

# Bluefield State College Student Handbook 2013-2014



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## WELCOME TO BLUEFIELD STATE COLLEGE

Dear Bluefield State College Student,

I count it a privilege to welcome you to Bluefield State College. Our goal is to work with you as you proceed toward achieving your academic goals and preparing for a more fulfilling and rewarding life and career in the years to come.

This Student Handbook will be a helpful and meaningful source of information as you proceed through the 2012-2013 academic year. I encourage you to take some time to gain familiarity with the contents of the Student Handbook and use it as a tool to enhance your college experience at BSC.

The Bluefield State College family wants you to succeed. Our faculty, staff, and administration stand ready to answer your questions and help you along the way. Best wishes for the coming academic year and beyond.

Sincerely,

Marsha V. Krotseng, Ed.D.  
President

Dear Bluefield State College Student,

It is a pleasure to welcome you to Bluefield State College. I look forward to meeting you in the weeks ahead and encourage you to take part in the extensive array of academic, cultural, and social activities available at Bluefield State College.

The Student Affairs and Enrollment Management staff is here to help you in achieving your academic and personal goals. We hope your years at Bluefield State College will be exciting, stimulating, and rewarding.

Bluefield State College is dedicated to preparing you for a career and helping you develop the skills that will equip you to assume a leadership role in society. All members of the staff are here to help you to succeed.

Sincerely,



John C. Cardwell  
Vice President for Student Affairs  
& Enrollment Management

Dear Students,

On behalf of the Student Government Association, I would like to take a moment and welcome you to Bluefield State College. The fact that you have made the decision to continue your education shows that you have the determination it takes for success. If you are arriving on campus for the first time or this is your last year, take a moment to take it all in. Your time here at Bluefield State will pass very quickly, and will give you memories that will continue to comfort you throughout your life. Everyone at BSC is here to ensure your success. You will find that Bluefield State offers a wide variety of programs that will help guide you in your scholastic adventure. These programs include the Student Government Association or SGA, as many of us refer to it.

The SGA is a group of students whose peers have elected them to represent the entire student body. These senators are here to place your needs above their own and ensure that you always have the tools you need to succeed at Bluefield State. These representatives are the official liaisons between the students, faculty, and staff of BSC's campus. The student body is also represented by a member of this year's SGA who sits on BSC's Board of Governors, as well as two SGA members who will represent our students on the College Council. The Student Government Association is built on our vision of students helping students achieve greater success.

Being the President of SGA, I look forward to working with the student body to endure you all have an exciting and memorable year. I want each of you to know that you are the key to making the 2013-2014 year unforgettable. The SGA is here to help you with achieving an amazing year, so we always ask for your feedback. You are always encouraged to bring us your ideas and fresh views. The suggestions you make can help in continuing the growth and success of BSC.

It is truly a pleasure, and an honor, to be your Student Government President for the 2013-2014 school year. I hope you are excited about the many events and activities that we will be providing you this upcoming school year. If you have any questions or concerns please feel free to contact any of your SGA representatives. If ever you would like to contact me directly please feel free to do so. The SGA office is located in the Harris-Jefferson Student Center in room 118. You can also reach the office by phone at 304/327-4185. Thank you for your time and I'm looking forward to us all having an outstanding school year!

Warmest regards,

Jerry Perdue

Student Government Association President 2013-2014  
[perdue\\_jd@live.bluefieldstate.edu](mailto:perdue_jd@live.bluefieldstate.edu)

## QUESTIONS

WHERE TO GO	LOCATION	EXT.
Activities on Campus	SC-Student Life Office	4187/4186
Athletics	PE-Athletic Director	4191
Bookstore	SC-Student Center	4182
Career Services	CH-308 –Career Services	4011
Catalogs	CH-Admissions Office	4065
Change of Major	CH-Counseling Center	4444
Classes: Enrollment/ Drop/Add/Change	CH-Registrar’s Office	4060
Computer Labs	PE-ITC	4057
	DH-Dickason Hall	4407
	BS-Basic Science Building Room 108	
	Library	4056
Online Learning, Distance Education, Blackboard	ITC- P407	4578
Moodle	DH- 462	4545
Degree Information	CH-VP for Academic Affairs	4068
Discrimination/Grievances	CH-Human Resources Office	4049
<b>Emergencies</b>	<b>CH-Office of Public Safety</b>	<b>4180</b>
Financial Aid/Work-study	CH-Financial Aid Office	4020
General Campus Info.	CH-VP for Academic Affairs	4068
Grades on File	CH-Registrar’s Office	4060
Student Health Center	PE -Health Center	4170
Information Literacy	Library	4052
International Students	CH-Admissions Office	4065
Lost and Found	CH-Office of Public Safety	4180
Library Card	Library	4054
Meeting Rooms	SC-Student Life Office	4187
Parking Decals	CH-Office of Public Safety	4180
Parking Fines	CH-Business Office	4047
Posters for Display	SC-Student Life Office	4186
Report Violations of College Regulations	CH-VP Student Affairs	4567
Sexual Harassment	CH-Human Resources or CH-VP for Student Affairs	4049 4567
Student Insurance	CH-VP for Student Affairs	4567
Student Housing	SC-Student Life Office	4186
Student Organizations	SC-Student Life Office	4186
Student Publications	SC-Student Life Office	4186
Study Skills	CH-Counseling Center	4444
Swimming Pool/Fitness Ctr	SC-Student Life Office	4430
Technical Support	DH-123	4090
Testing: ACT, PRAXIS, etc.	CH-Counseling Center	4444
Textbooks and Supplies	SC-Bookstore	4182
Tours of the College	CH-Enrollment Services	4500
Transcript of Grades	CH-Registrar’s Office	4060
Tuition Payment	CH-Cashier’s Office	4047
Tutoring	BS-Student Support Services CH-Counseling Center	4098 4444
Veteran’s Information	CH-Registrar’s Office	4060
Withdrawal from School	CH-Counseling Center	4444

## **BLUEFIELD STATE COLLEGE**

### **HISTORY**

To serve the racially segregated public schools in the coal camps, progressive citizens of both races worked together to establish Bluefield Colored Institute, a “high graded school for Negroes,” in 1895. The institution thereafter evolved into a black teacher’s college, adopting formal teacher training in 1909 and was renamed “Bluefield State Teachers College” in 1931. The name “Bluefield State College” was adopted in 1943, reflecting a growth in the number and diversity of the institution’s academic programs.

Bluefield State College was integrated after 1954. By the 1960s, the College had a comprehensive four year program of teacher education, arts and sciences, and engineering technology. Gradually, a variety of two year technical programs evolved in response to local needs.

Bluefield State College has emerged as a four year state supported college with a primary academic emphasis in professional and technical programs. The liberal arts offerings of the College are designed to enhance its unique mission.

### **MISSION STATEMENT**

The mission of Bluefield State College is to provide students an affordable, accessible opportunity for public higher education. An historically black institution, Bluefield State College prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. The College demonstrates its commitment to the student’s intellectual, personal, ethical, and cultural development by providing a dedicated faculty and staff, quality educational programs, and strong student support services in a nurturing environment.

### **VISION STATEMENT**

Bluefield State College is committed to being the region’s leading institution of higher education. Embracing the diversity that shapes our world, the College strives to assist students from all walks of life to achieve their personal and professional goals. Using the expertise of faculty and staff, along with the commitment of its students and alumni, Bluefield State College will continue to strive for excellence in learning, service to the community, and advancements in research. Proficiency in these areas enables the Institution and its graduates to make important contributions at the community, state, national, and global levels.

Bluefield State College provides a diverse range of curricular and co-curricular interactive opportunities to its students, faculty, staff, alumni, and members of the community. The College builds towards the future with continued emphasis on recruiting and retraining motivated students and highly credentialed faculty and staff; achieving university status; offering Master’s level programs; and expanding its programmatic offerings through distance education initiatives.

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## The Division of Student Affairs & Enrollment Management

The staff of Student Affairs and Enrollment Management serve many roles consistent with the mission of Bluefield State College. Their beliefs about higher education serve as the foundation for their commitment to the development of “the whole person.”

Areas of staff responsibility include:

- **Recruitment/Retention**

The staff establishes early contact in the community and public schools to promote the value of, as well as the opportunity for, higher education. Through appropriate intervention strategies, students are provided services to foster individual success.

- **Student Development**

Students are provided the opportunity to develop and achieve their individual goals with the coordinated support, cooperation and encouragement of faculty and staff. High expectations will be set and communicated while engaging students in active learning. Students are enriched and encouraged socially, intellectually, culturally, economically and personally through classroom as well as extracurricular activities.



- **Staff Development**

The staff cultivates lifelong learning by engaging in ongoing developmental and professional training. Through networking techniques and sharing of resources, the staff continues to grow while seeking to improve student and institutional performance.

- **Public Relations/Community Service**

The staff nurtures and promotes a positive image in the community through volunteerism, active citizenship and participation in area events, activities and organizations. The staff strongly encourages community involvement in student life and promotes community access to campus facilities.

### The Student Life Office

The presence of the Student Life Office is evidence of the commitment of Bluefield State College (BSC) to the belief that education extends beyond the classroom. In addition to academic enrichment, BSC is committed to the social, cultural and physical development of our students.

How do students get involved in campus organizations and as members of committees or boards? Key people who can help are in the Student Life and Student Government Offices in the Harris-Jefferson Student Center. Of course, instructors, academic advisors and staff members of most offices might also be able to assist.

### Our Mission

*The Office of Student Life is committed to providing services designed to support the College's academic programs and to help students enhance and enrich their own social, cultural, and physical development; the Office is dedicated to assisting students to gain as much as possible from a 'total' college experience. We accomplish this by working with and providing support for the students as they participate in extracurricular activities, clubs and organizations, leadership opportunities and other related learning experiences outside of the classroom.*

### Advertisements and Announcements

There are State laws governing the placement of banners, posters, stickers, etc., on college property. Since the penalties could be somewhat serious, all members of the campus community, and all visitors, are asked to become familiar with the policies printed below prior to placing or posting any materials. Authorization for placement or posting of materials allowed by policy may be obtained through the Office of Student Life, located in the Harris-Jefferson Student Center.

1. Posters, fliers, etc., should be cleared and stamped "approved" by the Student Life Office before they are placed in any campus location.
2. The responsibility of bulletin board supervision rests with the Dean in each respective building.
3. Outside interests (those seeking to post materials who are not students, staff or faculty) should contact the Student Life Office, Harris-Jefferson Student Center.
4. All unauthorized materials, outdated materials, or materials placed improperly, will be removed.

### Event Calendar & Facility Scheduling

The College's calendar of events is maintained in the Office of Student Life. Dates for activities are available in that office. The following facilities are scheduled through the Student Life Office:

Basic Science Auditorium (Lobby and Patio)	Hebert Art Gallery
Student Center Game Room	Lounges
Private Dining Room	Cafeteria
	Fitness Center

The remaining facilities are scheduled through the following offices:

Conley Hall Conference Room (second floor) - President's Office
Classrooms (campus wide) – Deans
Gymnasium & Tennis Courts- Athletic Director
Tierney Conference Center – Dean of Nursing & Allied Health
Tierney Auditorium – Dean of Nursing and Allied Health

Reservation of a facility will require the completion of a space usage application available in the Office of Student Life. This Office will provide forms for work orders, which must be completed and forwarded to the Maintenance Department for the set-up of any equipment, such as tables, chairs, microphones, podiums, etc. All space usage applications and work orders must be submitted at least **two weeks** in advance of the proposed activity. An appropriate cleanup fee will be charged. All approved activities must have a campus-affiliated sponsor present throughout the duration of the activity, with the sponsor's name and contact information identified on the space usage application. Any damages to the facility and/or its contents will be the responsibility of the applicant.

### Greek Council

Fraternities and sororities affiliated with the College are represented on the Greek Council at Bluefield State. They represent both national and local Greek organizations. Each organization participates in a competitive rush program offering prospective members the opportunity to learn more about the Greek system and the individual fraternity or sorority.

Sororities and fraternities provide the unique experience of combining social activities, service projects and friendship. Social activities include informal parties and Greek Week. Service projects involve the membership in a variety of activities, as well as each group's designated philanthropy. Such activities as organizing a blood drive, conducting food drives for the needy, entertaining underprivileged children, visiting the elderly and supporting a variety of community projects provide opportunities for the members to reach out to others. Greeks also participate in campus events by sponsoring candidates for the Homecoming Court, intramural sports and representatives in Student Government.

Greeks at Bluefield State offer a wide range of possibilities for involvement. Each sorority and fraternity has its own character, but all strive for the personal development of the member and the bond of

sisterhood and brotherhood within the group. Greek organizations are provided direction and leadership by the Greek Council and its advisor. Membership requires a minimum of a 2.0 cumulative GPA with at least 12 semester hours completed.

### **Housing Assistance**

The Student Life Office helps students to understand the process of finding housing. A professional staff member is available year-round to assist with students' housing needs. This office maintains a current listing of landlords in the Bluefield area whose landlords have completed and filed with the BSC Housing Office all required self-inspection standards; current listings are available via visiting the College's website by just clicking on "residential Housing". Upon request, the Student Life Office will assist students by providing maps of the Bluefield area, tips on apartment hunting, and work with students individually to locate suitable properties for specific student needs (ex: handicap). The BSC Student Housing Office is located on the top floor of the Harris-Jefferson Student Center, Room 203.

### **Intramural and Recreational Sports Program**

The primary purpose of the Intramural, Recreation and Sports Activities Program at Bluefield State College is to provide a diversified mixture of activities to meet the demands, needs and concerns of our students. The program is designed to aid the student in the development and acquisition of skills which can be utilized throughout his or her life, and to afford the individual an opportunity for successful participation in an activity.

The intramural program of activities includes team sports, as well as individual sports for men, women and "co-rec" teams. Team sports include: flag football, volleyball, basketball and softball. The individual-dual sports include the following: basketball, billiards, tennis, table tennis, chess, golf, racquetball, backgammon, darts, bowling, spades, foosball, foul shooting and 3-point shooting. For unstructured recreation, the swimming pool, the fitness center, tennis courts, and the gymnasium are open daily.

The Intramural/Recreation Office and the Student Life Assistant's Office are located on the ground floor of the Harris-Jefferson Student Center, where students may pick-up entry forms and rules. Upcoming events are always advertised campus-wide.



### **Student Government Association (SGA)**

The Student Government Association's purposes are to represent the students in the decision making process directly affecting students and BSC; to serve as a channel for the expression of student opinion; to encourage the personal and academic development of students through their participation in student activities; to promote unity among the entire academic community of the college; to enhance the relationship between the academic community and its service area; to maintain an active relationship with the BSC Alumni Association; and to promote student responsibility and leadership.

The SGA is composed of 30 student representatives elected by the student body at-large. Its constitution was ratified by the majority of the student body who voted.

The members of the Student Government Association serve as representatives to numerous college wide committees. Students are able to participate in the decision-making process of the College and contribute to the formulation of campus policies and procedures. Students have voting rights in many of these groups and serve as advocates for general student needs.

Student Government members dedicate considerable time to their responsibilities by attending bimonthly meetings, serving on committees, working on projects, and answering and assisting in student concerns. All those who are involved gain personal satisfaction and leadership skills which serve them in other areas of their lives.

When vacancies occur in the Student Government Association throughout the year, they are filled from a group of students who have submitted an application of interest. For more information, or to pick up an application, stop by the SGA Office (Rm 118A – Phone: 304/327-4185) or the Student Life Office (Rm 203) in the Harris-Jefferson Student Center.

## **Student Organizations**

Organized student groups are integral parts of the total educational program at Bluefield State College. They contribute to students' educational progress in many different ways: recreational, broadened horizons, experience in living-learning activities closely related to classroom work, involvement in professional-type organizations, exercise of democratic citizenship, development of strong and lasting friendships, leadership development opportunities and involvement in activities of the College. To these ends, the College encourages student organizations and activities. It is the policy of Bluefield State College that recognized student organizations may not exclude students on the basis of race, gender, national origin or religious affiliation (certain exceptions do exist for social, Greek and religious organizations on the basis of gender or religion).

All recognized student organizations will affirm to the College that their membership selection policies are in compliance with this policy. In the case of regional, national or internationally affiliated groups, the Bluefield State Chapter must affirm to the College that the membership selecting policies and procedures of the parent organization do not contradict College policy.

Appropriate decorum and supervision are expected at all activities, especially those to which the entire student body is invited. Organizations are responsible for the admission of guests, both invited and uninvited. Closed activities are limited to Bluefield State College students, staff and faculty.

Organizations on the Bluefield State campus include fraternities, sororities, and various departmental, professional and special interest groups. Students interested in recognized student organizations or in starting a new organization should stop by the Student Life Office for more information.

