



BLUEFIELD STATE UNIVERSITY

Student Handbook

2022-2023

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A MESSAGE FROM THE PROVOST

Welcome to Bluefield State! I congratulate you on beginning or continuing the rewarding journey to obtain your degree. Our highest priority as a university community is to help you be successful in your academic endeavors and to ensure that you are well prepared to achieve your personal and professional goals for a fulfilling life.

This *Student Handbook* will be a helpful and meaningful guidebook and source of information as you proceed along this journey. 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 collegiate experience at Bluefield State University.

The Bluefield State family is committed to your success. Our dedicated faculty, staff, and administrators stand ready to answer your questions and help you along the pathway toward your goals.

Best wishes for the coming academic year and beyond!

Sincerely,

Dr. Ted Lewis
Provost & Vice President for Academic & Student Affairs

CAMPUS MAP



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 University 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 University, a historically black institution, is to prepare students for diverse professions, informed citizenship, community involvement, and public service in an ever-changing global society by providing an affordable, accessible opportunity for public higher education through certificate, associate, bachelor, and master degree programs.

VISION STATEMENT

Bluefield State University is committed to being the region’s leading institution of higher education. Embracing the diversity that shapes our world, the University 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 University 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.

CORE VALUES

Excellence

We value and are dedicated to excellence in our faculty, staff, and students, programmatic offerings, support services, research, and service to our world.

Community

We value and are dedicated to the development and enhancement of a sense of community, mutual respect, and collaboration among our faculty, staff, students and the greater community we serve.

Diversity

We value and are dedicated to the diversity of our faculty, staff, and students, programmatic offerings, and co-curricular opportunities.

Growth

We value and are dedicated to the intellectual, personal, ethical, and cultural growth of our faculty, staff, and students and to providing those opportunities for growth and continuous improvement throughout our community.

GENERAL INFORMATION

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 University Catalog.

Our Office provides a robust support system. Whether you are a first-time student or a graduate, we pledge to treat every individual with courtesy and respect, to extend quality service with every transaction, and to make quality customer service our number one commitment.

Transcripts—A request for transcripts (E-transcripts) may be made through the link on the Registrar's webpage on the BSU website or through National Student Clearinghouse.

Enrollment Verification—The Registrar's Office will complete enrollment, employment, and insurance verifications, or loan deferments for currently enrolled students.

Articulation Agreements—BSU has developed course equivalencies with selected area colleges. Please visit the Registrar's Page on the BSU website for more information.

Veteran Educational Benefits - Bluefield State University has an on-campus Veterans Certifying Official located in the Registrar's Office. From helping students apply for VA Educational Benefits, to addressing any concerns that may arise, guidance can be provided.

BSU Registrar: Services

- Graduation Applications
- Transcript Request
- Change of Name
- Change of Address
- Academic Forgiveness
- Advisor Training

- Degree Works
- Registration
- Enrollment Verification
- Veteran Information
- Family Educational Rights and Privacy Act (FERPA)
- Face-to-Face Advising Sessions with the Registrar

Forms available on our [webpage](#)

MyBSU Portal

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

DEGREEWORKS Academic Audit

BSU 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 the Web Self Service module from the Bluefield State University Webpage.

Questions concerning the use of this program should be directed to the Counseling Center.

FINANCIAL AID OFFICE

The Bluefield State University Financial Aid Office administers federal, state, and institutional aid programs for students at all campus locations. Types of Federal aid awarded include Federal Pell Grants, Federal Direct Stafford loans, Parent Plus loans, Supplemental Educational Opportunity Grant and University Work-Study. WV State aid includes Promise, WV Higher Education Grant, HEAPS Part-Time Grant, WV Engineering and WV Nursing. Qualified part-time students may be eligible to receive Federal Aid at a prorated amount based on credit hours. The University accepts the Free Application for Federal Student Aid (FASFA). This application is available on October 1 for the following academic year. After the initial annual application is made, continuing students should receive a renewal application from the federal processor.

Federally funded aid such as the Federal Pell Grant and the William D Ford student and Parent Plus loan programs are available throughout the award year based on completion of the FASFA. Other Federal and State funding including: Supplemental Educational Opportunity Grant, University Work-Study, and West Virginia Higher Education Grants, HEAPS Part-Time Grants, WV Engineering and WV Nursing are based on the completion of the FASFS by a March 1st deadline and are limited by other eligibility requirements. Students who apply later and who qualify are placed on an alternate list that may be awarded later in the semester. Institutional Scholarship applications are available on-line at the beginning of the spring semester each year for new and continuing students who have a 2.0 to 4.0 grade point average. High school seniors are awarded merit scholarships based upon their academic performance and ACT/SAT test scores. Any student needing assistance in completing the Free

Application for Federal Student Aid (FASFA) for the next academic year may contact the Financial Aid Office for assistance located on the first floor of Conley Hall or by calling 304.327.4020.

Award letters are sent to students who qualify for aid beginning in June. 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. Attendance Verification is used by the instructors to record attendance of all students in all classes as a basis for disbursement of aid. 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 adjusted 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 a 2.0 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 University Satisfactory Academic Progress Policy is printed in the Student Handbook and is posted on-line on the Financial Aid web page.

