P. for Academic Services, Dr. Marshall Flowers, ext. 4203*

*V.P. of Enrollment Management, Trent Argo, LAN, ext. 4217*

*V.P. for Student Development, David Taylor, House #7, ext. 4206*

*V.P. of Institutional Advancement, Ruth Blankenship, ADV, ext. 4208*

*V.P. for Finance & Administration, Laura L. White, CPA, MA, LAN, ext. 4294*

*Interim Athletics Director, Mike White, House #8, ext. 4239*

*Asst. to the President, Diane Shott, LAN, ext. 4201*

## Telephone Directory

**Please refer to the Online Faculty/Staff Directory on the BC website under Campus Resources for up-to-date telephone numbers.**

Switchboard .....	276-326-3682 (Internally - Dial "0")
Main Fax (Lansdell Workroom).....	276-326-4288
Athletic Fax.....	276-326-4386
Admissions Fax.....	276-326-4395
BC Central .....	276-326-4215
Financial Aid Fax .....	276-326-4356
Registrar Fax .....	276-326-4356
Student Account FAX .....	276-326-4356
Bookstore Fax .....	276-326-4617
Richmond Fax.....	804-276-3842
Roanoke Fax .....	540-767-6054
Roanoke .....	540-767-6050
Toll Free – Traditional .....	1-800-872-0175
Toll Free – Online Programs.....	1-800-872-0176
Toll Free – Richmond .....	1-866-870-0293

**Elevators:**

Science Center.....	276-326-4479
Lansdell.....	276-326-4469

**Emergency Numbers**

Bluefield VA Police Department.....	276-326-2621
Campus Safety, DMC.....	304-887-1795
Security Office.....	Ext. 4313 - DMC
Virginia Fire Department.....	911 or 276-326-1550
Virginia Rescue Squad.....	911 or 276-326-2621
West Virginia Rescue Squad.....	911 or 304-327-7171

**Campus Safety**

Campus Safety Office.....	276-326-4313
Will Robinson, Campus Safety Coordinator (Mobile Phone 8 am - 4 pm).....	304-887-1795
John Leftwich, Campus Safety Officer (Mobile 12 pm - 8 am).....	304-887-1795
Kevin Rolen, Campus Safety Officer (Mobile 4 pm - 12 am).....	304-887-1795
Josh Nesbit, Part time Campus Safety Officer.....	304-887-1795

**Area Numbers:**

Bluefield Regional Medical Center.....	304-327-1100
Bluefield State College.....	304-327-4000
Concord University.....	304-384-3115
Craft Memorial Library.....	304-325-3943
Greater Bluefield Community Center.....	304-325-5707
MedExpress Urgent Care - Bluefield VA.....	276-322-2085
MedExpress Urgent Care - Princeton WV.....	304-425-7615
Princeton Community Hospital –.....	304-487-7000
PCH Pavilion.....	304-325-HOPE -4673
Tazewell County Library (Clearfork).....	276-326-1577
Virginia Post Office.....	276-326-1553
Winterplace.....	304-787-3221
West Virginia Post Office.....	304-325-9196

**WHEN DIALING FROM A CAMPUS OFFICE:**

To reach another campus office, dial the campus extension.  
To call an off-campus number, dial 9 and then the off-campus number.

**WHEN DIALING FROM AN OFF-CAMPUS PHONE:**

Dial 326- and then the extension.

**General Inquiry Extensions**

Reception Desk - Lansdell Hall.....	4200 or “0”
Art Center.....	4558 (Studio - 4559)
Campus Store.....	4260
Dining Hall.....	4264
Library.....	4238
Maintenance Shop.....	4262
Disability Services.....	4220
ACE.....	4606
SAC (Student Phone).....	4464
Rampage.....	4553
Fine Arts Community School (FACS).....	4246

# INCLEMENT WEATHER POLICIES & PROCEDURES

## General Policy for Students Attending Classes on the Main Campus in Bluefield

The decision to delay or cancel classes is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. When classes are cancelled or delayed, the decision is based on what seems best for the majority of students. Weather and road conditions can vary from county to county and even within counties. In the event of inclement weather, one of two options may be invoked: 1) Inclement Weather Schedule, or 2) Classes Cancelled.

### 1. Inclement Weather Schedule:

MWF classes		TT classes	
<i>Scheduled time</i>	<i>Delay time</i>	<i>Scheduled time</i>	<i>Delay time</i>
8:00	10:00	8:00	10:00-10:50
9:00	11:00	9:30	11:00-11:50
11:00	12:00	11:00	12:00-12:50
12:00	1:00	afternoon regular time	1:00 2:00
evening classes regular time			
2:00	3:00		
3:00	4:00	evening classes regular time	

### 2. Classes Cancelled:

All classes will be cancelled, including night classes.

### Administrative Procedure for Inclement Weather for Classes on the Main Campus

- By 5:45 am each day, road and weather conditions are assessed by the Director of Maintenance and the Vice President for Academic Affairs.
- If a delay or cancellation decision is to be made, it will be determined by 6:00 am by the Director of Maintenance and the Vice President for Academic Affairs, who will notify the Vice President for Student Development and the Director of Public Relations.
- The Vice President for Student Development will then immediately notify appropriate residential personnel who will inform on-campus students about the status of classes.
- Between 6:00 am and 6:30 am, the Director of Public Relations will disseminate e-mails to the “BCall” and “student” list-serves notifying faculty, staff and students about the status of classes.
- Between 6:00 am and 6:30 am, the Director of Public Relations will distribute a similar notice by email and text message to faculty, staff and students who have subscribed to the College’s RamAlert emergency notification system.
- Between 6:00 am and 6:30 am, the Director of Public Relations will post a notice on the Bluefield College web site [www.bluefield.edu](http://www.bluefield.edu) concerning the status of classes.
- Between 6:00 am and 6:30 am, the Director of Public Relations will notify local media outlets about the status of classes. Please see the following list of media outlets that will be notified.
- Also, between 6:00 am and 6:30 am, the Director of Public Relations will place an automated message on the College’s main telephone voice mail greeting (276) 326-3682 and its 800 number greetings (800-872-0175 and 800-872-0176).
- When the “Inclement Weather Schedule” is announced, students should continue to monitor the situation for updates in the event deteriorating conditions require a “Classes Cancelled” notice.
- Subsequent “Classes Cancelled” notices will be distributed in the same manner as previous announcements.

- While the College does its best to utilize the news media, from time to time miscommunication and/or malfunctions of media equipment may occur. The **official message** will be posted on the College’s three main telephone numbers and on the web site. It would be prudent to check several sources.
- For delayed openings (reported in the media as “Inclement Weather” schedule or “Two-hour delay”), staff will be asked to arrive by 10:00 am, earlier if feasible, take only a 30-minute lunch, and work until 5:00 pm. Staff members are encouraged to use their best judgment when assessing their ability to travel safely to work. A staff member who believes road conditions to work are too hazardous should inform his or her supervisor.
  - In addition, commuter students are expected to use good judgement when deciding if conditions in their particular location are too severe. The college cannot know the conditions present at each commuter’s home, nor can the college be responsible for each commuter’s decision or safety.
  - Faculty will work with commuters who miss class due to dangerous road conditions; however, it is the student’s responsibility to keep up with lectures, turn in all assignments, take exams/tests, etc.
  - Regardless of delay or cancellation, students are responsible for class work and assignments. In the case of cancellation, students should expect the assignments, tests, presentations, etc. to be due on the next class period, unless the instructor has informed the student differently on the course syllabus.

### **Sources to Rely on for Status of Classes on the Main Campus**

#### **Primary Source**

- Bluefield College RamAlert e-mail and text messaging emergency notification system
- Bluefield College e-mail list-serves for students, faculty and staff (“BCall” and “BCstudents”)
- Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu). If a notice is not posted to the home page, use the link [www.bluefield.edu/weather](http://www.bluefield.edu/weather).

#### **Secondary Sources**

- Bluefield College main telephone number: 276.326.3682
- Bluefield College main telephone number: 800.872.0175
- Bluefield College main telephone number: 800.872.0176
- On-campus residence hall directors or resident advisors

#### **Other Sources**

- WVVA-TV 6
- WDBJ-TV 7
- WVNS-CBS TV 59
- J-104 Radio: FM 104.5
- Kicks Country Radio: FM 106.3 and 107.7
- The Eagle Radio: FM 100.9 and 100.1
- WHIS Talk Radio: AM 1440 and 1470
- Spirit FM Radio: FM 91.1
- Star 95 Radio: FM 95.9

### **General Policy for Students Attending Classes NOT on the Main Campus in Bluefield**

- The decision to delay or cancel classes is based on two primary factors: 1) current weather/road



- conditions, and 2) anticipated changes in weather/road conditions. The decision to delay or cancel classes is based on what seems best for the majority of students. If class is canceled, then that class period must be made up. Professors and students are encouraged to choose the make-up time carefully as the entire class is expected to attend.

### **Administrative Procedure Regarding Inclement Weather for Classes NOT on the Main Campus**

- The decision to cancel classes at locations not on the main campus is the responsibility of the professor teaching the course in consultation with his or her academic division chair. If the chair is not available, coordination should take place with the Vice President for Academic Affairs.
- Consultation and a decision regarding the cancellation of classes not on the main campus should, ideally, take place within at least one hour of the start of class or at the earliest possible time to avoid students beginning to travel to the class site.
- Communication to students regarding the status of classes should be made via e-mail or by telephone by the professor teaching the course.
- The professor teaching the course, the division chair, or the Vice President for Academic Affairs will also notify the Director of Public Relations, who will post an announcement on the BC web site.
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### **Sources to Rely on for Communication about the Status of Classes NOT on Main Campus**

#### **Primary Source**

- E-mail or telephone call from professor teaching the course
- Bluefield College web site at [www.bluefield.edu](http://www.bluefield.edu). If a notice is not posted to the home page, use the link [www.bluefield.edu/weather](http://www.bluefield.edu/weather).

#### **Secondary Sources**

- Bluefield College main telephone number: 276.326.3682
- Bluefield College main telephone number: 800.872.0175
- Bluefield College main telephone number: 800.872.0176





# Welcome to Bluefield College!



Bluefield College is committed to providing a distinctively Christian environment where students will find faculty and staff who genuinely care for their well-being. We encourage students to use their unique, God-given gifts and abilities. We seek to foster growth in the areas of spiritual and emotional maturity, interpersonal relationships and social awareness, coupled with intellectual life.

This is the spirit of the guidelines in this Handbook. They express our commitment to educate men and women in the process of integrating their Christian faith with the learning process. The guidelines also express our commitment to provide an atmosphere for study, spiritual life and growth, personal exploration, and for encouraging involvement in the total collegiate experience. Your enrollment in Bluefield College constitutes an agreement that you will abide by the guidelines with a spirit of cooperation. It is expected that those who take the Bluefield Challenge have evaluated the guidelines and made a conscious decision to live by them.



# THE OFFICE OF STUDENT DEVELOPMENT

David Taylor, Vice President for Student Development

Office: Student Development House (House 7), First Floor ext. 4207

All students are a vital part of the student body of Bluefield College and significantly contribute to the student life, leadership, and program of activities. In addition, each office within the Division of Student Development serves as a resource for all students. Bluefield College students are an integral part of the College and are encouraged to participate in all phases of campus and student life.

As a traditional liberal arts institution, Bluefield College recognizes the need for balance between the classroom and the co-curricular experience. The total college experience permeates all aspects of the College community to develop the total person. The student development program at Bluefield College is designed to be an integral part of the education process by supporting and strengthening the educational, social, spiritual, and physical experiences of the student.

The Division of Student Development employs a highly qualified and trained professional staff that works collaboratively with the academic community to create an educational experience which meets the needs and interests of the students and prepares them for both their professional and personal careers. The professional staff includes the V.P. for Student Development, Administrative Assistant, Campus Safety Coordinator, Campus Safety Officers, Director of Residence Life, Campus Minister, Director of Athletics, Student Career Advocate, Director of Student Activities/Intramurals, 5 RHD's, 18 Resident Assistants and several student employees.

## INTELLECTUAL PROPERTY

**Policy Statement:** The mission of Bluefield College is to educate and develop the whole person to enable critical thinking, effective communication, and adaptation to a changing world. This mission is carried out in a learning community which encourages a spirit of intellectual inquiry among faculty, students, and staff. The development of creative and scholarly research, works and inventions, known broadly as intellectual property, will be a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor and the College. The purpose of this policy is to support and reward scientific research and scholarship, and help students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved. (Refer to the appendix for the complete policy)

## WHISTLEBLOWER POLICY

**Policy Statement:** If any College student or employee reasonably believes that some policy, practice, or activity of Bluefield College, or of another employee on behalf of the College, is in violation of law, the student or employee immediately should contact the President, Vice President for Finance and Administration, Human Resources Director, Chair of the Finance Committee of the Board of Trustees, or Chair of the Board of Trustees, preferably in writing, so as to assure a clear understanding of the issues raised. The student or employee should be as specific as possible in describing the occurrence or suspicion of irregularity, and the description should be factual rather than speculative or conclusive. The student or employee in this case is commonly referred to as a whistleblower. The whistleblower is not an investigator or finder of fact, nor does the whistleblower determine the appropriate corrective or remedial action that may be warranted. Whistleblower reports also may be made anonymously. (Refer to the appendix for the complete policy)

## **WHAT IS TITLE IX?**

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.*

Title IX prohibits sex discrimination in all college programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. For more information about Title IX, visit [www.bluefield.edu/student-life/title-ix](http://www.bluefield.edu/student-life/title-ix). Or visit the U.S. Department of Education's website.

## **BLUEFIELD COLLEGE STATEMENTS ON TITLE IX AND NON-RETALIATION**

### **Bluefield College Title IX Statement**

It is the policy of Bluefield College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Bluefield College has designated a Title IX Coordinator and Deputies to coordinate Bluefield's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: the U.S. Department of Education's website or calling 1-800-421-3481.

### **Bluefield College's Statement On Non-Retaliation**

Bluefield College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by Bluefield College, and individuals who engage in such actions are subject to discipline up to and including suspension or exclusion from the College, consistent with the disciplinary procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

## **BLUEFIELD COLLEGE POLICY ON SEXUAL MISCONDUCT**

Refer to the appendix for the complete policy or visit [www.bluefield.edu/student-life/title-ix](http://www.bluefield.edu/student-life/title-ix).

### **HOW TO FILE A COMPLAINT**

Please call or email one of Bluefield's Title IX Coordinators to set up an informal meeting if you have a complaint involving sex discrimination, sexual harassment, or sexual violence.

Please Note: Title IX Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact the counseling services at 276-326-4256.

### **TITLE IX COMPLAINT RESOLUTION PROCESS**

Bluefield College promptly and thoroughly investigates and resolves complaints alleging sex discrimination, sexual harassment, and sexual violence. Please follow this link for additional information [www.bluefield.edu/student-life/title-ix](http://www.bluefield.edu/student-life/title-ix).

**Complaints of Student-on-Student Sexual Violence:** The Sexual Assault Hearing and Appeals System is the campus student disciplinary process that addresses claims of student-on-student sexual assault. For an overview of the process and additional information, please see the Discipline Guide.

**Complaints of Student-on-Student Sex Discrimination and Sexual Harassment:** Students' claims of sex discrimination or sexual harassment against other students are investigated and resolved by the Office of Student Development. See the Discipline Guide to learn more about the procedures used to address claims alleging misconduct by students against students.

### **TITLE IX COORDINATORS**

If you have a complaint involving sex discrimination, sexual harassment, or sexual violence, or if you have questions about Bluefield College policies or procedures in these areas, please contact one of the Title IX Coordinators or Deputy Coordinators listed below.

*Please Note:* Title IX Coordinators and Deputy Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact a Confidential Counselor.

Bluefield's designated Title IX Coordinator and Deputy Coordinators oversee Bluefield's compliance with Title IX, including coordinating the investigation of and response to sex discrimination complaints, responding to inquiries concerning Title IX, tracking incidents and trends involving sexual misconduct, coordinating equity in athletics compliance, publicizing Bluefield's policies and providing training on preventing sex discrimination, sexual harassment, and sexual violence.

Title IX Coordinator

Kimberly Farmer

Associate Professor of Criminal Justice;

Pre-Law Advisor, Chair, Department of Criminal Justice

276-326-4224

[kfarmer@bluefield.edu](mailto:kfarmer@bluefield.edu)

Deputy Coordinator

Caroline Dixon

Human Resources

276-326-4594

[cdixon@bluefield.edu](mailto:cdixon@bluefield.edu)

Deputy Coordinator  
Dee Odom  
Athletics  
276-326-4303  
dodom@bluefield.edu

Deputy Coordinator  
David Taylor  
VP Student Development  
276-326-4206  
dtaylor@bluefield.edu



## **SPIRITUAL LIFE**

Office: Dan MacMillan Center (DMC) ext. 4257

The Department of Campus Ministry seeks to minister to the needs of students for spiritual awareness, growth, and service. This is accomplished through developing emerging leaders and creating opportunities for students to nurture and explore matters of faith and life.

The BCM council is the leadership team of the BCM and functions as the Campus Christian Programming Board. Every member of the Council coordinates a particular aspect of the campus ministry experience such as publicity, creative worship, impact team, missions, Bible study, prayer, residence hall outreach, and FCA. Students are needed to join those teams and to form special teams for fund raising and for special ministry events.

Activities and programs contributing to the development of spiritual growth are available to you as a student of Bluefield College. The Office of Campus Ministries and the BCM Council coordinates the programs of the Baptist Collegiate Ministry and the following campus organizations:

**Residence Hall Bible Studies** - discussion oriented Bible study touching topics basic to all students. Special guests are invited throughout the year.

**Elevate**- these weekly events, sponsored by the BCM Council, are open to all students. Your input and suggestions on how we can serve you better are always welcomed!

**Missions and ministries “impact” team** - all students interested in working with youth, children, and others through creative ministries, games, lock-ins, bible studies, and more are welcome to join this team.

**Religious Organizations** - are associations with the general aim of creating an awareness, furthering understanding, and exercising worship within specific traditional or nontraditional religions or denominations, sometimes affiliated with local churches or congregations. The College’s religious organizations offer an opportunity to provide and receive spiritual guidance, personal support, and human service.

**Baptist Collegiate Ministry (BCM)** is a fellowship of college students who are seeking to find and implement God’s purpose for their lives and their world. The Baptist Collegiate Ministry is a multi-faceted program of, for, and by students, with the assistance of the Campus Minister, and is open to all students regardless of religious denomination. Along with many social activities, the BCM has Bible studies, missions projects, statewide BCM programs including conventions, conferences, and retreats; as well as other ministry opportunities in which to participate. All members of the Bluefield College community are members of the Baptist Collegiate Ministry regardless of their denominational affiliation.

**Fellowship of Christian Athletes (FCA)** is a national organization and though it is open to all students, its primary outreach is to athletes. Its stated goals is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.” The group attempts to provide its members with the opportunities for Christian growth and fellowship.

## **VOCATIO:**

**Attendance/Convocation A Program of Worship and Inquiry**

While the College has enjoyed a long history of convocation programs, it now seeks to develop a lyceum style approach to convocation that will integrate both worship and learning events under the umbrella rubric *VOCATIO*, which will be intentionally designed to engage students in reflection and to challenge their preconceived notions of truth thereby encouraging them to approach the world with a larger dimension of self, neighbor and God than heretofore realized. In this program students will be required to attend ten chapel (worship) services and five convocation (academic) events each semester that will be focused on a set theme related to the general education core of Inquiry, Character, Citizenship and Wellness. Each semester, questions in support of the theme will be distributed to faculty along with summaries of the planned events so that faculty can incorporate ideas and experiences borne from and garnered in *VOCATIO* into the larger campus learning environment.

Every Wednesday morning at 10:00 a.m. students, faculty, and staff gather for chapel. The chapel program exists to broaden the Christian worldview through worship, faith development and reflective inquiry about life and world issues as well as to develop understanding of diverse religious, cultural, and ethnic traditions and practices. Chapel attendance is required and is considered a part of the College's general education requirements. Wednesday classes end at 9:45 a.m. Students will not be excused early from 9:00 a.m. classes for participation or leadership in chapel events. The attendance policy and schedule of programs are available through the Office of Student Development.

Convocation will focus on Inquiry, Character, Citizenship and Wellness. Convocation attendance is required. The attendance policy and schedule of programs are available through the Office of Academic Affairs.

### **Chapel**

All full-time students are required to attend ten (10) approved attendance services per semester. Students may earn attendance credit by participating in other Bluefield College activities through alternative attendance at approved events. Any student who does not meet the required ten (10) chapels per semester will have a hold placed on their academic transcripts and will not receive their diploma upon completion of all other academic degree requirements. Alternative attendance events will be announced prior to the event. All students will have the ability to monitor their own chapel through their MYBC account.

### **Chapel Conduct**

The atmosphere of chapel should be one of worship. It is expected that students will give respect to the speaker by refraining from talking and will stay until the program is dismissed. Cell phones, headphones, newspaper, food, drink and hats for men are not appropriate in convocation. Male students wearing hats are to remove them before entering into Harman Chapel.