The following is a list of recognized campus organizations:

### **Society/Organization**

ASCE - American Society of Civil Engineers	International Student Organization
American Society of Civil Engineers	Kappa Delta Pi – National Education Honor Society
Baptist Student Union	Model UN
Blue Chicory Players	Phi Beta Lambda (Business)
Blue Devil Press	Phi Eta Sigma – Freshman Honor Society
BSC ASALH Organization	Pre-Med Club
BSC Coalition Against Tobacco	Psi Delta Beta Psychology Club
Campus Ministries	Student Association of Radiographers
Delta Mu Delta (Business Administration)	Student Government Association
Emerging Leaders Institute	Student Nurses Association
EnviroMentalists	Student Nurses Association Beckley
ENACTUS	USS Yeager Chapter Starfleet
Gamma Beta Phi (honor & service)	WV Education Association, BSC Chapter
Healing Hands	
ISA – Instrumentation, Systems and Automation Society	

### **Sports Clubs**

Lady Blues Crew (Women's Basketball)	Student Athletic Advisory Committee (SAAC)
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### **Greek Organizations**

#### **Greek Council:**

<b>Fraternities</b>	<b>Sororities</b>
Delta Sigma Tau	Delta Chi Omega
Lambda Chi Omega	Phi Sigma Zeta

### **BSC Student Activities**

A variety of programs are presented throughout the by the Student Life Office. Cultural events featuring professional musicians, theater or dance groups, comedians, coffeehouse entertainers, novelty shows and guest lecturers comprise a roster pleasing to the diverse interests of the BSC community.

Student Life provides a way for students who are interested in student activities to become involved. Special events and programs for the students are arranged by this Committee. Students interested in participating on the Committee are invited to contact the Student Life Office, Harris-Jefferson Student Center - Room 203.

Please note that speakers or performers may appear on campus upon the extension of an invitation by a member of a College organization, but they must first be approved by the organization's advisor or appropriate officers as the first step in the approval process. When a fee is involved, prior request and approval must be processed through the Student Life Office before the invitation is extended. The invitation to outside speakers must always represent the desire of a recognized College organization. College facilities may be used only for activities or purposes which pertain to the educational mission of the College. In approving activities, the appropriate committee uses the educational purpose as an essential criterion and schedule. These events should be coordinated within the Student Life Office to utilize time periods which maximize attendance. It should also be noted that liability for campus-sponsored trips is only covered for those who are transported in State vehicles. Therefore, it is suggested that all participants be transported in a State vehicle.

### **Student Publications**

Published "for and by the students of Bluefield State College," *The Bluefieldian*, provides bi-monthly editions of news, sports and other features in and around the "campus community". *The Bluefieldian* does accept articles for publication from non-staff members, including individual students, faculty, college staff and student organizations. *The Bluefieldian* considers for inclusion any information deemed of general interest to the college community. The staff and advisor of *The Bluefieldian* reserve the right not to publish submitted materials that could be considered offensive or inappropriate to the campus community.

### **Harris-Jefferson Student Center**

The Student Center houses the Student Life Offices, College cafeteria, Student Government Office, game room, Campus Corner Bookstore, Greek Lounge, the Hebert Art Gallery and the Private Dining Room. Hours vary according to the season of the year and are posted at all times and publicized through *The Bulletin* and *The Bluefieldian*. The Student Center is not a public building. Individuals who are not Bluefield State students are permitted in the Student Center only as guests of a student or of the College. Requests for use of space in the Student Center are made through the Student Life Office at least two (2) weeks in advance. Suggestions and comments concerning the Student Center should be sent to the Vice President for Student Affairs and Enrollment Management.

### **Student Eligibility for Participation**

To be eligible to participate in extracurricular activities, a student must be in good academic standing. BSC does not have a minimum cumulative grade point average (GPA) requirement for students to be involved in organizations, but allows those organizations to establish their own requirements. The College has established a minimum 2.0 cumulative GPA for individuals who wish to (1) hold any elected or appointed office, (2) serve on campus committees, and/or (3) represent BSC in any public appearance. (exception: the rules and policies of the West Virginia Intercollegiate Athletic Conference). Organizations wishing to determine the academic status of potential members should make requests through the Office of the Student Life.

## Intercollegiate Athletic Program



The Intercollegiate Athletic Program of the College is supervised by the Director of Athletics and is advised by the Athletics Committee and the Institutional Compliance Committee. Intercollegiate competition is provided in men and women's basketball, cross country, and tennis; men's baseball and golf; and women's softball, volleyball, and cheerleading. The Intercollegiate Athletic Program offers those students who have a desire for competition beyond the intramural level an opportunity for self-fulfillment and self-expression.

The Bluefield State College "Big Blues" and "Lady Blues" are members of the West Virginia Intercollegiate Athletic Conference (WVIAC) and the National Collegiate Athletic Association (NCAA), Division II.

To comply with Federal regulations, a report on Athletic Activity for the preceding academic year is provided. The report is available in the office of the Athletic Director.

## Financial Aid Office

The Bluefield State College Financial Aid Office administers federal, state and institutional aid programs for students at all campus locations. Types of aid awarded include grants, loans, work-study and scholarships. Qualified part-time students may receive federal aid. The College accepts the Free Application for Federal Student Aid. This application is available on January 1 for the following academic year. After the initial annual application is made, continuing students should be mailed a renewal application from the federal processor.

Pell Grants and federally guaranteed student loans are available throughout the award year. Loans are made through the William D. Ford Federal Direct Student Loan Program rather than through banks and other lending institutions. Other funds, including Supplemental Educational Opportunity Grant, Perkins Loan, College Work-Study and West Virginia Higher Education Grants are limited. Applications of students who apply by March 1 are considered for these limited funds. Students who apply later and who qualify are placed on an alternate list. Scholarship applications are mailed at the beginning of the spring semester each year to continuing students who have a 3.0 grade point average. High school seniors are awarded scholarships upon the recommendation of their guidance counselors.

Award letters are sent to students who qualify for aid beginning in May. The award letter explains how the student's aid eligibility is computed and lists the type(s) of aid offered.

Federal regulations require students to begin attendance in all classes used as a basis for awards. If the Registrar's records indicate that a student has never attended a class, award(s) will be adjusted as needed and the student will be required to repay the adjustment amount. Financial aid suspension is imposed upon receipt of non-attendance reports.

Regulations also require that all students make satisfactory academic progress to continue to receive aid from federal, state and college programs. Students must maintain an adequate grade point average and pass a sufficient percentage of the semester hours of credit attempted. Federal regulations limit the maximum number of hours a student may attempt. A copy of the Bluefield State College Satisfactory Academic Progress Policy is printed in the Student Handbook and is mailed to students with the initial award letter each year.

Workshops are offered in February to assist students in completing the Financial Aid Form for the next academic year. Applications and individual assistance are available in the Financial Aid Office located on the first floor of Conley Hall.

**A Copy of the Standards of Satisfactory Progress for Federal Financial Aid Applicants and Recipients may be obtained in the financial aid office.**

Federal U.S. Department of Education regulations published initially in the Federal Register of October 10, 2010, require students to make satisfactory progress in their degree programs to be eligible for

assistance from the following programs to be eligible for assistance from programs under Title IV of the Higher Education Act of 1965.

Such progress is to be measured in qualitative terms (grades) and quantitatively (hours completed). Progress will be measured at the end of the fall and spring and summer semester. This policy was approved by the President of Bluefield State College. It supersedes all prior satisfactory academic progress policies. Federal regulations may require us to modify this policy slightly. All aid recipients are given a copy of the most current policy with their aid award notifications. The standards of progress for Bluefield State College are:

- I. Qualitative Measurement (grade point average):  
Students must meet: (1) the grade point average requirements as defined in the "Probation, Suspension and Dismissal and Academic Good Standing", "Grading System", and "Grade Point Average" sections of the Bluefield State College catalog; and (2) be consistent with graduation requirements and have a grade point average of 2.0. Suspended/dismissed students granted readmission to the College through successful academic appeals will be considered to have met this portion of the requirements.
  
- II. Quantitative Standards (semester hours completed):
  - A. Bachelor's degree students will be eligible to receive federal aid through the semester in which they attempt their 180<sup>th</sup> credit hour.
  - B. Associate degree students will be eligible to receive federal aid through the semester in which they attempt their 103<sup>rd</sup> credit hour.
  - C. Certificate program students will be eligible to receive federal aid through the semester in which they attempt credit hours equal to 150 percent of the program.
  - D. Students must successfully complete their quantitative hours attempted, to be reviewed at the end of each term, according to the following table:

Hours Attempted	Percentage Which Must Be Completed
1-32	60%
33-64	65%
65-96	70%
97-128	75%
129-180	80%
  - E. Additional definitions and explanations:
    1. "Attempted" is defined as the cumulative number of hours shown in the "Hours Attempted" field in the Registrar's files or the total hours billed by the Business Office. "Cumulative Number of Hours" is the total hours attempted during all enrollment periods, irrespective of receiving financial aid. Students who receive the following grades are considered to have "attempted" those credit hours and thus they count toward the cumulative maximum: withdrawal (W), incomplete (I), failures (F or WI), and all passing grades (A, B, C, D, P, S). Audit hours do not count in determining eligibility.
    2. Course repetitions will count as hours attempted. This includes course repetitions for health science students who do not achieve required "C" grades in major and natural science courses.
    3. Continuing student financial aid applicants who did not receive Federal Financial Aid during the previous semester and transfer student applicants in their initial semester at Bluefield State College will be placed on warning immediately if the cumulative hour's attempted/passed requirement is not satisfactory. Transfer hours attempted placed on the Bluefield State College transcript by the Registrar and hours attempted at Bluefield State will be the basis for measurement.
    4. Successful completion will be measured by the number of "hours passed" or "hours earned" - whichever is greater - recorded on the student's academic transcript at the end of the evaluation period.

5. "Academic Year" for purposes of measurement of progress, is defined as enrollment during any or all of the following: Fall semester, Spring semester, Summer Term (I & II combined).
6. Federal Financial Aid recipients must be enrolled in degree granting programs.
7. In determining Direct Stafford and Direct PLUS Student Loans eligibility students must progress from one grade level to the next before they are eligible to receive additional maximum loan amounts according to the grade levels outlined in the Bluefield State College catalog. Students in associate degree programs may be certified for loans only at the freshman and sophomore levels.
8. Students seeking Federal Financial Assistance who are pursuing a second bachelor's degree must submit an appeal to the Financial Aid Counselor so that progress within the second program may be measured. Students will become ineligible for undergraduate federal financial aid after obtaining two four-year degrees or who have already obtained a Master's Degree.

III. Failure to Maintain Satisfactory Progress:

- A. Students who fail the qualitative (grade) portion of the requirement will be notified in writing of their warning, denial or dismissal status by the Registrar.
- B. The first time a student does not complete successfully the quantitative measurement (hours passed), he/she will be placed on financial aid Warning. The deficiency from that semester may be made up in a subsequent semester which may result in a good standing status. Students who perform well may be granted an extended warning at the discretion of the Financial Aid Counselor. If the student does not achieve the required number of semester hours at the end of the Warning or extended probationary period, he/she will be denied eligibility from financial aid.
- C. Bachelor's degree students will be suspended from financial aid after the semester in which they attempt their 180<sup>th</sup> semester hour; associate degree students will be suspended after the semester in which they attempt their 103<sup>rd</sup> semester hour.

IV. Suspension Due to Nonattendance

Federal regulations require adjustment of financial aid awards for students who do not begin attendance in all classes upon which the awards were based. Adjustments will be based on Registrar's records including Add/Drop and Withdrawal forms. Students are required to repay adjustment amounts. Students who do not meet repayment terms will be suspended from financial aid. (See appeal section)

V. Reinstatement:

Unless eligibility is reinstated through appeal, students will remain ineligible until that time when they are again in compliance with the standards set forth. It will be the responsibility of students seeking reinstatement to request the Financial Aid Office to review their records, when they believe they are again in compliance with the requirement.

VI. Appeals:

- A. Students placed on academic denial/suspension due to failure of the qualitative (grade) measurement may appeal grade decisions using procedures stated in the Academic Appeals section of the College Catalog.
- B. Students failing to meet the quantitative (semester hours) measurement may appeal to the Financial Aid Counselor. Students must submit a personal letter explaining the mitigating circumstances and reason(s) for failure. If the appeal is denied, the student may request in writing that the appeal be reviewed by the Financial Aid Appeals Committee. After the committee's decision, notification of the final decision (which

cannot be further appealed) will be sent to the student by the Director of Financial Aid.

- C. Students suspended for non-attendance must pay outstanding financial aid balances and receive a letter of reinstatement from the Department of Education (Debt Collections).

VII. Mitigating Circumstances Regarding Appeals:

- A. The major mitigating circumstances in making an appeal will be the documented personal illness of the student, serious illness or death of an immediate family member (mother, father, sister, brother, husband, wife, child, legal guardian) or enrollment in a bachelor's program requiring more than 180 credit hours or an associate program requiring more than 103 credit hours.
- B. The maximum number of semester hours attempted is considered to be adequate and fair under the progress policy. Change of major field of study, completion of developmental courses or transfer of credits normally will not be considered satisfactory grounds for appeal for additional time, but such appeals may be submitted using the process indicated in Section VI.
- C. Unacceptable circumstances for appeals are: continued enrollment while seeking admission to a health science program; failure to pass the Pre-Professional Skills Inventory Test (PPST) required for admission to teacher education; and/or the prior non-receipt of Title IV aid since this is irrelevant to maintaining satisfactory progress in the course of study.

VIII. Comments about the Progress Requirement

- A. Students are encouraged to work with their academic advisors, the Enrollment Services staff and Student Support Services staff to receive assistance with study skills and tutoring. Academic Advisors will be notified when an advisee is placed on probation or suspension.
- B. Students who withdraw from courses after the official add/drop period and students who receive grades of F, W, and I, greatly increase their potential for failure of the requirement.

**Chart of Hours Attempted/ Completed Hours Required to Make Progress**

Hours Attempted	Hours Required						
1	0	48	31	95	67	142	113
2	2	49	32	96	67	143	114
3	2	50	33	97	73	144	115
4	3	51	33	98	74	145	116
5	3	52	34	99	74	146	117
6	4	53	35	100	75	147	117
7	5	54	35	101	76	148	118
8	5	55	36	102	76	149	119
9	6	56	37	103	77	150	120
10	6	57	37	104	78	151	121
11	7	58	38	105	79	152	121
12	8	59	39	106	79	153	122
13	8	60	39	107	80	154	123
14	9	61	40	108	81	155	124
15	9	62	40	109	82	156	125
16	10	63	41	110	82	157	125
17	11	64	42	111	83	158	126
18	11	65	46	112	84	159	127
19	12	66	46	113	85	160	128
20	12	67	47	114	85	161	128
21	13	68	48	115	86	162	129
22	14	69	48	116	87	163	130
23	14	70	49	117	88	164	131
24	15	71	50	118	88	165	132
25	15	72	51	119	89	166	132
26	16	73	51	120	90	167	133
27	17	74	52	121	91	168	134
28	17	75	53	122	91	169	135
29	18	76	53	123	92	170	136
30	18	77	54	124	93	171	136
31	19	78	55	125	94	172	137
32	20	79	55	126	94	173	138
33	22	80	56	127	95	174	139
34	22	81	57	128	96	175	140
35	23	82	57	129	103	176	140
36	24	83	58	130	104	177	141
37	24	84	59	131	105	178	142
38	25	85	60	132	105	179	143
39	26	86	60	133	106	180	144
40	26	87	61	134	107		
41	27	88	62	135	108		
42	28	89	62	136	109		
43	28	90	63	137	109		
44	29	91	64	138	110		
45	30	92	64	139	111		
46	30	93	65	140	112		
47	31	94	66	141	113		

## Student Support Services

Student Support Services, a federally funded TRIO program, provides FREE educational assistance and supportive services to identified and selected students at all grade levels. The goal of the program is to improve academic performance and to increase retention and graduation rates. This is accomplished by providing highly personalized comprehensive services for all selected students in their academic, personal, and educational efforts. These services include:

- Tutoring
- Cultural Enrichment Trips
- Seminars and Study Skills Workshops
- Counseling
- Mentoring
- Computer Lab
- Referrals

To be eligible to participate in Student Support Services, a student must meet *one* of the following criteria: (a) first generation college student (neither parent has a bachelor's degree); (b) meet federal income guidelines; and/or (c) have a diagnosed physical or learning disability. Student Support Services has been awarded a grant to serve 265 students.

### Tutorial Services

Student Support Services provides tutorial help in all academic areas. The primary purpose of the tutorial staff is to assist students with courses in which they are having difficulty; however, students who are doing "passing" work in a course but wish to improve their performance may also request tutoring.