A Copy of the Standards of Satisfactory Progress for Federal Financial Aid Applicants and Recipients may be obtained in the financial aid office or viewed on-line.

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 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 University. It supersedes all prior satisfactory academic progress policies. Federal regulations may require us to modify this policy slightly. The standards of progress for Bluefield State University 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 University catalog; and (2) be consistent with graduation requirements and have a grade point average of 2.0. Effective January, 2013 students must have at least a 2.0 GPA in order to receive a Stafford Subsidized and Unsubsidized loan. Suspended/dismissed students granted readmission to the University 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 180th credit hour.
- B. Associate degree students will be eligible to receive federal aid through the semester in which they attempt their 103rd 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 University 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 University 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 PLUB Student Loans eligible 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 University 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 successfully complete 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 attempted their 180th credit hour. Associate degree students will be suspended after they attempt their 103rd credit 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 University 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 Academic Success Center 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 | Hours Attempted | Hours Required | Hours Attempted | Hours Required | Hours Attempted | Hours Required |
|-----------------|----------------|-----------------|----------------|-----------------|----------------|-----------------|----------------|
| 1 | 0 | 48 | 31 | 95 | 66 | 142 | 113 |
| 2 | 1 | 49 | 31 | 96 | 67 | 143 | 114 |
| 3 | 1 | 50 | 32 | 97 | 72 | 144 | 115 |
| 4 | 2 | 51 | 33 | 98 | 73 | 145 | 116 |
| 5 | 3 | 52 | 33 | 99 | 74 | 146 | 116 |
| 6 | 3 | 53 | 34 | 100 | 75 | 147 | 117 |
| 7 | 4 | 54 | 35 | 101 | 75 | 148 | 118 |
| 8 | 4 | 55 | 35 | 102 | 76 | 149 | 119 |
| 9 | 5 | 56 | 36 | 103 | 77 | 150 | 120 |
| 10 | 6 | 57 | 37 | 104 | 78 | 151 | 120 |
| 11 | 6 | 58 | 37 | 105 | 78 | 152 | 121 |
| 12 | 7 | 59 | 38 | 106 | 79 | 153 | 122 |
| 13 | 7 | 60 | 39 | 107 | 80 | 154 | 123 |
| 14 | 8 | 61 | 39 | 108 | 81 | 155 | 124 |
| 15 | 9 | 62 | 40 | 109 | 81 | 156 | 124 |
| 16 | 9 | 63 | 40 | 110 | 82 | 157 | 125 |
| 17 | 10 | 64 | 41 | 111 | 83 | 158 | 126 |
| 18 | 10 | 65 | 45 | 112 | 84 | 159 | 127 |
| 19 | 11 | 66 | 46 | 113 | 84 | 160 | 128 |
| 20 | 12 | 67 | 46 | 114 | 85 | 161 | 128 |
| 21 | 12 | 68 | 47 | 115 | 86 | 162 | 129 |
| 22 | 13 | 69 | 48 | 116 | 87 | 163 | 130 |
| 23 | 13 | 70 | 49 | 117 | 87 | 164 | 131 |
| 24 | 14 | 71 | 49 | 118 | 88 | 165 | 132 |
| 25 | 15 | 72 | 50 | 119 | 89 | 166 | 132 |
| 26 | 15 | 73 | 51 | 120 | 90 | 167 | 133 |

| | | | | | | | |
|----|----|----|----|-----|-----|-----|-----|
| 27 | 16 | 74 | 51 | 121 | 90 | 168 | 134 |
| 28 | 16 | 75 | 52 | 122 | 91 | 169 | 135 |
| 29 | 17 | 76 | 53 | 123 | 92 | 170 | 136 |
| 30 | 18 | 77 | 53 | 124 | 93 | 171 | 136 |
| 31 | 18 | 78 | 54 | 125 | 93 | 172 | 137 |
| 32 | 19 | 79 | 55 | 126 | 94 | 173 | 138 |
| 33 | 21 | 80 | 56 | 127 | 95 | 174 | 139 |
| 34 | 22 | 81 | 56 | 128 | 96 | 175 | 140 |
| 35 | 22 | 82 | 57 | 129 | 103 | 176 | 140 |
| 36 | 23 | 83 | 58 | 130 | 104 | 177 | 141 |
| 37 | 24 | 84 | 58 | 131 | 104 | 178 | 142 |
| 38 | 24 | 85 | 59 | 132 | 105 | 179 | 143 |
| 39 | 25 | 86 | 60 | 133 | 106 | 180 | 144 |
| 40 | 26 | 87 | 60 | 134 | 107 | | |
| 41 | 26 | 88 | 61 | 135 | 108 | | |
| 42 | 27 | 89 | 62 | 136 | 108 | | |
| 43 | 27 | 90 | 63 | 137 | 109 | | |
| 44 | 28 | 91 | 63 | 138 | 110 | | |
| 45 | 29 | 92 | 64 | 139 | 111 | | |
| 46 | 29 | 93 | 65 | 140 | 112 | | |
| 47 | 30 | 94 | 65 | 141 | 112 | | |

ACADEMIC SERVICES

WILLIAM B. ROBERTSON LIBRARY

Academic programs at Bluefield State University are supported by the William B. Robertson Library. The library's collections are designed to be of particular relevance to the students and staff of the University, and contain approximately 72,000 volumes, 30 data bases, e-books, and 12 newspapers and journals. Robertson Library is part of the West Virginia Library Network (WVLN). With access to numerous electronic databases, the library provides professional assistance, training, and information literacy instruction in the use of these and other information resources.