Students who fail to comply with the standards will be asked to leave and no credit will be given for that convocation.

### **Chapel exemptions**

Students may request an exemption from chapel on a semester-by semester basis. Students must prove that they have a direct conflict with the chapel hour because of their employment status or class required such as student teaching. All request for exemptions will be given due consideration. A request does not guarantee an exemption. Decisions may be appealed. The appeal must be submitted in writing by the student to the campus minister.

## **Convocation**

All full-time students are required to attend five (5) approved convocation events semester. Convocation will focus on Inquiry, Character, Citizenship and Wellness. Convocation attendance is required. The attendance policy and schedule of programs are available through the Office of Academic Affairs. All students will have the ability to monitor their attendance through their MyBC account.

## **COUNSELING SERVICES**

### **General Information**

Counseling services is an office within the Division of Student Development at Bluefield College, whose primary purpose is to assist students in overcoming emotional, spiritual, and relationship barriers that stand in the way of academic success. The Counseling services that are provided hope to enhance the student's total educational experience by providing a confidential and supportive environment where student concerns can be shared and explored. We seek to assist in the creation and maintenance of a Christian environment that will foster the well-being and personal development of its members.

Bluefield College offers short-term individual counseling for a variety of concerns such as:

- Depression
- Anxiety
- Loneliness
- Anger Management
- Feelings of inadequacy
- Uncertainty about major/career
- Problems studying
- Problems relating to others
- Visiting home for the holidays
- Addictive behavior
- Drug/Alcohol/Tobacco Abuse

A student's first contact is through a brief screening appointment with the Director of Student Activities and Counseling Services. This meeting will determine the severity of the situation, how to best address their concerns, and to determine if an off-campus referral is appropriate.

The plan may include individual counseling through the college, a referral to a practitioner in the community, attending a workshop, consultation with a psychiatrist for medication, or referral to other campus support services.

### **Arranging appointments with Bluefield College Counseling Services**

Appointments can be arranged by calling 276-326-4256 or visiting the Office of Student Development from 8:30am-5:00pm, Monday through Friday. The first appointment will be scheduled as a 30 minute triage appointment to assess the nature and severity of your concerns. Anyone with a disability is encouraged to contact our Academic Center for Excellence at 276-326-4220 or e-mail Ashley Mingo at [amingo@bluefield.edu](mailto:amingo@bluefield.edu)

All undergraduate students enrolled full-time at Bluefield College are eligible to receive services.

## **Referring a student to counseling services**

A Bluefield College student can be referred to counseling services by a Bluefield College faculty and/or staff member as well as a fellow Bluefield College student. Guidelines for interaction include talking to the person (who is referring the student) in private, specifically stating their reasons for concern, listening carefully, avoiding criticizing or sounding judgmental, and discussing with the student a referral to counseling services. If the student resists referral and you remain uncomfortable with the situation, contact Kelly Bittler, Director of Residence Life, Student Activities, and Career Counseling at 276-326-4256 to discuss your concern. Sometimes it can be helpful to accompany the student to Bluefield College counseling services.

## **Career Services**

### **General Information**

Career Services welcome and serves all students in all majors at Bluefield College.

We hope that you will utilize the services and programs that career services has to offer. Whether you are applying for a summer job or internship as an underclassman or a senior applying for jobs for after graduation. We are here to serve and assist YOU!

Career Services is available to assist students with the following:

- Cover Letter and Resumes
- Career Assessments
- Internships
- Connecting with Bluefield Alumni about careers and internships
- Applying to graduate school
- GRE

Students seeking assistance in determining a major or career path or needing help with writing a resume and/or cover letter should contact Kelly Bittler, Director of Counseling and Student Activities at 276-326-4256 or e-mail [kbittler@bluefield.edu](mailto:kbittler@bluefield.edu).

## **PARKING POLICY**

Campus Safety Office, DMC, ext. 4313

Faculty, staff, students and visitors are responsible for making themselves aware of the regulations pertaining to the operation and parking of vehicles at Bluefield College.

All vehicles operated by students must be registered on MyBC. The registration fee for students is included in the student's tuition and fees. Due to the demand for parking, the College has implemented designated parking. The parking spaces are color coded depending on your status:

- Blue-Residential Students: these spaces are reserved for residential students at all times.
- Red-Commuter Students: these spaces are reserved for commuters; however visitors may park in an available commuter space.
- Green-Faculty/Staff: these spaces are reserved for employees of the college between the hours of 8:00am-5:00pm, Monday-Friday. Resident, commuter, and visitors may park in these areas after 5:00pm and on Saturday and Sunday.
- Orange-Visitor: these spaces are reserved for visitors at all times.
- White-Resident Directors, Maintenance staff and the President: these spaces are reserved for these individuals at all times.

There are directional signs for parking at each entrance with color-coded designations. You must park in your designated area. The College enforces parking policies by employing a staff of student monitors and overnight security with the responsibility of issuing citations for violations.

The on-campus speed limit is 15 miles per hour at all times. College vehicle parking decals should be displayed at all times. There is a \$20.00 charge to replace lost or damaged registration numbers. If your vehicle information changes, students must re-submit a form on MyBC, and staff and faculty must re-submit a form to the office of Student Development.

Bluefield College reserves the right to ticket for violations or remove from the campus:  
abandoned vehicles

- vehicles found without a valid parking permit
- vehicles with an unauthorized or altered parking permit/ticket
- vehicles without valid license plates
- and/or vehicles parked in violation of College regulations.

Vehicle owners shall be responsible for all costs involved in the removal, impounding and storage of such vehicles. The College reserves the right to limit parking permits. Parking facilities will be supervised by the College according to the fees, terms or other conditions pertaining to their use, as determined by the College. The privilege of parking at Bluefield College may be rescinded for contravention of these traffic and parking regulations.

Bluefield College assumes no responsibility for any damage to a motor vehicle or any loss of the vehicle or its contents while it is driven or parked on campus. Bluefield College is a private property and the College reserves the right to control vehicular traffic on the campus. The College reserves the right to set or amend parking fees as circumstances dictate. Regulations and fees are reviewed on an annual basis. Any changes that may result from this review become effective at the beginning of the fall semester and supersede any previous regulations and fees. Any person wishing to submit recommendations for consideration may do so in writing to the Offices of Student Development and Campus Safety.

The Offices of Student Development and Campus Safety reserve the right to suspend parking privileges on Bluefield College campus. Where a suspension of parking privileges at Bluefield College is applied to any person for contravention of the Regulations, written notice will be given by the Offices of Student Development/Campus Safety to the registered owner or the person in custody/care or control of the vehicle stating the reason for, and terms of the suspension, either by mail or personal service.

A service vehicle is a vehicle that is, required to and is in the process of, performing an authorized service for the college. Authorization must be obtained from the proper authority at Bluefield College to maintain or operate a service vehicle on Bluefield College campus.

All faculty, staff and students who park, or expect to park, in Bluefield College parking lots, must complete a parking permit application. All information on the application must be kept up-to-date, parking permits must be accurate, and changes made as required. Current parking permits shall be clearly visible in the back windshield area of the vehicle.

In the case of a motorcycle, the permit must be affixed in such a manner as to be clearly visible. Proper display of the parking permit is the user's responsibility. Permit holders must ensure that parking permits are clearly and visibly displayed at all times their vehicle is on the Bluefield College Campus to avoid receiving a parking violation notice. It is the owner's responsibility to ensure the security of their permit at all times.

Those persons desiring to terminate their parking privileges shall do so in person in the Offices of Student Development or Campus Safety. It is a requirement of the Offices of Student Development/Campus Safety that the parking permit be removed from the vehicle.

Parking permits are NOT transferable. It is a criminal offense to duplicate, counterfeit, alter or otherwise use unauthorized Bluefield College parking permits.

Any registered student or employee of the College with physical disabilities may apply to the Offices of Student Development of Campus Safety for a Handicap permit for special (disabled) parking privileges.

Bluefield College requires that all vehicles be maintained in roadworthy condition so that they may be driven safely on Bluefield College Campus.

Any person who, through the operation of a vehicle on campus, causes any damage to College property shall be responsible for payment of all costs of repair or replacement. The operator of a vehicle shall immediately report to the Offices of Student Development/Campus Safety any such damage. Ultimate liability for damage rests with the vehicle owner regardless of the status of the driver at the time of damage.

Bicycles shall be operated with due care and caution, in accordance with all traffic regulations and shall be parked only in bicycle racks where provided. Bicycles are not permitted in College buildings. Roller skates, roller blades, ski devices, skateboards, longboards and like recreational apparatus shall not be operated in College buildings or on College roads, walks and parking areas.

No vehicle shall be parked on campus other than in a designated parking lot, authorized service vehicles accepted.

No vehicle shall occupy a space in a parking lot other than within the limits set out by lines, curbing, markers or signs.

No motor vehicle shall be operated on any campus sidewalk, pathway, and pedestrian walkway, grassed or landscaped area. Approved service vehicles accepted.

No motor vehicle shall be parked within or outside of any parking area, in front of or adjacent to any service access way, in such a manner as to impede or obstruct the continued use of such access way; approved service vehicles accepted.

The Office of Student Development/Campus Safety reserves the right to close any parking lot at any time without notice. Every person in charge of a motor vehicle who is directly or indirectly involved in an accident on College property must immediately report the accident to the Offices of Student Development/Campus Safety.

Every person operating a vehicle on the campus shall do so with due care and attention and with reasonable consideration for other persons using the campus.

### **Appeal Procedure**

In the event you believe your vehicle has been ticketed inappropriately, the following appeal procedure must be followed:

1. The recipient should submit a written appeal which clearly states any circumstances that should be considered. The written appeal should be submitted to the Office of Student Development within 5 College working days of the date of the ticketing date.
2. Tickets will not be voided if the tag is presented as an appeal. If no appeal is filed during this five-day period, the ticket amount will be posted on the students account.
3. All decisions of parking appeals by the Office of Student Development are final.

### **Unpaid Parking Tickets**

1. All parking tickets will be posted on the student's account. Students will not be allowed to register for classes until the students account is paid in full. Students who are graduating or leaving the school will not receive transcripts or their diploma until the student's account has been paid.
2. Names of faculty and/or staff who have not settled all parking tickets by the end of the semester will be submitted to the Vice President for Academic Affairs and Vice President of Finance respectively.

## **BLUEFIELD COLLEGE TAILGATING POLICY**

### **Definition:**

- Tailgating is defined as parking in a designated location/or area and/or setting up non permanent facilities (such as tents and tables) to consume food and beverages prior to an officially sanctioned College event to which the public is invited and the event has been approved for tailgating.

### **Conduct:**

- Individuals attending events at Bluefield College are expected to conduct themselves in a manner respectful of the nature and character of the College. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to citation. Students may also be charged with a violation of the code of Student Conduct.

### **Tailgating Areas/Times:**

- Tailgating with food and non alcoholic beverages is permitted in the following areas:
  - Bluefield City Recreation Park
  - The Dome
  - Tennis Courts
  - Or Any Other Approved Tailgating Area(s)
- THE ABOVE DESIGNATED AREAS ARE THE ONLY LOCATIONS APPROVED FOR TAILGATING. Alcohol consumption will not be permitted in any of these area(s). Consumption of alcohol constitutes a violation of Bluefield



College tailgating policy. Violators are subject to charges under the Bluefield College code of Student Conduct.

- Tailgating is limited to directly behind your parked vehicle. Roadways cannot be blocked for any reason.
- 
- Tailgating sites will be open two hours before the official beginning of the event. Tailgating must be discontinued fifteen minutes prior to the start of the game and throughout the game.

#### **Consumption of Alcohol:**

- Bluefield College does not sanction the consumption or possession of any alcoholic beverages by any person on the premises of Bluefield City Recreational Park or any other property of the College or designated area approved for tailgating purposes.
- Kegs and other common containers are not allowed at any time. Glass containers are not allowed. Drinking games, included but not limited to beer pong, and the use of devices intended to accelerate the consumption of alcohol, including but not limited to funnels or beer bongs, are prohibited.

#### **Consumption and Preparation of Food:**

- No food may be sold without proper College permit.
- Propane grills are the only permissible sources of heat for cooking.
- Open flame fires, including fire pits and charcoal grills, are prohibited.

#### **Trash:**

- All groups and individuals participating in tailgating are responsible for proper disposal of their trash and other debris. Please utilize trash containers that are supplied throughout these areas.

#### **Solicitation:**

- No sales activities are allowed on the Bluefield College campus, including any/all tailgating areas, without permission from the appropriate College Office (i.e. Student Development, Athletics, Advancement).

#### **Smoking Policy:**

- Smoking is not allowed inside Mitchell Stadium.
- If smoking in a designated area, (outside the gates of Mitchell Stadium) smoking residue must be placed in appropriate receptacles.

#### **IDENTIFICATION CARD/LIBRARY ACCESS**

Office of Student Development, ext. 4207

All students are issued a college identification card. The bar code on the student identification card enables the student to gain access to the library subscription databases and electronic resources from off campus. More information about library resources is available on-line at [www.bluefield.edu/library/index.html](http://www.bluefield.edu/library/index.html)

Your student ID card is required for use to:

- Easley Library
- Campus Store
- Starbucks Kiosk
- Dining Hall
- Athletic Facilities
- Residence Halls
- Convocation
- Bluefield Community Center
- Social Events

*\*necessary for you for identification whenever asked by a campus security officer or College official*

All student ID cards whether lost, broken, or misplaced, can be replaced in the Student Development Office at a cost of \$20.00. Student ID cards cannot, under any circumstances, be altered, loaned to others, or used to misrepresent you or the College.

## **HEALTH INFORMATION SERVICES**

Office of Student Development, ext. 4207

### **Student Insurance**

Bluefield College has always been committed to ensuring students have access to affordable, quality, and comprehensive health insurance. Bluefield College practices a “hard waiver” insurance plan through Gallagher Student Health and Special Risk. Gallagher works with students and parents to help familiarize them with the Student Waive/Enroll process on their website which is designed especially for Bluefield College to provide information about the Student Health Insurance Plan. Please visit the website at [www.gallagherstudent.com/bluefield](http://www.gallagherstudent.com/bluefield) and familiarize yourself with all the benefits of the plan if you choose to enroll in the insurance. The website is very user friendly and easy to navigate so please take time to explore.

However, many students will only visit the website with the purpose of waiving charges from your student account. Please note, the insurance premium is charged annually and not per semester. Students will see a one-time charge on their student account in August. Please understand, ALL STUDENTS WHO DO NOT WISH TO BE ENROLLED must prove that they have coverage by September 2nd each year by completing and submitting the on-line waiver or this premium will be NOT removed from their account.

Please keep the following in mind when you are making decisions about insurance:

- Providing a copy of your personal insurance card to the Office of Student Development or the Athletic Department when submitting the Health Information Packet or Athletic Form(s) is NOT the same as submitting an on-line waiver. All students are required to include a copy of their insurance card with their Health Information Packet and to the Athletic Department for record keeping purposes only. This does not meet the “hard waiver” requirement.
- When discussing “bottom line estimates” with financial aid/BC Central, please understand they are not actually deducting the insurance premium from your account. You still have to go online to waive the insurance before you will notice an official change in your statement.
- The term “hard waiver” means proof of coverage must be furnished or the student will be automatically enrolled in the college-sponsored health insurance plan and

the premium for the plan will be added to their tuition bill.

- “Hard waiver” does not mean a student must be enrolled in the Bluefield College - sponsored health insurance plan; it means students are required to show evidence of coverage by an acceptable health insurance plan.
- The “hard waiver” requirement applies to any undergraduate, traditional student enrolled in a degree-seeking program and registered for six or more credit hours.

We strongly encourage students to contact the Office of Student Development with questions regarding the waiving and enrollment process. Our goal is to see that all students who wish to be enrolled in the insurance are enrolled in a timely manner and that all students who have their own insurance coverage are able to waive the insurance and have the charges removed from their account as quickly as possible. When you receive your statement from the Bluefield College business office, the insurance adjustment will be made to your statement.

There are no exceptions to this policy.

Keep in mind, this process is for all traditional BC students who are enrolled in 6 or more credit hours per semester and in a degree-seeking program. Written approval must be obtained from the insurance administrator prior to an exemption.

Current information about the insurance is sent out through student email, the Parent Club, and posted on the Student Development web pages. Please check all of these for effective dates of coverage and the open and closing of the enrollment/waiver period, as these time frames may vary.

Should you have any questions please contact the Office of Student Development at 276-326-4207 or email [rbailey@bluefield.edu](mailto:rbailey@bluefield.edu)

### **Health Information Packet and Immunization Records**

The Office of Student Development and Health Services at Bluefield College must receive a Health Information Packet and Immunization Information before students can obtain a Student ID. Students may download and print the Health Information Packet from the BC Website and mail to:

Bluefield College  
Office of Student Development  
3000 College Drive  
Bluefield VA 24605

or, download and scan Health Information Packet and email to Ranae Bailey at [rbaley@bluefield.edu](mailto:rbaley@bluefield.edu).

### **Immunization Health Records**

Virginia Law (Code of Virginia, Section 23-7.5) requires full-time college students to submit health history information and documentation of required immunizations. In keeping with these guidelines, Bluefield College requires each student to submit these forms before registration.

Health Services will mail your Immunization records directly to you. Since you may need to send your immunization records to other institutions, be sure to keep a copy in a safe place. Federal HIPPA laws prevent us from faxing them or forwarding immunization records. It

is your responsibility to forward these records to other schools, employers, etc. Copies of health records are destroyed after five years of absence from Bluefield College.

To obtain a copy of your immunization record, please email Ranae Bailey at rbailey@bluefield.edu and request your immunization records to be sent to you. You may also request in writing:

Bluefield College  
Office of Student Development  
3000 College Drive  
Bluefield VA 24605

Immunizations and health screenings are available through services provided by the Tazewell County Health Department. There is a minimal fee for some immunizations and health screenings. Bluefield Regional Medical Center is one mile from the campus and may be utilized for care of serious illnesses or surgery. A physician is on duty 24 hours a day in the Bluefield Regional Medical Center Emergency Room for after-hour emergencies. Resident students needing care after hours should contact the RHD or RA on duty.

### **General Information**

Students may obtain first-aid treatment and/or referral to local physicians through the Office of Student Development. Students are responsible for all expenses incurred at the doctor's office or hospital.

### **FOOD SERVICE**

Office: Shott Hall, Dining Hall ext. 4264

Hours of Operation:

#### **Monday - Friday**

Breakfast ..... 7:30 – 10:30 a.m.  
Lunch ..... 11:30 a.m. – 2:30 p.m.  
Dinner ..... 5:00 – 7:00 p.m.

#### **Saturday and Sunday**

Brunch ..... 11:30 a.m. – 1:30 p.m.  
Dinner ..... 5:00 – 6:00 p.m.

#### **Starbucks**

Monday – Friday ..... 7:30 a.m. – 10:30 p.m.  
Saturday and Sunday ..... 8:00 a.m. – 10:30 p.m.

Your College Dining Services provides a variety of meal options for you.

**Garden Club** - fresh garden options for you to create your idea of a healthy dining experience with an optional soup selection.

**Café Classics**- traditional line-up of all you care to eat hot meals with healthy choice matters.

**Deli Depot** – is a sandwich factory with a variety of meat and bread choices accompanied by toppings and condiments galore.

**The Grille Company**- sizzling, cooked to order to satisfy your taste buds and please your palate.

**Say Cheese**- Pizza and pasta delights.

**Sweet Sensations** –Tasty sweets to finish off your meal!

**The Oasis**- Quench your thirst with a hot or cold beverage that includes sugar-free options.

**Starbucks**—Located in our SAC, visit our Starbuck’s Kiosk for a casual warm Pick Me Up or grab something from our **OutTakes** selection for food on the fly that is available all day! All students on a meal plan have meal replacement options at the kiosk, following Valley’s meal replacement guidelines.

The following policies apply to Dining Services:

All students must present their valid student identification cards when entering the Dining Hall at all times. Students will not be admitted into the Dining Hall without presenting their student identification card. No student is permitted entrance into the Dining Hall during non-service hours.

Proper attire is required of all individuals entering the Dining Hall, and must be worn in a non-offensive manner. Cleats are not allowed.

Board Meal Plan members may not obtain food items for non- Board Plan Members. This is a direct violation of the Standards of Student Conduct with consequences to be determined by the Dean of Students.

All Dining Hall utensils (cups, plates, bowls, silverware, etc.) are the property of the Dining Hall. *Please do not remove any non-disposable utensils.*

Only food service employees are permitted in the kitchen and in any food preparation areas.

All other policies and procedures of the Student Hand Book and Student Conduct apply in the Dining Hall.

Further information concerning policies and procedures, meal plans, pricing or special service requests may be obtained from the Dining Services Office and the Director of Dining Services, along with any questions, concerns, suggestions or comments.

## STUDENT NEWSPAPER

Mimi Merritt, Faculty Advisor, Ext. 4548

**The Rampage** - is the student newspaper entirely produced by students under the supervision of the Division of Language, Literature & Communication. Students are eligible to receive up to 3 semester hours of credit.