The tutoring program exists primarily to provide individual attention to students who request learning assistance with courses in which they are enrolled. The tutoring staff is comprised of two full-time Educational Outreach Counselors and thirty-five peer tutors who are experienced and competent in their particular subject areas. The type of assistance provided by the tutors is intended to supplement and reinforce, not replace that which is offered by the instructor. The tutoring program is not an "alternative college" and tutors are not, as a rule, professional educators or subject-matter experts. All learning assistance offered by the program staff should ultimately foster development of academic independence in the student.

### Counseling Services

Student Support Services provides academic, personal, financial, family and career counseling to assist students in their individual adjustment and adaptation to college. Throughout the year the staff designs and facilitates workshops dealing with study and life skills for program participants. When necessary, referrals are made by the staff to area community agencies. The main purpose of the counseling component is to enhance student performance and well-being.

### Mentoring Services

Student Support Services provides mentors to new freshmen and transfer participants to facilitate the transition from high school/former College/ employment to BSC. Mentors will meet with mentees on a regular basis to provide encouragement, answer questions, share experiences, motivate and/or play the role of big brother/sister.

### Cultural Enrichment Activities

Project participants are encouraged to engage in **FREE** cultural enrichment activities on educational and motivational trips away from this area. Students have traveled to destinations such as New York, NY; Washington, DC; Williamsburg, VA; Charleston, SC; and Savannah, GA.

### Computer Lab

Student Support Services provides a computer lab for project participants in BS-101 for use by project participants. There are 19 computers and three LaserJet printers available. We also have tutorial VHS and DVDs in a wide variety of subjects available for loan on a weekly basis. *All services provided by SSS are free to project participants.*

## **Student Insurance Program**

BSC provides information about private accident and health insurance plans. For information about these plans, contact the Office of the Vice President for Student Affairs and Enrollment Management, Conley Hall - 312, or the Student Health Center in Room 210 in the Physical Education Building.

## **Student Health Center**

The Bluefield State College Student Health Center is an innovative academic nurse-managed health care service located on the Bluefield campus in room 210 of the Physical Education Building. Employees and faculty who choose to use the Center must pay a minimal utilization fee.

The focus of care includes health education, health promotion, care for common health problems, health referral and first aid for minor injuries. The Center also offers physical exams for nursing students, radiologic technology students and student athletes and provides family planning services including contraceptives, Plan B and other resources to students. The Student Health Center is able to test and treat sexually transmitted diseases, including confidential (bloodless) HIV testing.



Health care is provided by nursing faculty members who are nationally certified nurse practitioners. These nurses have their Masters in Nursing and are recognized by the West Virginia State Board of Nursing as Advanced Practice Nurses. The College contracts with a local physician to serve as a consultant to the nurses in the Health Center.

When a student is absent from class due to illness he/she should bring an excuse from his/her own physician stating that the illness prohibited class attendance. The Student Health Center is authorized to issue class absence excuses only for illnesses which have been diagnosed and treated at the center.

## **Office of Public Safety**



The Office of Public Safety strives to provide a safe and secure environment, while permitting students to receive a quality education. Responsibilities include traffic control, parking enforcement, assisting students or other persons in need, crime prevention planning and implementation, and criminal investigations. The Department oversees a "lost and found" service and enforces the rules and regulations of the Institution. The office is located in room G-01, ground floor, of Conley Hall. Students may obtain student identification photos and parking permits from this office.

## **ENROLLMENT MANAGEMENT**

### **Admissions**

The Admissions Office is responsible for the recruitment and admission of all students, including those for restricted admissions programs. Additional functions include orientation programs, awarding new and transfer scholarships, advising provisional and transient students and distributing the College Catalog and other marketing publications to current and prospective students.

### **Counseling Center**

As a college student, regardless of your age or background, you are continually changing. Change is often perceived as helpful or harmful. Your pursuit of a college degree will cause many adjustments in your life. Following your matriculation into college, you will have the opportunity to take advantage of many intellectual, social and personal learning experiences. Naturally, new challenges and experiences can lead

to confusion and conflict. It is not unusual at some time during your college years to experience uncertainty regarding your career choice, academic performance or a personal issue.

The Counseling Center presents a caring and supportive environment for students who need assistance in resolving these concerns. Counselors and advisors are available for consultation during regular office hours or by appointment. Services are free and confidential.

By embracing the “one-stop-shop” philosophy, prospective students can complete all aspects of the enrollment process in one location. A friendly and caring staff will provide a pleasant and comfortable environment to serve your educational needs and address your goals.

### **Career Counseling**

How do you find a career that you will enjoy and value? There is no magic formula, but there are many techniques available to help you discover which career path to take. The Career Center is open for your exploration and planning. Resources are organized so that you can easily locate much of the information you are seeking. If you need additional help, counselors are available to help you make the most of the career selection and planning process. The Career Center also contains resources that can help you build effective study habits and skills. Videos and pamphlets contain information about study skills, time management, note taking and test anxiety. To help you get off to the best possible start in your college career, Building Successful College Students classes are offered. This class teaches typical college survival skills and techniques and strategies for self-improvement.

### **Resources**

- SIGI Plus - a computer assisted career guidance system
- Specific career guides and academic majors bulletins
- Undergraduate and graduate school catalogs (hard copy)
- Occupational files and Dictionary of Occupational Titles
- Self-assessments and inventories
- VCR, television, and educational videos

### **Testing**

Bluefield State is an approved testing center for the following tests:

- American College Testing Program (ACT)
- College Level Examination Program (CLEP)
- Correspondence Courses
- Health Education Systems, Inc. (HESI)
- Test of English as a Foreign Language (TOEFL)
- BSN Waiver Testing
- Test of Essential Academic Skills (TEAS)

The College administers COMPASS, a comprehensive computerized adaptive testing system from ACT. The COMPASS Exam consists of tests in mathematics, reading and writing skills. Students can choose to take the entire test battery or a specific individual test and results can be reported at the conclusion of testing. This will provide the student and advisor with the appropriate scores for immediate course placement. The cost for the entire COMPASS Test is \$27. Please contact the Counseling Center at 327-4444 for additional information about COMPASS.

Although Bluefield State College is not a testing center for the following tests, registration information is available in the Counseling Center for the Graduate Record Examination (GRE), Law School Admissions Test (LSAT), Medical College Admissions Test (MCAT), and Pre-Professional Skills Test (PPST). Graduate School information is also available.

### **Multicultural Student Services**

Students from diverse cultures, international students, and African-American students on campus have access to a Multicultural Advisor. The Advisor is a resource for career planning, provides sponsorship for student programming, and facilitates positive communication between students, faculty and staff. The Multicultural Advisor, also an academic advisor, can help students with unique challenges by fostering a

supportive and caring environment that promotes students' success. As of results of these activities, students' self-confidence will increase and they will have a positive and successful college experience.

### **Advising**

The Counseling Center staff, in coordination with the faculty, provides academic advising for all newly admitted students. Counselors and advisors assist students in registering for classes, choosing a major, exploring careers and seeking tutoring. The Counseling Center advisors work with School Deans to assign academic advisors for each new student. Counseling Center staff members serve as advisors to students who have not decided on a degree program and students enrolled in developmental English and math classes.

### **Study Skills and Tutoring**

Study skills and tutoring are an important part of the Counseling Center. Good study skills are necessary for good academic performance. Students can request assistance in study skills from the Enrollment Services staff. Some of the resources in the Study Skills Laboratory include: handouts on specific areas of concern in study habits, videotapes on test taking strategies and tutoring.

### **SMARTHINKING Online Tutoring Service**

The Counseling Center is offering SMARTHINKING, a 24 hour per day on line tutoring service. SMARTHINKING provides people, technology and training to help Bluefield State offer outstanding online academic support and tutoring for students. Online tutors are available for, but not limited to, accounting, biology, chemistry, economics, English, finance, math, physics, and Spanish. Bluefield State Students who wish to access the system can login to [www.bluefieldstate.edu](http://www.bluefieldstate.edu). Contact the campus coordinator at 304-327-4424 if there are any questions regarding SMARTHINKING.

## **Registrar**

The Registrar's Office serves students, faculty, staff, alumni and employers by maintaining the official academic records on all past and current students. The Office coordinates registration; receiving, recording and distributing grades; sending transcripts; and verifying enrollment and degrees awarded for various purposes, including veteran certification, loan deferments and insurance.

Certification of students for graduation and the awarding of degrees are accomplished in keeping with the published requirements of the College Catalog.

### **myBSC Portal**

The College is pleased to offer a single sign on solution through which the many systems and areas of the college can be accessed. This portal allows access to student e-mail, Web Self-Service, Blackboard, Moodle, Library Services, DEGREEWORKS, Linetext, Smarthinking, Office Web Apps, Announcements, college calendar, and other student related messages and services.

### **Web Self Service**

Bluefield State College offers a Web Self Service module which is accessed from myBSC at [mybsc.bluefieldstate.edu](http://mybsc.bluefieldstate.edu). myBSC may also be accessed from the BSC website at [www.bluefieldstate.edu](http://www.bluefieldstate.edu). Through this module prospective students can request information about the College, get financial aid information, and link to the Federal FAFSA website to complete an application for financial aid. Also the most current catalog listing of courses and current class schedule can be accessed.

Through the Self-Service module, individuals can apply for admission, and check the status of either an admissions or financial aid application. Enrolled students can view grades, schedules, register for classes, and change addresses and phone numbers. Questions concerning the use of the Web Self-Service should be directed to the Registrar's Office.

### **DEGREEWORKS Academic Audit**

BSC provides an on-line degree audit program for the use of students and faculty advisors. Through the use of this program students are enabled to track their academic progress toward their degree

objective and may use the “What-if” function to assess their progress should they wish to change degree or major. The program is accessible 24/7 through myBSC Portal. Questions concerning the use of this program should be directed to the Counseling Center.

### **The Career Services Office**

The Career Services Office provides students and graduates with employment information, arranges on-campus interviews with employers and makes referrals for full-time, summer, and part-time jobs. Students may also receive assistance with interview skills and with letter and resume preparation.

Prospective graduates are urged to register with the Career Services Office one semester prior to graduation in order to take full advantage of potential job interview opportunities. Once a student is registered, an individual credential file is established, containing the student’s resume, references and transcript. Alumni who seek job referral services are required to register with the Career Services Office annually and submit an updated resume and references.

Students are encouraged to pursue the interview process in a professional manner. Campus interviewing may be restricted for students who fail to keep interview appointments without proper cancellation.

The Career Services Office maintains employment contacts with industries, school systems, and local, state and federal agencies. Services include local, state and regional job vacancy announcements, as well as the identification of potential employers. Placement practices conform to both the letter and the spirit of federal and state laws and regulations regarding nondiscrimination in the campus recruiting programs and in all services provided by the Career Services Office.



The Career Services Office also conducts follow-up surveys of our graduates for program reviews and state-mandated reports. Once compiled, the data is distributed to the administration and faculty to assist with the success-tracking of our alumni. It is also used as recruiting information for the Admissions Office.

### **Educational Opportunity Center**

The Educational Opportunity Center (EOC) is a federal TRIO program funded by the U.S. Department of Education. This community outreach program is designed to motivate and assist adults as they plan for career success. The EOC encourages adults to continue their education by enrolling in programs consistent with their academic goals whether college, vocational training or even obtaining his/her GED. EOC Outreach Counselors are skilled at providing current information and technical assistance in regard to admissions and financial aid processes while helping individuals understand program requirements. EOC’s primary focus is on the non-traditional adult with an interest in pursuing college or any type of postsecondary education and who are first-generation, low-income; however, currently enrolled students are encouraged to take advantage of services offered. EOC staff is available to:

- ✓ Assist with completing admissions and financial aid applications
- ✓ Conduct career counseling and occupation exploration
- ✓ Provide financial literacy resources
- ✓ Assist with student loan default resolution
- ✓ Refer to programs with additional resources

#### **Locations**

Bluefield State College  
Conley Hall, Suite 302  
219 Rock Street

New River Community & Technical College  
101 Church Street, Room 213  
Lewisburg, WV 24901

Bluefield, WV 24701  
(304) 327-4268 or  
(304) 327-4096

(304) 647-6584  
(Pocahontas, Greenbrier and Monroe Counties)



## Campus Corner Bookstore

Location: First Floor - Student Center  
\*Hours: 8:00 a.m. - 4:00 p.m. (Monday-Friday)  
Telephone: 327-4182/4183  
Bluefield State College Bookstore – Beckley  
300 University Drive  
Beaver, WV 25813  
Telephone: 304/929-5490  
\*Hours 9:00 a.m. – 2:00 p.m. (Monday-Thursday)

\*These hours are extended during the week of registration and the first two weeks of the fall and spring semesters. Extended hours are posted at the Bookstore and on the campus TV communication system.

### Textbook Prices

College textbooks are not cheap. Most first time college students are shocked to find out that textbooks for full-time enrollment in the average curriculum will be about \$700.00 per semester. The prices can be much higher for specialized curriculums such as nursing. Please keep the high cost of textbooks in mind when planning your college budget.

### Bookstore Returns Policy CHANGED APRIL 1, 2008

- I. BOOKS can be returned if the following conditions have been met:
  1. Purchaser must present a sales receipt.  
Purchases made with a credit card require the credit receipt and credit card to receive a refund. Credit card sales will only be refunded by issuing credit to your account.  
NO EXCEPTIONS
  2. With a receipt a full refund will be given during the first and second week of classes for the fall and spring semesters. Textbooks purchased for summer terms will be accepted for a full refund only during the first week of classes for that session. Classes originating outside of the regular schedule will be subject to a 5 (five) business day return period, beginning the first day of class.
  3. New books cannot be written in and must be in NEW condition.
  4. Books sold in shrink wrapped (plastic) packages cannot be returned if the wrapping has been removed.

5. THE BOOKSTORE STAFF IS THE SOLE JUDGE IN DETERMINING WHETHER A RETURNED BOOK IS IN NEW OR USED CONDITION AND IF THE SHRINK WRAP CONDITION IS ACCEPTABLE.

**BOOKS PURCHASED AT OTHER TIMES ARE NOT RETURNABLE.**

II. **NO RETURNS ON SUPPLY AND GIFT ITEMS**

The Bookstore returns policy is strictly enforced. Please make certain you understand the returns policy. If you have questions, please ask before you make a purchase.

**BOOK BUY BACK POLICY**

At the end of each semester, the Bookstore will buy back used books from students. In most cases, the Bookstore will buy back for 50% of purchase price of any book that will be used at Bluefield State College during the next semester. The Bookstore will buy back books that are not being used at Bluefield State College and are listed in a College Textbook Buying Guide. The Bookstore will pay the buying guide price for these books.

On books that will not be used at Bluefield State College during the following semester, the student will have the option of holding the book if they think it will be used at Bluefield State College during a future semester or selling the book at the College Textbook Buying Guide price if it has value.

**The buy-back period for the BSC Campus will be the week during final exams for the fall and spring semesters and the last day of the second summer term.** The Bookstore will resell used books at 75% of the new book price.

The Bookstore staff will be glad to answer any questions or assist you in making your textbook and merchandise selections.

**Wendell G. Hardway Library**

<http://library.bluefieldstate.edu>

E-mail reference service: [libref@bluefieldstate.edu](mailto:libref@bluefieldstate.edu)

Telephone: 327-4054  
Location: Building adjacent to Conley Hall  
Hours: Fall/Spring semesters:  
8 a.m. – 7 p.m. Monday-Thursday  
8 a.m. - 4 p.m. Friday  
10 a.m. - 3 p.m. Saturday  
2 p.m. - 7 p.m. Sunday  
Vacation periods/Summer hours:  
8 a.m. - 4 p.m. Monday - Friday

**Closed on public holidays and selected other days as posted.**

Academic programs at Bluefield State College are supported by the Wendell G. Hardway Library. Named for a former President of the College, the Library's collections are designed to be of particular relevance to the students and staff of the College, and contain approximately 72,604 volumes, 664,020 microforms, and 47 print journals and 21 e-journals. With access to 25 electronic databases, via the Internet, the library provides professional assistance, training and information literacy instruction classes in the use of these and other information resources. These databases can be accessed through myBSC Portal.

A computer lab for student use is available on the first floor of the library. There are wired drops for laptops, as well as wireless access within the library.

**Bluefield State College Archives**

Housed on the second floor of the library, the Bluefield State College Archives Department was established in 1993. Created to collect and preserve materials that reflect the history of Bluefield State College, the Archives Department is open to the public by appointment. To schedule a visit to the Archives, call James Leedy, BSC Archivist, at 304/327-4506.