A computer lab for student use is available on the first floor of the library. There is wireless access for laptops, as well as wireless access within the library and outside the library on the patio. In addition, the Big Blue Brew Coffee Shop is located in the library that offers an assortment of refreshments and snacks for the community.

Contact the Circulation Desk for more information: 304.327.4054

Bluefield State University Archives

Housed on the second floor of the library, the Bluefield State University Archives Department was established in 1993. Created to collect and preserve materials that reflect the history of Bluefield State

University, 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 or 304.327.4053.

CAMPUS CORNER BOOKSTORE

Location: First Floor - Student Center

***Hours:** 8:00 a.m. - 4:00 p.m. (Monday-Friday)

Telephone: 304.327.4182/4183

**These hours are extended at the beginning 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 expensive. Pricing is based on publisher cost. Textbook lists, which include ISBN's and pricing, are published on the Bluefield State University website for current and upcoming semesters. <https://www.bluefieldstate.edu/resources/bookstore/book-list>

Please keep the high cost of textbooks in mind when planning your university budget.

Bookstore Returns Policy CHANGED APRIL 1, 2008

I. BOOKS may be returned if the following conditions have been met

1. Purchaser must present an original sales receipt. Purchases made with a credit card require the 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 until the ADD/DROP date 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.
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.
6. ACCESS codes or NON-RETURNABLE/NONREFUNDABLE.

BOOKS PURCHASED AT OTHER TIMES ARE NOT RETURNABLE

II. NO RETURNS ON SUPPLY AND GIFT ITEMS. HOWEVER, YOU MAY EXCHANGE ITEMS FOR MERCHANDISE.

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.

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

INSTRUCTIONAL TECHNOLOGY CENTER & CENTER FOR EXTENDED LEARNING

The Bluefield State University Instructional Technology Center (ITC) is located on the fourth floor of the Ned Shott Physical Education Building, and 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 students. The ITC is the teaching center for microcomputer education on campus. Students have complete access to the Microsoft Office 365 productivity suite which includes software to enable word processing, spreadsheet creation, data management, program authoring, and computer-assisted instruction. The ITC also manages the Moodle Learning Management System (LMS) which is used for the delivery of online, web-enhanced, and hybrid courses. As well as the BSU Testing Center that is located in room 403 on the fourth floor of the Ned Shott Physical Education Building. It provides a space for students to schedule and take proctored exams necessary for their online instruction. The Testing Center strives to provide a quiet and secure location for students to focus on their online examinations. Students will have access to testing computers and any materials provided by the course instructor. The CEL provides facilities for video conferencing, original television production in both DVD and online files. Provides graphic arts and photographic services. Consultation designing and scripting for original broadcasts.

Hours of Operation and Contact Information

MOODLE

Support: 304.327.4545
Hours: 8:00 a.m. – 4:00 p.m. (Monday – Friday)

Center for Extended Learning:

Support: 304.327.4058
Hours: 9:00 a.m. – 5:00 p.m. (Monday – Friday)

Testing Center:

Support: 304.327.4441
Hours: 8:00 a.m. – 6:00 p.m. (Monday – Friday)

Note: Testing Center will be closed to accommodate TEAS testing.

Testing dates can be found at: <https://bluefieldstate.edu/academics/academictechnology/bsc-testing-center>

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 (PE411). Moodle support services are available Monday through Friday, 8:00 am to 4:00 pm by calling (304) 327-4545. The Learning Management System (LMS) Administrator, located on the fourth floor of Dickason Hall (D462) can be reached at (304) 327-4591.

Online learning and distance education at BSU is delivered via the Moodle LMS. Course offerings with online components are listed within the course schedule available [here](#) and online at www.bluefieldstate.edu, Academics, Course Schedule. Courses are delivered in a variety of formats which are outlined below.

| | |
|--------------|---|
| Online | Course content is delivered entirely online via the Moodle LMS. Content is delivered in written, video, and audio formats and accessible via the internet. Student assessment is flexible and takes place via online proctoring, off-site proctoring, and on-campus proctoring. |
| Web-Enhanced | Course content is delivered primarily in class, but portions of the course are to be completed online via the Moodle LMS. Student assessment takes place during regularly scheduled class meetings. |
| Hybrid | Course content is delivered primarily online via the Moodle LMS, but portions of the course are completed on campus during scheduled meetings. Student assessment takes place on campus at scheduled times. |

Students should pay careful attention to the description of a course to be aware of the attendance and assessment requirements of the instructor. Remember, online courses are completed via Moodle. Hybrid courses have a Moodle component but have requirements regarding in-class attendance and assessment. Web-enhanced classes always require class attendance, but have some resources available on Moodle. Video streaming is a course resource that may be used in any of the formats, where course content is delivered in a live broadcast format and integrated into the Moodle shell for the course, attendance/assessment requirements vary by instructor.