## OFFICE OF CAMPUS SAFETY

Will Robinson, Coordinator of Campus Safety

Campus Safety Office, ext. 4313

Mobile: (304) 887-1795

The Office of Campus Safety (OCS) is concerned for the safety of each individual, as well as the community as a whole. The OCS is primarily responsible to protect the people and property of Bluefield College. A safety and security officer is on duty 24/7 during the semester. In addition, our Bluefield College Criminal Justice students and staff will enhance and support our security efforts.

All resident students should assist in maintaining adequate protection within the residence halls and on campus. As members of the campus community, you should immediately notify your Resident Assistant, the Residence Area Coordinator, or the Campus Safety Officer concerning the presence of unauthorized individuals in the residence halls or on the campus. The following explains the campus policies regarding procedures to report criminal actions or other emergencies occurring on campus:

Monday through Friday 24/7 and 10:00 p.m. to 6:00 a.m. on weekends, students should report all emergencies or incidents of criminal activity to the security officer on duty, their Resident Assistant, Residence Area Coordinator or the Director of Campus Safety.

The Bluefield, Virginia Police Department and Rescue Squad will respond at any time to calls from individual members of the campus community reporting emergencies or incidents of criminal activity on campus.

A list of emergency phone numbers is included in the student handbook and the campus telephone directory. Campus safety requires the active cooperation, assistance, and support of the campus community which it serves.

Students are encouraged to say something if they see something suspicious. It is important to report, accurately and promptly, all emergencies and incidents of alleged criminal activity occurring on campus. Furthermore, students are encouraged to report any violations of the Community Living Standards. Students reporting such incidents are ensured access to the campus disciplinary system and/or local police. Students can report such incidents to the OCS, College Administrators, Residence Life Staff or local police. All persons on campus are entitled to courteous and respectful treatment without regard to race, sex, religion, national origin, or handicap.

The Campus Security Act and A Student's Right to Know, requires that the OCS report crimes to the United State Secretary of Education and that information on certain crimes be made available.

*All detailed incident reports are on file in the Office of Student Development and are available for any student/faculty to peruse at any time.*

Campus crime statistics reported to campus security authorities or local police agencies:

	2011	2012	2013
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Agg. Assault	0	0	0
Burglary	1	6	1
Vehicle Theft	0	0	0
Alcohol	0	2	3
Drugs	0	2	2
Weapons	0	0	0

## **STUDENT ACTIVITIES**

Kelly Bittler, Director of Counseling & Student Activities

Office: Shott Hall, ext. 4256

The role of the student activities department is to complement the academic mission of the College and enhance the over-all educational experience through the development of, exposure to, and participation in social, cultural, intellectual, recreational, spiritual, and leadership programs. The Student Activities Staff is consists of the Director of Residence Life, Events Coordinator, and Student Union Board – SUB.

The Student Activities department coordinates programming to include concerts, special events, coffeehouses, comedy clubs, student activities center operations, student organizations, novelties, cultural events and SUB.

**Shott Hall Student Center** - Shott Hall is the College's student activity center. The facility houses a large dining hall, Game Room, the Student Activity Center (S.A.C.), The Ram Depot (the Campus Store), post office, multipurpose rooms, Quick Shott Café (Starbucks) and offices.

**Shott Hall Annex** - Shott Hall Annex is an extension of the Shott Hall Student Center located on the west end of the campus behind Shott and Cruise Halls. This facility was designed to provide students with a gathering place for study, conversation, meetings, and relaxation during the day between classes. The facility also serves as a meeting place for various clubs and organizations on campus including the Student Union Board. All students are welcome to use the Shott Hall Annex throughout the day and evening.

### **Greater Bluefield Community Center**

Bluefield College partners with the Greater Bluefield Community Center, located approximately one mile from the campus. The Community Center features a fitness center complete with cardiovascular machines, free weights, aerobics, indoor pool, racket ball, gymnasium, locker rooms, and much more.

All currently enrolled students may use their student ID's for admission to the community center at no cost.

### **ANNUAL CAMPUS EVENTS**

**Welcome Week** activities begin the Monday prior to classes starting. The week continues the orientation of the first year and transfer students, acquainting them with the library, computer labs, the Writing Center and other campus resources. Student Activities provides entertainment to acclimate students to campus life. Programs generally include a concert, comedy club, movie, coffeehouse and other social functions.

**President's Convocation** is the first Convocation program of the fall semester. The Convocation is the official opening ceremony of the College and features the faculty in full academic regalia. The President introduces new faculty and staff and officially welcomes you to the College.

**Duremdes Christian Emphasis Week** is endowed by Drs. Gene and Jane Duremdes. During this week, a special speaker is invited to conduct programs and seminars on topics related to Christian living.

**Homecoming Weekend** is when alumni return to the campus to renew old friendships and meet current students, faculty, and staff. The weekend is full of programs and activities that include the Homecoming Formal, and the crowning of the Homecoming King & Queen.

**Winter Solstice** is an annual end of the Fall semester event with various activities for the entire student body.

**December Graduation** is a special ceremony in which the President of the College confers degrees.



**Honors Convocation** is a Convocation in which the College presents academic and service awards.

**Mud Pig Day** is an annual end of the semester event with various fun activities for the student body.

**May Graduation** is a special ceremony in which the President of the College confers degrees followed by a reception.

**Student clubs & Greek organizations** – Bluefield College has acknowledged that general local Greek organizations can be a valuable component of the undergraduate experience. These organizations maintain, as their primary purpose, the enhancement of the learning and growing process. Through activities encouraging leadership development, organization management, interpersonal and group dynamics, social awareness, philanthropic spirit, College loyalty, and career orientation, they have earned the privilege of College recognition.

Greek organizations are self-perpetuating fraternities and sororities attempting to fulfill the total co-curricular needs of their members in a self-directed and self-governing manner. Membership in Greek fraternities and sororities is not limited to any department at Bluefield College and is drawn exclusively from the undergraduate student body. Bluefield College is host to four local fraternities and two local sororities. These organizations regularly sponsor service activities, intramural teams, social events, and other programs. The following Greek organizations currently are recognized and sanctioned to operate on the Bluefield College campus:

**Alpha Delta sorority** - The purpose of this sorority is to create a Christian atmosphere in which sisters are able to have meaningful fellowship in common purpose, interest, and fulfillment in both academic and extracurricular activities. Alpha Delta's members strive in spiritual and academic areas as well as any other areas necessary for the well-being of the individual and sorority. The organization also accepts the responsibility of uplifting Jesus Christ through actions as well as spreading His word and love.

**Kappa Psi Omicron sorority** - The purpose of this sorority is to assemble students of Bluefield College in the spirit of service to humanity and to develop friendships among students of all races.

**Beta Chi Delta fraternity** - The purpose of this fraternity is to create a Christian atmosphere in which brothers are able to have meaningful fellowship in a common purpose, interest, and fulfillment in both academic and extracurricular activities. Its members are to strive in spiritual and academic areas as well as any other areas necessary for the wellbeing of the individual and Fraternity. The organization also accepts the responsibility of lifting up Jesus Christ through our actions as well as spreading His word and love.

**Phi-Psi Omicron** - The purpose of this fraternity is to strengthen the bond of friendship between the students of the College and to make a fraternity that is united by the bonds of brotherhood.

**New Organizations** - If you have your own idea about starting a new program or organization, please be encouraged to do so! New organizations must develop a Constitution and have it approved by the Student Government Association, the RA staff, and Campus

Ministry (in the case of religious organizations). If you have questions or need assistance, please schedule a meeting with the V.P. of Student Development.

**Service Organizations** - offer a wide variety of human service opportunities for individuals of all majors and interests. Many Bluefield College students actively serve the College and local communities each year. Whether they are seeking to continue a particular activity or looking for new experiences and challenges, all Bluefield College students are strongly encouraged to get involved in service opportunities. Active organizations include: Appalachian Trail, Art Club, Black Student Alliance, Latino Student Alliance, and Sportsman Club

**Student Ambassadors** are selected by the staff of the Office of Admissions each year. This group of students are trained to assist in the admissions process in the recruitment of students for Bluefield College. The Ambassadors offer tours of the campus and assist in orienting prospective students to student life at the College.

**Special Interest Organizations** - comprise a wide variety of service, programming, and need-fulfillment activities. Nonspecific to any general purpose as a group of organizations, each special interest organization is unique in its goals, events, and membership requirements. There is generally “something for everyone” within this group of organizations.

**Bluefield College art club’s** object and purpose is to provide the faculty, staff, and students with opportunities to share ideas, insight in art concepts, and fellowship. They sponsor several field trips per year, highlighted by an annual trip to Washington D.C. Meetings are held every Monday night from 7:00 - 9:00 p.m. during the school year. There are two annual sales per year, at Christmas and in the Spring, to raise money for the Art Department.

**Student organizations and clubs** - The College recognizes the value of belonging to various interest and social organizations. Interaction with other students, faculty and staff, encourages growth and develops social skills. College organizations are open to all students regardless of race, creed, national origin, or religion.

The Director of Residence Life, Student Union Board, and Events Coordinator, is experienced in programming and assists in developing a calendar of programs and activities designed to address your needs and wishes.

All student organizations, which include Greek fraternities and sororities, must meet the guidelines, policies, and procedures identified in a separate publication, available from the Student Activities staff, before being recognized as official student organizations at Bluefield College.

**Student Union Board** works to (1) plan the activities calendar, (2) procure entertainment for special events, and (3) act as an advisory board. It is comprised of students selected by the Student Activities staff in conjunction with a selection committee. The board works with the Student Activities staff and is responsible for programming and publicizing recreational, cultural, spiritual, social, and informational entertainment events on campus during the school year.

### **Intramural Activities**

The Intramural Sports Program is one of the most popular extracurricular activities on campus. The program offers a wide variety of competition in team and individual events; sand

volleyball, tennis, volleyball, flag-football, basketball, softball, golf, bowling. Intramurals is a great way to find your home away from home. You will meet new people with the same interests and continue playing the sports you have grown to love. The intramural staff is dedicated to serving the student body. The staff organizes the leagues, supervises plays, monitors and tracks league standings, and organizes the tournaments; all you have to do is PLAY.

### **Mountain Trail Outfitters**

Over the years Bluefield College has purchased [or had donated] an abundance of outdoor equipment that has been stored in numerous locations throughout the campus. Because the equipment has not had a general storage location for students, faculty, and staff to go for checking the equipment in and out, much of the gear has been misused, not returned or properly maintained, and many times people are not aware the College even has the equipment for use.

Now that we have a key location on campus where everyone can come to pick-up and return the gear through a checkout process we will be able to store, maintain, and inventory the equipment on a regular basis. MOUNTAIN TRAIL OUTFITTERS is for EVERYONE at Bluefield College. Please feel free to drop by MTO and check out the inventory we have on hand and will continue to try to increase as budget allows.

Please e-mail David Taylor (dtaylor@bluefield.edu) or Kelly Bittler (kbittler@bluefield.edu) if you are interested in reserving gear. All students, staff and faculty will be required to sign liability release forms when using some of the equipment.

### **New Student Adventures**

New Student Adventures was unveiled during the fall 2013 semester to get new freshman students acclimated with the beautiful region that Bluefield College claims home to. All new, first time college students enrolling at the beginning of each academic school year must sign up for an activity. Transportation, meals, and activity fees will be provided by Bluefield College.

Bluefield College partners with Adventures on the Gorge. Adventures on the Gorge is America's premier adventure resort. Adventures on the Gorge is perched on the very rim of West Virginia's magnificent New River Gorge, adjacent to the National Park and mere minutes from Fayetteville, and the New River Gorge Bridge. Students can choose between multiple adventures such as:

- Rafting
- Rock Climbing
- Paint Ball
- Mountain Biking
- Tree Tops Canopy Tour
- Gravity Zipline
- Timber Trek Adventure Park
- Team Challenge

Students will have the opportunity to register for New Student Adventures during RAM Day events. Registration typically opens the end of May and closes on new student move-in day. If you have any questions or concerns about New Student Adventures please e-mail Kelly Bittler at kbittler@bluefield.edu

## **ATHLETICS**

Athletics Director & Coaches Offices  
House #8 ext.4239

The Department of Athletics provides opportunities for students with exceptional athletic ability to represent the College in the National Association of Intercollegiate Athletics (NAIA), and the National Christian College Athletic Association (NCCAA). Through athletics we embrace the NAIA Champions of Character initiative and follow the biblical guidance needed for membership in the NCCAA. The College is a member of the Appalachian Athletic Conference in the NAIA. The Athletics Director reports to the President.

The athletics program is a vital part of the co-curricular student development at Bluefield College. The College offers scholarships in 14 sports at the varsity and junior varsity level. Bluefield provides Football, Baseball, Basketball, Cross Country, Golf, Soccer, and Tennis for males; and Basketball, Cheerleading, Cross Country, Soccer, Softball, Tennis, and Volleyball for females.

## **THE OFFICE OF ACADEMIC AFFAIRS**

Vice President for Academic Affairs  
Office: Lansdell Hall, First Floor

The Office of Academic Affairs serves as the link between the student and the educational process. The Vice President for Academic Affairs oversees this process and assists students and faculty in academic decisions.

### **Departmental Organizations**

Departmental organizations are generally founded by and operate from an academic department at Bluefield College. Often affiliated with chapters of the same name at other colleges and universities, Bluefield College's departmental organizations offer an excellent mix of professional special interest activities, personal contacts, and social events. Contact the Office of Academic Affairs for further details.

## **EASLEY LIBRARY**

Easley Library was built in 1956. It is named in memory of Frank Smoot Easley and David Milton Easley, both of whom served on the Board of Trustees. The three-story building consists of a main entrance level, a mezzanine or second floor, and a basement or ground level which houses the Education Department.

As an integral part of the educational program of Bluefield College, the library provides instructional resources, services, and facilities to the college community and access to resources and services to off-campus faculty and students. The primary purpose of Easley Library is to provide support for the educational goals of the college, as stated in the mission and catalog of the college, by (1) acquiring and maintaining a well-balanced, up-to-date collection of both print and non-print materials, (2) providing physical facilities and equipment that will ensure the most effective use of library resources, (3) instructing the college community in the effective and efficient use of library resources and services, (4) cooperating with other libraries to develop shared library resources.

On the main floor students will find the circulation area where books (including reserve materials) are checked out. Adjacent to circulation is a small leisure reading area and an extensive VHS/DVD collection and a CD music collection. In the west wing on the main floor students find the reference and journal collection as well as the copier.

A reference librarian is on duty at all times to assist students. 14 research computers are located on the main level. There students may search the online catalog and electronic databases. On the mezzanine level students will find the circulation book collection as well as numerous study areas.

**Overdue materials:** Materials should be returned to the Library by the “due date”. Notices are sent to students by e-mail. Fines accumulate after a five day “grace period” at a rate of 10 cents per day up to a maximum of \$10.00 per book. Video and DVD fines are \$.25 per day and overdue interlibrary loan books are \$.50 per day. After the third notice is sent out, the student is billed for the price of the book or material. If the book or material is not returned or paid for by the end of the semester, registration for the following semester will be delayed on the day of registration until arrangements are made with the library.

Hours of operation\*

Monday - Thursday**	7:45 a.m. - 10:00 p.m.
Friday	7:45 a.m. - 4:00 p.m.
Saturday	11:00 a.m. – 6:30 p.m.
Sunday	2:00 p.m. – 10:00 p.m.

\*Hours of operation during Semester breaks and holidays will be posted, or call (276) 326-4238.

\*Summer hours are Monday-Friday: 9:00 a.m. - 4:00 p.m. Closed on Saturday and Sunday.

\*\*The Library is closed every Wednesday during the academic year from 10:00 a.m. - 11:00 a.m. for Convocation.

**Library Services Directory Ext**

Circulation.....	4238
Interlibrary Loan.....	4269
Reference.....	4269
Acquisitions.....	4267
Director.....	4237

**Final Exam Schedule**

	Class Time	Final Exam Time	
MWF	8:00 am	8:00 am	Saturday
TR	8:00 am	11:00 am	Saturday
TR	2:30 pm	2:00 pm	Saturday
MWF	9:00 am	8:00 am	Monday
TR	9:30 am	11:00 am	Monday
MWF	2:00 pm	2:00 pm	Monday
MWF	1:00 pm	8:00 am	Tuesday
MWF	12:00 noon	11:00 am	Tuesday
TR	1:00 pm	2:00 pm	Tuesday
TR	11:00 am	8:00 am	Wednesday
MWF	11:00 am	11:00 am	Wednesday
MWF	3:00 pm	2:00 pm	Wednesday

Final exams for classes beginning at 4:00 p.m. or later are to be held at the normal class

time during the final exam period.

## **Honors Program**

Dr Rob Merritt, Director of the Honors Program

Office: Rish Hall, Ground Floor (ext. 4270)

The Bluefield College Honors Program is an interdisciplinary curriculum that provides a stimulating academic environment and intellectual challenge for highly motivated students. Students who complete all elements of the Honors Program will receive the designation, “Honors in \_\_\_\_\_,” inscribed on their transcripts and be recognized as first graduates in the commencement ceremony. The Honors Program, includes:

- exclusive, small specially focused general education seminars and
- attend regional and national Honors conferences
- participate in an interdisciplinary junior seminar which integrates various areas of knowledge culminating in a significant research project in any area of your interest.

A limited number of scholarships are available to qualified students.

## **Admission to the Program**

Incoming Freshmen: ACT score of 25 or SAT score of 1100 or eligibility for Presidential Scholarship. Submission of an application essay. For more information visit [www.bluefield.edu/honors/](http://www.bluefield.edu/honors/)

## **Requirements**

**Six Honors General Education courses:** chosen from English, Social Science, History, Communications, Fine Arts, Christian Studies, Natural Science (w/ lab), and Health: 18 Hours (or 19 w/ lab science).

**Honors Freshman Seminar:** 1 Hour: small, intellectually stimulating class taught by a distinguished faculty member emphasizing critical interpretation and oral and written communication focused on a variety of stimulating topics concerning what it means to be human.

**Honors Junior Seminar:** 3 Hours: In-depth interdisciplinary investigation of an issues in students’ majors culminating in a term project of the students’ design.

**Honors Senior Seminar:** 1 Hour: Discussion of a jointly agreed upon “Great Book”

**Global Education,** Dr. Maria Zalduanalo, Director of Global Education

Office: Lansdell 301C (ex. 4271)

Email: [mzalduondo@bluefield.edu](mailto:mzalduondo@bluefield.edu)

Bluefield College is a member of the CAPA International Education ([www.capa.org](http://www.capa.org)) which provides semester abroad study opportunities in London, UK; Dublin, Ireland; Florence, Italy; Sydney, Australia; Madrid, Spain, and Beijing, China. Students have the opportunity to take a variety of courses with faculty members of the cooperating institutions as well as from qualified professors from the host country. Additionally, Bluefield College is aligned with Consortium for Global Education (CGE). Through this program students can study abroad in various areas of interest, with short and long-term opportunities, especially as they relate to the learning of the Arabic and Chinese languages( [www.cgedu.org](http://www.cgedu.org)).

CGE currently offers study abroad experiences in Jordan, Australia, Lithuania, Lebanon, Greece, and Argentina. Our affiliation with the Council for Christian Colleges and Universities’ BESTEMESTER program, affords students semester study broad experience in India, Costa Rica, and Uganda. Bluefield College also offers enrichment/learning

opportunities through international course-related travel international travel and cultural immersion. Such opportunities are coordinated with academic coursework completed at the main campus in Bluefield.

The college is committed to global education and has established an exchange program with Jiangsu Second Normal University in Nanjing, China, whereby Bluefield College faculty and students engage in cultural exchange with China in May. Then every fall Chinese students and faculty participate in the Bluefield College academic environment. Similar opportunities are available in Thailand at Mahidol University in Bangkok as well as “glocal” activities in United States urban settings such as Chicago. Current information can be found under STUDY ABROAD on the Bluefield College website, or contact Dr. Maria Zalduondo, [mzalduondo@bluegiled.edu](mailto:mzalduondo@bluegiled.edu). Go on, GET OUT THERE!

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Office: Rish Hall, lower level (4220)

Students with documented disabilities are eligible to receive services and accommodations based on specific needs. To receive services at Bluefield College, students must provide relevant documentation that supports their disability.

Accommodations are made on an individual basis and are for the purpose of providing equal access to educational opportunities as specified in the guidelines of the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973.

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 define a disability as a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, breathing, learning and working.

This definition also includes a person with a record of disability or a person perceived as having a disability.

### **Professional Fraternities**

Bluefield College offers several coeducational organizations with the purpose of promoting professional competency and achievement within a specific academic field. They generally limit their membership to qualified students who are enrolled in a particular degree program and who have obtained a determined minimum academic achievement level.

**Eta Beta Rho** is a national Hebrew studies honor society founded in 1960 by the National Association of Professors of Hebrew. The Eta chapter at Bluefield College was chartered in March 1995. The purpose of Eta Beta Rho is to recognize outstanding attainments in the study of Hebrew language and literature, to stimulate study and research in this field, and to promote an understanding and appreciation of the culture of Israel.