**Staff:**

Joanna Thompson, Director	327-4050	<a href="mailto:jthompson@bluefieldstate.edu">jthompson@bluefieldstate.edu</a>
James Leedy, Archivist	327-4506	<a href="mailto:jleedy@bluefieldstate.edu">jleedy@bluefieldstate.edu</a>
Nancy Adam-Turner, Reference Librarian	327-4052	<a href="mailto:nturner@bluefieldstate.edu">nturner@bluefieldstate.edu</a>
Cora Sue Carner, Circulation	327-4564	<a href="mailto:ccarner@bluefieldstate.edu">ccarner@bluefieldstate.edu</a>
Vickie Richardson, Acquisitions Supervisor	327-4563	<a href="mailto:vrichardson@bluefieldstate.edu">vrichardson@bluefieldstate.edu</a>
Mary Younger, Evening & Weekend Supervisor	327-4051	<a href="mailto:myounger@bluefieldstate.edu">myounger@bluefieldstate.edu</a>
Reference Desk	327-4056	
Circulation Desk	327-4054	

## Instructional Technology Center and Center for Extended Learning

The Bluefield State College Instructional Technology Center (ITC) is located on the fourth floor of the Ned Shott Physical Education Building. Television Services are located in the June Oblinger Shott Center for Extended Learning (CEL) on the second floor of the Ned Shott Physical Education Building. The ITC/CEL is committed to improving undergraduate instruction through provision of instructional media materials to faculty, students and staff. The Instructional Technology Center/Center for Extended Learning staff is



committed to the idea that learning is individual, that learning occurs at different rates for different people, that different cognitive styles of learning exist and that learning is a continuous process. Thus, it is the purpose of the Instructional Technology Center and the Center for Extended Learning to provide individualized instruction to students and to provide non-traditional learning materials which may better meet the needs of the students.

The ITC is the teaching center for microcomputer education on campus. The ITC Microcomputer Lab is utilized by all students enrolled in the computer literacy course and by all students who wish to use microcomputers for instructional purposes, such as word processing, spreadsheet, data management, authoring systems or computer assisted instruction. The ITC also manages the online Course Management Systems (CMS) which are used for online delivery of courses and course materials by faculty.

The CEL provides televised instruction via an interactive video network (IVN) connecting the BSC campus to the BSC Beckley, Lewisburg and other sites, producing twelve to eighteen courses per semester.

BSC cross-lists its courses on the West Virginia Virtual Learning Network and lists courses with the Electronic Campus of SREB. It also manages and programs BSC-TV 96, a public access television channel through the local cable company which produces Bluefield City Board meetings for public rebroadcast.

**Services**

- A. Computer
  - ▶ Academic Computing Services
  - ▶ Computer-Generated Graphics
  - ▶ Desktop Publishing
  - ▶ Microcomputer Lab and Software

- B. Online Learning
  - ▶ Blackboard/MOODLE Course Management Systems
  - ▶ Online Course Development
  - ▶ Online Learning Training for Faculty
  - ▶ Online Learning Orientation for Students
  
- C. TV
  - ▶ BSC-TV Cable Channel
  - ▶ Campus TV Message System
  - ▶ Interactive Video Network (college credit courses at a distance)
  - ▶ Off-Air Videotaping
  - ▶ TV Studio Facilities
  
- D. BSC Web Site
  - ▶ Development & Maintenance of BSC Web Site
  - ▶ Training assistance in departmental web page management
  
- E. Audiovisual
  - ▶ Audiovisual Reserves for Faculty
  - ▶ Audiovisual Software Distribution

**Hours**

**REGULAR HOURS** Monday through Thursday - 8:00 a.m. to 9:00 p.m.  
 Friday from 8:00 a.m. to 4:00 p.m.

**SUMMER HOURS** Monday through Friday - 8:00 a.m. to 4:00 p.m.

**Check-out Policy**

Equipment and materials are checked out to the faculty and staff for a period of one week. Students are allowed to use equipment and materials in the ITC only.

**Staff**

Mr. William Bennett, Interim Dir., Distributed Education Technology, Networks, ITC/CEL <a href="mailto:wbennett@bluefieldstate.edu">wbennett@bluefieldstate.edu</a>	P401A	327-4059
Mrs. Tina Strock, Administrative Asst. <a href="mailto:tsrtock@bluefieldstate.edu">tsrtock@bluefieldstate.edu</a>	P401 B	327-4057
Ms. Heather Cline, Information Systems Specialist <a href="mailto:hcline@bluefieldstate.edu">hcline@bluefieldstate.edu</a>	P404	327-4201
Mr. Josh Prudich, Information Systems Specialist <a href="mailto:jprudich@bluefieldstate.edu">jprudich@bluefieldstate.edu</a>	P410	327-4193
Mr. Jerry Conner, Graphic Artist & Media Technician <a href="mailto:jconner@bluefieldstate.edu">jconner@bluefieldstate.edu</a>	P202C2	327-4058
Mrs. Audrey Biggs, Interim Director Virtual College, Instructional Designer-Blackboard Administrator <a href="mailto:abiggs@bluefieldstate.edu">abiggs@bluefieldstate.edu</a>	P407	327-4578
Mr. Cody Chambers, MOODLE Administrator & Web Designer/Services <a href="mailto:cchambers@bluefieldstate.edu">cchambers@bluefieldstate.edu</a>	D462	327-4591

## Online Learning & Distance Education

Online learning services are provided by the Instructional Technology Center housed on the fourth floor of the Ned Shott Physical Education Building (PE410, PE407). Student help desk services are available daily and on weekends by calling 304.327.4510 or 304.327.4545. The Blackboard Administrator can be reached at 304.327.4578. The Moodle Administrator is housed on the fourth floor of Dickason Hall (DH 462) and can be reached at 304.327.4591.

Online learning at BSC comes in two learning management systems: Blackboard and Moodle. Online classes are listed within the college schedule by School and can be found on the BSC web site as well as in printed format. Many classes are available fully online while others are hybrid. Hybrid means that the classes meet a few times for testing but the content is delivered online. There are also web-enhanced classes which are regular classes requiring regular attendance but which have class content and resources placed online by the professor. A table is printed within the schedule which indicates the modality of the class in all the various formats. You should pay careful attention to these descriptions so that you are aware of whether the class is fully online, hybrid, or enhanced. Remember fully online courses are on Blackboard or Moodle. Hybrid classes are on Blackboard or Moodle but require in-class testing; enhanced classes always require full class attendance but some resources are available in Blackboard or Moodle. Lastly, please remember: online courses require WEEKLY logons by YOU. If you fail to submit three assignments, you WILL be dropped from the class! Keeping up weekly is very, very essential to your success!!

A third distance learning option is the Interactive Video Network (IVN). This also appears in the class schedule. IVN classes meet weekly live per the class schedule and are available with live two-way audio and video to students at all BSC sites, including Bluefield, Beckley, Lewisburg, and others. The professor will originate the class from one of the sites and broadcast it to the distant sites. These classes require weekly attendance just like regular college classes.

Tutorial sessions for accessing and using online classes are available online as YouTube videos and are also available in personal tutorial sessions by contacting the staff at the telephone numbers listed. There is a BSC distance learning web site which has helpful information. This can be found by accessing the BSC web site: [www.bluefieldstate.edu](http://www.bluefieldstate.edu), clicking on the header Academics and selecting Distance Education. You are encouraged to call the online learning help desk or if on campus, visit P407, P410 in the Shott PE Building for personal assistance.

Students truly at a distance are a rarity in BSC online learning but are increasing annually in number. The norm at BSC is that students take distance learning classes for convenience as they juggle life, family, and job demands. However, students truly at a distance should contact one of the staff below for personal assistance. You will be routed to the appropriate college office and to a specific staff person in that office assigned to assist you, the online student. The first thing for you to remember is that all policies contained in this handbook and the College Catalog applies to you just as they do for all students. Next, remember that your first line of contact is your professor as well as the online learning help desk. These staff members will know to whom to route you in order to have your questions and needs answered.

### Staff

Mr. William Bennett, Interim Director of ITC/CEL  
[wbennett@bluefieldstate.edu](mailto:wbennett@bluefieldstate.edu)

P401 A 327-4059

Mrs. Audrey Biggs Instructional Designer-Blackboard-Interim Director of Virtual College <a href="mailto:abiggs@bluefieldstate.edu">abiggs@bluefieldstate.edu</a>	P407B	327-4578
Mr. Cody Chambers, Moodle Administrator & Web Designer/Services <a href="mailto:cchambers@bluefieldstate.edu">cchambers@bluefieldstate.edu</a>	D462	327-4591

## ONLINE HELP

Questions concerning...	Contact	Email	Phone Ext.
Tuition & Fees Payment			4042
Admissions			4500
Counseling & Testing	Cravor Jones	<a href="mailto:cjones@bluefieldstate.edu">cjones@bluefieldstate.edu</a>	4016
Advising (Pre-program)	Terry Thompson	<a href="mailto:tthompson@bluefieldstate.edu">tthompson@bluefieldstate.edu</a>	4424
Bookstore	Susan Plumley	<a href="mailto:splumley@bluefieldstate.edu">splumley@bluefieldstate.edu</a>	4443
Career Services	Tom Harrison	<a href="mailto:tharrison@bluefieldstate.edu">tharrison@bluefieldstate.edu</a>	4011
Financial Aid	Emily Mann	<a href="mailto:emann@bluefieldstate.edu">emann@bluefieldstate.edu</a>	4021
Computer Center Help Desk	Chris Shrader	<a href="mailto:cshrader@bluefieldstate.edu">cshrader@bluefieldstate.edu</a>	4090
Academic Computing Help Desk	Heather Cline	<a href="mailto:hcline@bluefieldstate.edu">hcline@bluefieldstate.edu</a>	4201
Blackboard CMS	Audrey Biggs	<a href="mailto:abiggs@bluefieldstate.edu">abiggs@bluefieldstate.edu</a>	4578
Library & Online Databases	Nancy Turner	<a href="mailto:nturner@bluefieldstate.edu">nturner@bluefieldstate.edu</a>	4052
Moodle CMS	Cody Chambers	<a href="mailto:cchambers@bluefieldstate.edu">cchambers@bluefieldstate.edu</a>	4591
myBSC	Kim Reed	<a href="mailto:kreed@bluefieldstate.edu">kreed@bluefieldstate.edu</a>	4114
Online Help Desk			4510
			4545
Registrar's Office			4064
Student Support Services	Carolyn Kirby	<a href="mailto:ckirby@bluefieldstate.edu">ckirby@bluefieldstate.edu</a>	4098
School of Arts & Sciences	Martha Eborall	<a href="mailto:meborall@bluefieldstate.edu">meborall@bluefieldstate.edu</a>	4316
School of Arts & Sciences	Michele Noe	<a href="mailto:mnoe@bluefieldstate.edu">mnoe@bluefieldstate.edu</a>	4293
School of Education	Betsy Steenken	<a href="mailto:bsteenken@bluefieldstate.edu">bsteenken@bluefieldstate.edu</a>	4176
School of Education	Gail Rozzel	<a href="mailto:grozzel@bluefieldstate.edu">grozzel@bluefieldstate.edu</a>	4173
School of Business	Steve Bourne	<a href="mailto:gbourne@bluefieldstate.edu">gbourne@bluefieldstate.edu</a>	4087
School of Business	Pat Sluss	<a href="mailto:psluss@bluefieldstate.edu">psluss@bluefieldstate.edu</a>	4081
School of Engineering & Computer Science	Shannon Bowling	<a href="mailto:sbowling@bluefieldstate.edu">sbowling@bluefieldstate.edu</a>	4131
School of Nursing & Allied Health	Angie Lambert	<a href="mailto:alambert@bluefieldstate.edu">alambert@bluefieldstate.edu</a>	4141
School of Nursing & Allied Health	Susan Shrader	<a href="mailto:sshrader@bluefieldstate.edu">sshrader@bluefieldstate.edu</a>	4136

## Institutional Computer Services

The Bluefield State College Computer Center, home to Institutional Computer Services (ICS), is located on the ground floor of Dickason Hall in Room 123. Its mission is to provide on-site computer services to the students, faculty and staff members of the College. It is responsible for computer services at campus locations in Bluefield and Beckley. ICS provides services for student record keeping, accounting, e-mail, and myBSC portal. In addition, ICS provides secure VPN access to institutional computing needs when necessary and provides low cost dial-up services for those in rural locations where high speed internet is unavailable. Contact the Computer Center Help Desk at (304) 327-4090 for more information or assistance with computing needs.

### Services

- BANNER
- Web Self Service
- DegreeWorks
- Networking
- Database Management
- Faculty/Staff Help Desk
- Internet Help Desk
- myBSC Portal
- Email LISTSERV
- BSC Account Management

### Hours

The Computer Center is open from 8:00 a.m. to 5:00 p.m. Monday through Friday.

### Staff

Mr. Tom Cook, Director of the Computer Services Associate Dean, Institutional Technology Services <a href="mailto:tcook@bluefieldstate.edu">tcook@bluefieldstate.edu</a>	D123C	327-4111
Mr. John Spencer, Associate Director of Computer Services <a href="mailto:jspencer@bluefieldstate.edu">jspencer@bluefieldstate.edu</a>	D123C	327-4118
Mrs. Allonia Thompson, Administrative Software Specialist <a href="mailto:athompson@bluefieldstate.edu">athompson@bluefieldstate.edu</a>	D123	327-4112
Mr. Chris Shrader, PC Technician & Network Manager <a href="mailto:cshrader@bluefieldstate.edu">cshrader@bluefieldstate.edu</a>	D123	327-4090
Ms. Kim Reed, Administrative Software Specialist <a href="mailto:kreed@bluefieldstate.edu">kreed@bluefieldstate.edu</a>	D123B	327-4114
Mr. Delano Sweeney, Database Systems Manager <a href="mailto:dsweeney@bluefieldstate.edu">dsweeney@bluefieldstate.edu</a>	D123B	327-4119

# Emergency Procedures

The emergency procedures in case of critical illness, injury or death of a BSC student, employee or campus visitor are as follows:



## IMMEDIATELY SUMMON EMERGENCY ASSISTANCE TO VICTIM'S LOCATION

1. Call 911-Rescue Squad.
2. Call BSC Security (Ext. 4180) or "O" for campus operator.
3. Notify the Vice-President for Academic Affairs of any of the above actions (Ext. 4068 or 4069), or Vice-President for Financial & Administrative Affairs (Ext. 4040 or 4048), or Vice-President for Student Affairs (Ext 4567 or 4401).

## Emergency Evacuation Plan

In anticipation of fire or other emergency conditions, faculty and staff are asked to make note of exit routes in the various buildings of the College. Faculty members will point out evacuation routes to students at the beginning of each new semester of classes.

The Director of the Physical Plant will appoint monitors in each building to be sure that all persons are evacuated in case of emergency. These monitors will be regular employees of the College and will be notified annually by memorandum of their responsibilities. Monitors will be instructed to escort handicapped individuals to exits as needed and faculty members will assist handicapped students from classes. To ensure that all persons have exited the building safely, students are asked to assemble in the area designated by the faculty or staff member. Students are not to leave the campus or return to the building until clearance is given by a public safety officer.



## SIGN UP FOR BSC ALERT

Sign up now and stay connected. **BSC ALERT** provides a quick, timely notification during campus emergencies. You have the additional options of receiving weather-related schedule changes, activities, and campus information through mobile phone and/or emails, web page, PDA, text pager, and more.

*This service is offered free of charge by BSC. Check with your service provider to determine if they charge for incoming text messages.*

**Sign up now at [www.bluefieldstate.edu](http://www.bluefieldstate.edu)**

## Important College Policies

### STUDENT COMPLAINTS

Bluefield State College strives to meet the demands on our campus community by providing a well-rounded education for our students. From time to time issues may arise interfering with this process.

In the event of this, students should contact the Vice President of Student Affairs with their concerns. The Vice President of Student Affairs is located in Conley Hall Room 312.

### **BSC HIV/AIDS Policy**

The purpose of this policy is to organize and oversee an HIV/AIDS educational program which is congruent with the values and mission of Bluefield State College. The establishment of a campus committee will provide a mechanism for making policy decisions as they become necessary. Persons with HIV/AIDS are considered by law to have disabling conditions.

The legal rights of students must be guaranteed. Support services for disabled individuals will be made available to students or employees with the HIV/AIDS infection. The campus-wide committee on HIV/AIDS has been established to plan and evaluate campus-wide HIV/AIDS education and prevention activities and to monitor compliance with federal statutes.

*Membership:* Nursing Center Director, Chair; Director of Advising and Counseling; Human Resources Director; Intramural & Campus Recreation Director; Faculty Representative (appointed by the chair of the committee); President Student Government; SGA Representative (appointed)

*Common Goal:* Implementation of all campus-wide HIV/AIDS prevention and education programs.