Additionally, online courses do have an attendance policy. Students must agree to, and digitally sign the Online Learning Guidelines for each enrolled online course upon entry to the Moodle shell for that course.

Additionally, weekly logins and consistent assignment completion are necessary to maintain enrollment. Failure to submit three (3) assignments is grounds for removal from a course! Keeping up weekly is absolutely essential to your success in an online course!

Tutorial sessions for accessing and using online courses are available online as YouTube videos and are also available in personal tutorial sessions by contacting the Moodle support staff at (304) 327-4545, located in room 411 of the Ned Shott Physical Education Building. Additionally, there is a BSU distance learning web site which has helpful information and can be found [here](#) or at www.bluefieldstate.edu, Academics, Academic Technology.

Technology Requirements

Bluefield State University suggests that all students own (or have access to) a personal computer. A working knowledge of its operations and up-to-date programs also boosts the learning experience and instructional curves throughout the educational programs. This means that you should know how to get your computer to do what you want it to do, when you want it to do it. It is in the best interest of all students, staff, and faculty members to become familiar with your personal computer before classes start.

Students have indicated that individual ownership of a personal computer or laptop is preferable. BSC houses many general and specific-use computer labs for use by all students, staff and faculty. As a student, staff or faculty member, you have certain resources available for you to purchase discounted software. Please use the Computer Requirements listed on the BSU website [here](#), regarding the minimum/recommended computer specifications. Any student enrolled in an online course should have access to the following:

- + HD capable webcam (720p resolution minimum, 1080p recommended)
- + High-speed internet connection (2.0 Mbps minimum upload and download, 3 Mbps upload and 10 Mbps download recommended)
- + Personal Computer that meets the minimum/recommended specifications listed in the University catalog and on the website

Non-traditional online students follow the same policies contained in this handbook and the University Catalog just as the traditional on-campus students. We know the importance of communication for between BSU and distance/online learners. Communicate regularly with the course instructor. If you require additional assistance, for online courses contact Moodle support staff at 304.327.4545 for any questions regarding MyBSU, web self-service, email, and password issues please contact the Computer Center Help Desk at 304.327.4090.

INSTITUTIONAL COMPUTER SERVICES

The Bluefield State University Computer Center, home to Institutional Computer Services (ICS), is located on the ground floor of Dickason Hall in Rooms 119 and 123. Its mission is to provide on-site computer services to the students, faculty and staff members of the University. It is responsible for services at campus locations in Bluefield and Beckley. ICS provides services for database record keeping, networking, online services, including the Bluefield State University website and myBSU Portal, telecommunications, technology security services, and general computer management. Contact the Computer Center Help Desk at 304.327.4090 for more information, or submit a help ticket at helpdesk.bluefieldstate.edu for assistance with computing needs.

Services

A. Computer Services Management

- Faculty/Staff Help Desk
- Internet Help Desk
- Help Ticket System
- Computer Labs and Software
- Virtual Computer Labs

B. Database

- BANNER
- Web Self Service
- *DegreeWorks*

- Database Reporting
 - Database Management
- C. Networking
- Wireless Access
 - Cabling
 - Switch Configuration
 - Server Management
 - Secure VPN
- D. Online Services
- Bluefield State University Website
 - myBSC Portal
 - Email
 - Office 365
- E. Telecommunications
- Campus Phone Systems
 - Main Switchboard
 - Campus Speaker System
- F. Security
- Video Surveillance System
 - Desktop Mass Notification System
 - Door Access Control System
- G. Other Services
- Digital Signage
 - Faculty/Staff Parking Passes

Hours of Operation

REGULAR HOURS

Monday through Friday: 8:00 a.m. to 4:00 p.m.

ONLINE SUPPORT HOURS

Monday through Friday: 8:00 a.m. to 7:00 p.m.

ONLINE SUPPORT SUMMER HOURS

Monday through Friday: 8:00 a.m. to 7:00 p.m.

STUDENT SERVICES

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. The Career Center is located in Conley Hall Room #305 and is open Monday – Friday 8:00 am to 4:00 pm.

Resources

- College Foundation of WV career resources
- Personal State Techniques and Resume Writing
- Purple Briefcase, a platform that helps students and alumni find jobs/internships that align with their career goals and passions, helps college career administrators monitor and facilitate student career development and ultimately helps employers find the best candidates
- Self-assessments and inventories

Testing

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

- American College Testing Program (ACT)
- ACCUPLACER
- College Level Examination Program (CLEP)
- Correspondence Courses
- Test of Essential Academic Skills (TEAS)

The University administers ACCUPLACER, a comprehensive computerized adaptive testing system from *CollegeBoard*. The Exam consists of tests in mathematics, reading, and writings. 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 ACCUPLACER Test is \$27. Please contact the Counseling Center at 304.327.4444 for additional information.