**Kappa Phi** is an international recognized student led organization that unifies students of various visual arts. The Eta Zeta Chapter of Bluefield College, chartered in the spring of 2008, seeks to better and enhance campus, community, world, and self, through visual arts. This is accomplished by doing wall murals, teaching lessons, and volunteering member talents to local area shelters and organizations.

**Phi Beta Lambda** is a national business organization. PBL's mission is to bring business and education together in a positive working relationship through leadership development programs. As a member of PBL, you will build your resume, meet business leaders in the community, experience the rewards of community service and enjoy travel and special activities.

**Pi Delta Kappa** is a professional association for current and future educators. PDK's mission is to support education, particularly public education, as the cornerstone of democracy. Its vision is to be the experts in cultivating great educators for tomorrow while continuing to ensure high-quality education for today.

**Pi Gamma Mu** is the largest international honor society in the social sciences. Chartered in 2001 at Bluefield College, the purpose of the society is to encourage excellence in the social sciences, to inspire an intelligent approach to social problems, and to promote mutual understanding among people of differing opinions. The society recognizes good scholarship and encourages it through enriching programs, a lectureship program, and student-faculty fellowship.

**Psi Chi** is the national honor society in Psychology. The purpose of Psi Chi is to encourage, stimulate, and maintain excellence in scholarship, as well as to advance the science of Psychology.

**Sigma Beta Delta** is an international honor society for students in Business, Management, and Administration at schools and colleges with regional accreditation. Membership is limited to business students ranked in the upper twenty percent of the junior and senior class and must be invited to membership by the faculty officers. The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management, and administration, and to encourage the promote personal and professional improvement and a life distinguished by honorable service to mankind.

**Sigma Tau Delta** International English Honor Society is one of the largest members of the Association of College Honor Societies. Its central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

**Theta Alpha Kappa** is the only national honor society serving the needs of those involved in the study of religion and/or theology at both the baccalaureate and post-baccalaureate levels of higher education. Honoring excellence in these academic fields is its primary purpose, and it currently hosts over 200 local chapters throughout the United States at institutions both large and small, public and private. Bluefield College is home to the Alpha Beta Lambda chapter.

### **Academic Honors and Awards**

Bluefield College awards students for their academic excellence in various ways including Graduation Honors, President's list, Dean's list, and Who's Who. For more information, please refer to the Honors and Awards section of the 2012-2013 academic catalog located on the college website.

### **Academic Appeal Procedure**



A student has the right to contest a grade given in any Bluefield College course. Please see Academic Appeal Procedure in the 2009-2010 online academic catalog on the college website for further details.

### **Academic Computer Labs**

The Science Center houses four computer labs, which are available during the day when there is not a class scheduled. In the evening and during the day on weekends, a lab is open for students to work on assignments, conduct research, and job-search activities. Each lab is equipped with a printer, internet, and a wide variety of software.

### **Registrar's Office**

Josh Grubb, Registrar

The Registrar's Office should be contacted regarding questions in the following areas:

Adding/Dropping Classes Change In Majors/Minor

Change of Address Class Schedule

Graduation Evaluation/Application Registration

Transcript Request Transfer Credit

Withdrawal from school request Veteran's Benefits

Athletic Eligibility Enrollment Verification

### **Request for Academic Transcript**

Students must complete the transcript request form and submit to BC Central. Unofficial transcripts are free of charge; however, a fee of \$15 must accompany the request for an official copy. Payment by credit card may be completed on the Transcript Request Form. Transcripts will not be release until payment is received. Students currently enrolled will not be charged.

### **Office of Admissions**

Trent Argo, V. P. for Enrollment Management

Office: Lansell Hall

The Admissions Office at Bluefield College is responsible for recruiting new freshmen and transfer students who will comprise a promising student body. Current students who would like the College to contact specific individuals about attending Bluefield College may email the Admission Office at [admissions@bluefield.edu](mailto:admissions@bluefield.edu) or at extension 4231.

### **Notice to Student of Their Privacy Rights**

A student's records are maintained under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act seeks to protect the privacy of student records. FERPA is sometimes also referred to as the student records confidentiality policy.

With certain exceptions, officials of Bluefield College will not disclose personally identifiable information from a student's education records without the student's prior written consent. A student may grant permission for a Bluefield College official to release information about his or her academic progress, conduct, and financial affairs, completing a FERPA Education Record Release form and submitting it to BC Central.

College employees are permitted to release "directory information", as listed below, without the student's prior written consent. Students can restrict how address information is printed

in the Campus Directory, or can have all directory information restricted, by notifying BC Central in writing. Requests for non-disclosure will be honored by the College until removed, in writing, by the student.

- Name
- Jenzabar ID
- Local Address
- Local Telephone Listing
- Grade/Billing (permanent) address
- Grade/Billing (permanent) telephone listing
- High School attended
- Date and place of birth
- County, state, or U.S. territory from which student originally enrolled
- Photograph or video clip
- Major field of study
- Class (junior, senior, etc.)
- Enrollment status (full-time, half-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Campus electronic mail address
- Grade point average, in recognition of achievement

### **What are Educational Records?**

Any record maintained by the college that is related to the student with some narrowly defined exceptions:

- Records in the “sole possession of the maker” (e.g., private advising notes)
- Law enforcement records created by a law enforcement agency for that purpose
- Employment records (unless the employment is based on student status). The employment records of student employees (e.g., workstudy, and wages) are part of their education records.
- Medical/psychological treatment records (e.g., from a health or counseling center)
- Alumni records (i.e., those created after the student has graduated)

### **Information Students Can See**

The Family Educational Rights and Privacy Act also gives a student the right to inspect his or her education records (hard copy and electronic) and to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. To inspect his or her education records, a student must file a written request with the individual who has custody of the records that the student wishes to inspect and the request must be honored within 45 days after the records custodian receives it.

To request amendment of his or her records, a student first discusses the matter informally with the records custodian, and if the custodian does not agree to amend the records, he or she will inform the student of applicable appeal rights. Students also have the right to file a complaint with the U.S. Department of Education alleging that the institution has not complied with FERPA.

### **Information Students Cannot See**

Students may NOT see parents' financial statements or records and letters of recommendation for which the student waived the right to view. Students may NOT see the personal information of any other student or any information on a student who has a non-disclosure request on record.

### **Access to Student Data**

Departments within the College requesting other than directory information will be given such information if they have a legitimate educational interest. College officials have a legitimate educational interest if it is necessary or desirable for them to have access in order to carry out their official duties and/or to implement the policies of Bluefield College, or if it is in the educational interest of the student in question for such officials to have the information. Persons receiving this information (or directory information prior to its publication) are responsible for protecting the confidentiality of the students involved. They are not permitted to re-release this data to persons, other than college officials with a legitimate educational interest, without the prior written consent of the students involved.

### **Instances in which student data (even for those records with restrictions and non-disclosure requests) are released**

- to specific internal groups with legitimate educational interest (signed waiver by student not required)
- to specific external groups with legitimate educational interest (signed waiver by student may be required)
- to other agencies not specified above (signed waiver required)
- to satisfy a subpoena or judicial order (signed waiver not required)

### **ACADEMIC CENTER FOR EXCELLENCE (ACE)**

Ashley Mingo, Director of ACE and Student Success [aamingo@bluefield.edu](mailto:aamingo@bluefield.edu)  
Office: Rish Hall, Lower Level (ext. 4606)

The Academic Center for Excellence exists to further Bluefield College's aim of providing a liberal arts education that will develop the whole person. This Center encourages students to take responsibility for academic choices and achievements and to understand that academic planning and development occur not only during undergraduate years, but also throughout a lifetime. Tutoring services, disability services and the testing center are housed in ACE as well as the offices of the assistant director of ACE and the Director of Academic Support Services .

Tutoring in all academic areas is coordinated through ACE, including our face-to-face and online writing tutoring. Tutoring appointments will be arranged for those students in need of tutoring in any discipline as tutors are available.

The Director of Academic Support works through ACE to assist those students on academic probation to help them achieve their academic goals. Students placed on academic probation are required to meet with the director while they are working to improve their scholastic performance.

Academic accommodations are also available for those students with documented disabilities. If any student desires assistance, he or she must contact the assistant director of the ACE center at [ACE@bluefield.edu](mailto:ACE@bluefield.edu)

## **CAMPUS STORE**

Judy Vannoy, Store Manager

Office: Shott Hall (ext. 4260 or 4614)

The Campus Store is located in Shott Hall and is open from 8:30 to 4:00 p.m., Monday through Friday. The store sells supplies, art and graphic design supplies, snacks, greeting cards, gifts, and a variety of College clothing.

Our book buy back will be the week of exams in May and December. Class rings and graduation announcements are ordered through Balfour; website, [www.balfour.com](http://www.balfour.com) or by telephone, 800-225-3687. Diploma frames are supplied by Framing Success; website, [www.framingsuccess.com](http://www.framingsuccess.com) or by phone, 800-677-3726, or from Artist's Choice Framing Gallery, 101 McDonald St. Blacksburg, VA 24060, [tow4th@verizon.net](mailto:tow4th@verizon.net) or by phone 540-552-8040.

Traditional and BC Online Students may purchase their textbooks from MBSDirect, our online bookstore partner @<http://bookstore.mbsdirect.net/bluefield.htm>.

## **MAILBOXES**

Judy Vannoy, Store Manager

Office: Shott Hall (ext. 4260 and 4614)

You are required to have a campus mailbox. All campus mailboxes are located in the Shott Hall Student Center next to the Campus Store. Mailbox keys are obtained during registration and a \$15.00 key fee is required. A charge of \$35.00 is assessed if you lose or fail to return your mailbox key. You should check your mailbox daily. To insure prompt delivery of mail, you should notify your family and friends that mail should be addressed as follows:

Your Name  
Bluefield College  
Box Number \_\_\_\_\_  
3000 College Drive  
Bluefield, VA 24605

Keys do not have to be returned until you graduate/transfer or if you withdraw.

## **STUDENT ACCOUNTS**

Office: BC Central Lansdell Hall, Third Floor, ext. 4215

Michelle White, BC Central coordinator

Email: [bccentral@bluefield.edu](mailto:bccentral@bluefield.edu)

Please follow us on Facebook, [BCCentral](#) and Twitter@[BlfBCC](#)

The staff of the Business Office is always happy to assist you! Hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Please call, email or stop by to see us if you need any of the following services:

- Make payments on or receive information about student account charges;
- Pick up student credit balance checks or work study checks;
- Request assistance with tuition assistance programs such as employer pay, employer reimbursement, military, veterans, etc.;
- TuitionPay payment plans;
- Cash checks (Max. \$50.00 per day)

## **FINANCIAL AID**

Carly Kestner, Director

scholarships and loans from private and outside sources. We encourage students to apply for outside scholarship opportunities through their church, community, and civic organizations. Students are also encouraged to check their Bluefield e-mail and MyBC accounts for periodic announcements, changes to awards, reminders of deadlines, and scholarship opportunities. Contact the financial aid staff in BC Central to discuss the availability of aid for you, for application procedures and deadlines, and anytime you have a question regarding your financial aid. You may also email us at [finaid@bluefield.edu](mailto:finaid@bluefield.edu).

## **INSTITUTIONAL ADVANCEMENT, ALUMNI RELATIONS, & PUBLIC RELATIONS**

V.P. for Institutional Advancement

Office: 30 College Drive (ext. 4556)

The College's institutional advancement, alumni relations, and public relations offices are responsible for securing financial support for the College and for building relationships with alumni and friends. Financial support comes from alumni and donors in many ways, such as: cash gifts, gifts-in-kind, establishment of scholarships, gifts of stock, planned giving programs, and memorial gifts and honorary gifts made by family and friends. The Office of Alumni Relations plans and coordinates all alumni activities, and serves as the primary point of contact for alumni to the institution. The Office of Public Relations manages the college's media relations, community relations, advertising, marketing and the development and/or distribution of its publications, all in an effort to promote the college, its faculty, staff, students, activities, and accomplishments. Student organizations or individuals are expected to communicate to the Office of Public Relations the appropriate details of any college events, actions, or accomplishments that warrant publicity. In the event that a student activity or program is cancelled, postponed, or changed in any way, the appropriate organization or individual should immediately notify the Public Relations Office so that publicity can be promptly amended. In addition, all publications, publicity or promotional material (including but not limited to brochures, flyers, posters, news releases, solicitation and newsletters) must be reviewed and approved by the Office of Public Relations prior to distribution to assure accuracy, consistency and quality.

## **PHYSICAL PLANT OPERATION**

Blair Taylor, Supervisor

Office: Maintenance Building ext. 4262 or 4282

The Office of Physical Plant is committed to providing a healthful, and attractive environment for the campus community. The departments of maintenance, housekeeping, and grounds combine to ensure these duties are fulfilled. You should not hesitate to contact the Office of Physical Plant Operations if you have a specific need.

## **PRESIDENT'S OFFICE**

Dr. David W. Olive, President

Mrs. Diane Shott, Assistant to the President

Office: Lansdell Hall ext. 4201

Dr. Olive has a strong affinity toward students and desires that each strive to reach his or her God-given potential and grow in understanding of how to find meaning and purpose in life. The President participates in campus activities and is accessible for conversation, whether casually while walking across campus or more formally through an office appointment.

## **BLUEFIELD COLLEGE ONLINE PROGRAMS**

Welcome to Bluefield College! Whether this is your first time as a college student or you are a returning student we hope your time at Bluefield College will be rewarding. Please take the time to read through this handbook and familiarize yourself with the services that are available to you.

This handbook has been compiled by the Office of Student Development with information provided by other College offices. As you read through this booklet, keep in mind that the Bluefield College website has current information on almost every topic in this publication. If you would like to learn more about any department or service, please go to [www.bluefield.edu](http://www.bluefield.edu)

## **STUDENT DEVELOPMENT**

House #7 Faculty Row  
Bluefield College Campus  
(276) 326-4207

The Office of Student Development is the primary advocate for traditional and online students. It is the initial point of contact for nearly all problems related to students and student issues. If you have a problem, question, or concern and are uncertain where to start, the Office of Student Development is a good place to begin.

## **SERVICES FOR ONLINE PROGRAMS**

Student Development, ext. 4207

The goal of the Office of Student Development is to complement the academic mission of the College and enhance the over-all educational experience.

## **Support & Resources**

Bluefield College Online Programs and Services is a solid expression of Bluefield College's commitment to providing comprehensive services for the non-traditional undergraduate student. Regardless if you have been out of school for several years, or if this is your first college semester, we want you to feel comfortable utilizing the campus resources that complement your academic, personal and career goals.

We know this is a very exciting time and that it can also be a stressful time, too. Balancing life, work and school can be challenging, but it is definitely worth it.

Remember that the Office of Student Development can assist in directing you through your educational journey by helping map your resources. Most important, remember that we are here for you and want you to be successful in all of your educational pursuits.

**\*General Policy for Students Attending Classes NOT on the Main Campus in Bluefield is published at the beginning of this handbook.**

## RESIDENCE LIFE & GENERAL POLICIES

### Office of Student Development

David Taylor, Vice President of Student Development .....	Ext. 4206
Ranae Bailey, Administrative Assistant .....	Ext. 4207
Kelly Bittler, Director of Counseling & Student Activities .....	Ext. 4256
Emily Wingfield, Director of Residence Life & Summer Programs .....	Ext. 4473
Carlee Sellers, Resident Hall Director-East River Hall .....	Ext. 4641
Andres Palacio, Resident Hall Director-Cruise Hall .....	Ext. 4394
Rodney Kasey, Resident Hall Director-Rish Hall .....	Ext. 4402
Steven Quackenbush, Resident Hall Director.....	Bluestone Commons
Will Robinson, Director of Campus Safety .....	304-887-1795

### Residence Life Philosophy

We recognize that the residence halls play a central role in your total educational experience. It is in the residence hall that some of your most significant personal growth and maturation occur. While the classroom and library is where the information is dispersed, the residence hall is where this information is reviewed, studied, discussed, and questioned. The residence hall is also where you learn the fine art of getting along with others. Learning to peacefully and productively coexist with other individuals is fundamental to overall success in life. Living with others involves day-to-day interaction with people of varying backgrounds and values. It gives the opportunity to continue the discussions and debates of the day's classes, a firsthand experience in community development, and the opportunity for developing strong and lasting friendships. While living as a community member may be difficult at times, we hope you will find it a rewarding experience. As is true in any community of people, some commonly accepted standards or guidelines are necessary to facilitate the provision of an academically supportive environment and to guarantee mutual respect and dignity among the members. Central to this concept is the development of a genuine concern for other human beings. We, therefore, seek to provide an environment that is compatible with, and supportive of your personal, spiritual, social, physical, and intellectual development. Specifically, the mission of the department of Residence Life is to provide a living and learning environment that is clean, attractive, well- maintained, safe, comfortable, and considered by residents to be a positive and desirable community living arrangement.

### Residence Life

Alumni, Cruise, East River, Rish Hall and Bluestone Commons have live- in Resident Hall Directors (RHD) who are part-time Bluefield College staff members. They are directly responsible for overseeing the hall and for supervising the Residence Assistants. Each RHD is responsible for the daily management of their residential facility, and they work closely with the Director of Residence Life and Summer Programs to provide a community atmosphere within the halls that reflects the mission of the college and the philosophy of Residence Life - a physical environment conducive to studying, which is comfortable and safe, and provides opportunities for individual development and growth. At least one residence life staff member (either the RHD or a Resident Assistant) will be accessible to all of the residents of each residence hall between 6:00pm and 7:00am the next morning. During visitation hours they will be in the office, or making rounds, and in the building at all other times. The staff in your residence hall will be in and out of the building during the day. Call, e- mail, or post a message on their door if you have a problem or question and need to get hold of them.

## **Residence Life Staff**

Each floor of each residence hall has at least one Resident Assistant (RA). RAs are residential students holding positions of responsibility within the residence halls. They are carefully selected and appropriately trained undergraduate staff members working directly under the Resident Hall Directors. These students provide direct assistance to the students in their living area by providing information, by helping to ensure that the College community standards are met (through brief counseling and referral), by fulfilling basic administrative tasks, by helping to organize interesting programs, and by offering their time and friendship to the students. The Residence Life Staff of your building is anxious to get to know you personally, so we hope you will take the opportunity to get to know them as well. Your RA is close at hand if you are having difficulties of any kind, need information, or just want to talk. Interested in becoming an RA yourself? For further information, talk to your RHD, RA, or the Director of Residence Life and Summer Programs. In the mean time, get involved and have a great time.

## **Residency Requirements**

Bluefield College requires all students to reside on campus unless any of the following qualifications are met:

1. The student is within 30 credit hours of completing degree requirements..
2. The student resides at home with a parent or legal guardian within a 45- mile radius of the College.

Any student who fails to adhere to this policy will result in room and board being charged to his/her account.

If you receive Bluefield College talent scholarship dollars you will be required to reside on campus until graduation. This is applicable to student-athletes receiving athletic grant-in-kind funds, music, drama, or art scholarships. All students receiving talent funds must reside in campus provided housing. Failure to adhere to this policy will result in the forfeiture of your Bluefield College talent scholarship dollars.

While living on campus, students must purchase a meal plan.

## **Age-Limit Policy**

Students twenty-six (26) years of age or older at the beginning of the current academic year, must reside off campus. This does not apply to married couples applying for on-campus married housing. For information regarding residing on or off campus, contact the Office of Student Development

## **Failure to Occupy**

Students who do not meet the Residency Exemption Policy must live on campus. Any student who returns to Bluefield College but does not live in the residence halls, will be held accountable for the upcoming semester's room and board charges unless the student receives an approval letter from the Office of Student Development confirming cancellation of the Residence Hall Agreement.

## **Off Campus Housing Policy**

Students who desire to live off-campus must complete the following procedures.

1. Submit a residency exemption petition with the Office of Student Development.



2. Provide a letter of support from parent or guardian, unless classified as an independent student by Office of Financial Aid.
3. Sign off-campus housing contract.
4. Maintain good standing with the College. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months leading up to application.
5. Confirm with the Financial Aid Office that aid package is not affected by living off campus.
6. Do NOT enter into a lease or rental agreement until you have received official approval from the Office of Student Development.

**Expectations** – Students who have been extended the privilege of living off campus remain members of the Bluefield College community. They are obligated to honor their commitment to the college’s community living standards as outlined in this student handbook. It is expected that students living off campus will be good ambassadors of Christ and Bluefield College. In addition to representing Bluefield College, as members of this Christian community, we are called to be “salt and light” in the world—this includes our local communities. As such, it is expected that off-campus students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other “courtesy issues,” it is expected that students living off campus will always defer to the needs of their neighbors in addition to parameters outlined by local township ordinances and local laws. The use, possession, and/or distribution of alcohol are prohibited for Bluefield College students living off campus while enrolled during the academic year. Off-campus students are responsible for the behavior of their guests.

**Loss of Privilege** – Students determined to be responsible for violating College and/or local community standards will have the privilege of living off campus revoked.