#### *Objectives:*

1. To establish a policy for all employee and student campus programs relating to HIV/AIDS infection.
2. To evaluate all policies, procedures and programs relating to HIV/AIDS to determine their effectiveness and to implement changes to the program when needed.
3. To ensure that students and employees have access to confidential and professional health services and referrals.
4. To ensure that students and employees have access to confidential and professional counseling services.
5. To ensure that College policies and procedures are consistent with Federal statutes.

The BSC Student Health Center coordinates HIV/AIDS health promotion and prevention programs. The Student Health Center provides information and educational materials. The Student Health Center is able to do free and confidential HIV testing using the Orasure method. The nurse practitioners in the Student Health Center work with counseling services in assistance students in locating community social services.

### **Alcohol/Drug Policy**

The legal age for the consumption of alcohol and spirits is 21 years in West Virginia. As a non-residential institution, Bluefield State's approach to policies and educational intervention regarding the use of alcohol and/or drugs is creative in its focus. The complete alcohol and drug policy is available in the offices of the Vice -President for Student Affairs, Student Life and Enrollment Services.

- I. Legal Requirements  
Students, faculty and staff on any campus of BSC shall abide by all Federal laws, State statutes and city ordinances regarding the sale, purchase and consumption of alcoholic beverages and illicit drugs including but not limited to the laws that regulate the following:
  - A. Regulation of sales
  - B. Drinking age laws
  - C. Possession of alcohol by person under age 21
  - D. Liability for injury or damage resulting from intoxication
  - E. Open container laws--state and city

- II. Standards of Conduct  
The unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on College property or as part of any other College regulated activity is prohibited.
- III. Disciplinary Sanctions  
The College will impose disciplinary sanctions on students who violate the established standards of conduct. Students should be cognizant of the fact that for violation of these standards, they will be subject to disciplinary sanctions up to and including suspension or dismissal and referral for prosecution. It is noted that a disciplinary sanction may include the completion of an appropriate rehabilitation program. Whenever there is an infraction(s) of Federal, State, and city laws(s) by students, the person(s) will be referred to the respective official(s) for prosecution. In all other cases regarding students, penalties for infractions shall follow the guidelines and proceedings as established and published in the current handbooks for students.
- IV. West Virginia State Alcohol Law  
The following guidelines are based on West Virginia State Law. An individual shall not:
  - A. Appear in a public place in an intoxicated condition.
  - B. Consume alcoholic beverages in a public place.
  - C. Consume alcoholic beverages in a motor vehicle, moving or parked.
  - D. Offer alcoholic beverages to another individual in a public place.
  - E. Knowingly sell alcoholic beverages to an individual less than 21 years of age.
  - F. Knowingly buy for, give to, or furnish alcoholic beverages to an individual less than 21 years of age.
  - G. Knowingly serve alcoholic beverages to an intoxicated individual.
  - H. Misrepresent his or her age for the purpose of obtaining alcoholic beverages.
  - I. Possess on campus or at a campus event a common supply or common source of alcoholic beverages such as kegs or punch bowls, from which alcoholic beverages may be served.

**State of West Virginia Laws Regarding the Unlawful Possession, Use, or Distribution of Alcohol**

Any person under the age of twenty-one years who purchases, consumes, sells, possesses or serves wine or other alcoholic liquor is guilty of a misdemeanor, and, upon conviction thereof, shall be fined in an amount not to exceed five hundred dollars or shall be incarcerated in the county jail for a period not to exceed seventy-two hours or both fined and imprisoned or, in lieu of such fine and incarceration, may, for the first offense, be placed on probation for a period not to exceed one year.

Any person under the age of twenty-one years who, for the purpose of purchasing wine or other alcoholic liquors from a licensee, misrepresents his or her age or who for such purpose presents or offers any written evidence of age which is false, fraudulent or not actually his or her own or who illegally attempts to purchase wine or other alcoholic liquors, is guilty of a misdemeanor and, upon conviction thereof, shall be fined in an amount not to exceed fifty dollars or shall be imprisoned in the county jail for a period not to exceed seventy-two hours or both such fine and imprisonment or, in lieu of such fine and imprisonment, may, for the first offense, be placed on probation for a period not exceeding one year.

Any person who shall knowingly buy for, give to or furnish wine or other alcoholic liquors from any source to anyone under the age of twenty-one to whom they are not related by blood or marriage, is guilty of a misdemeanor and shall, upon conviction thereof, be fined in an amount not to exceed one hundred dollars or shall be imprisoned in the county jail for a period not to exceed ten days or both such fine and imprisonment.

**Information regarding West Virginia law provided by the Mercer County Prosecuting Attorney**

**Weapons**

The possession of, storage of, or use of any type of weapon on the Campus of Bluefield State College is strictly prohibited. Weapons are defined as firearms, knives, ammunition,



destructive devices, fireworks, or other items which may injure, maim, cause damage to, or create fear within the campus of Bluefield State College or at any college activities or functions.

## **Bluefield State College Board of Governors**

### **Policy #3 - Sexual Harassment**

I. TITLE: SEXUAL HARASSMENT

#### **SECTION 1. GENERAL**

- 1.1 Scope - This rule defines sexual harassment, provides guidelines for filing sexual harassment complaints and explains what action will be taken against those found to have engaged in sexual harassment.
- 1.2 Authority - West Virginia Code § 18B-1-6. A policy statement issued by the Office for Civil Rights of the U.S. Department of Education on the interpretation of the following: Title IX of the Education Amendments of 1972 and Equal Employment Opportunity Commission (EEOC) interpretative guidelines issued in March, 1980; and subsequent federal court decisions on the subject of sexual harassment.
- 1.3 Repeal of Former Rule - Repeals and replaces Series 9 effective June 30, 1991.
- 1.4 Replaces of Former Rule – Repeals and replaces Series 9 effective June 30, 1991.
- 1.5 Effective Date: March 21, 2002

#### **SECTION 2. POLICY**

- 2.1 It is the policy of the Bluefield State College Board of Governors that the work and educational environment will be free from all forms of sexual harassment of any employee, applicant for employment or student. Sexual harassment in any manner or form is expressly prohibited. It is the responsibility of Bluefield State College to provide educational opportunities to create this environment and to take immediate and appropriate corrective action when sexual harassment is reported or becomes known. Supervisors at every level are of primary importance in the implementation and enforcement of this rule.

#### **SECTION 3. DEFINITION**

- 3.1 Sexual Harassment Definition - Sexual harassment is intended to be defined consistent with EEOC and United States Department of Education guidelines. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
  - 3.1.1 submission to such conduct is an explicit or implicit condition of employment;
  - 3.1.2 submission to or rejection of such conduct is used as the basis for employment decisions; or
  - 3.1.3 such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive work or educational environment.

#### **SECTION 4. FILING of COMPLAINTS**

- 4.1 Bluefield State College shall designate a formal grievance procedure for the handling of sexual harassment complaints and assure appropriate dissemination of information concerning it to faculty, staff, and students. The president shall designate a liaison person who shall receive training in facilitating the proper resolution of complaints with the authority to investigate and report to the president. The liaison shall insure that any persons involved in the adjudication of a sexual harassment complaint shall receive training in the resolution of such matters. In cases involving the president, the complaint shall be filed with the Board of Governors

- 4.1.1 Employees - Any employee who feels he or she is being sexually harassed should contact his or her immediate supervisor. If this is not appropriate, employees shall report such alleged misconduct to other designated personnel within that organization. Supervisors are to make every effort to ensure that such problems are resolved promptly and effectively.
- 4.1.2 Students - Any student who feels he or she is being sexually harassed should contact the appropriate dean or other designated person.
- 4.2 Any student, supervisor, agent or other employee who is found, after appropriate investigation, to have engaged in the sexual harassment of another employee or a student will be subject to appropriate disciplinary action. Depending on the circumstances, sanctions may include termination or expulsion.

III. **Student Complaint Procedures**

Anyone who believes they have been subjected to sexual harassment is encouraged by Bluefield State College to pursue the matter through the institution's informal or formal procedures as further described and/or to contact local law enforcement authorities. Anyone who wishes to report or seek advice about alleged sexual harassment should contact one of the following: Affirmative Action Officer, the Vice-President for Student Affairs, a counselor in the division of Student Affairs or Campus Security.

A. **Informal Procedure**

Students are encouraged to make complaints concerning allegations of sexual harassment. Strict confidentiality will be maintained in all procedures. It is hoped that most situations can be resolved by discussions with the parties involved at the informal level. The complainant may decide to take the following action.

Attempt to talk with the accused with or without a third party, describe the behavior, express that the behavior is unwanted and ask that the unwanted behavior be stopped. If the conversation is not effective at this point at the informal level, then the injured person may want to proceed to the formal stage.

B. **Formal Procedure**

If the complainant is not satisfied with or does not wish to pursue resolution at the informal level, the formal grievance procedure will be invoked at the request of the complainant. The filing of a formal complaint of sexual harassment must begin with a written signed complaint filed in accordance with the grievance policy appropriate to the sexually harassed person. The formal procedures at Bluefield State College are described below.

The student shall file in writing a statement about the alleged sexual harassment with the Vice President for Student Affairs. If the complaint is a student complaint against another student, the Vice President for Student Affairs shall forward the formal complaint to designate counselor(s) for review. The counselor shall recommend to the Vice President a course of action. The Vice President will make a decision and notify both parties. All hearing bodies shall adhere to the procedures as stated in the Student Conduct Code in the Student Handbook. Student complaints about a faculty or classified employee are to be taken to the Human Resources Office.

C. **Other Action**

Anyone who has been subjected to sexual harassment may seek action beyond the Bluefield State College informal and formal procedures as described, by contacting local law enforcement authorities or the Equal Employment Opportunity Commission or the West Virginia Human Rights Commission.

- IV. The sexual harassment policy will be printed in the Faculty, Staff and Student Handbooks and in the Affirmative Action Manual.

## Equal Opportunity Policy

Bluefield State College is an Equal Educational Opportunity Institution. As such, it admits students, and employs staff, without regard to race, creed or national origin. It neither affiliates knowingly with nor grants recognition to any individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin or disabilities as defined by applicable laws and regulations.

Copies of the Equal Opportunity Policy and Affirmative Action Plan and the Bluefield State College Section 504 Self-Evaluation and Transition Plan are available for review in the Hardway Library. Grievance procedures for students are printed in this handbook. Inquiries about the College's equal opportunity/affirmative action policies or accessibility to programs and facilities for disabled students should be directed to the Affirmative Action Office.

## Bomb Threats

It is a serious crime to convey or impart (or cause to be conveyed or imparted) false information concerning the presence of a bomb or any other explosive devices or false information concerning biological or chemical agents on the premise of Bluefield State College or its satellite institutions. Any person violating this law is subject to State prosecution, as well as College disciplinary action.

## Computer Use and Abuse Policy

With the proliferation of computers on all three of our campuses and the introduction of Internet access for all students it has become necessary to develop a Computer Use and Abuse Policy consistent with the missions and goals of the College.

First and foremost, computers, software, data communications equipment and services were bought and paid for using public funds allocated to the college to support its primary mission, the education of the students. Thus, the use of that equipment and those services for any other purpose should be considered improper. Bluefield State College grants accounts to students, faculty and staff on that basis. It may deny and/or revoke any account at any time for any reason at its sole discretion. By using an assigned account, the user agrees to use it exclusively for personal education and/or non-profit research, administration, community service and/or economic development activities. The user accepts complete responsibility and liability for willful or negligent misuse of his/her account and for complying with Bluefield State College policies related to Computer Use and Abuse as well as any policies promulgated by agencies used or contacted through Bluefield State College systems or services. Users must read and understand the Computer Use and Abuse Policy contained herein and must regularly review any new policies promulgated, posted or incorporated as part of Bluefield State College World Wide Web Servers and/or other on-line information services.

Secondly, while Internet access, particularly when using a web browser, looks very much like viewing television it is not a one-way system. It is a two-way service, very much like the telephone system in that the user can, and often does, interact with and send information to other users and/or organizations on the net. The cost associated with computer and Internet use are the initial purchase price and



maintenance costs for the local equipment, the annual WVNET network assessment for such things as data communications and support and monthly communication charges. There are direct costs associated with this use, so they may not be used indiscriminately for any purpose.

Bluefield State College (BSC) has established policies regarding the use or abuse of all hardware, data, and software and communications networks associated with BSC computer systems. All BSC computer system users are also subject to applicable network (WVNET, BITNET, Internet, etc.) usage guidelines, as well as state and federal laws regarding computer abuse. All BSC computer

systems include but are not limited to all minicomputers and their peripheral equipment, all microcomputers and their network and/or peripheral equipment located at any BSC facility including but not limited to the main campus in Bluefield, WV, the Lewisburg campus in Lewisburg, WV, the Beckley campus in Beckley, WV, and the Welch Center at Welch, WV. The "West Virginia Computer Crime and Abuse Act," which defines computer abuse and prosecution possibilities went into effect July, 1989. The Electronic Communications Privacy Act passed by Congress in 1986, cites illegal electronic communications access and interception. Cases of computer abuse must be reported to the BSC Director, Institutional Technology Services and/or to local, state and federal authorities. Nothing in this policy supersedes or is otherwise meant to contradict any law, regulation or policy promulgated by any higher entity with authority to do so.

I. Common Forms of Computer Abuse:

Bluefield State College is responsible for informing users of the rules, regulations and procedures which apply when using any BSC computing resources. Users are responsible for understanding these rules so that they can abide by them. These policies cover BSC as well as West Virginia Network for Educational Telecomputing (WVNET) services.

A. Privacy: Investigating or reading another user's file is considered a violation of privacy. Reading unprotected files is intrusive; reading protected files, by whatever mechanism, is considered the same as "breaking and entering."

B. Violations include:

1. Attempting to access another user's files without permission.
2. Furnishing false or misleading information or identification in order to access another user's account.
3. Attempts to access BSC computers, computer facilities, networks, systems, programs, or data without authorization.
4. Unauthorized manipulation of BSC computer systems, programs or data.

II. Theft: Attempted or detected alteration of software, data or other files as well as disruption or destruction of equipment or resources is considered theft. Violations include:

- A. Using subterfuge to avoid being charged for computer resources.
- B. Deliberate, unauthorized use of another user's account to avoid being billed for computer use.
- C. Abusing specific resources such as BITNET and the Internet.
- D. Removing computer equipment (hardware, software, data, etc.) without authorization.
- E. Copying or attempting to copy data or software without authorization.

III. **Vandalism: Violations include:**

- A. Sending mail or a program which will replicate itself (such as a computer virus) or do damage to another user's account.
- B. Tampering with or obstructing the operation of BSC computer systems.
- C. Inspecting, modifying or distributing data or software (or attempting to do so) without authorization.
- D. Damaging computer hardware or software.

IV. **Harassment: Sending unwanted messages or files to other users may be considered harassment. Violations include:**

- A. Interfering with legitimate work of another user.
- B. Sending abusive or obscene messages via computers.
- C. Using computer resources to engage in abuse of BSC employees or any other users.

V. **Copyright Issues:**

BSC prohibits the copying, transmitting, or disclosing of proprietary data, software or documentation (or attempting to commit these acts) without proper authorization. (See Software and Intellectual Rights section).

- VI. **Miscellaneous: Other acts considered unethical and abusive include:**
- A. Unauthorized and time-consuming recreational game playing.
  - B. Using computer accounts for work not authorized for that account.
  - C. Sending chain letters or unauthorized mass mailings.
  - D. Using the computer for personal profit or other illegal purposes.
  - E. Personal advertisements.
  - F. Display of offensive material and graphics in public areas. For the purpose of this item all BSC computer labs are considered to be "public areas."

VII. **Software and Intellectual Rights:**  
Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy and right to determine the form, manner and terms of publications and distribution.

- VIII. **Computer Usage Guidelines:**
- A. You must have a valid, authorized account and you may only use those computer resources for which you are specifically authorized. You are responsible for safeguarding your own account. You should not allow another user to use your account unless authorized by the system administrator for a specific purpose.
  - B. You may not change, copy, delete, read or otherwise access files or software without the permission of the owner or the system administrator. You may not bypass accounting or security mechanisms to circumvent data protection schemes. You may not attempt to modify BSC software except when it is intended to be customized.
  - C. You may not prevent others from accessing the system nor unreasonably slow down the system by deliberately running wasteful jobs, playing games or engaging in non-productive or idle computer "chatting."
  - D. You should assume that any software you did not create is copyrighted. You may neither distribute copyrighted or proprietary material without the written consent of the copyright holder, nor violate copyright or patent laws concerning computer software, documentation or other tangible assets.
  - E. You must not use the BSC computer systems to violate any rules in the Bluefield State College Employee Handbook, College Catalog, Student Handbook or applicable local, state or federal laws.