Although Bluefield State University is not a testing center for the following tests, counseling staff can assist students in obtaining the registration information for the Graduate Record Examination (GRE), Law School Admissions Test (LSAT), Medical College Admissions Test (MCAT), and PRAXIS.

Multicultural Student Services

Students from diverse cultures, international students, and African-American students on campus have access to an advisor/counselor. The Advisor is a resource for career planning, provides sponsorship for student programming, and facilitates positive communication between students, faculty, and staff. The 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 and Directors 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 the Accelerated Learning Program (ALP) English and Math classes.

Study Skills

Study skills 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 counseling staff. Some of the resources in the Study Skills Laboratory include: handouts on specific areas of concern in study habits.

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

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

Crisis Intervention Service fee based on ability to pay

For additional counseling facilities, see the blue and white pages in the local telephone directory.

Important Telephone Numbers

Alcoholics Anonymous 800.333.5051 in WV 304.327.9876 Local
Alateen 304.325.6327

Suicide Support Services

| | |
|--|--------------|
| National Suicide Prevention Lifeline | 800.273.8255 |
| Crisis Text Line | 741.741 |
| Southern Highlands Community 24 Hour Crisis Line | 800.615.0122 |
| The Behavioral Health Pavilion Crisis Line | 304.325.4681 |
| FMRS Health Systems | 304.256.7100 |

STUDENT HEALTH CENTER

The Bluefield State University Student Health Center is an innovative academic nurse–managed health care service located on the Bluefield campus in Room #210 of the Ned E. Shott 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 University 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.

The Center also serves as an integral part of maintaining a safe environment for all who enter Bluefield State University. The Center regularly surveys the campus for any potential impact by contagious illness to minimize exposure and outbreaks such as Covid-19 and other vaccine preventable diseases by maintaining immunization records for students.

ACADEMIC SUCCESS CENTER

The Academic Success Center 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
- Counseling
- Computer Lab
- Mentoring
- Referrals
- Seminars and Study Skills Workshops

ADA Accommodations

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 BSU. 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 BSU may initiate the process by contacting the University's ADA Coordinator. If the grievance involves specific action taken by a university 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 Provost, Dean of Students, the Classified Senate Chair, the Faculty Senate Chair, an SGA selected appointee, the Director of Admissions, the Vice President of Financial & Administrative Affairs, the ADA representative for students, the Director of the Academic Success Center, 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.

Tutorial Services

The Academic Success Center 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 ten to fifteen 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

The Academic Success Center provides academic, graduate school, financial, 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.

Computer Writing Lab

The Academic Success Center provides a computer writing lab for all students in Room #B108. There are 25 computers and three LaserJet printers available. Services available include tutoring, editing papers, and writing skills workshops. *All services provided by the Academic Success Center Writing Lab staff are free to all BSU students.*

OFFICE OF RETENTION

The Office of Retention is at Bluefield State University to help students reach new heights. Using best practices and the support from colleagues throughout Student Affairs, the Office of Retention works to ensure students succeed and graduate. Staff focus on assisting with the Early Alert system, an intervention system allowing faculty to alert students in need of assistance so that they receive the help they need from the Academic Success Center, tutor.com, and the Counseling Center. In addition, the Office of Student Retention oversees the BSU Peer Mentoring Program, which connects freshmen and new transfer students with peer mentors to assist them with the transition to college life, encourages student engagement, and helps new students identify and overcome barriers to success. Staff provide faculty training in a variety of areas such as academic advising, use of early alert, and other best practices. Leading the Student Success Committee, the office gathers, analyzes and distributes retention and student success data in order to identify barriers to persistence and ensure effective strategies are designed and implemented for BSU students. Retention staff also support new student orientation programs and new student outreach initiatives.

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.

DINING SERVICES

Big Blue Dining is located on the main floor of the BSU Medical Education Center Residence Hall. Breakfast, lunch, and dinner is served Monday through Friday, and brunch & dinner on Saturday & Sunday. Students with a meal plan must present their official BSU Student ID card to enter the Dining Hall. All commuters, faculty and staff are welcome to dine in the Dining Hall by paying at the entrance or purchasing a meal plan. Only individuals who pay for a meal are permitted entrance into the Dining Hall.

Outside food or food containers are not permitted inside the Dining Hall. If students wish to fill a beverage container with ice or water, students need to inform the Dining Hall cashier staff for assistance. Taking food to go is permitted but only in Dining Services approved to go containers. These containers are available at the cashier station at the entrance of the Dining Hall. Once an individual fills his container, the individual is required to exist the dining hall immediately. Students and community members who dine in cannot leave with food from the dining hall area. Community members may swipe or pay for additional meals to take when leaving the Dining Hall.