### **Residence Agreement**

Residence living is an important part of the college experience. To aid the development of a positive environment for growth and interpersonal relationships, the College details certain rules for campus residential living. By virtue of enrollment, students are accountable to live within the spirit of these guidelines. Possession of a room by a student is subject to the following conditions and governs a student’s right to live in a College residence. • Residence Education staff will inspect residences prior to, during, and prior to termination of occupancy. Students will be assessed for any damage, missing items, or cleaning costs to individual rooms and/or common areas (e.g., floor lounges, hallways, bathrooms, or any other common areas) as appropriate.

- Residence Education staff will inspect residences prior to, during, and prior to termination of occupancy. Students will be assessed for any damage, missing items, or cleaning costs to individual rooms and/or common areas (e.g., floor lounges, hallways, bathrooms, or any other common areas) as appropriate.
- Right of possession is for the time when classes are in session. Charges for occupancy of rooms at any other time may be assessed.
- The College reserves the right to enter and inspect rooms for maintenance needs and health or safety reasons.

- The College reserves the right to enter rooms, apartments, and married student houses for the purpose of enforcing compliance with College policies and/or state and federal laws and to investigate suspected violations thereof.
- If a College official enters a room and views an item that is in violation of a regulation (fire arms, drugs, alcohol, animals, obscene materials, weapons, etc.) they may remove such articles without the permission of the owner, even if the College official has entered the room for another purpose. After the removal of such an item, the College official will contact the individual, and/or notify the appropriate office.
- **The College does not assume responsibility for student-owned property in any location at any time.**
- Occupancy of a College-owned residence does not establish a landlord-tenant relationship between the student and the College.

### **Married Student Housing**

There is a very limited amount of married student housing on campus. This space will be rented out on a first come, first serve basis. There are four (4) 1-bedroom apartments located in East River Hall as well as three (3) 2-bedroom cottages located behind the Science Building. For more information on Married Student Housing contact the Director of Residence Life and Summer Programs. A non-refundable deposit will be required for all married student housing.

### **Room Assignments**

Before school closes each year, current students are given the opportunity to make roommate requests for the following academic school year. New student room assignments are made in the summer between academic school years. The Residence Life Staff attempts to make room assignments with consideration for mutual roommate requests, special needs made known in advance to the staff, type of room preferred. Assignments are made based on the date of deposit and every effort is made to assign students with roommates who have compatible living habits and similar goals. **Please note that the college cannot guarantee your assignment to a particular room and/or residence hall.** The college does not discriminate against any person based on race, color, national origin, ethnic origin, religion, or physical handicap.

### **Room Changes**

Living with a roommate is usually rewarding and results in lasting friendships. However, most roommates will experience times of conflict over such things as values, habits, and personalities. If a room change is requested because of a roommate conflict, residents are expected to first work toward reconciliation with the help of the Residence Life Staff before a move will be initiated, and in order to encourage roommates to work together through initial conflicts. Room changes within a residence hall may be made with the consent of the Resident Hall Director and the Director of Residence Life and Summer Programs. Proper paperwork is expected to be completed and filed before final approval is given to move. A room change fee will be charged to students who are granted a change of room. The College reserves the right to move students for appropriate reasons. Once assignments have been made, students are expected to reside in the room to which they have been assigned. Any student who wishes to change rooms needs to start the process by talking to their RA. Bluefield College freshman and transfer students will be given the opportunity to take part in the Open Room Exchange Process. This process begins one week after classes have started and lasts for two weeks. New students will have a good idea on whether they will get along with the roommate they were assigned. If not, they are encouraged to find a new one. The

room change fee will be waived during this week only. Students requesting to move to a single/private room or another residence hall after the fourth week of classes starting will be denied until the start of the new semester.

### **Single Rooms**

Alumni and East River Hall is designed with single occupancy rooms that are an additional 40% of the double room rate. When occupancy permits, double rooms in Cruise and Rish Hall are made available as single rooms at the beginning of each semester. The fee for a single room is an additional 40% of the double room rate.

When openings occur because of roommate changes after the beginning of the semester, the remaining student will be given the following options.

1. If space permits, the remaining student can maintain the room as a single room by agreeing to pay the single room fee as described above. This option must be exercised within five (5) days of the date the roommate vacates the room by submitting a letter to the Director of Residence Life and Summer Programs indicating your interest in this option.
2. The remaining student may encourage another student to move in with him/her. This option must be exercised within ten (10) days of the date the roommate vacates the room.
3. The remaining student can be reassigned to another available space, or another student can be assigned to the remaining student's room. Students in such rooms should take care to utilize space and distribute belongings in a manner that would easily accommodate the arrival of a new roommate. The Director of Residence Life and Summer Programs will make all final decisions regarding room, residence hall, and roommate assignments and reassignments. Should a situation arise after the 9th week of the semester, the student who is alone in a room will not be required to find another roommate for the remainder of the semester, nor will the student be required to pay the single room fee.

### **Residence Hall Check-In**

Upon checking into a college residence hall room, each resident will be required to complete a Room Inventory Form. This form records the condition of the room. It helps to furnish our maintenance staff with a list of necessary repairs, and it is also used at check-out to determine damage done to the room. This form should be filled out thoroughly and completely. If a resident fails to record a problem with the room at check-in, and that problem is discovered at check-out, the resident will be charged for the repair cost.

### **Residence Hall Check-Out**

Rooms will be checked by a staff member when a student checks out for Thanksgiving, Christmas, spring, and Summer Breaks. Failure to check out properly when vacating a room, or failure to clean a room, may result in a fine, in addition to labor and damage charges. Students are expected to clean their rooms and check-out with the RHD or RA in their building before every break in which the residence hall closes.

### **Residence Hall Opening and Closing Dates**

Each residence hall will open the day students are required to be on campus. They will close at 5:00 pm on the last day of classes for Thanksgiving and Spring Breaks, and at 5:00 pm on the last day of finals for Christmas and Summer Breaks. Students are expected to regulate arrival and departure times to fall within these hours. If a student needs to come early or stay late, the student must be approved by their Resident Hall Director and the Director of Residence Life and Summer Programs. Students must turn Extended Stay Applications in at

least two weeks before the scheduled break to have consideration. Students will be charged for these extra days, as college room rates are based strictly on semester occupancy.

The Residence Life Staff will make arrangements with the athletics staff for student-athletes, student teachers and other college related needs for residential students during breaks.

### **Residence Hall Policies and Procedures**

On-campus living at Bluefield College offers a unique and valuable opportunity for all students to learn and grow within a Christian community of students from widely varying backgrounds, interests, and Christian traditions. The College desires that all residents live comfortably within this environment, integrate classroom learning with out-of-class experiences, and grow in all aspects of life. To accomplish these goals and better order our life together, we have established certain expectations for living in the community here at Bluefield College. These guidelines are meant for mature, responsible individuals. Some of the policies are designed to create norms of behavior within a large, diverse group of people, while others are meant to preserve the appearance and function of college owned property. We expect that the members of our community will strive to live within these guidelines. The Residence Life Staff reserves the right to confront inappropriate and offensive behavior/attitudes not documented in this handbook that arise during the school year.

## **GENERAL POLICIES AND INFORMATION**

### **Accountability**

Students are expected to encourage each other to live according to Bluefield College's community living standards. For this reason, students who are present when behavior occurs that violates college standards may be found responsible for supporting the behavior.

### **Advertising**

Advertising is limited to certain areas of the campus and must be approved by the Office of Student Services, either by the Dean of Students, Director of Residence Life and/or the Resident Hall Directors. Advertisements may be hung on bulletin boards throughout campus but cannot be taped to windows or walls. With the prior approval of the Director of Dining Services, advertisements may also be placed in the dining facilities.

### **Air Conditioners**

Window units are prohibited in the residence halls with the exception of the RHD apartments and Residence Life offices. Portable units may be used by students with allergies or other medical conditions after special permission has been given to them by the Director of Residence Life.

### **Bicycles**

Students are welcome to bring and store their bicycles on campus. Bicycle racks are available in areas by each of our residence halls. Students are expected to keep their bicycles outside at all times, and locked or chained to the bicycle racks only. Bicycles may not be stored or kept in residence hall rooms..

### **Cable**

All residence hall rooms, and the lounges in each residence hall, are provided with basic cable services.

## **Car Washing**

Washing cars on campus is prohibited.

## **Common Room Furniture**

In an effort to maintain the current quality of our common room furniture, students are asked to not move the furniture in the common areas.

## **Etiquette**

Proper behavior is expected in classrooms, dining facilities, lounges, and other public locations. Courtesy, self-control, sportsmanship, honesty, and concern for the standards of others are among the College's expectations.

## **Fines/Community Service/Educational Sanctions**

Failure to adhere to College rules, standards, and policies may result in a fine, community service, and/or educational sanction. If a student is issued a fine, they will be notified in writing and will be given three (3) business days to appeal the fine. After three (3) business days the fine will be posted on the student's account in the Business office. The student will need to go to the Business office in order to pay the fine. The intent of these sanctions is to deter and prevent inappropriate behavior and to provide an avenue for restitution.

## **Gambling**

Gambling is a growing problem for students on campus, leaving some students with thousands of dollars of debt. In an attempt to help students with this potentially addictive habit, gambling is not allowed on campus..

## **Grills**

Grills are not permitted on campus or in the residence halls.

## **Hair cutting**

For health reasons, students are not permitted to give hair cuts in public areas of the residence halls, including computer labs, hallways, laundry rooms, lounges, restrooms, and stairwells.

## **Hall Meetings**

Periodically, students will be required to attend residence hall meetings. Attendance at all residence hall meetings is required because of the important information which is communicated. Every effort will be made to announce these meetings as far in advance as possible. Students need to get permission to be absent from a residence hall meeting prior to the meeting by communicating with the RHD and/or RA of their building/floor.

## **Keys**

Keys must not be duplicated or given to unauthorized individuals. In the event a key is lost, it is to be reported immediately to Resident Hall Director or RA. Replacement of lost, stolen, or misplaced keys will be done at a cost of \$50 per key. This charge will offset the cost of replacing the key-core to the lock and issuing replacement keys for other roommates. If a key is broken or bent, it is to be returned to the Office of Residence Life. A new key will be issued at no charge if the old key is returned.

## **Laundry Facilities**

All of our Residence Halls have a laundry room that offers full-size washers and dryers. Residential students pay a set fee at registration to use the laundry facilities. Therefore, the laundry machines do not require coins for operation. The washers and dryers in the residence hall laundry rooms are to be used exclusively by the residents of each respective

residence hall. Clothes that are left in the laundry room for longer than 2 hours will be taken to the RA Office so that other students can use the laundry facilities and to protect from theft. If a machine is found to be out of order, please contact the RHD or RA in your building. Bluestone Common Apartments provide a washer and dryer for each apartment unit. Students are expected to report any damage/issues to their RHD/RA.

### **Liability**

The College recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, skate boarding, walking on the nature trail, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage which may result. The College is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

### **Lounges**

The lounges in the residence halls function as an area for relaxing, watching television, scheduled activities, and studying. If you would like to reserve a residence hall lounge for a scheduled activity, please contact the RHD in your building.

### **Medical Emergencies**

All of our Residence Life Staff is trained and certified in CPR and First Aid. In the case of an emergency, students are encouraged to find the RHD or an RA in their building as soon as possible. If the emergency is life threatening, students should call 9-911 immediately and then contact the RHD or RA. Students are expected to inform the RHD as soon as possible of a medical incident, injury, or anytime a student is taken to the hospital.

### **Micro fridge**

Each residence hall room is furnished with a Micro fridge, a combination microwave oven and refrigerator. If you are having problems with the Micro fridge in your room, please contact the RHD or RA in your building.

### **Off-limit Areas**

Roof tops and construction sites are considered off- limits at all times.

### **Overnight Guests**

Guests are welcome in the residence halls if they are invited and accompanied by a Bluefield College student. All guests who stay in the residence halls overnight must register with the RHD or RA on duty. Failure to register may result in disciplinary action on the part of the residential student. The resident student is responsible for his/her guest as long as he/she is staying with the student. Only overnight guests of the same sex are permitted. All guests must conduct themselves in accordance with the College's regulations. Overnight guests under the age of 16 years of age are not permitted, with the exception of siblings. Guests who fail to adhere to Bluefield College's rules and standards are subject to eviction from the College premises. Students requiring a guest to stay more than three nights during a semester will need approval from the Director of Resident Life.

### **Pets**

In the interest of other people in the residence hall, the care and upkeep of college property, and Health Department regulations, fish are the only pets permitted on campus. Aquarium tanks can be no larger than ten (10) gallons. Students who fail to abide by this policy will

be held responsible for cleaning and/or pest control charges as well any additional fines for breaking the policy.

### **Quiet Hours**

In order to preserve a peaceful atmosphere conducive to study and relaxation, Bluefield College has established a period of time when students are expected to maintain a quiet atmosphere. During quiet hours all students and other persons in and around residences are expected to refrain from making or causing noise, or any other disruption, which infringes upon the rights of residents to study, reflect, or sleep. For purposes of clarity, any noise from student rooms which can be heard in adjoining rooms will be considered a violation of the quiet hour's policy. Likewise, any noise in the hallway or outside a residence hall that disturbs someone in a residence hall will be considered a violation of the policy.

### **Quiet Hours Are**

Sunday through Thursday  
Friday and Saturday

11:00pm -10:00am  
1:00am - 10:00am

Because of the diversity of schedules and lifestyles of students, individual needs for study, reflection, and sleep do not always correspond with enforced quiet hours. In the spirit of courtesy and in light of the academic nature of our institution, the need and/or desire for a quiet atmosphere takes precedence over an atmosphere of noise. Therefore, Bluefield College has also established a twenty-four (24) hour courtesy period. Students are expected to communicate with one another about their needs when quiet hours are not in effect. In any situation involving differences of opinion regarding quiet and courtesy hours, all parties involved are expected to demonstrate understanding and civility toward one another and attempt to resolve conflicts among themselves prior to involving the Residence Life Staff. Please remember that the principle of consideration of other applies at all times. Quiet hours will be in effect 24 hours a day during finals, beginning the evening before study day.

### **Storage Areas**

Bluefield College does not provide storage for student owned property during Summer Break. If you need storage space, please check with the area storage facilities. Any personal belongings left in rooms will be removed discarded.

### **Telephone Service**

Each residence hall room is equipped with a college telephone line. Students are able to make three types of calls from their room without a calling card: on-campus calls by dialing a three-digit extension number to the room or office they wish to reach, local calls by dialing 9 + the ten-digit phone number of the business or person they wish to reach, and toll free calls. Students must have a calling card to make long distance calls. The telephone number for all offices and residence hall rooms on campus is 276-326-4 + the three-digit extension number. Students must provide their own telephone and, if desired, answering machine.

### **Vending Machines**

Each residence hall has a beverage vending machine. In the event you lose money in one of these machines, you should complete a Vending Machine Refund Request form available from the RHD or RA in your building.

### **Water Fights/Hallway Sports**

Because of potential damage to people and property, water fights and throwing balls or other objects in or near residence halls is prohibited. Throwing water (or any other material) at

anyone who is not voluntarily participating in an outdoor activity is also prohibited.

### **Visitation/Open House Hours**

Visitors of the opposite sex must be signed in at all times and may only enter into the residence hall during visitation hours. Guest must stay with their escort at all times during their visit and abide by the guidelines laid out in the handbook. Students must keep the door open, and the over head light on at all times when a guest of the opposite sex is visiting. Students are also not allowed to be under the same blanket. With special permission from a Resident Assistant or Resident Hall Director opposite sex guest may enter into the residence hall before visitation begins, but no earlier than 7:00am to assist in special activities such as check-in or check-out. Opposite sex guest will not be permitted in the residence hall for no reasons after Visitation hours have commenced until 7am. Failure to adhere to the Visitation/Open House policy will result in loss of visitation privileges and potentially other sanctions deemed necessary by the Director of Residence Life.

### **Open House Hours:**

Monday-Thursday: 6:00pm-11:00pm

Saturday & Sunday: 2:00pm-1:00am

Sunday: 2:00pm-11:00pm

### **Room Responsibility Policies**

All room furniture belonging to the college must be kept in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings. Residents may use their own personal items, such as desk chairs and mattresses, in place of college provided items in the residence hall rooms. All college items that have been provided, even if they are not in use, are still the responsibility of the room's occupant(s) and must be left as they were found upon departure from the college

### **Damages**

Students are responsible for damages that occur in their room. This responsibility extends to damages caused by guests. Upon checking into a college residence hall room, each resident will be required to complete a Room Inventory Form. This form records the condition of the room. It helps to furnish our Maintenance staff with a list of necessary repairs, and it is also used at check-out to determine damage done to the room. Items and areas that are damaged due to other than normal wear will be repaired or replaced at the expense of those who caused the damage. Residents are expected to accept the responsibility for the maintenance of their rooms and for damages and replacement of missing items. Public area damage that cannot be attributed to specific individuals or is not the result of normal wear and tear will be divided equally among the residents of the suite, hall, or floor, whichever is appropriate, at the time of the loss or damage.

### **Personalizing Rooms**

Bluefield College extends the privilege of personalizing individual rooms which enhance an enjoyable living environment consistent with the philosophy of the College community.

**Carpets** – Students may use carpets and rugs in their residence hall room. Carpets and rugs should be placed on the floor without glue or tacks, and they must be removed prior to room check-out. Alumni Hall has wall-to-wall carpet installed in the rooms.

**Ceilings** – No items are to be attached or fastened to the ceiling of residence hall rooms. A fine will be assessed for items that are hung from the ceiling and there will be a charge



for damage done to the ceiling. In addition, students may not install ceiling fans in their residence hall room.

**Cleaning** – Students are expected to keep their rooms clean. Trash cans should be emptied, rooms swept, and bathrooms cleaned on a regular basis. You are expected to maintain a level of cleanliness that does not pose a threat of fire safety or sanitation concern. In addition, food is to be stored in sealed containers to avoid attracting animals and insects.

**Contact Paper** – Students are asked not to install contact paper, decals, or stickers to their room door, walls, mirrors, ceiling, windows, and/or furniture..

**Decorations** – Items not in keeping with the character of the College are not to be displayed in student rooms or on College property. This includes wall coverings involving nudity or which are otherwise morally objectionable or socially offensive, stolen property, containers for alcoholic beverages, and other alcohol- or drug-related paraphernalia (signs, posters) including advertisements.

**Dart Boards** – Students may not install or use dart boards in the residence halls.

**Drapery Rods** – Students may install drapery rods. If you choose to install drapery rods, they must be permanently mounted and may not be removed. Students may only use drapery rods for valances. Curtains are not allowed in the residence hall rooms due to fire code.

**Fire Safety Codes** – All personal furnishings brought into a room must comply with fire safety codes. Students may be asked to replace or remove dangerous objects if potential fire hazards exist. In addition, students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover their room numbers.

**Furniture** – Furniture provided for student rooms is to remain in the room at all times and is not to be taken apart or altered in any way.

**Lofts** – Students may build loft systems in their room, but room furniture is not to be removed from the room it is assigned or taken apart in any way. In addition, a loft system must be self supporting and may not rest upon any other piece of furniture, heating unit, or wall for means of support. The College does not assume responsibility for any personal and/or property damage resulting from the use of a loft system.

**Mattresses/Waterbeds** – Students are expected to keep mattresses on bed frames. Mattresses may not be stored on the floor. Waterbeds and any other excessively heavy items are not permitted in student rooms.

**Painting** – Room painting is handled by the Office of Physical Plant Operations and is painted and updated according to a maintenance schedule.

**Screens** – Students may not remove a window screen for any reason. Please report damaged, or missing screens immediately.

**Stolen Property** - Removing or destroying state and local highway signs, commercial signs, and/or Bluefield College signs is illegal. Therefore, displaying such items in one's room or hall is inappropriate and is not allowed.

**Walls** – Students are asked to use 3M © only when hanging decorations on their walls. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the surface may not be used.

**Repairs** – It is the responsibility of the student to report any repairs needing to be made in his/her room. Students can report repair needs by filling out a work order form on the College Website or by contacting their RHD or RA. A student may be fined for damage caused by not reporting repair needs.

### **Safety Regulations**

The following guidelines have been set up to promote the safety of all students. These and other safety regulations will be strictly adhered to.

### **Candles, Incense, and Open Flames**

Open flames and the use of candles and lighted incense are prohibited in residence halls. In addition, you may not use candles or incense burners as decorations in your room.

### **Christmas Lights**

Christmas lights are not permitted in the Residence Halls.

### **Electrical Appliances**

The following appliances are prohibited in the residence halls. Please note that this list is not exhaustive. Therefore, the College reserves the right to amend the list as deemed appropriate and prohibit the possession and use of any item that may present a fire or safety hazard.

- Ceiling Fans
- Space heaters with open coils
- Convection Ovens
- Toasters
- “George Forman Grills”
- Toaster Ovens
- Halogen lamps
- Window Air Conditioning Units
- Hot Plates

In addition, cooking in the residence halls is prohibited, except for microwave use and students residing in the East River Hall or Bluestone Commons Apartments.

### **Fire Arms, Fire Works, and Weapons**

The possession of firearms, fireworks, and other weapons is prohibited on campus. This includes, but is not limited to, air pistols, air rifles, ammunition, BB guns, combustible materials, hunting bows and arrows, knives with blades longer than 4 inches, martial arts weapons, and pellet guns. Students found in possession of any of the above will be subject to disciplinary action which may include expulsion.