You should promptly report misuse of computing resources, or potential loopholes in computer systems security, to the appropriate authorities (the BSC Computer Center Director or BSC Computer Center personnel) and cooperate with the systems administrators in their investigation of abuse.

The overall "System Administrator" for the BSC computer systems is the Manager, Administrative Computer Services. There are, however, several sub-systems, each with its own administrator. Examples of these are: the Student Information System administered by the Registrar and the Financial Aid System administered by the Director of Financial Aid.

In connection with inquiries into possible abuses, Bluefield State College reserves the right to examine files, programs, passwords, accounting information, printouts, or other computing material without notice. Privacy of any electronic or printed material examined that is not relevant to the investigation is guaranteed. Disclosure of such material will be subject to penalty.

- I. **Penalties for Computer Abuse:**  
Abuse or misuse of BSC computing facilities and services may not only be a violation of this policy and user responsibility, but it may also violate the criminal code. Therefore, Bluefield State

College will take appropriate action in response to user abuse or misuse of computing facilities and services. Action may include, but is not necessarily limited to:

- A. Suspension or revocation of computing privileges. Access to all computing facilities and systems can, may, or will be denied.
- B. Reimbursement to BSC or the appropriate institution for resources consumed.
- C. Other legal action including action to recover damages.
- D. Referral to law enforcement authorities.
- E. Referral of offending faculty, staff or students to institutional authorities for disciplinary action.

II. **Disk Space Allocation:**

BSC has a finite amount of disk space available on its minicomputer systems. It is therefore incumbent on the users to retain only those files and E-Mail that is actually required for their work. Special drives (M: and N:) are provided to some faculty or staff personnel based on specific, documented needs. These drives are accounts on one of the BSC VAX systems which are accessible from both the VAX and microcomputers. All VAX system and M:/N: drive users shall comply with the following:

- A. Delete unnecessary files and E-Mail as soon as possible.
- B. Keep applications programming (word processors, spreadsheets, etc.) on their hard drives not on M: or N: drives.
- C. Keep all data/document files on their hard drives or floppy diskettes except those that must be shared with other users. Shared files shall be removed when the need to share them has ceased.
- D. Purge VAX accounts frequently to remove duplicate copies of files.

The Institutional Computer Services staff shall create and maintain student, faculty, staff and special accounts on the various BSC and WVNET computer systems and with various drive space allocations based on the identified requirements for the individual holding the account. Increases in space allocation must be justified by the user, approved by his/her superior and is subject to the availability of drive space.

BSC Computer Services personnel shall on a regular basis delete and/or purge files on the BSC computer systems. When possible the Institutional Computer Services staff shall provide prior notification of impending file deletions or purges. This will normally be via ALLUSER E-Mail several days prior to the action. When necessary for the proper operation of any systems, Computer Services personnel may delete or purge files from any and all accounts without prior notification of the account holders. Users are advised to archive (backup) any important file(s) or E-Mail to disk, diskette or tape.

### **Confidentiality of Records**

“Educational institutions shall not release personal information about a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the written consent of the parents or of the eligible student.” Section 438(b) of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment). A complete statement of your rights and the institutional policy on directory information are printed on the inside cover of the schedule each term. The complete Student Records Policies and Procedures for Bluefield State College are found in the BSC Policy Manual and students may obtain a free copy from the Registrar’s Office.

All educational records are maintained in the office of the Registrar. Any student, upon proper identification, may request to see the material contained in his or her file. Copies will be made on demand of all material, except that which did not originate at BSC, at a cost of \$3.00 per document. No other persons, except those listed below, may see or obtain copies of these records without signed written consent of the student involved except representatives of governmental agencies authorized under the FERPA of 1974 and its amendments. All requests for information should be presented to the FERPA Coordinator who is the Vice President for Student Affairs.

Copies of all correspondence with the Admissions Office or the Registrar's Office, academic substitutions, academic exceptions, transfer agreements, grades and other material generally identifiable as academic in nature are maintained in these files. These files are reviewed, and all material not considered to be essential to represent the academic standing of the student is destroyed periodically.

The Registrar has the responsibility for maintaining all academic records. These records are available to college personnel who have a legitimate educational interest.

Bluefield State College will abide by the provisions of the Family Educational Rights and Privacy Act respecting all students' records. Requests for personal information concerning students over the telephone or in person will be denied other than to confirm enrollment or graduation.

### **Destruction of College Property**

Any student who mutilates or destroys College property shall pay the cost of replacing such property immediately when called upon to do so and shall be subject to appropriate disciplinary action.

### **Disorderly Conduct**

Disorderly conduct or unlawful behavior, such as engaging in fights, assaults, riots, unlawful assemblies, or the violation of any municipal, State, or Federal law in BSC buildings or on the BSC campus is prohibited.

### **Duplication of Keys**

The duplication of keys to College property is prohibited except by the appropriate officials of the College.

### **Identification Card**

Following the completion of registration, each student will be issued an identification card which will bear the student's Name and ID Number and should be retained in the student's possession and validated each semester. The identification card may be used for admission to athletic events, cultural and social activities and is required to obtain materials from the library. The identification card is non-transferable and any student who misuses or attempts to falsify the identification card is subject to disciplinary action. In the event of the loss of the identification card, a new card may be issued at a cost of Five Dollars (\$5.00).

### **Lost and Found Policy**

The Office of Public Safety attempts to locate the owner of all lost property. Lost items are to be reported to the Office of Public Safety. Recovered items are to be forwarded to the Office of Public Safety as soon as feasible, where a record will be maintained and proper ownership may be established.

### **Name/Address Changes**

Students who change their address during the course of a semester are required to report that change to the Office of the Registrar within three (3) days. Persons who change their names during the academic year through marriage or any other legal action are also required to report such to the Office of the Registrar within three (3) days. Name changes require documentation such as a marriage license, court decree, etc.

### **Operating State Vehicles**

Employees of the State are the only authorized persons to drive state-owned vehicles. Any exceptions must be approved by the Director of Physical Plant or the Vice President of Financial and Administrative Affairs. Approved student drivers must be at least 21 years of age and possess a valid driver's permit. Student drivers must observe all State and College regulations when operating a state owned vehicle.

## Parking Policy

The Legislature of West Virginia has authorized the Higher Education Policy Commission to establish rules & regulations governing the speed, flow, and parking of vehicles on campus roads, driveways, and parking facilities or areas under its jurisdiction. These rules & regulations have been promulgated in the manner prescribed by Chapter 18B-4-6 of the Code of WV and are thus empowered with the force and effect of law as prescribed by Chapter 17 of the Code of West Virginia.

The Bluefield State College Vehicular Traffic and Parking Regulations consist of the following features:

- I. The College provides parking on campus for legitimate users of the College facilities by permit only. Included are:
  - A. Students
  - B. Faculty and Staff
  - C. Visitors
  - D. Operators of commercial delivery vehicles (no permit necessary).
  
- II. Because of the large demand for parking, the College restricts the use of certain parking areas. These include areas designated for:
  - A. Faculty and staff only
  - B. Limited time for loading and unloading only (15 minutes)
  - C. Visitors
  - D. Physically impaired (\$100.00 fine)
  - E. No Parking Zones
  
- III. Driving regulations are established for the safe operation of vehicles on campus. The West Virginia Motor Vehicle Code and Policies of the West Virginia Department of Motor Vehicles are in effect and will be enforced on the campus of BSC.
  
- IV. The College will enforce its parking and traffic regulations
  - A. By issuing citations for all violations, and collecting a \$10.00 civil penalty for each citation and up to \$100.00 for violations of the handicapped parking areas. Failure to respond to notification within 10 days will result in a hold being placed on the student's records and a \$10.00 processing fee added to each citation. Measures will be taken to enforce and identify violations. Such steps can include, but are not limited to, discipline within the Student Conduct Code, revocation of parking privileges on the campus of Bluefield State College and revocation of driving privileges through the West Virginia Department of Motor Vehicles.
  - B. By towing all violators which substantially impede the flow of traffic or endanger the health and safety of the campus populace or habitually violate the posted regulations.

Vehicular Traffic and Parking Regulations are available in the Office of Public Safety, Room G01, Conley Hall.

## Student Honor Code

Bluefield State has also implemented a student honor code which all students will sign during the Academic Honesty education session.

***"I have read and understand the BSC academic honesty statement. I am responsible for the work that I submit and my conduct as a student at BSC."***

It is also the student's responsibility to read the BSC catalog, and students will be informed of this statement at Big Blue Institute.

## Academic Appeals

**Appeals of a final course grade** assigned by an instructor: student rights and responsibilities, with regard to these appeals, are addressed here and in the West Virginia Higher Education Policy Commission Rules Series 60. If, after discussion with the instructor, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously, or prejudicially, he/she registers within 10 school days of the beginning of the next semester the complaint with the Dean of the School within which the grade was received. The Dean will attempt an informal reconciliation and may schedule a meeting of the school or a committee of the school to consider the complaint and present its recommendation in writing to the instructor and the student within 5 school days. If the student is not satisfied with, or if the instructor fails to act on the school recommendation, the student may appeal in writing to the Vice President for Academic Affairs. If it is not reconciled at this level, it may be appealed to the Academics Committee within 5 school days from the written response of the appeal by the Vice President for Academic Affairs. To convene a meeting of the Academics Committee, the student must complete the request form available in the office of the chief academic officer. The faculty member and the student shall be informed of the decision of the Academics Committee in writing within 5 working days of the hearing on the appeal. In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will direct the Registrar to modify the grade in accordance with the findings of the Committee. Grade appeals shall end at the institutional level. **Under no circumstances will grade appeals initiated by a student be considered after the lapse of one semester beyond the semester in which the grade was received.**

## Academic Dishonesty (plagiarism, cheating, falsifying records, etc.)

The value of a Bluefield State College education is only as good as the integrity of its students' work. Therefore academic honesty is a key pillar upon which Bluefield State College rests. Bluefield State College believes academic dishonesty includes but is not limited to cheating, falsifying records, plagiarism, giving or receiving aid during an exam, misrepresenting academic work, submitting the same work to more than one class with a willful intent to mislead. All new students at Bluefield State College will be required to complete an Academic Honesty education session and sign the College's Honor Code statement at that session.

All Bluefield State students are subject to serious disciplinary measures if they are caught engaging in such behavior. All students found guilty of violating the academic honesty procedures will be reported to the Dean of their School and the Provost who will maintain records of all incidents. Your career at Bluefield State is cumulative. The penalty for the first offense will be decided upon by the instructor and can include such penalties as a reduced grade on the assignment or a grade of "F" for the course. A second offense of the statement in a student's career at Bluefield State will result in a mandatory grade of "F" for the course and academic probation for one semester. A third offense of the statement in a student's career at Bluefield State will result in mandatory grade of "F" for the course and expulsion from the Institution. Some programs may have additional penalties for violating the academic honesty procedures. All "F" grades given to students caught violating the academic honesty procedures may have a "\*NR" designation on their transcript. The "\*NR" designation means that grade may not be changed by repeating the course unless the student receives approval from the Provost.

Instructors must complete and submit an Academic Honesty Violation Report form for all incidents to the Provost and appropriate line Deans and Directors with the penalty assessed. Instructors should make every effort to meet with the student to discuss the incident and explain the instructor's findings. Instructors must provide official notice to the student, the appropriate line Dean, the Director of the student's program, and the Provost within three school days. Students have the right to appeal the instructor's finding, and must be informed of this right in the official notice. Students must indicate their desire to appeal the instructor's finding within 3 school days of receiving the official notice. All appeals will be heard by the Academic Appeals Committee. The full committee need not be present to hold an appeals hearing. An appeals hearing must consist of at least three people (two faculty members and one student representative).

## Plagiarism and Cheating

In all courses in college, the student is expected to maintain intellectual honesty. The student must do original work, including any paper written for grades or credit, both in and out of class. *Plagiarism*

means presenting, as one's own, the words, ideas, or opinions of someone else. When, in writing a paper or giving a report, the student turns for information or ideas to source materials, credit must be given for the words, the pattern of thought or the arrangement of material which belongs to another person. Whether the student quotes directly or paraphrases another's words, the student must acknowledge the borrowing with the appropriate documentation.

To avoid plagiarism, the student must be honest and careful. Intentional plagiarism is the equivalent of theft. Unintentional plagiarism must be scrupulously avoided. Detailed instruction on guarding against plagiarism will be given in the required English courses. In any case in which a student feels unsure about a question of plagiarism, the student is obligated to consult the instructor on the matter before submitting the work.

**Plagiarism includes but is not limited to:**

1. Presenting someone else's ideas as your own without attribution.
2. Copying someone's words without providing quotation marks and citation.
3. Paraphrasing someone's words without providing a citation.
4. Submitting the same paper for more than one class without instructor permission.

**Cheating includes but is not limited to:**

1. Purchasing a term paper or assignment and presenting it as your own.
2. Selling or giving any term paper, assignment, or aid so that a student may present that material as his or her own.
3. Receiving aid or providing aid to another student during an exam or on a non-cooperative assignment.
4. Stealing a copy of a test or receiving a copy of a test before taking it.
5. Using books, notes, or any other aid during an exam or assignment unless permitted by the instructor.
6. Using a mobile device, computer, or cell phone to give or receive aid on an exam or assignment or in any way not permitted by the instructor.

Bluefield State College has taken measures to help students avoid engaging in willful or unintentional academic dishonesty. All students must successfully complete an academic integrity workshop within their first semester of beginning classes at Bluefield State College.

**Records**

Presenting false data or intentionally misrepresenting one's records (academic, admission, health records, etc.) or the records of another student is prohibited. Sanctions for this misconduct are severe, ranging from probation to suspension or dismissal.

**Requests to Contact Students**

Bluefield State College does not have the necessary staff to deliver normal messages to students. The Office of Public Safety will attempt to deliver messages to students in "life and death" situations. Students should caution family and friends to not call the College to contact them unless it is a *critical* situation. Emergency calls should be directed to the Office of the Vice-President for Student Affairs at 327-4567.

**Social Security Information**

All Social Security recipients must attend full-time (12 hours or more). If circumstances require them to drop below 12 hours, they should withdraw officially. Recipients should notify the Registrar's Office and local Social Security Office to prevent overpayments.

Non-attendance of classes will also result in benefits being terminated as of the last date of attendance as indicated by the instructor(s). If the certification date is questionable, it is the responsibility of the student to provide the last date(s) of attendance from the instructor(s) to the Registrar's Office.

**Telephones**

Placing long-distance telephone calls by using fictitious and unauthorized billing numbers is a Federal and State criminal offense that can result in up to 10 years in jail and a \$1,000 fine. Pay phones are located in each building.

**Tobacco Usage Policy**

The use of all tobacco products is prohibited in all campus buildings and in all State vehicles.

**CCTV (Closed Circuit TV)**

The use of Closed Circuit TV is present at Bluefield State College. The use of the CCTV system is for the viewing, reviewing and prevention of acts that pose a safety and security issue for BSC's students, staff and faculty.

**The Crime Awareness And  
Campus Security Act of 1990**

Compliance with Title II of Public Law 101-542

In order to comply with the requirements of Title II of Public Law 101-542, "The Crime Awareness and Campus Security Act of 1990," Bluefield State College has collected statistics concerning the occurrence on campus of ten specified categories of criminal offenses, as well as statistics concerning the number of arrests for three categories of crimes of violence.

A summary of the required information is listed below and a complete report is available upon request to all students and employees, as well as any applicant for enrollment or employment, beginning September 1, 1992 from the Office of Public Safety.

**Crime Statistics – Bluefield State College  
January 1- December 31, 2010**

Murder	0	Rape	0
Robbery	0	Aggravated Assault	0
Burglary	0	Breaking and Entering	0
Motor Vehicle Theft	0	Liquor Law Violations	0
Drug Abuse Violation	0	Weapons Possessions	0
Larceny	13	Vandalism	6

Bluefield State College is committed to maintaining a safe educational environment for our students, faculty and staff.

**Information Concerning Counseling,  
Treatment, Rehabilitation and Drug Awareness**

TREATMENT, RECOVERY AND REHABILITATION FACILITIES: Below is only a partial listing of available treatment centers. For additional names and more information, contact Enrollment Services or the Human Resources Office.