Bluefield State University expects all students and community members using the Dining Hall to respect all others on campus and especially in the Dining Hall area. Profanity or vulgarity inside the Dining Hall public area is prohibited. Students using profanity or vulgarity will be charged with violation(s) of the Student Code of Conduct and face disciplinary action. All guests must have appropriate shoes, shirts and pants/shorts. Guests are responsible for properly disposing of trash and dishes at the dish return area. If an accident happens in the Dining Hall area, guests are encouraged to notify a staff member for assistance in cleaning the area in question.

Bug Blue Dining Services invites students to enjoy daily specials, theme events, and pop-up specials throughout the academic year. The Dining Services website has current hours of operation, special events, meal plans, and much more. Visit @BStateDining on Instagram for information and the website for all things Big Blue Dining.

<https://bluefieldstate.edu/resources/student-affairs/dining-services>

STUDENT LIFE

OFFICE OF STUDENT ACTIVITIES

The presence of the Office of Student Activities is evidence of the commitment of Bluefield State University to the belief that education extends beyond the classroom. In addition to academic enrichment, BSU 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 Activities Office in the Harris-Jefferson Student Center.

Our Mission

The Office of Student Activities is committed to providing services designed to support the University'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' university experience. We accomplish this by working with and providing support for the students as they participate in extracurricular activities, clubs & organizations, leadership opportunities, and other related learning experiences outside of the classroom.

HARRIS-JEFFERSON STUDENT CENTER

The Student Center houses the Student Activities Offices, the Center Dining Hall, Student Government Office, Game Room, Campus Corner Bookstore, Fraternity & Sorority Life/Veterans Lounge, the Hebert Art Gallery, and the Private Dining Conference Room. Hours vary according to the season of the year, but are posted at all times and publicized on the website. 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 University. Requests for use of space in the Student Center are made through the Student Activities Office at least two (2) weeks in advance. Suggestions and comments concerning the Student Center should be sent to the Dean of Students.

ADVERTISEMENTS & ANNOUNCEMENTS

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 Activities, located in the Harris-Jefferson Student Center.

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

4. All unauthorized materials, outdated materials, or materials placed improperly (not on designed building bulletin boards), will be removed. Unapproved areas include glass windows and entrance doors to campus buildings.

EVENT CALENDAR & FACILITY SCHEDULING

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

- Herbert Art Gallery
- Swimming Pool
- Lounges
- Tennis Courts
- Student Center Game Room
- Center Dining Hall
- Private Dining/Conference Room
- Fitness Center

The remaining facilities are scheduled through the following offices:

- Conley Hall Conference Room (second floor) - President's Office
- Classrooms (campus wide) – Academic Deans
- Gymnasium – Athletic Director
- Tierney Conference Center – Dean of Nursing & Allied Health
- Tierney Auditorium – Dean of Nursing & Allied Health
- BSB Auditorium – Dean of Education, Humanities, & Social Sciences

Reservation of a facility will require the completion of a space usage application available from the Office of Student Activities. 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.

CAMPUS & COMMUNITY RESOURCES

Bluefield State University knows attending college and finding help can be stressful. This is why we have compiled a list of campus and community resources available to students and non-students. This list can be accessed at <https://bluefieldstate.edu/community/community-resources>.

OFF-CAMPUS HOUSING ASSISTANCE

The Student Activities Office helps students to understand the process of finding off-campus housing. A professional staff member is available year-round to assist with students' off-campus housing needs. This office maintains a current listing of landlords in the Bluefield area whose landlords have completed and filed with the Bluefield State Office of Housing & Residence Life all required self-inspection

standards; current listings are available by visiting the University's website and just clicking on the [Off Campus Housing Guide](#). Upon request, the Student Activities Office will assist students by providing maps of the Bluefield area, and tips on apartment hunting.

INTRAMURAL & RECREATIONAL SPORTS PROGRAM

The primary purpose of the Intramural, Recreation, and Sports Activities Program at Bluefield State University 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 Assistant Director of Student Activities 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 BSU; to promote student responsibility and leadership; 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 University; to enhance the relationship between the academic community and its service area; and to maintain an active relationship with the BSU Alumni Association.

The SGA is composed of student representatives elected by the student body at-large. The members of the Student Government Association serve as representatives to numerous university wide committees. Students are able to participate in the decision-making process of the University and contribute to the formulation of campus policies and procedures. Students have voting rights in many of these committees and serve as advocates for general student needs.

Student Government members dedicate considerable time to their responsibilities by attending meetings, serving on committees, working on projects, and supporting student life with terrific campus activities and programs. Those who are involved gain personal satisfaction and leadership skills which serve them in other areas of their lives.

For more information, stop by the SGA Office or the Student Activities Office in the Harris Jefferson Student Center. Student Government Officers and Senators must maintain an established GPA.

RECOGNIZED STUDENT ORGANIZATIONS (RSOs)

Organized student groups are integral parts of the total educational program at Bluefield State University. 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 University. To these ends, BSU encourages student organizations and activities. It is the policy of Bluefield State University that recognized student organizations may not exclude students on the basis of race, gender, national origin, or religious affiliation, in compliance with state and federal law.