### **Fire Equipment**

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as

well as to the appropriate college authority.

### **Fire Evacuation and Drills**

When a fire alarm sounds, all persons must immediately exit the building. Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in all. Please take the initiative to familiarize yourself with the evacuation plan posted in your room. Failure to respond to an evacuation alarm or interfering in any way with emergency operating procedures is not prohibited.

### **Hallways**

In accordance with fire codes, all residence hall hallways, stairwells, doorways, and exists are to be completely free of personal items, at all times, including trash and trash bags and door mats.

### **Security Regulations**

Bluefield College takes the security of our students very seriously. Students should report any potential security problem, including suspicious persons, to the RHD of your building or to the Department of Safety as soon as possible.

### **Doors**

Access to the residence halls is controlled by ID cards for the security of the students. Residence hall doors should be kept locked twenty- four (24) hours a day. Propping outside doors poses a serious threat to the safety and security of our students. All students are expected to assist in the maintenance of a secure environment by closing doors when these situations are observed.

### **Solicitation**

Commercial businesses, individual students, and non-college sponsored organizations may canvass, solicit, and sell in the residence halls only with the approval of the Dean of Students. Students who observe these activities in the halls, or are approached by such persons, should report these activities to a member of the Residence Life Staff. All student organizations must receive permission for fund-raising from the Associate Dean of Students.

### **Theft**

Bluefield College does not carry insurance on the personal possessions of residential students. Residents are encouraged to lock valuables in a safe place or leave them at home. The College will assume no responsibility for lost, damaged, or destroyed property. You are encouraged to report all losses or thefts, regardless of size, to the RHD or RA in your building. While the College takes reasonable measures to prevent theft, individual students must take the responsibility to keep room and bathroom doors locked.

### **Unauthorized Entry**

Copying keys, unauthorized possession of or use of keys, breaking and entering, and unauthorized entry to any college facility or room is prohibited.

## **DISABILITY HOUSING ACCOMMODATIONS PROCEDURES & GUIDELINES BLUEFIELD COLLEGE**

Bluefield College recognizes that students with disabilities may require a specific type of housing to fully participate in the residential component of the college experience. For

these students, Bluefield provides disability housing accommodations in accordance with the Americans with Disabilities Act as amended (ADA AA). A disability is defined under the ADA AA as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person. The College has established the following procedures to ensure that students with disabilities have equal access to Bluefield housing.

**Please note the following about the procedures:**

- Students must be eligible for College housing in order to be eligible for disability housing accommodations; this mean have guaranteed housing status at Bluefield College.
- Students with service animals should also refer to the College’s Service Animal Policy for complete information about related policy, procedures and expectations.
- Students who wish to have either “live-in” or per-diem personal care assistants (PCAs) must be approved for this accommodation before bringing their PCAs to campus.
- Bluefield College does not require its student’s to re-apply for disability housing accommodations unless the student leaves the college and then re-applies.

**Procedures for Requesting Housing Accommodations**

1. Students must follow general housing procedures, and should contact the Office of Student Development for this information.
2. Students must submit a completed Request Form for Disability Housing Accommodations and disability documentation.

All required items must be sent to:

Bluefield College  
Office of Student Development  
3000 College Drive  
Bluefield, Virginia 24605

Fax: 276-326-4288      Email: [ewingfield@bluefield.edu](mailto:ewingfield@bluefield.edu)

**Incomplete applications or those without disability documentation will not be considered.**

3. Committee Review: Requests are considered by the Committee on Disability Housing Accommodations, which is comprised of staff from the offices of Student Development and Academic Success. The committee evaluates, among other things, the student’s disability status, the necessity of the requested accommodations, potential alternative accommodations, and what, if any, housing accommodations would be appropriate for the student. Students are informed of the status of their request by e-mail within one week of the Committee’s review. The committee meets as necessary based on requests.
4. Deadlines: All requests for disability housing accommodations, along with all of the required documentation and forms referenced above, must be submitted by August 1 for the fall semester and December 1 for the spring semester. While applications submitted after these dates will be accepted and considered, Bluefield cannot guarantee that it will be able to meet late applicant’s accommodations needs, including any needs that develop during the semester.
5. Housing Assignment: Bluefield College undergraduates who have been approved for disability housing accommodations are not eligible to participate in the Room Lottery/ Housing selection process and will receive a housing assignment with the approved period. A student who request disability housing accommodations through this process cannot decline an assignment in favor of Room Lottery participation. Students requesting to live with a roommate and/or suitemate must indicate this on their Request Form for Disability Housing Accommodations and identify by name the students they wish to live with.

6. Appeal Procedures: Students who are not granted housing accommodations through this process will have the opportunity to appeal the committee's decision. If a decision denying the request for disability housing accommodations is made, students will receive information about the appeals process with their decision letter. All requests for appeal are reviewed by David Taylor, Vice President of Student Development. Students not approved for disability housing accommodations, or whose appeal is denied may apply for an assignment through normal room lottery procedures. Students should contact their Resident Assistant or Resident Hall Director about this process.

For questions or clarification about this process, please contact the Office of Student Development at [ewingfield@bluefield.edu](mailto:ewingfield@bluefield.edu) or 276-326-4473.

## **BLUEFIELD COLLEGE SERVICE ANIMAL POLICY**

### *Forms can be completed in the Office of Student Development*

Bluefield College (Bluefield) recognizes the importance of Service Animals to individuals with disabilities and has established the following policy regarding Service Animals to assist people with disabilities. This policy ensures that people with disabilities, who require the use of Service Animals as a reasonable accommodation, receive the benefit of the work or tasks performed by such animals and the support they provide. Bluefield is committed to allowing people with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College's programs and activities. Set forth below are specific requirements and guidelines concerning the appropriate use of and protocols associated with Service Animals. Bluefield reserves the right to amend this policy as circumstances require.

### **Section I. Definitions**

#### **A. Service Animal**

A Service Animal is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a Service Animal. Other animals, whether wild or domestic, do not qualify as Service Animals. Examples of such work or tasks including guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service Animals are working animals, not pets. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Animals.

#### **B. Pet**

A "Pet" is an animal kept for ordinary use and companionship. A pet is not considered a Service Animal or an Assistance Animal. It is not covered by this policy. Residents are not permitted to keep pets, other than fish, on college property or in college housing.

#### **C. Approved Animal**

An “Approved Animal” is a Service Animal that has been granted as a reasonable accommodation under this policy.

#### **D. Owner**

The “Owner” is the student or other covered person who has requested the accommodation and has received approval to bring the “approved animal” on campus.

### **Section II. Procedures to have Service Animals in College Housing**

**Students planning to bring their Service Animal to reside in College housing are required to follow the steps outlined below:**

1. A person seeking to keep a Service Animal in College housing must make a formal request to the college’s Office of Student Development. To do so, the person should submit the appropriate “Request Form for Disability Housing Accommodations” so that students can be assigned to the most appropriate housing location with their service animal, considering the student’s needs and preferences.

The committee meets as needed to review the requests for housing accommodations. Requests must be submitted by August 1 to be considered for the fall semester and December 1 to be considered for the spring semester. While applications submitted after these dates will be accepted and considered, Bluefield cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop during the semester.

2. Documentation is required to consider a request to have a Service Animal reside in college housing as a disability accommodation.
3. The Offices of Student Development and Academic Support will review the request and, once the offices approve the request, a meeting will be arranged with the person requesting that a Service Animal be housed in College housing. This policy will be carefully reviewed with the person at that time.
4. Upon approval of a Service Animal, residential building staff will be notified as appropriate.
5. Upon approval of a Service Animal, the student’s roommate(s) and/or suitemate(s) will be notified (If applicable) to solicit their acknowledgement of the approval, and notify them that the approved animal will be residing in shared assigned living space.

### **Section III. Conflicting Health Conditions**

Residence Life personnel will make a reasonable effort to notify tenants in the residence hall where the Approved Animal will be located.

Students with medical condition(s) that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact the office of Student Development if they have a health or safety related concern about exposure to a Service Animal. The College is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to Service Animals.

The Office of Student Development will resolved any conflict in a timely manner. Staff members will consider the conflicting needs and/or accommodations of all persons involved. In the event an agreement cannot be reached, the Office of Student Development’s decision is final and not subject to appeal.

#### **Section IV. Owner's Responsibility in College Housing**

1. The Owner is responsible for assuring that the Approved Animal does not unduly interfere with the routine activities of the residence or cause difficulties for students who reside there.
2. The Owner is financially responsible for the actions of the Approved Animal including bodily injury or property damage. The owner's responsibility covers but is not limited to replacement of furniture, carpet, window, wall covering and the like. The owner is expected to cover these costs at the time of repair and/or move out.
3. The Owner is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to College premises that are assessed after the student and animal vacate the residence. The College shall have the right to bill the student account of the owner for unmet obligations.
4. The Owner must notify the Office of Student Development in writing if the Approved Animal is no longer needed as an Approved Animal or is no longer in residence. To replace an Approved Animal the owner must file a new request for reasonable accommodation.
5. The Owner's residence may be inspected for fleas, ticks or other pests once a semester or as needed. The office of Student Development will schedule the inspection. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college approved pest control service. The Owner will be billed for the expenses of any pest treatment above and beyond standard pest management in the residence halls.
6. (For students in college housing) All roommate and/or suitemates of the Owner must sign an agreement allowing the Approved Animal to be in the residence with them. In the event that one or more roommates and/or suitemates do not approve, either the owner and Approved Animal or the non-approving roommates and/or suitemates, as determined by the Office of Student Development, may be moved to a different location.
7. Service Animals may travel freely with their owner throughout College Housing (and other areas of the college). When outside the residence hall, the Owner of the Service Dog should carry proof that the animal is an Approved Animal.
8. Approved Animals may not be left overnight in College Housing to be cared for by another student. Animals must be taken with Owner if they leave campus for a prolonged period.
9. The Office of Student Development has the ability to relocate owner and Approved Animal as necessary according to current contractual agreements.
10. The Owner agrees to continue to abide by all other residential policies. Reasonable accommodation which may constitute an exception to a policy that otherwise would prohibit having an animal does not constitute an exception to any other policy.
11. Any violation of the above rules may result in immediate removal of the animal from the College.
12. Should the Approved Animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
13. The Owner undertakes to comply with animal health and wellbeing requirements as set forth in Section V, item C.
- 14.

#### **Section V: Guidelines for Maintaining an Approval Animal at Bluefield College**

##### **Introduction**

The following guidelines apply to all Approved Animals and their owners, unless the nature

of the documented disability of the owner precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

### **Care and Supervision:**

Care and supervision of the animal are the responsibility of the individual who benefits from the Approved Animal's use. The person is required to maintain control of the animal at all times. The person is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the College consistent with the reasonable capacity of the owner.

### **Animal Health and Well-being**

1. **Vaccination:** In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag.
2. **Licensing:** The College reserves the right to request documentation showing that the animal has been licensed.
3. **Training:** Service Animals must be properly trained.
4. **Leash:** If appropriate the animal must be on a leash, unless the leash would inhibit the animal's ability to be of service.
5. **Other Conditions:** The Office of Student Development may place other reasonable conditions or restrictions on the animal depending on the nature and characteristics of the animal.

### **Requirements for Faculty, Staff, Students, and Other Members of the College Community Members of the College community are required to abide by the following practices:**

1. They are to allow a Service Animal to accompany its owner at all times and in all places on campus, except where animals are specifically prohibited.
2. They are not to touch or pet a Service Animal unless invited to do so.
3. They are not to feed a Service Animal.
4. They are not to startle a Service Animal, deliberately.
5. They are not to separate or to attempt to separate an owner from his or her Service Animal.
6. They are not to inquire for details about the owner's disabilities. The nature of the person's disability is a private matter.

### **Removal of Approved Animal**

The college may exclude/remove an Approved Animal when:

1. The animal poses a direct threat to the health or safety of others
2. The animal's presence results in a fundamental alteration of the college's program
3. The owner does not comply with Owner's Responsibilities in College Housing
4. The animal or its presence creates an unmanageable disturbance or interference with the Bluefield community.

### **Damage**

Owners of the Approved Animals are solely responsible for any damage to person's or college property caused by their animal.

### **Areas Off limits to Service Animals**

The college may prohibit the use of Service Animals in certain locations because of health and safety restrictions (e.g. where the animals may be in danger, or where their use may compromise the integrity of research). Restricted areas include, but are not limited to,



the following areas: custodial closets, boiler rooms, chemical laboratories, areas where protective clothing is necessary, areas where food is prepared and areas outlined in state law as being inaccessible to animals.

## COMMUNITY LIVING STANDARDS

Bluefield College is committed to creating and maintaining an environment which reflects our life in Christ. We strive to practice the biblical principle found in Psalm 133:1 “How good and pleasant it is when individuals dwell together in unity”. In order for the college to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures. Although these standards may not be the preference of each individual, everyone is expected to abide by the guidelines. Specific rules exist for the purpose of protecting the academic and personal well-being as well as the rights and property of members of the College community. Students who violate their privileges or neglect their responsibilities as members of the College community are subject to disciplinary action, including suspension or dismissal. Appropriate procedures are provided for hearings and review, and every student has the right to appeal. During the investigative stage and sanctioning, the Vice President for Student Development or his/her designee, may restrict a student’s access to facilities, services, or individuals.

The College recognizes the right of students to dissent and disagree with the faculty, the administration, and the trustees. Free exchange of ideas is encouraged and channels of communication are provided. Dissent and disagreement should be exercised in an orderly and respectful fashion which does not infringe on the rights of others, jeopardize public order or safety, or disrupt the normal order of the College. Student conduct which violates these community standards will lead to disciplinary action which may include suspension or dismissal. Other persons who violate these standards are subject to legal action.

### Community Core Values

It is the intention of these core values to clarify the standards of behavior essential to the College’s educational mission and its community life. They are applicable to all traditional students, as well as their guests when visiting our campus.

Within the traditions of its mission and Christ-centered heritage, Bluefield College expects its students to exemplify a high standard of behavior and personal values. Bluefield College expects our students to honor the following core values:

#### 1. Practice academic integrity

Bluefield College values a community atmosphere of positive Christian influence. There must be an academic standard of conduct that allows students and faculty to live and study together. God’s Word teaches us to “do no evil, not that we should appear approved, but that you should do what is honorable” 2 Corinthians 13:7. In that spirit students should:

- refrain from being dishonest, such as cheating or plagiarism; furnishing false information; forgery, alterations, or unauthorized use of College documents, records, identification, or property.
- respect for the College’s academic traditions of honesty, freedom of expression, and open inquiry;

#### 2. Protect property and the environment

Bluefield College values the property of others and the campus’. The college also knows the benefits of preserving our property and our natural resources. In this area we try to honor

God with all He has entrusted to us. Therefore students should:

- have respect for the rights and human dignity of others, especially in the conduct of relationships
- respect the rights and needs of the Bluefield College community to develop and maintain an atmosphere conducive to academic study and personal life
- not steal or destroy property or services belonging to the College or others, or knowingly have possession of stolen property whether occurring on College premises or at College sponsored activities.
- not be involved in the destruction of College property or property belonging to others, vandalism, littering or dumping trash on College owned or controlled grounds or common areas
- not possess firearms, explosives, dangerous weapons, etc. – this includes the use, or storage of firearms, fireworks, paintball guns, incendiary devices on College property.
- not intentionally initiate or cause to be initiated any false report warning of fire, explosion, or other emergency on College premises or at College sponsored activities.

### **3. Practice individual integrity within the community**

Bluefield College values the privileges and responsibilities as members of the larger community of the Bluefield's. We desire our students to be examples "in speech, in life, in love, in faith and in purity" 1 Tim. 4:12. Therefore students should:

- respect the federal, state, and local laws and ordinances;
- respect the authorities, policies, procedures, and regulations established by the College for the orderly administration of College activities and the welfare of the members of the College community
- not engage in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior on College premises, within the off campus community, or at College sponsored events or activities.
- have tolerance and respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff who make up the Bluefield College community
- refrain from attending establishments such as bars, nightclubs and other similar establishments, whose primary activities are prohibited by the college.
- avoid being involved with computer misconduct by violating the computer policy
- have a willingness to assist others in need of support, guidance, or friendship

### **4. Practice self-discipline**

Bluefield College values growth in the areas of spiritual and emotional maturity, interpersonal relationships and social awareness, coupled with intellectual life. Jesus tells us in John 13:25 that He has set "an example" for us. Our desire is that every student would grow into a fully devoted follower of Christ. Therefore, this would be evidenced in their lives by not being involved in:

- physical, mental, or emotional abuse by means of intentionally or recklessly causing physical harm to any person on College premises or at College-sponsored activities, or intentionally or recklessly causing a reasonable apprehension of such harm. This includes, but is not limited to, physical assault, verbal or written threats or abuse, racial or other forms of deliberate harassment, unlawful detention of a person against his/her will, or hazing of any kind.

- sexual misconduct - this would include rape, attempted rape, other non-consensual sexual activity, sexual battery, and sexual harassment, including but not limited to non-consensual verbal or physical conduct related to sex that unreasonably interferes with an individual's work, educational, or social activities or creates a threatening environment at the College, on College owned or controlled property, at College sponsored or supervised activities, or at functions of recognized student organizations.

- indiscreet or offensive behavior in relationships with the opposite sex and sexual sins expressly premarital sex, adultery, and homosexual practices which are unacceptable and prohibited. Also included are pornographic books, magazines, posters, paraphernalia, and videos, as well as sexually explicit Internet sites.

- the use of alcohol and/or other drugs. This would include the unauthorized sale, use, distribution, or possession of any controlled substance, illegal drugs, or drug paraphernalia on College premises, College controlled property, or at College sponsored events or activities.

Knowing presence in an area of a College Building or College property where such substances are being used or are present. Attempted sale, distribution, or acquisition of any controlled substance, illegal drugs, or drug paraphernalia on College owned or controlled property or at College sponsored events or activities.

- the possession, sale, or use of alcoholic beverages on campus, or at College sponsored events or activities. Knowing presence of alcohol consumption at a College sponsored event or activity on or off campus where alcohol is being illegally consumed or is present. Avoid the evidence of use of alcohol such as empty alcohol containers. Contributing to, or knowing presence of, an atmosphere where underage drinking is taking place.

## **5. Practice living a wholesome lifestyle**

Bluefield College values a life that is guided by biblical principles. The bible teaches us to “be holy in all we do because He who called us is holy” 1 Peter 1:15. Because we desire to honor Christ in all we do it will impact the way we conduct our lives. Therefore, the following will serve as guidelines for the Bluefield College Community.

- Maintain a high standard of dress and personal appearance Bluefield College believes that we should not dress immodestly, provocatively, or in a manner that calls undue attention to oneself. We believe that dressing modestly encourages a Christ-like view of our bodies, reflects a healthy body image, and helps foster a Christian community. We believe that learning to dress appropriately is an important part of the educational process, and will help students to be able to function in the world of work after college. The following standards of dress are required:

1. Students shall display mature discernment as to appropriate dress for all College sponsored activities. Students shall reflect proper taste, personal modesty, neatness, and a concern for the feelings of others who want to actively participate in the learning environment.
2. Shirts are to be worn at all times in classrooms, Chapel, the Shott Hall Cafeteria, the SAC, or any other public area on campus. Exception will be in the gym and during intramurals.
3. Clothing with inappropriate advertising, designs, and or logos that are contrary to the values of Bluefield College is not permitted.

The term “inappropriate” includes, but is not limited to, alcohol or cigarette ads, sexually explicit sayings or designs, and drug related sayings or designs. Students who do not dress appropriately should expect to be confronted verbally or in writing by Bluefield College

officials.

Examples of inappropriate attire and/or appearance include but are not limited to:

1. Caps, do-rags and/or hoods in classrooms, the cafeteria, or other indoor venues. Do-rags should not be worn outside of the residence halls. This policy item does not apply to headgear considered as a part of religious or cultural dress.
2. Sun glasses or “shades” are not to be worn in class or at formal programs, unless medical documentation is provided to support use.
3. Jeans at major programs such as, President’s Convocation, Commencement, Academic Honors Convocation or other programs dictating professional, business casual attire, semi-formal or formal attire.
4. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
5. Top and bottom coverings should be worn at all times. No bare feet in public venues.
6. No sagging – the wearing of one’s pants or shorts low enough to reveal undergarments or secondary layers of clothing.
7. Pajamas, shall not be worn while in public or in common areas of the College.
8. Additional dress regulations may be imposed upon students participating in certain extracurricular activities of the College (e.g. athletic teams, the Band, Choirs, Forensics, PTL etc).

- Speech and Conversation – members of the Bluefield College community seek to glorify God and build one another up through their conversation. Therefore, profane, slanderous, sacrilegious, obscene or suggestive language is inappropriate and is not acceptable.

- Cohabitation – living with a non-related person of the opposite sex outside the bonds of marriage is not allowed

- Hazing – infliction of physical or emotional harm calculated to embarrass or harass; any activity that would jeopardize the well-being of an individual; activities which involve forcible restraint and kidnapping is not allowed.