Mount Regis Roanoke, VA 1-540-389-4357	Sliding fee scale Substance abuse only Insurance Plan
Mercer County Fellowship Home 421 Scott Street, Bluefield, WV	Local AA 327-9876
The Behavioral Medicine Center Princeton Community Hospital Princeton, WV	24 Hour admission Insurance Plans 487-7336

Preston Addiction Treatment Center  
Kingwood, WV 26537  
1-800-352-38028

Insurance Plans  
Strong Family Program

Life Center of Galax  
Galax, VA  
River Park Hospital  
1230 6th Avenue  
Huntington, WV

Insurance Plans/Free Assessment  
1-800-345-6998  
1-800-621-2673

### **COUNSELING AND TREATMENT FOR ALCOHOL AND DRUG ABUSE**

Counseling Facilities in the community - a partial list

Southern Highlands Community  
Mental Health Center  
Princeton, WV 425-9541

Crisis Intervention Services  
Fee based on ability to pay  
Welch, WV 436-2106

Laurel Ridge Psychiatric Assoc.  
Hunter Park  
Princeton, WV 487-6121

Accepts most insurance  
PEIA

FMRS Mental Health  
101 Eisenhower Drive  
Beckley, WV 256-7200

Crisis Intervention Service fee based on ability to pay

Dr. Barry Yates  
100 Maple Wood Avenue  
Fairlea, WV 645-4777

Addiction and  
Psychological Services

For additional counseling facilities, see the blue and white pages in the local telephone directory, or contact the Human Resources Office or Enrollment Services. On campus, students/faculty/staff may contact Human Resources Office or Enrollment Services.

#### **Important Telephone Numbers**

Alcoholics Anonymous	1-800-333-5051 in WV	304/327-9876 Local
Alateen	304-325-6327	
Chemical Dependency Care Unit	1-800-826-4584 in WV	1-800-468-1362 in VA
Narcotics Anonymous	1-800-766-4442	
24-Hour Drug Helpline	1-800-821-4357	
AIDS Hotline	1-800-342-AIDS	
First Call For Help	911	
West Virginia Tobacco Quit Line	1-877-966-8784	
BSC Coalition Against Tobacco	1-304-327-4186	

Other Community Service numbers appear in the local telephone book – Human Services Section.

#### **Disclaimer**

Bluefield State College provides a partial list of counseling, treatment and rehabilitation programs and is in no way affiliated with these agencies. Bluefield State College cannot accept liability for any services, treatment, or counseling provided by these agencies or their employees, or for any acts of misfeasance, nonfeasance, or malfeasance by same. The individual and/or his or her parent or guardian should conduct personal checks or reviews of these agencies to determine if they will meet specific needs.

### Acknowledgment

Bluefield State College's Drug Awareness Program was revised and adopted from West Virginia State College's Drug Prevention Program which was written by George C. Cameon. Other sources of information included a NACUA work session on the Drug Free Schools and Communities Act of 1989, Yale University's Drug Prevention Program, the Federal Register 34 CFR Part 86 and the West Virginia Code and other materials.

Federal Law mandates penalties for the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs. Punishment for each offense varies, based on criminal history and offense level. For sentencing guidelines, access the following website: [www.uscc.gov](http://www.uscc.gov).

### Health Risks of Illicit and Controlled Substances

Type of Drug and Effect	Name (and slang name)	Effects
Cannabis (euphoria/relaxed)	Marijuana (grass/pot/weed) Hashish (Hash) Hashish Oil/(Hash Oil)	Confusion, loss of coordination with large doses, hallucinations -rarely. Long-term use may cause moderate tolerance and psychological dependence. Long term use may cause damage to lung tissue.
Depressants (disorientation)	Barbiturates (barbs, goof balls, downers, blues) Tranquilizers (Valium, Librium) Methaqualone (soapers, quads, ludes)	Confusion, loss of coordination, etc. Tolerance, physical & psychological dependence can occur. Overdose can cause coma and death. Depressants taken in combinations or with alcohol are especially dangerous.
Narcotics (euphoria)	Heroin (H, scag, junk, smack) Morphine (M, dreamer) Codeine Opium	Lethargy, apathy, loss of judgment and self control. Tolerance, physical and psychological dependence can occur. Overdose can cause coma, convulsions & death. Risks of use include malnutrition, infection & hepatitis.
Stimulants (increased alertness)	Amphetamines (Speed, uppers, bennies, pep pills, crank, crystal, ice)  Cocaine (coke, snow, crack, rock) Legally classified as a narcotic	Confusion, depression, hallucinations may occur. Tolerance, physical & psychological dependence can occur. Effects are unpredictable. Overdose can cause coma, convulsions & death. Nasal membranes may be destroyed. Smoking may cause lesion in lungs.
Deliriant (causes mental confusion)	Aerosol products Lighter fluid Paint thinner Amyl nitrate (poppers) Other inhalants	Confusion, loss of coordination, etc. Overdose can cause coma, convulsions & death. Psychological dependence can occur. Permanent damage to lungs, brain, liver, & bone marrow can result.
Alcohol (depressant)	Beer Wine Whisky	Impaired speech, coordination, vision & judgment. Physiological dependence. Damage to liver & immune system, malnutrition & heart disease.

## The Program of Disciplinary Proceedings, Student Affairs, Policies and Regulations

The policies, rules, and regulations of Bluefield State College are an implementation of the Bluefield State College Board of Governors Policy 14, "Student Rights and Responsibilities" (Effective March 21, 2002). "Student Rights and Responsibilities" takes precedent over the College's policies, rules, and regulations if they are in conflict.

It should be understood that attendance at Bluefield State College is a privilege granted by the State of West Virginia. The student, by matriculation, pledges to abide by and uphold those philosophies and ideals of scholarship and character by which the College guides and regulates its activities. To preserve the integrity of its stated programs and to safeguard the interest of all its members, the College reserves the right to require the withdrawal of any student at any time it is considered necessary to protect its programs and ideals.

BSC assumes that each student is a mature, responsible individual who has entered this Institution by voluntary registration for educational advancement. While working toward this goal, the College requires that each student maintain a pattern of social behavior in keeping with good taste and high moral standards.

Any action by a student, which fails to show respect for good order, for moral standards, for personal integrity, for rights of others, or for the care of property shall be cause for disciplinary action against the offender. Any employee or student of the College may report misconduct to the Vice-President for Student Affairs.



BSC is dedicated not only to learning and to the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independence and maturity.

Every student who is privileged to matriculate at BSC is obligated at all times to assume a sense of responsibility for his or her actions, to respect constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect public and private property, and to make the most effective use of time in securing an education. Students are subject to the College rules and regulations and to the "Student Rights and Responsibilities," as enacted by the State College System of West Virginia, whether they are on or off-campus, as long as they are enrolled at Bluefield State College.

The College distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law of the community, the State, or the Nation, the College will not request or agree to special consideration for the student because of status as a student. Ordinarily, the College will not impose further sanctions after law enforcement agencies or the courts have disposed of a case, unless the offense was against persons or property of the College.

The College may apply sanctions or take other appropriate action when students' conduct interferes with the College's: (a) primary educational responsibility to ensure the opportunity of all members of the College community to attain their educational objectives, or (b) subsidiary responsibilities of protecting property, keeping records, providing living accommodations and other services, and sponsoring non-classroom activities such as athletic events, lectures, concerts, and social functions.

Due process and procedural fairness are basic to the proper enforcement of all College rules. No disciplinary sanction shall be imposed unless the student has been notified in writing of the charges against him/her and has had an opportunity to: (a) appear alone or with another (student, parent, or College staff member and, in case of dismissal, legal counsel) to advise or assist him/her before an appropriate committee, or official; (b) know the nature and source of the evidence against him/her and to present evidence in his/her own behalf. Appeals from the Conduct Officer or the Conduct Board must be made within five class attendance days after notification (verbal or written) of the decision. Sanctions affecting the conduct of students shall be based on general principles of equal treatment.

Copies of Board of Governors Policy 14, "Student Rights and Responsibilities" and Board of Governors Policy 15, "Student Academic Rights" are available in the Office of the Vice-President for Student Affairs.

## Student Conduct Code

### Statement of General Principles

Bluefield State College's Conduct Code seeks to promote the peaceful pursuit of intellectual and subsidiary activities under the auspices of the College and to ensure the safety of persons engaging in those pursuits. It further seeks to protect the free and peaceful expression of ideas and to assure the integrity of various academic processes.

It is expected that students will conduct their affairs with proper regard for the rights of others and of the College. All members of the College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

All members of the College are governed by College regulations, local ordinances, and State and Federal laws. Individuals in violation of State and Federal law are subject to prosecution by appropriate State and Federal authorities regardless of whether the activity occurs on or off-campus. In addition, the student may be subject to disciplinary action by the College pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation.

In seeking to encourage responsible attitudes, the College places much reliance upon personal example, counseling and admonition. In certain circumstances where these preferred means fail, it must rely upon the rules and procedures described in this Code. *In the enforcement of this code, the College functions in an administrative manner.*

#### I. Jurisdiction

The Bluefield State College Student Conduct Code shall apply to the following:

- A. Any person(s) that has applied for admission or is enrolled in any course or program offered by the College or is an applicant for a degree at the time of the alleged offense.
- B. Any recognized student organization which is responsible for compliance with College policy, rules and regulations.
- C. The Conduct Code shall be applied only in cases of conduct:
  1. Occurring on any campus of Bluefield State College, or on other real property held by the College,
  2. Involving College-held or College-related personal property
  3. Occurring at activities pursued under the auspices of the College.
  4. Regardless of where it occurs when clearly indicating that the presence of the student or organization at the College results in a substantial danger of physical harm to persons or property in the College community.

#### II. Definitions

- A. Real property — held by the College and College-held personal property, which includes property held in any manner, whether owned, rented, chartered or otherwise engaged.
- B. College-related property and College-related personal property - such property as is held by members of the faculty or administration or by other College officers or employees as a direct result of and in connection with their service for the College, and such property as is held by College-approved organizations. College-related personal property shall include also any document or record issued or purporting to be issued by the College.
- C. Activities pursued under the auspices of the College — includes any activities specifically sponsored or participated in by the College or by any College organization. Such activities do not include informal off-campus gatherings of students.

### III. **Violations**

Violations include those activities which directly and significantly interfere with the College's (1) primary educational responsibility of ensuring the opportunity of all members of the College community to attain their educational objectives, or (2) subsidiary responsibilities of protecting the health and safety of persons in the College community, maintaining and protecting property, keeping records, providing living accommodations and other services and sponsoring non-classroom activities such as lectures, concerts, athletic events and social functions.

Upon satisfactory proof that a student organization has violated a College policy, rule or regulation, the organization may be subject to disciplinary action. The violations listed below are considered in the context of the student's responsibility as a member of the academic community. The following violations indicate categories of inappropriate conduct or activity. Those listed have been delineated in such a way as to give reasonable warning to students that such conduct or attempted conduct is inappropriate. These definitions of violations should not be rigidly construed.

#### A. **Educational Mission**

1. Knowingly supplying false information to members of the College faculty or to other officers or employees of the College in pursuit of their official duties, to a conduct committee in the course of a disciplinary proceeding, or knowingly causing false information to be thus supplied.
2. Violation of a published and/or promulgated professional code of ethics to which the student is bound, i.e., behavior that demonstrates good taste and high moral and ethical behavior.
3. Unauthorized representation of the College, a College officer or a College employee.
4. Tampering with or falsifying official records.
5. Refusal to identify one's self to a representative of the College in pursuit of his/her official duties.
6. Direct interference with or failure to comply with a directive from a faculty or staff member or officer of the College in the performance of his/her duties.

#### B. **Safety and Environmental Health**

1. Physical assault.
2. Harassment, intimidation, or verbal abuse.
3. False reports of fire or other dangerous conditions.
4. Unauthorized use or possession of explosive components, chemicals, etc., such as fireworks, firearms, weapons, explosives, gas or compressed air, or violation of regulations concerning possession or misuses of firearms, as defined by policies established for each campus.
5. Lewd, vulgar, or indecent behavior.
6. Disturbance resulting in a disruption of authorized activities.
7. Violations of alcoholic beverage regulations.
8. Possession, use, or sale of illegal drugs.
9. Violation of College health or safety regulations.
10. Creation of fire hazard or other dangerous condition.
11. Restriction of normal traffic flow into or out of College facilities.
12. **Hazing** (defined as any action taken or situation created intentionally by an organization or with the knowledge or consent of an organization) to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any member or prospective member.
13. Placing a person or persons in reasonable fear of imminent physical harm.
14. Sexual harassment.
15. Sexual assault.
16. Violation of local, state, or federal law.

- C. **Care of Property**
  - 1. The theft, unauthorized acquisition, removal or use of property and/or service.
  - 2. Misuse or destruction of Library material or other academic material.
  - 3. Misuse, destruction or defacement of College property as defined above or that of other people, while located on College property.
  - 4. Trespassing or unauthorized presence on any College-held or College-related property.
  - 5. Tampering with fire and safety equipment.
- D. **Conduct Code**
  - 1. Failure to comply with a sanction(s) imposed by the Conduct Officer or Conduct Committee.
  - 2. Interference with an investigation or other procedures defined in this Code.
  - 3. Continued infractions of this Code.
  - 4. Knowingly assisting in the violation of any provisions of this Code.

IV. **Sanctions**

If a student or student organization admits to a violation of this Code to the Conduct Officer or the Conduct Committee (hereinafter referred to as "Officer" or "Committee," respectively) or upon determination by the Officer or Conduct Committee that the student or organization has committed a violation of the Code, one or more of the following sanctions may be imposed by the campus where the student is currently enrolled, in accordance with the provisions of this Code (see Section V):

- A. Dismissal — permanent separation from the College. However, a student may be readmitted if at some future time it can be demonstrated that another opportunity to attend is warranted.
- B. Suspension — separation from the College for a stated period of time up to one academic year and/or until a stated condition(s) is/are met.
- C. Disciplinary Probation — may include the loss of one or more privileges, normally for no more than one academic year.
- D. Official Censure or Admonition — a warning.
- E. Restitution - up to the replacement value of the items damaged (but not to exceed same).
- F. Other such action as the Committee or Officer within reason may deem appropriate (e.g., suspension of organization's official campus recognition).

V. **Procedures**

- A. Administration and interpretation of the Student Conduct Code shall be solely within the jurisdiction of the Conduct Committee and the President or his/her designee, such interpretation being pursuant to the procedures of this Code.
- B. Responsibilities of Conduct Officer:
  - 1. The officer shall initiate, investigate or supervise the investigation of alleged violations of this Code which are brought to his/her attention by College officials or employees, students or members of the general public.
  - 2. Upon concluding the investigation, the Officer shall notify the student of the charge(s), the complaint(s), the date(s) of alleged occurrence(s), the Code section(s) which is (are) alleged to have been violated, the maximum possible sanction which may be imposed, date of hearing and the student's rights of appeal.
    - a. This notice shall indicate if the hearing is to be before the Officer or Committee.
    - b. This notice may be given personally, by telephone call or by written letter to the student mailed to the last known address. If notice is given by means of a personal meeting or telephone

conversation, the student shall be informed that a written notice will be mailed to the student at the last known address or to some other address specified by the student.

- c. If the hearing is to be before the Committee, this notice will afford the student the opportunity to meet with the Officer at a designated time and place for a pre-hearing meeting.

**B. Hearing(s) Before Conduct Officer**

1. During the hearing(s) with the student, no party present shall be accompanied by legal counsel. The student may be accompanied by an advisor who may be a parent(s), legal guardian(s), another student, faculty or staff member. A student may utilize the services of a student advisor trained in the judicial process.
2. During the hearing(s), the Officer may hear and consider any relevant information. Efforts will be made to obtain the most reliable information available.
3. The Officer shall then:
  - a. Dismiss the case.
  - b. Impose appropriate sanctions. Sanctions shall become operative within five days after notice (verbal or written) thereof has been given to the student. Sanctions shall be stayed in the event the student appeals to the Committee in accordance with this Code (see Section C below), or
  - c. Refer the matter to the Committee if the Officer is in doubt as to whether acts have been committed which constitute a violation of this Code, or
  - d. Refer the matter to the Committee if the officer is in doubt of which, if any, sanction ought to be imposed.
4. If the Officer determines that the presence of the student at the College results in possible danger of physical harm to person or property at the College, the Officer may immediately suspend the student until the Committee convenes to hear the case. The maximum period of such an interim suspension shall be five working days. Imposition of an interim suspension shall not occur without a prior preliminary hearing unless it is impossible or unreasonably difficult to accord it prior to the interim suspension. An interim suspension shall be operative immediately upon receipt of notice (verbal or written) by the student. If the accused student is found innocent of the charges, he/she will receive an excused absence for the interim suspension period.

**C. Right of Appeal Beyond Conduct Officer**

1. The student may appeal to the Committee any finding or action of the Officer.
2. Such appeal shall be submitted to the Officer in writing and shall state the specific ground(s) for the appeal and shall request a review by the Committee. This written appeal must be received by the Officer within five (5) working days after the student has received notice (verbal or written) of the findings. The officer shall promptly forward the appeal to the Committee.
3. Requests for appeals of suspension or dismissal actions by the Conduct Officer will automatically be granted by the Committee.