All Recognized Student Organizations will affirm to the University 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 University that the membership selecting policies and procedures of the parent organization do not contradict University policy, or are in compliance with state and federal law.

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

Organizations on the Bluefield State campus include various departmental, professional, and special interest groups. Students interested in recognized student organizations or in starting a new organization should go to the Office of Student Activities for more information.

The following is a list of recognized campus organizations:

- American Criminal Justice Association (ACIA) LAE Beta Sigma Chi Chapter
- BSU American Society of Civil Engineers (ASCE) Student Chapter
- Asciepius's Caduces Biomedical Society
- Big Blue Pride
- The Business Club
- Computer Society
- Emerging Leaders Institute
- Fellowship of Christian Athletes
- Gamma Beta Phi Society
- International Student Organization (ISO)
- Kappa Delta Pi Honor Society
- Phi Eta Sigma Freshman Honor Society
- Phi Gamma Mu
- BSU Robotics
- Student Association of Radiographers
- Student Nurses' Association – Bluefield
- Student Nurses' Association - Beckley
- Veterans Student Association

Student Eligibility for Participation

To be eligible to participate in extracurricular activities, a student must be in good academic standing. BSU does not have a minimum cumulative grade point average (GPA) requirement for students to be involved in most organizations, but allows those organizations to establish their own requirements. The University 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 Bluefield State 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 Registrar's Office.

STUDENT ACTIVITIES PROGRAMS

Student Activities presents a variety of programs throughout the calendar year for the University Community. Cultural events featuring professional musicians, theater or dance groups, coffeehouse entertainers, novelty shows, and guest lecturers comprise a roster pleasing to the diverse interests of the BSU community.

The Office of Student Activities also provides a way for students who are interested in student activities to become involved. Special events and programs for the students are arranged by the full-time staff in the Student Center. Students interested in participating in assisting Student Activities are invited to contact the Student Activities Office at the 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 Recognized Student 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 Activities Office before the invitation is extended. The invitation to outside speakers must always represent the desire of a recognized Student organization or University Office. University facilities may be used only for activities or purposes which pertain to the educational mission of the University. In approving activities, the University uses the educational purpose as an essential criterion and schedule. These events should be coordinated within the Student Activities 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.

INTERCOLLEGIATE ATHLETIC PROGRAM

The Intercollegiate Athletic Program at Bluefield State University is supervised by the Director of Athletics and is advised by the Athletics Committee and the Institutional Compliance Committee. Intercollegiate competition is provided in the following sports:

| Men's Sports | Women's Sports |
|---------------------|-----------------------|
| Baseball | Acrobatics & Tumbling |
| Basketball | Cheerleading |
| Cross Country | Basketball |
| Football | Cross Country |

| | |
|---------------|---------------|
| Golf | Golf |
| Swimming | Soccer |
| Tennis | Softball |
| Track & Field | Swimming |
| Wrestling | Tennis |
| | Track & Field |
| | Volleyball |
| | Bowling |

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 University “Big Blues” and “Lady Blues” are members of 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.

STUDENT RIGHTS & RESPONSIBILITIES

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 Bluefield State University Board of Governors Policy 15: Students Academic Rights.

If, after discussion with the instructor, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously, or prejudicially, he/she must register, 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. For descriptions of the above terms and their relationship to final course grades please see below:

An arbitrarily assigned grade is deemed to have been awarded solely by the instructor’s discretion without comparison to an established course metric or calculation by a clearly defined standard as outlined by the course policy sheet or syllabus.

A capriciously assigned grade is deemed to have been awarded impulsively by the instructor with no clear explanation as to the legitimacy of the grade.

A prejudicially assigned grade is deemed to have been awarded by the instructor acting upon a preconceived opinion or feeling toward the student based on a student’s age, race, color, national origin, religious affiliation, political affiliation, disability, sexual orientation, or gender.

The student must provide the Dean of the School with 1) a written statement including the reason for the appeal (computational error, arbitrary grading practices, discrimination, etc.); 2) copies of all relevant graded work (course assignments, tests, quizzes, lab reports, etc.); and/or 3) a list of relevant

work not in the student's possession but maintained by the instructor of the course, that illustrate the student's success in the course. The Dean will return all documentation to the student after the appeal process is completed.

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 business 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 Provost and Vice President for Academic Affairs requesting to convene a meeting of the Academics Committee. The student must complete the request form available in the office of the Provost/Vice President of Academic Affairs. Appeals hearings will occur within 5 days of the beginning of the semester. The faculty member and the student shall be informed of the decision of the Academics Committee in writing within 5 business days of the hearing on the appeal. In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will ask the Provost and Vice President for Academic Affairs to have the grade modified in accordance with the findings of the Committee. Grade appeals shall end at the institutional level.

GENERAL UNIVERSITY COMPLAINT PROCESS

Members of the Bluefield State University community can report complaints pertaining to multiple areas including academic and administrative concerns on the University website. The university is unable to accept anonymous complaints. To the extent possible, the University will maintain privacy of the individual completing the Complaint Form. Depending on the nature of the information submitted to the University, feedback may not be provided. The form can be accessed at <https://bluefieldstate.edu/form/complaint-form#no-back>.