- failing to comply or disruption of operation - failing to comply or showing uncooperative behavior with the directions of College officials, including but not limited to: resident assistants, residence hall directors, or campus security officers acting in the performance of their duties, or

- failure to comply with College rules, including without limitation, failing to appear and give testimony at College disciplinary meetings or hearings unless excused. Verbally threatening, abusing, or harassing any of the above in the performance of their duties. Intentionally or recklessly interfering with normal College or College sponsored activities, including but not limited to studying, teaching, research, College administration, coaching, or fire, police and emergency services.

Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code. Intentionally interfering with the freedom of expression of others on campus or at College sponsored events or activities.

Knowing presence of a violation of College policy, contributing to an atmosphere where College policies are being violated, or aiding, harboring, or engaging in behavior with a student who is in violation of College policies.

- violating the college regulations - Violations of other published College

regulations or policies. Such regulations may include, without limitation, residence policies or the housing contract, or food service policies.

- the unauthorized entry or use of College facilities or premises. Copying keys, unauthorized possession or use of copied master keys is prohibited
- activity that annoys, disturbs, or otherwise prevents the orderly conduct of the residence halls, dining areas, activities, administration, or classes of Bluefield College, including but not limited to Residence Hall Quiet Hour policies.

**Off campus incidents involving Bluefield College students** – Bluefield College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and the students who compose it. It may become necessary for the College to take appropriate actions as a result of student incidents off campus that affect the ability for students to function well in the College community, at College sponsored events, in the classroom, or that are in direct conflict with the unique mission of the College.

## **DISCIPLINARY PROGRAM**

**An in-depth *Discipline Guide* detailing the judicial process at Bluefield College is available from the Office of Student Development.**

**Amnesty policy** – students who are struggling with issues that violate the community living standards are encouraged to seek support and help. Issues may include pregnancy, drugs, alcohol, pornography, sexual relationships and homosexual tendencies. We realize that college students may struggle with these issues and may be fearful of asking for help because of the potential consequences. To meet that need Bluefield College has established an Amnesty Policy. This policy allows students that want to receive help and support to work through these issues prior to disciplinary action, and also be held accountable for such behaviors without going through the discipline process. Students will be asked to abstain from the behavior and to sign a behavior contract. Amnesty request may be obtained in the office of Student Development or from the campus minister. Requests must be submitted before any disciplinary action takes place.

The disciplinary conference - is an informal, non-adversarial, and conversational meeting between a student and a Student Development staff member. The purpose of the meeting is to examine the complaint, listen to the student, discuss circumstances regarding the incident, and hear student concerns.

There are no formal charges prior to the conference. The disciplinary conference usually results in an agreement on the level of responsibility (the “charges”) and the type of action (sanction, educational program, or activity) that would match the level of responsibility.

Most conferences do not deal with the contested facts and will usually be resolved at the first meeting. However, the student may have an additional three (3) working days if he/she is unsure regarding choices. The student is encouraged to seek the assistance of an advisor if he/she wishes. In some situations, the student may wish to have statements submitted or additional investigations may be needed to clarify the behavior or circumstances surrounding the complaint.

When a student leaves a conference, he/she may request a copy of the original complaint, a written description of the charges, and an explanation of sanctions or other methods of resolution. If the case has been resolved, the student will receive a copy of the disposition and copies of any contracts or referral appointments. Any resolution of a Disciplinary

Conference is subject to review, reversal, or modification by the Vice President of Student Development.

**The administrative hearing** - If a complaint has not been resolved through the disciplinary conference, an informal administrative hearing will be scheduled. The Vice President for Student Development or designee will conduct this informal hearing. The administrative hearing provides the elements of due process required for administrative sanctions and/or educational alternatives less than a separation from the College.

The student is encouraged to seek the assistance of an advisor, if they wish, to be with him/her at the administrative hearing. The student may present witnesses, ask questions, provide written statements, and explain his/her version of the event(s). The informal stage of the hearing could occur at one time or over several meetings to accommodate schedules. The administrative hearing would not be used in any case which may result in a separation from the College unless specifically requested by the student. Cases, with the potential for separation from the College would normally be referred to the Disciplinary Council.

**The disciplinary council** - The Disciplinary Council at Bluefield College determines the presence or absence or responsibility for Community Living Standards violations that may result in separation from the College. The Council may also hear cases referred by the Vice President for Student Development or designee. When the student is contesting a potential separation but accepts responsibility for the conduct violation, the Council will conduct a review rather than a formal hearing to determine the appropriate sanction. The review will consist of an examination of the records, the student's acceptance of responsibility, the student's written request for the review and a written or oral argument or rationale for the final decision as requested by the Council.

**Council composition** - When hearing or reviewing a case, the Council is composed of one (1) faculty chairperson, two (2) students, one (1) faculty, and one (1) staff member. With the exception of the Chairperson, a hearing or review may proceed with not more than one of the five members absent.

The President, in consultation with the faculty and with the Student Government Association, will appoint four (4) faculty, four (4) students, and two (2) staff members to the Disciplinary Council. Additional Council members may be appointed as required by the case-load.

**Conduct of hearings** - The hearing shall be conducted in such a manner as to require substantial justice and shall not be restricted unduly by rules of procedure or evidence. Evidence not directly related to the manner at hand will not be considered for review. The focus of inquiry in disciplinary proceedings shall be whether or not the accused person was in violation of a community expectation and/or the Standards of Conduct.

The Office of Student Development believes community members have a responsibility to uphold community expectations and support the discipline system at the College. Any student who witnesses a Conduct violation is obligated to give hearing testimony to such an occurrence.

Failure to comply with this request may lead the College to file a complaint against such a witness. Judicial affairs records or other exhibits may also be requested. In the event any person, including the student charged and/or his/her advisor, shall disrupt the hearing, that person shall be excluded and the hearing will proceed in his/her absence.

**Appeals** - A student may only appeal a sanction of deferred suspension or separation from the College. Appeals shall be only to the President. The student must submit a written request for an appeal within five (5) business days of notification of results of the original hearing. The Office of Student Development may administer the notification of hearing results either personally or by certified mail to the last known address as maintained by the College. The appeal is submitted to the Office of Student Development. A student may request an appeal on one or more of the following grounds: (1) the student has been deprived of his/her rights as defined herein; (2) new evidence discovered; and/or (3) the sanction(s) to be imposed was not justified by the nature of the offense.

The President will review the records from the Disciplinary Conference, Administrative Hearing, or Council Hearing and such written submission or oral arguments as may be requested by the President. The original decisions may be sustained, modified, or reversed.

**Reviews** - The Vice President for Student Development may request a review of the decision(s) of the Council within five (5) business days of notification of results of the original hearing being given to the student. The VP for Student Development will inform the student that a review is being considered or requested.

The VP for Student Development may request a review of a discipline case on one or more of the following grounds: (1) the decision of the Council does not adequately account for all available evidence; and/or (2) the decision of the Council does not provide for adequate sanction(s) or intervention for the violation.

**Disciplinary sanctions** - the following is a listing of the disciplinary sanctions that may be imposed for the prohibited conducts of Bluefield College:

- disciplinary warning
- disciplinary probation
- disciplinary suspension
- disciplinary dismissal
- disciplinary expulsion

Additionally, the College reserves the right to impose alternative requirements or conditions at its discretion in the disciplinary or judicial process. Such requirements or conditions may include, but are not limited to:

- restitution or fines
- work or community projects
- counseling evaluations by BC or off-campus professionals
- educational program sessions
- restrictions on participation in campus activities, residence visitation, or parking privileges
- residence hall contract cancellation

Alternative requirements or conditions may be imposed in addition to other disciplinary sanctions (i.e., warnings, probations, suspensions). If these alternative requirements are violated by the student, or if he/she fails to meet conditions set for him/her in the disciplinary or judicial process, a more serious sanction, up to and including suspension or dismissal, may be imposed at the discretion of the Dean of Students without further hearing or review.

**Loss of financial aid given for Christian character** - Students involved in major community life violations such as possession or use of alcohol on campus, drinking under the age of 21,

illegal activity, sexual impropriety, and other inappropriate behaviors may lose financial aid awarded on the basis of Christian character. Students may appeal to the financial aid office for replacement of funds and may reapply for the lost scholarship after the probationary time.

### **Alcohol and Drug Policy**

The College expects its students to obey the law. Therefore, a violation of alcohol or drug laws while admitted to the College, wherever that violation occurs, is a violation of the College's expectations.

Further, it is a violation of the College's expectations for a student to drink, possess, or be impaired by drinking alcoholic beverages, or to possess, use, or be under the influence of illegal drugs, on campus or at any event sponsored by the College or by a College-approved student organization. Without limiting the foregoing, this prohibition specifically includes any College sponsored trip. The College encourages students to notify their parents or guardians if the student is found to have acted in violation of this policy. If the College, through its disciplinary procedures, determines that a student has violated this policy, the College may disclose the violation to a student's parent or legal guardian if the student is under 21 years of age at the time of notification.

Violation of this policy may result in any sanction deemed appropriate by the College, including, but not limited to, required participation in a drug or alcohol treatment or rehabilitation program, suspension, or expulsion.

### **Sexual Misconduct**

The College urges anyone who has been a victim of an act of sexual misconduct to: seek medical attention immediately, seek counseling and support, inform the College of the assault and consider pursuing criminal charges. If you are a victim of sexual misconduct, you are encouraged to use the resources the College provides. While it is your choice whether or not to utilize the College disciplinary process, Bluefield College is required by federal law to investigate any reports of sexual misconduct. Title IX of the Education Amendments of 1972, 20 U.S.C. Sec.1681, et seq., prohibits discrimination on the basis of sex in any federally funded education program or activity. The requirements of Title IX cover sexual violence and require colleges to take immediate and effective steps to respond to sexual violence.

You may want to report an act of sexual misconduct to both College and criminal authorities. One option is to immediately call 911 for assistance. Another option is to report the assault to the Vice President of Student Development Office (276-326-4206). Allegations of sexual misconduct are taken seriously and are investigated thoroughly. If you need assistance to pursue the option of criminal charges, the Student Development staff can help you. Another option is to report the assault directly to the Bluefield College Campus Security (276-326-). An officer will assist in investigating the complaint and will help you file a criminal report with the Tazewell County Magistrate's Office. The complainant may report the incident to the Commonwealth Attorney who will consider the case and decide whether or not to prosecute. In this option, the Commonwealth of Virginia accuses the alleged perpetrator and the complainant may serve as a witness for the Commonwealth.

Students who are victims may also wish to seek confidential counseling or support from the Office of Student Development (276-326-4207).



## **Bluefield College Tobacco Policy**

Effective August 15, 2005 Bluefield College will be a tobacco free campus. Tobacco use of any kind is prohibited on the Bluefield College campus. Please note, the College desires to assist those who need help with tobacco use. The Vice President for Student Development, the Campus Minister, and Health Services may be contacted for assistance. Students who violate this policy will be subject to disciplinary sanction.

\* This policy applies to all Bluefield College off-campus sites and Bluefield College sponsored events.

## **Criminal Sanctions**

The College provides the following as a good faith effort to give students information, but the College does not guarantee its accuracy:

### **Federal law states –**

1. For illegal possession of a controlled substance, the penalty for the first conviction is up to one year imprisonment and fine of at least \$1,000, but not more than \$100,000 or both. For subsequent convictions, the penalty increases to at least ninety days in prison, not to exceed three years, and a fine of at least \$5,000 but not more than \$250,000 or both.
2. There are special sentencing provisions for possession of crack cocaine, depending upon the amount of cocaine and whether the violator has prior drug convictions, ranging from five years in prison to twenty years, a fine of up to \$250,000, or both.
3. The violator may forfeit ownership of personal and real property used to possess or to facilitate the possession of a controlled substance. For example, an automobile may be impounded in cases involving any controlled substance in any amount.
4. Violators may be denied federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, including pilot licenses, and may be denied eligibility to receive or purchase a firearm.
5. The maximum penalty for trafficking in heroin, cocaine, PCP, LSD, and other illegal drugs is punishable by 20 years to life (marijuana by 30 years to life) in prison, and a fine of not more than \$8 million.

### **Virginia law states -**

Drinking in Public, Public Intoxication, and Drinking While Operating a Motor Vehicle. Up to \$250 fine. Selling Alcohol Without a License. Up to \$2,500 fine and/or 12 months in jail. Selling/Providing Alcohol to an Intoxicated or Underage Person. Up to \$2,500 fine and/or 12 months in jail. Underage Possession or Consumption. Up to \$2,500 fine and/or 12 months in jail and/or alcohol education. Possession of False Driver's License. Up to \$1,000 fine and/or 12 months in jail and/or loss of driving privileges.

Use of False Identification to Purchase Alcohol. Up to \$2,500 fine and/or 12 months in jail and/or alcohol education. Drinking and Driving. Up to \$2,500 fine and/or 12 months in jail and/or loss of driving privileges and/or alcohol education program. Underage Drinking and Driving. BAC > .02 Up to \$2,500 fine and/or 12 months in jail and/or loss of driving privileges and/or alcohol education. Maintaining a Common Nuisance. Repeated unlawful use of alcohol at a specific location. Up to \$2,500 fine and/or 12 months in jail.

**Drug Trafficking** - Under state and federal drug laws, the gravity of the sanction depends on the classification of the controlled substance, the particular activity involved (possession or trafficking which included manufacture, sale, and possession with intent to sell), and whether or not multiple convictions are involved. Under Virginia law, the most severe penalty for a drug violation involves trafficking. On a first offense conviction, one may receive a fine of up to \$10,000 and/or a sentence of up to 10 years.

For subsequent offenses, the penalties may be doubled. Under federal law, for simple possession of a controlled substance, one may be imprisoned for up to one year and/or fined up to \$1,000. For subsequent offenses, one may be imprisoned for up to 3 years and/or fined up to \$5,000. Under federal law, one may be fined up to \$8,000,000 and/or may be sentenced from not less than 10 years up to life in prison for trafficking in drugs. For violations of other federal drug laws, one may receive life in prison or the death penalty.

Under both state and federal laws, one may suffer the loss of whatever property (home, farm) or possessions (vehicle) which one may have used in the drug sale. Sanctions for violation of state alcohol laws vary from a fine of \$10 to \$2,000, a sentence of 48 hours to 12 months in jail and/or suspension of one's license.

**Health risks associated with drug or alcohol use** – Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating. Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the

central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

## **BLUEFIELD COLLEGE SUBSTANCE POLICY**

**Alcoholic Beverages** - Possession, consumption, and/or distribution of alcoholic beverages is prohibited on the Bluefield College campus. This includes areas of public access within the bounds of the Bluefield College campus or on the grounds of any properties leased or controlled by Bluefield College. As well, these same are prohibited at locations of college-sponsored activities or events sponsored by any college organization, department or group or by any individual in the name of an organization, department, or group. Underage drinking is expressly prohibited. Any student who returns to the campus while intoxicated shall be subject to full disciplinary action.

**Intoxication** - A state of being causing a person to experience a loss of normal use of his/her mental and/or physical faculties. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, abusive behavior or behavior that satisfies the criteria for intoxication by blood alcohol content.

**Illegal Drugs** - Manufacturing, possessing, distributing, and/or using controlled substances including, but not limited to, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, crack, anabolic steroids or other intoxicants and/or drug paraphernalia. Students may be required to be drug tested at the student's expense.

Possession, consumption, and/or distribution of illegal or illegally obtained drugs are prohibited on the Bluefield College campus. This includes areas of public access within the bounds of the Bluefield College campus or on the grounds of any properties leased or controlled by Bluefield College. As well, these same are prohibited at locations of college-sponsored activities or events sponsored by any college organization, department or group or by any individual in the name of an organization, department, or group. Any student who returns to the campus while under the influence of drugs or in possession of drugs shall be subject to full disciplinary action.

**Training and counseling resources** - The College makes continuous efforts to keep students, faculty, and staff aware of the on-campus and off-campus programs which provide information and professional services on matters related to the abuse of alcohol and drugs. Students are encouraged to contact the Office of Student Development for information and appropriate referral.

**Policy review** - This policy statement and any revisions thereto shall be published annually to students and employees. Distribution shall be the responsibility of the Office of Student Development and the Vice President for Academic Affairs. The Office of Student Development and the Steering Committee for an Alcohol and Drug-Free Campus shall

review and interpret policies and procedures relevant to this policy statement. They shall be responsible for maintaining records of the annual review of this policy statement.

**Disclaimer** - Bluefield College reserves the right to apply discipline sanctions or take other appropriate actions when deemed necessary. The term “College” referred to in this document refers only to Bluefield College.

Additionally, you must be aware that any member of the College staff may enter your room if there is reason to believe you are in possession of alcohol or drugs. If any substance is found it will be immediately confiscated and turned over to the proper authorities.

## **VALUES VIOLATIONS**

### **Minimum Disciplinary Responses**

Values violations are behaviors, actions, or attitudes of individuals or groups, on or off campus that are inconsistent with the Community Living Standards. The list that follows identifies common responses. It is neither complete nor all-inclusive; yet it provides examples of the types of responses given for violations. Bluefield College reserves the right to biblically demonstrate both grace and accountability in handling disciplinary situations.

### **Minimum Disciplinary Response for alcohol and other drugs**

First Offense – May include sanctions of any, or the combination of the following:

- parental notification (if student is underage)
- alcohol and other drug (AOD) education/intervention program.
- residence hall contract review (for residents only)
- community service (20 - 40 hours)
- restitution (if damage occurred)
- disciplinary probation

### **Second Offense: Suspension**

**All related city, county, state, and federal laws will be upheld.**

*A student's property may be searched when the college believes there are drugs, including alcohol, drug paraphernalia, or other prohibited items. The penalty for sale or distribution of drugs will be immediate expulsion, no review.*

**Notice of changes in student life policies - All changes in, additions to, and deletions from existing Student Life policies, including the Standards of Conduct, will be announced through the Office of Student Development. These announcements will be posted in selected high-traffic areas of the College on campus, the residence halls, and will be publicized through the RAMPAGE newspaper and announced at chapel when appropriate. All changes are applicable to all students when announced, and will be implemented according to the time table advertised.**

## **Appendix i**

**Sale of Merchandise, bulletin board, banner, and poster,**

**Policies and Procedures**

The College believes it is important to provide students, faculty, and staff with reliable

information regarding programs, policies, and procedures; therefore, we have established policies and procedures for posting and/or displaying signs, notices, posters, etc. on bulletin boards in College owned buildings.

### **Use of college bulletin boards**

Posters, signs, banners, flyers, etc. may be posted only on established College bulletin boards. Materials may not be posted on doors, walls, and/or windows under any circumstance.

Anyone seeking to utilize College bulletin board space to post information, signs, banners, flyers, etc. must contact and receive approval from the Director of Student Activities before posting materials. Final approval may be subject to authorization by the Dean of Students.

The Office of Student Development will employ a student to monitor bulletin boards in college-owned, non-residential facilities. All bulletin boards in non-residential buildings will be cleared by 5:00 p.m. every Friday to afford student with timely and accurate information.

The residence life staff will maintain residence hall bulletin boards to afford students with accurate and timely information. All materials posted in or around College residence halls also must be approved by the Residence Hall Director.

Unauthorized material placed on bulletin boards or in unauthorized locations will be immediately removed and discarded.

### **Sale of Merchandise**

Student Organization planning a fund-raising project must first submit in writing their ideas to the Director of Student Activities. Final approval will be given by the Dean of Students.

Student organizations recognized by Bluefield College who wish to sell merchandise of any kind as a fund raising project must adhere to the following guidelines:

the design, if any, to be used on the merchandise must be submitted, in writing, to the Office of Student Services for approval in advance of placing the order; a copy of the final approved design must be on file with the Office of Student Services;

the design may not imply, suggest, illustrate, encourage, and/or describe the use of alcohol, drugs, inappropriate behaviors, and/or sex in any way; nor may the design be used to disgrace any particular group, individual, or institution.

## **Appendix ii**

### **Computer Resources Acceptable Use Policy**

The hardware and software computer resources of Bluefield College are available to the students, faculty and staff in support of the educational and administrative goals of the college. It is expected that users of these resources will engage in activities such as conducting research and completing course-work communicating with others, accessing information in the performance of normal college-related job responsibilities and exploring

other information sources. Using the system on an occasional basis for personal use, such as corresponding with friends or family through electronic mail, may also be considered appropriate, but in all cases usage should defer to college related activities. The computer system may not be used for commercial or solicitation purposes without the express written consent of appropriate school officials. The computer resources provided by the college are the sole and exclusive property of the college.

It is expected, in return, that users must respect the rights and privacy of others and must obey school policies and state and federal laws that may apply to their activities while using the computer system. Although the college, in its official capacity, will make every effort to respect the privacy of users of the computer system, it should be understood by all users that the computer systems is owned and operated by a private and Christ-centered college. Bluefield College considers any violation of the acceptable use principles or guidelines to be a serious offense. Any or all of these systems and all files on these systems may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to Bluefield College and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. Bluefield College also reserves the right to protect its network from systems and events that threaten or degrade operation. Bluefield College also reserves the right to determine what is acceptable and not acceptable in the use of computer systems. Violators are subject to disciplinary action as prescribed in the honor codes, in the Student Handbook, and in the Faculty Handbook. Offenders may be prosecuted under the law to its fullest extent.