**D. Responsibilities of the Conduct Committee**

1. After written notification from the Officer, the Chairperson of the Committee shall, as soon as possible:

- a. Notify, in writing, the Officer and the student of a date, place and time for a hearing with the hearing normally to be held not earlier than three (3) working days or later than five (5) working days after issuance of notification by the Committee.
  - b. List the names of members of the Committee in the notice to the student.
  - c. Make arrangements for the keeping of a tape recorded record of the proceedings of the Committee hearing. In cases of appeal, the principals may have access to the tapes for purpose of review relating to the appeal. Such tapes shall be kept by the Officer until all appeal rights have been exhausted at which time such tapes will be destroyed.
2. **Composition of Committee**
- a. The Committee shall consist of five members: two faculty members and one alternate faculty member selected by the faculty; two student members and one alternate student member appointed by the Student Government Association; one non-Student Affairs professional member and one alternate professional staff member appointed by the College President. The College President will select one of the faculty members to serve as Chairperson of the Committee. The Committee will select a Vice-Chairperson to serve in the absence of the Chairperson. At least three (3) of the five members must be present to hear a case.
  - b. The student charged with the violation, the Officer and the complaining witness may have the right to challenge for cause any member of the Committee by submitting to the Committee Chairperson a written memorandum stating the grounds for this challenge at least two days prior to the scheduled meeting. Removal of members for cause shall be within the authority and at the discretion of the Chairperson of the Committee or the Vice-Chairperson if the Chairperson is unable to exercise that function or is challenged for cause.
3. **Hearing Preliminaries**
- a. At any proceeding before the Committee, the Officer, the student, or other party to the hearing may have the assistance of an advisor. If the case involves suspension or dismissal, the student may have legal counsel present. The student must inform the Conduct Officer at least forty-eight (48) hours prior to the hearing if an attorney will be present. Such assistance will be at the option of the student. That is, if the student chooses such assistance, the Officer or Conduct Committee shall have the right to similar assistance. The role of legal counsel and/or advisors is explained in V.D.4.f.
  - b. The hearing shall be open except at the request of the accused student, the Officer, or the complainant. The Committee Chairperson may close the hearing in order to protect complaining witnesses or other parties.
  - c. If the student or the charging party (either the officer or a complaining witness) is not present at the time appointed for the hearing, the Committee shall first attempt to determine the reason for that person's absence. The Committee may proceed in a normal manner or may continue the hearing to a later date. The Committee may not consider the absence of a party as

relevant to whether the accused committed the alleged violation of the Code.

4. **Hearing Procedures**

- a. The responsibility for recognizing and calling persons to speak is with the Chairperson.
- b. Persons disruptive to any stage of the hearing may be evicted at the reasonable discretion of the Chairperson.
- c. The Officer shall first present the results of the investigation and/or the charges against the student.
- d. The Officer and/or the complaining witness may present oral testimony and/or written statements from any person including the accused student.
- e. The student may then present written documentation or oral testimony and/or other witnesses.
- f. At any time during the proceedings, members of the Conduct Committee may question witnesses or parties to the proceeding; witnesses or parties may ask questions at the discretion of the Chairperson. Legal counsel or advisors may only serve in an advisory capacity to the accused student in such cases. Legal counsel or advisors may not speak on behalf of the student or otherwise participate directly in the proceedings.
- g. After the presentation of all the evidence to the Committee, each party may present arguments to the Committee on the applicability of this Code or the interpretation of any sections herein. At this time, the Officer and the student may make recommendations to the committee as to the appropriate sanctions should a violation(s) be found to have been committed.
- h. During the hearing the Committee may consider any relevant information, shall not be bound by the strict rules of legal evidence, and may take into account any information which is of value in determining the issues involved. Efforts will be made to obtain the most reliable information available.
- i. After all parties present their respective information, the Committee shall go into closed session to determine whether the student has committed the alleged violation and, if so, the sanction(s) to be imposed. A member should vote against the accused student only if convinced by a clear preponderance of the information presented that the accused student has committed the act(s) as charged. A majority vote of the Committee members present and voting shall prevail. The Committee Chairperson is entitled to a vote.
- j. Within three (3) days of the hearing the Committee shall inform the student in writing of the decision through the Officer. Any disciplinary sanctions imposed by the Committee shall be operative immediately unless otherwise specified.
- k. The notice to the student of the finding of the Committee shall include:
  - 1) The facts found to be true.
  - 2) The section of this Code found to have been violated.
  - 3) The disciplinary sanction imposed or other sanction to be taken.

- 4) The student's right to appeal and a statement of the expiration date for the filing of that appeal.

E. **Right of Appeal beyond the Conduct Committee**

In the event the Committee approves a sanction of suspension or dismissal, the student may request review by the President or his/her designee. Such request for review must be made within five (5) working days as stated in the letter of notification of the sanction. The appeal shall be in writing and limited to:

1. Review of the procedures followed.
2. Appropriateness of the sanction. The President may not impose a more severe sanction. The decision of the President or his/her designee shall be the final campus decision and shall be communicated to the student in writing.

F. **Right of Appeal Beyond the President**

A student may appeal the sanction of dismissal to the College's Board of Governors. Information regarding this process may be obtained from the Office of the Vice-President for Student Affairs.

## Student Rights at Hearings

The hearing shall comply with the Student Conduct Code; consequently, the student shall comply with the Student Conduct Code. The student shall be guaranteed the following rights:

- I. The student shall be presumed innocent until proven guilty by a preponderance of the evidence.
- II. The accused student has the right to have an advisor with him/her, but such advisor may not be a person other than a parent or guardian, a full-time student at BSC, or a member of the faculty or staff of BSC, and legal counsel if the case involves dismissal or suspension.
- III. The Student Government Association has appointed a number of students that are trained to assist accused students in the preparation of their cases before the Hearing Officer and/or the Conduct Committee. A student advisor may be obtained by contacting the Student Government Association Office or the Vice President for Student Affairs' office.
- IV. The accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses and arguments.
- V. The accused student shall be informed of the right to silence.
- VI. The student shall have the right to present witnesses and evidence in his/her behalf.
- VII. All material evidence shall be presented subject to the right of cross-examination of the witnesses by the students.
- VIII. In cases involving the appeal of the sanctions of suspension or dismissal, the student must be informed of the right to have legal counsel present at the hearing (students retain attorneys in such cases at their expense) and must notify the Conduct Officer at least forty-eight (48) hours prior to the hearing if an attorney will be present at the proceedings.
- IX. The student shall be entitled to an expeditious hearing of the case.
- X. No accuser will be permitted to participate in a judicial body that is hearing a case except as a witness.



Recommendations and actions of the Conduct Officer or the Conduct Committee must be placed in the mail to the student and to the Vice President for Student Affairs no later than three attendance days after the hearing.

## **Disruptive Activities, Demonstrations and Picketing**

Any individual who is not (a) a currently enrolled student registered to attend class, (b) a faculty member, or (c) a staff member, who participates in picketing, demonstrating, or any disruptive activities in any buildings, streets, sidewalks, or any other areas on campus, may be asked to leave by an authorized College official. If such individual refuses to leave campus when requested, he may be subject to arrest. The Director of Public Safety, upon request of the President of the College, the Vice-President for Academic Affairs, or the Vice-President for Student Affairs, will be responsible for making necessary arrests.

Disruptive activities, picketing, and demonstrations may not be conducted at any place or in any area of the campus where such activities will interfere with the rights of members of the College community, including the disruption of essential functions of the college. Examples of activities deemed disruptive or volatile of the rights of others include, but are not limited to: blocking free movement through the streets, sidewalks, entrances, hallways, or other facilities of the campus and/or seizure or occupation of a building or activities incompatible with the proper function of a building, facility, or area.

When a disruptive activity, demonstration, or picketing takes place, the authorized College official will have the responsibility of observing the activity. The observer shall determine whether there is any violation of the individual rights of those picketing or of non-participants; whether any participants are not currently enrolled students, faculty or staff or whether the activity violates College policies, State or Federal laws.

## **Grievance Procedure for Disabled Students**

The grievance procedure, as described herein, is provided to give students who qualify as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act an avenue for resolving problems regarding access to programs and facilities at BSC. Because of the immediate nature of such problems, efforts have been made to make turn-around times at the various levels as short as possible. These time frames may be extended upon mutual agreement of the individuals involved.

### **Level I**

Students desiring to file a grievance regarding accessibility to programs or facilities of BSC may initiate the process by contacting the college's ADA Coordinator. If the grievance involves specific action taken by a College employee, the grievance must be filed within five (5) working days of that action. The grievance shall be referred to the appropriate administrator for review and investigation. A response will be provided to the student within five (5) working days of receipt of the grievance by the administrator.

### **Level II**



If the student believes the written answer to the grievance is in error or improper, the student may within five (5) working days of receipt of the administrative response ask the ADA Coordinator to call a meeting of the ADA Committee to consider the grievance. The Committee shall consist of the ADA Coordinator, the Vice President for Student Affairs, the Classified Senate Chair, the Faculty Senate Chair, an SGA selected appointee, the Director of Admissions, the Vice President of Financial and Administrative Affairs, the ADA representative for students, the Director of Student Support Services and an appointed faculty member. The student filing the grievance must submit the appeal in writing and must include any documents considered at the first level. The student must state why the response of the administrator is not satisfactory and tell what will resolve the issue.

The Committee will review the grievance and make its recommendation to the President or her/his designee within ten (10) working days of receipt of the grievance. The President will consider the recommendation of the Committee and provide a written response to the student within ten (10) working days of receipt of the Committee recommendation.

## Inclement Weather Late Schedule

### M/W/F Classes

#### Regular

8:00 a.m.  
9:00 a.m.  
10:00 a.m.  
11:00 a.m.  
12:00 p.m.  
1:00 p.m.  
2:00 p.m.  
3:00 p.m.

#### Late

10:00 a.m. – 10:40 for 40 minutes  
10:45 a.m. – 11:25 for 40 minutes  
11:30 a.m. – 12:10 p.m. for 40 minutes  
12:15 p.m. – 12:55 for 40 minutes  
1:00 p.m. – 1:40 p.m. for 40 minutes  
1:45 p.m. – 2:25 p.m. for 40 minutes  
2:30 p.m. – 3:10 p.m. for 40 minutes  
3:15 p.m. – 3:55 p.m. for 40 minutes

### T/TH Classes

#### Regular

7:30 or 8:00 a.m.  
9:30 or 10:00 a.m.  
11:00 a.m. or 11:30 a.m.  
12:00 noon or 12:30 p.m.  
1:00 p.m. or 1:30 p.m.  
2:00 p.m. or 2:30 p.m.

#### Late

10:00 a.m. for 55 minutes  
11:00 a.m. for 55 minutes  
12:00 p.m. for 55 minutes  
1:00 p.m. for 55 minutes  
2:00 p.m. for 55 minutes  
3:00 p.m. for 55 minutes



**Evening classes (4:00 p.m. or later) will meet at their regular time.**

If your class does not meet at one of the above times, your instructor should provide you with the schedule meeting time.

## Inclement Weather Late Schedule During Final Examinations

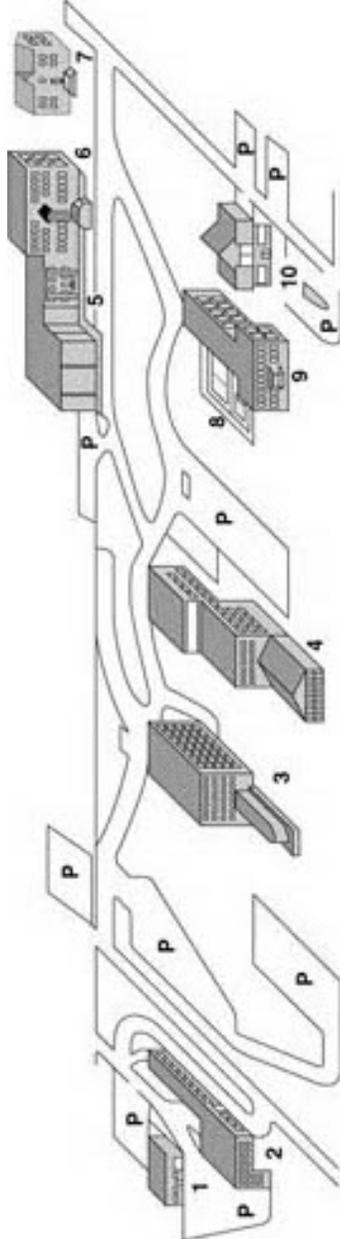
#### Regular

8:00 a.m. – 9:50 a.m.  
10:00 a.m. – 11:50 a.m.  
1:00 p.m. – 2:50 p.m.

#### Late

10:00 a.m. – 11:50 a.m.  
1:00 p.m. – 2:50 p.m.  
3:00 p.m. – 4:50 p.m.

# Campus Map



1. Physical Plant
2. Dickason Hall - Engineering Technology and Computer Science, Nursing, Radiologic Technology, Customized Training, and Continuing Education Classes
3. Brown-Gilbert Basic Science - Arts and Sciences, auditorium
4. Ned Shott Physical Education - Education, Instructional Television Center, pool, and gymnasium
5. Wendell G. Hardway Library
6. Conley Hall - Administration
7. Hatter Hall
8. Tennis Courts
9. Mahood Hall - Business and Law Enforcement
10. Harris-Jefferson Student Center - Campus Corner Bookstore and cafeteria

P-Parking

# Bluefield State College Hymn

Once again thy name we raise,  
In accents loud and clear,  
Sing we ever more thy praise,  
Bluefield, our school so dear,  
High upon thy terraced hill  
We see thee strong and true  
And our hearts with courage fill  
Our School, Old Gold and Blue.

Upward through the years we'll climb  
While ever lifting thee;  
Thy precepts always in mind:  
Honor and Loyalty.  
Men may come and men may go  
And, passing through thy gate  
Feel within their hearts a glow  
For thee- Dear Bluefield State.

-Eugene Jones, '38

# INDEX

Address Changes .....	37	Hymn .....	55
Admissions .....	17	Identification Card .....	37
Advertisements & Announcements ..	7	Inclement Weather Late Schedule...	53
Advising.....	19	Instructional Technology Center .....	23
AIDS Policy/HIV Policy .....	29	Insurance Program.....	17
1. Alcohol Abuse.....	42	Intramural & Recreational Sports .....	8
Alcohol Policy .....	29	Keys .....	37
Athletic Program .....	11	Library.....	22
Bomb Threats.....	33	Lost and Found Policy .....	37
Bookstore.....	21	Map of Campus.....	54
<b>BSC Emergency Alert.....</b>	<b>28</b>	Mentoring Services .....	16
Career Counseling .....	18	Mission Statement.....	5
Career Services.....	20	Multicultural Student Services.....	18
Computer Services .....	27	Name Changes.....	37
Computer Use and Abuse Policy .....	33	Online Desk Help.....	26
Conduct Code.....	45	Online Learning/Distance	
Confidentiality of Records.....	36	Education.....	25
Contacting Students.....	40	Organizations.....	9
Controlled Substances.....	43	Parking Policy.....	38
Counseling Center .....	17	Picketing .....	52
Crime Awareness/Campus Security		Plagiarism .....	39
Act.....	41	Policies.....	28
Cultural Enrichment Activities.....	16	Public Safety .....	17
Demonstrations.....	52	Publications .....	10
Destruction of College Property.....	37	Questions.....	4
Disabled Students Grievance		Records .....	40
Procedure.....	52	Registrar .....	19
Disciplinary Proceedings, Student		Rights at Hearings .....	51
Affairs, Policies .....	44	Sexual Harassment .....	31
Disorderly Conduct.....	37	Social Security Information.....	40
Disruptive Activities .....	52	Sororities .....	9
Drug Abuse.....	41	Student Affairs .....	6
Drug Policy .....	29	Student Center.....	10
Drug Rehabilitation .....	41	Student Complaints.....	28
Educational Opportunity Center .....	20	Student Conduct Code.....	45
Eligibility for Participation in		Student Government Association .....	8
Activities.....	10	Student Honor Code.....	38
Emergency Procedures.....	28	Student Life Office .....	6
Equal Opportunity Policy.....	32	Student Support Services.....	16
Facilities .....	9	Telephones .....	41
Financial Aid.....	10	Testing .....	18
Fraternities.....	9	Tobacco Usage Policy.....	41
Greek Council .....	7	Tutorial Services .....	16 & 19
Hazing .....	46	Vehicles.....	37
Health Center .....	17	Vision Statement.....	5
History of BSC.....	5	Weapons.....	31
Honor Societies .....	9	Web Self Service/DEGREEWORKS...	19
Housing Assistance.....	8	Where to Go .....	4