Bluefield College Department of Information Technology may suspend or limit access to its resources for misuse of software, hardware, and/or network services. Other actions may be taken depending on the nature of any misuse including investigating any suspicious activity.

Violations may result in loss of access privileges, disciplinary action by student judicial groups, and/or prosecution under civil or criminal laws. By using these systems, you are consenting to follow and submit to all Bluefield College policies concerning appropriate network use. Administrators of individual systems such as the library or computer labs may establish policies that place additional responsibilities upon users.

Access to communication systems and networks owned or operated by Bluefield College implies certain responsibilities and obligations. Access is granted subject to college policies and local, state, and federal laws. Acceptable use is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanism, and individual rights to privacy and to freedom from intimidation and harassment.

### **Legal Responsibilities**

There are several legal obligations for users of the computer system. The examples provided here are the most significant, but should not be considered a complete list. It is the responsibility of users to be aware of and respect state and federal statutes that may regulate their activities.

- Users must obey copyright laws and respect the intellectual property of others.
- Software license agreements must be honored. The college makes every effort to properly purchase and license all software installed on the institution's computer

systems. There is no stated or implicit consent given to users to copy any of the programs or data residing on these systems.

- It is a violation of Virginia law to access a computer system without authorization or to gain access to a computer system for the use of fraud or malicious activities such as the destruction of files or programs.
- It is a civil offense to make false statements about another person (libel), especially if it results in the loss of that person's good name (defamation).
- The creation or knowing distribution of a computer virus or "worm" is a violation of federal statute.
- The creation or knowing distribution of a chain letter is a violation of federal statute.

### **Ethical Responsibilities**

Although certain activities of users may not be strictly illegal, there may be cases where a user might violate the ethical standards of the college. Guidelines for appropriate behavior may be found in any number of campus publications such as handbooks, catalogs, and policy manuals. Common sense and a personal sense of responsibility are important here.

- Users of the computer system will refrain from accessing or electronically transferring text or graphics images that would be deemed hateful, demeaning or pornographic by the prevailing standard of this Christ-centered college.
- The computer system, especially the electronic mail capabilities, will not be used to create offensive or disruptive messages. This includes messages, which contain sexual implications, racial slurs, gender-specific comments or any other comment that offensively addresses someone's age, religious or political beliefs, national origin or disability.
- The privacy of other user's files and electronic mail messages is to be respected at all times. No user, with the exception of authorized system administrators, shall access or attempt to access another user's files or electronic mail messages without the explicit consent of that user. In addition, no unauthorized attempt shall be made to obtain the passwords or access codes of any other user and no use of another person's user ID or password is allowed unless specifically approved by a computer system administrator.
- No attempt will be made by any user to secure unauthorized access to system files or confidential academic or administrative records.

### **Good Citizen Responsibility**

Beyond the legal and ethical guidelines in this policy, responsible users of the college's computer systems should recognize the fact that they are members of a large electronic community. As good citizens of this community, users of this community, users can take several steps to make utilization of the college's resources a rewarding experience for themselves and others.

- Report improper use or vandalism of any computer resource.

- Limit term or shared computers in the library and labs and defer to non-recreational users.
- Clean old files and documents off of shared resources such as file servers and electronic mail boxes.
- Make considerate use of computer resources in public areas. Refrain from accessing programs that produce loud noises or which contain graphic material that may offend others.
- Users will make every attempt to avoid the unintentional spread of computer viruses through awareness of the problem and by having their disks checked on a regular basis.

### **General Principles**

*Access to communication systems and networks owned or operated by Bluefield College implies certain responsibilities and obligations. Access is granted subject to college policies and local, state, and federal laws. Acceptable use is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanism, and individual rights to privacy and to freedom from intimidation and harassment.*

### **Guidelines**

In making appropriate use of resources, you **MUST**:

- Use resources for authorized purposes;
- Protect your user ID and the system from unauthorized use. You are responsible for all activities taking place under your user ID or that originate from your system;
- Access only information that is your own, that is publicly available, or to which you have been given authorized access;
- Use only legal versions of copyrighted software in compliance with the vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources; and
- Conform to instructions/warning signs given in all lab areas. In making appropriate use of resources you **MUST NOT**:
  - Use another person's system, user ID, password, files, or data without permission;
  - Use computer programs to decode passwords, gain access to confidential information, or control confidential information;
  - Attempt to circumvent or to subvert security measures;
  - Engage in any activity that might be harmful to systems or to any information



stored therein, such as creating or propagating viruses, disrupting services, or damaging files;

- Use college systems for commercial or partisan political purposes;
- Use college systems or networks to view or print pornographic material;
- Make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks;
- Use mail, messaging, or display services to harass or to intimidate another person, for example, by broadcasting unsolicited messages, by sending unwanted mail, downloading, printing or displaying offensive material (eg. screen savers), or by using someone else's name or user ID;
- Waste computer resources, for example, by intentionally placing a program in an endless loop, by using excessive amounts of paper through printing needlessly, for amusement, or by sending chain letters;
- Destroy or damage networking equipment, such as keyboards, mice, CPU's, and monitors;
- Consume beverages or food in any computing lab facility on campus;
- Use the college's systems or networks for personal gain, for example, by selling access to your user ID or performing work for profit with college resources in a manner not authorized by the college, or by selling/buying merchandise on-line; and
- Engage in activity that does not conform to the General Principles statements above.

### **Enforcement**

Bluefield College considers any violation of the acceptable use principles or guidelines to be a serious offense. Any or all uses of these systems and all files on these systems may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to Bluefield College and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. Bluefield College also reserves the right to protect its network from systems and events that threaten to degrade operations. Bluefield College also reserves the right to determine what is acceptable and not acceptable in the use of computer systems.

Violators are subject to disciplinary action as prescribed in the honor codes, in the Student Handbook and in the Faculty Handbook. Offenders may be prosecuted under the law to its fullest extent, as described in, but not limited to, those statutes referred to in the Appropriate Use of Computer Facilities Policy.

Bluefield College Department of Information Technology may suspend or limit access to its resources for misuse of software, hardware, and/or network services. Other actions may be taken depending on the nature of any misuse including investigating any suspicious activity. Violations may result in loss of access privileges, disciplinary action by student judicial

groups, and/or prosecution under civil or criminal laws. By using these systems, you are consenting to follow and submit to all Bluefield College policies concerning appropriate network use.

## **Appendix *iii***

### **Officers for 2012-2013**

**President - Megan Hardison**

**Vice President - Erica Creger**

**Secretary - Summer Eggers**

**Treasurer - J.D. Taylor**

### **The Student Government Association**

The Student Government Association (SGA) represents the student body of the College. It is composed of all full-time students of the College. The purpose of the SGA is to provide a voice for the students, to help unify and promote enthusiasm in the student body, and to foster in any manner possible a Christian atmosphere, student character, initiative, and leadership.

### **Branches of Government**

The Bluefield College Student Government Association is comprised of the Executive and Legislative branches of government. Each branch is distinct, serving the student body in a different capacity. Brief descriptions of each branch's purpose and composition are included.

#### **The Executive Branch**

The Executive branch is composed of four executive officers (President, Vice President, Secretary, and Treasurer) and two ex-officio member (SUB Executive Chair and Baptist Colligate Ministries President) who provide initiative and planning, oversee the operations of Student Government, and act as liaisons between students and other constituencies of the College, and the Chairs of the Legislative Standing Committees. It maintains the responsibility of responding to changes in the campus community and considering ways in which these developments affect student life.

#### **The Legislative Branch**

The Legislative Branch debates many of the issues and concerns brought to the attention of the Executive branch as well as issues raised by students. Students elect 3 Senators from each of the 4 undergraduate classes (Freshman, Sophomore, Junior, Senior). The Legislative branch is composed of the 12 Class Senators. Freshman Senators will be elected during the 2nd Convocation of the Fall semester.

## **Appendix *iv***

### **Student Complaints**

*Procedures for registering complaints/grievances of a non-grade or non-instructional nature.*

When a student wishes to register dissatisfaction of a non-academic matter, the following procedure should be initiated:

File a written complaint/grievance with the Office of Student Development. The Vice President for Student Development will review the complaint/grievance and follow-up as needed, or will direct the individual(s) registering the complaint to the appropriate person to address the matter.

If further review is requested, the individual(s) may request a hearing before the President whose review is final.

The Vice President for Student Development will retain any documents related to the filing of a complaint/grievance.

## **Appendix v**

### **Intellectual Property Policy**

**Policy Statement:** The mission of Bluefield College is to educate and develop the whole person to enable critical thinking, effective communication, and adaptation to a changing world. This mission is carried out in a learning community which encourages a spirit of intellectual inquiry among faculty, students, and staff. The development of creative and scholarly research, works and inventions, known broadly as intellectual property, will be a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor and the College. The purpose of this policy is to support and reward scientific research and scholarship, and help students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved.

**Applicability:** This intellectual property policy applies to works created by all classifications of staff and students of the College, even after employment with Bluefield College has been terminated, the relevant project completed or enrollment has ended, and to non-employees such as consultants and independent contractors who create works on behalf of the College, unless a written agreement exists to the contrary.

**Identification of Intellectual Property:** Intellectual Property shall consist of the following:

- (a) Copyrightable material produced from creative and scholarly activity, such as text (manuscripts, manuals, books, and articles); videos and motion pictures; music (sound recordings, lyrics, and scores); images (print, photographs, electronic, and art); and computer software (programs, databases, web pages, and courseware);
- (b) Patentable works such as patents (processes, machines, manufactures, or compositions of matter); devices; and software excluded from copyrighted materials;
- (c) Trademarked materials, such as words, names, symbols or logos, domain names, trade dress, and slogans or any combination of words which has been adopted by the College to identify itself and to distinguish itself and its sponsorship from others; and
- (d) Trade Secrets.

### **Ownership and Use**

#### **1. Patentable Intellectual Property**

Responsibility for Disclosure of Patentable Intellectual Property. College personnel who alone or in association with other individuals or entities create or intend to create patentable subject matter with any use of College resources must disclose the matter and obtain prior authorization from the Vice President for Academic Affairs (or designee). Such disclosure shall be made when it can be reasonably concluded that a patentable subject matter has or will be created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the intellectual property for the creator and the College. Creators are encouraged to seek the advice of the Vice President for Academic Affairs (or designee) in determining whether the subject matter is patentable or whether the College desires to pursue patenting the matter.

Determination of Rights to Patentable Subject Matter. Except as set forth below, the creator of patentable intellectual property shall retain his/her rights, and the College shall not assert ownership rights. The College will assert ownership rights to patentable intellectual property developed under any of the following circumstances:

(a) Development was funded as part of an externally sponsored research program or pursuant to an agreement which allocates rights to the College.

(b) Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the patentable subject matter constitutes significant use of College resources.

(c) The creator was assigned, directed, or specifically funded by the College to develop the material.

(d) Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes “work for hire” under U.S. law (e.g., the College’s website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines).

## 2. Other Intellectual Property

Responsibility for Disclosure of Intellectual Property. All disclosures should be made to the Vice President for Academic Affairs.

Determination of Rights to Intellectual Property. Except as set forth below, the creator of Intellectual Property (other than patentable intellectual property) shall retain his/her rights, and the College shall not assert ownership rights. However, creators will grant the College a non-exclusive, royalty-free, perpetual license to use the Intellectual Property for internal instructional, educational and administrative purposes. The College may assert ownership rights to Intellectual Property developed under the following circumstances:

(a) Development was funded as part of an externally sponsored research program or pursuant to an agreement which allocates rights to the College.

(b) Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the work constitutes significant use of College resources. Prominent use of the Bluefield College name or any image, trademark or logo of Bluefield College also constitutes significant use

of College resources.

(c) Material was developed by administrators or other non-faculty employees in the course of employment duties and constitutes “work for hire” under U.S. law (e.g., the College’s website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines).

### 3. Intellectual Property Developed Under Sponsored Research Agreements

Ownership of Intellectual Property developed pursuant to an agreement with any sponsor will be governed by the provisions of that agreement. Sponsored research programs funded by private sponsors will generally provide for the College to retain title to all intellectual property that arises in the course of the research program with the sponsor retaining an option to acquire commercialization rights through a separate license agreement. Government and nonprofit sponsors generally allow rights to intellectual property that arises from the research program to vest with the College, subject to certain retained rights held by the federal government.

#### **Administration**

1. General. This policy shall be administered by the Vice President for Academic Affairs, who shall determine and interpret its terms and provisions.

2. Intellectual Property Review Committee. As needed, the Vice President for Academic Affairs shall appoint an ad hoc Intellectual Property Review Committee whose functions shall include: (1) reviewing policy provisions from time to time, as needed, with recommendations for change or amendments to the Vice President for Academic Affairs; (2) serving as a non-binding advisory body in the case of any dispute relating to this policy; and (3) reviewing other issues as requested by the Vice President for Academic Affairs. The Committee shall consist of two (2) faculty members, one being the Chair of the Faculty Committee, appointed by the Vice President for Academic Affairs, the Director of Library Services, the Director of Information Services and Technology, and Vice President for Finance and Administration.

3. Dispute Resolution. In the event the creator of Intellectual Property objects in writing to a determination of the Vice President for Academic Affairs, the creator and the Vice President for Academic Affairs will provide all relevant information to the President. The President, or the President’s designee, is empowered and authorized, after reviewing the circumstances of the case and considering the desirability of asserting the College’s interests, to accept or reject the determination of the Vice President for Academic Affairs. The President shall then provide the creator and the Vice President for Academic Affairs with the President’s final and binding written determination.

4. Changes to Policy. The College reserves the right to change this policy from time to time. In addition to the Board of Trustees, the President has the authority to change this policy.

#### **Use of Bluefield College Names/Logos**

Faculty, staff, and students may, consistent with the Bluefield College Style Guide, use the College’s names, logos, and/or other marks where necessary to identify themselves on matters of official College business. Bluefield College names, logos, and other marks shall

not be used for commercial purposes or by individuals or entities in a manner that implies College endorsement or responsibility for particular activities, products, or publications, or by any individual or group promoting itself, without the express written permission of the Director for Public Relations or designee.

## **Appendix vi**

### **Whistleblower Policy**

#### **Introduction**

A whistleblower policy extends beyond the law, by encouraging reporting of law violations and suspicions of irregularities as well as prohibiting recrimination and retaliation to those who report such occurrences or suspicions or those involved in the related investigations. Bluefield College intends to adhere to all laws and regulations that apply to the College. Such laws and regulations strengthen and promote ethical practices and ethical treatment of members of the College community and those who conduct business with the College. The underlying purpose of this *Whistleblower Policy* is to support the College's goal of legal compliance with these laws and regulations and requires the support of all College employees to achieve compliance. Employees and others are encouraged to use the guidance provided by this policy for reporting all allegations of suspected improper activities.

Bluefield College also recognizes the necessity of strong internal controls to protect the financial affairs of the College and help ensure compliance with laws and regulations. Therefore, financial affairs documentation of the College includes an *Internal Control Policy Statement* (available for review from the President, Vice President for Finance and Administration, or Human Resources Director).

#### **Guidelines**

The following guidelines should be considered in identifying the possibility of irregularities to be reported in accordance with this *Whistleblower Policy*:

- 1) The matter is the result of a significant internal control or policy deficiency;
- 2) The matter is likely to receive media or other public attention;
- 3) The matter involves the misuse of College resources or creates exposure to a liability in potentially significant amounts;
- 4) The matter involves allegations or events that have a significant possibility of being the result of a criminal act (e.g., disappearance of cash);
- 5) The matter involves a significant threat to the health and safety of employees and/or the public; or
- 6) The matter is judged to be significant or sensitive for other reasons.

#### **Policy**

If any College employee reasonably believes that some policy, practice, or activity of Bluefield College, or of another employee on behalf of the College, is in violation of law, the employee immediately should contact the President, Vice President for Finance and Administration, Human Resources Director, Chair of the Finance Committee of the Board of Trustees, or Chair of the Board of Trustees, preferably in writing, so as to assure a clear understanding of the issues raised. The employee should be as specific as possible in describing the occurrence or suspicion of irregularity, and the description should be factual rather than speculative or conclusive. The employee in this case is commonly referred to as a whistleblower. The whistleblower is not an investigator or finder of fact, nor does

the whistleblower determine the appropriate corrective or remedial action that may be warranted. Whistleblower reports also may be made anonymously.

The President, Vice President for Finance and Administration, Human Resources Director, Chair of the Finance Committee of the Board of Trustees, and/or Chair of the Board of Trustees will acquire the services of an external, independent source to perform any necessary audit/verification work. As is appropriate and/or as guided by legal counsel if consulted, the College will report suspected or confirmed irregularities to relevant officials. The College will encourage the performance of sufficient tests and investigations to identify the weakness in controls or security which contributed to such occurrence and request recommendations for corrective action as necessary. They will be responsible for ensuring that recommendations are implemented or that mitigating changes are made. If the occurrence is deemed to be a violation of the law, the College will participate in any investigation requested by authorities; and immediate, relevant personnel changes will be made. In all instances, the College retains the prerogative to determine when circumstances warrant an investigation and, in conformity with this policy and applicable laws and regulations, the appropriate investigative process to be used. Those receiving whistleblower reports always should share the report and results of the investigation with the Finance Committee of the Board of Trustees. The Finance Committee will use this information to identify important trends requiring further consideration relative to best practices and internal controls of the College.

#### **Applicability: Whistleblowers, Participants, and Subjects**

All employees of the College have a duty to cooperate with investigations initiated under this *Whistleblower Policy*. The intentional filing of a false report, whether orally or in writing, is itself considered an improper activity which the College has the right to act upon. Regarding a suspected irregularity, whistleblowers may be committing an improper activity themselves by attempting to obtain evidence for which they do not have a right of access. Whistleblowers have a responsibility to be candid with those to whom they report a suspected irregularity and with investigators. They should set forth all know information regarding reported allegations and be prepared to be interviewed by College investigators. Whistleblowers must provide sufficient corroborating evidence to the extent possible to justify commencement of an investigation. However, whistleblowers are not to act on their own in conducting any investigative activities, nor do they have a right to participate in any investigative activities other than as requested by investigators. Whistleblowers have a right to be informed of the disposition of their disclosures, absent overriding legal or public interest reasons.

College employees who are interviewed, asked to provide information or otherwise participate in an investigation have a duty to fully cooperate with College-authorized investigators. Such participating employees should refrain from discussing or disclosing the investigation or their testimony with anyone not connected to the investigation. In no case should the participant discuss with the investigation subject the nature of evidence requested or provided or testimony given to investigators, unless agreed to by the investigator.

The decision to conduct an investigation of the person(s) alleged in a whistleblower report is not an accusation. The investigation is to be treated as a neutral fact finding process. The outcome of the investigation may or may not support a conclusion that an improper act was committed and, if so, by whom. Subjects should normally be informed of the allegations at the outset of a formal investigation and have opportunities for input during the investigation. Subjects have a duty to cooperate with investigators to the extent that their cooperation will

not compromise self-incrimination protections under state or federal law. Subjects have a right to consult with a person or persons of their choice. This may involve representation, including legal representation. Subjects have a responsibility not to interfere with the investigation and to adhere to admonitions from investigators in this regard. Evidence shall not be withheld, destroyed or tampered with, and witnesses shall not be influenced, coached or intimidated. Unless there are compelling reasons to the contrary, subjects should be given the opportunity to respond to material points of evidence contained in an investigation report. No allegation of wrongdoing against a subject shall be considered sustained unless at a minimum, a preponderance of the evidence supports the allegation. Subjects have a right to be informed of the outcome of the investigation. If allegations are not sustained; the subject should be consulted as to whether public disclosure of the investigation results would be in the best interest of the College and the subject. Any disciplinary or corrective action initiated against the subject as a result of an investigation pursuant to this policy shall adhere to the applicable faculty or staff conduct and disciplinary procedures.

### **Confidentiality/Identity Protection**

Bluefield College understands that a whistleblower frequently intends to report a suspected irregularity in confidence. To the extent possible within the limitations of law and policy and the need to conduct a competent investigation, the identity of whistleblowers will be protected. Whistleblowers should understand, however, that their identity may become known for reasons outside of the control of the College. Similarly, the identity of the subject(s) of the investigation will be maintained in confidence with the same limitations. Also, the identities of other participants involved in the investigations will be protected. Should whistleblowers, subjects, or investigation participants self-disclose their identities, the College no longer will be obligated to maintain such confidence.

### **No Recrimination or Retaliation**

Bluefield College will not recriminate or retaliate against an employee who, in good faith, has made a protest about, raised a complaint against, disclosed, or threatened to disclose some form of practice of the College or of another individual or entity with whom the College has or had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy. Participants to investigations also are entitled to protection from recrimination and retaliation. An employee who retaliates against someone who has reported a suspected violation in good faith is subject to discipline up to and including termination of employment. A whistleblower's and participant's right to protection from recrimination and retaliation does not extend immunity for any complicity in the matters that are the subject of the allegations or an ensuing investigation.





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