ACADEMIC DISHONESTY (plagiarism, cheating, falsifying records, etc.)

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

In all courses at the university, 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 University 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 University.

STUDENT CODE OF CONDUCT

Section I: Statement of General Principles

Bluefield State University's Student Code of Conduct seeks to promote the peaceful pursuit of intellectual and advanced learning opportunities as well as subsidiary activities under the auspices of the University and to ensure the safety of all persons engaging in those pursuits. The Code further seeks to protect the free and peaceful expression and exchange of ideas and to assure the integrity of various academic processes.

Bluefield State University expects that students will conduct their affairs with proper regard for the rights of others and of the University. All members of the University community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity, and reason. Bluefield State University students are expected to become familiar with and follow the University and Residence Hall standards for student conduct. Students are responsible for their actions, and those who violate the Student Code of Conduct will be subject to the student conduct process. Membership in the Bluefield State University community is a privilege that should be respected.

The conduct of all members of the University is governed by university regulations, local ordinances, and State and Federal laws. Individuals who violate state and federal law are subject to prosecution by appropriate authorities regardless of whether the activity happens on or off-campus. In addition, students may be subject to disciplinary action by the university pursuant to this Code. The severity of the imposed sanctions will be appropriate to the violation.

To encourage responsible attitudes in its students, the University relies 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 University functions in an administrative manner.*

Section II. Jurisdiction

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

- A. Anyone who has applied for admission or is enrolled in any course or program offered by the University or is an applicant for a degree at the time of the alleged offense.
- B. Any recognized student organization subject to university policy, rules and regulations.
- C. The Student Code of Conduct shall be applied only in cases of conduct:
 - 1. Occurring on any campus of Bluefield State University, or on other real property held by the University.
 - 2. Involving University-held or University-related personal property.
 - 3. Occurring at activities pursued under the auspices of the University.

4. Regardless of where it occurs when clearly indicating that the presence of the student or organization at the University results in a substantial danger of physical harm to persons or property in the University community.

Section III. Definitions

Listed below are some definitions to common words and phrases found in the Student Code of Conduct and the Student Conduct Process:

- A. **Real Property** - held by the University and University–held personal property, which includes property held in any manner, whether owned, rented, chartered or otherwise engaged.
- B. **University** - related property and Bluefield State University–related personal property - such property as is held by members of the faculty or administration or by other Bluefield State University officers or employees as a direct result of and in connection with their service for the University, and such property as is held by university–approved organizations. University–related personal property shall include also any document or record issued or purporting to be issued by the University.
- C. **Activities pursued under the auspices of the University** - includes any activities specifically sponsored or participated in by the University or by any University organization. Such activities do not include informal off–campus gatherings of students.
- D. **University Community** – all persons (Faculty, Staff, Students, Administrators) and the surrounding city and residents.
- E. **Complainant** – an individual who alleges that there has been a violation of the Student Code of Conduct.
- F. **Conduct Officer** – A trained administrator authorized to determine whether a student or student organization has violated the Code of Conduct and to impose sanctions. The Conduct Officer is authorized to serve simultaneously as a conduct officer and the sole member or one of the members of the Conduct Board.
- G. **Conduct Body** – any person(s) authorized by this Student Code of Conduct or the Dean of Students to determine whether a student has violated the Student Code of Conduct and to recommend or assign sanctions (i.e., trained administrators, University Conduct Board).
- H. **Conduct Status** – a status assigned to a student who has been found responsible for violating a policy.
- I. **Consent** – words or actions that show a knowing and voluntary agreement to engage in sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objections of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual’s capacity to freely consent and may render an individual incapable of giving consent. Consent may not be implied or inferred by silence or any other absence of active resistance. Prior consent does not mean consent to additional or future sexual acts.
- J. **Director of Student Housing** – full-time, live in professional staff member responsible for assisting residential students in all aspects of student life and is responsible for the day-to-day operation of the residence halls. The Director has the initial responsibility for the maintenance of a safe and harmonious residential learning community within the residence halls and across campus.
- K. **Educational Sanction** – a required action issued as a result of being found responsible for violating a policy.

- L. **Faculty Member** – any person employed by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
- M. **Level (1, 2, or 3)** – used as indicators on each Student Code of Conduct Policy to give a general idea of the severity associated with violating that policy and are used as a guidance tool in the student conduct process. Conduct Statuses and Educational Sanctions each have a corresponding level. The conduct body may consider at what level it believes a violation occurred to help determine the appropriate hearing outcomes.
- N. **Normal Working Hours** – Monday through Friday during regular university business hours (8:00 a.m. – 4:00 p.m.), unless otherwise noted.
- O. **Resident Assistant** – student staff member that lives in an assigned residence hall and is responsible for engaging students in the overall residential community, building relationships and assisting in the educational process outside of the classroom for all students.
- P. **Respondent** – an individual against whom a complaint of violating a policy in the Student Code of Conduct has been made.
- Q. **Staff Member** – any person employed by the university who is not a member of the faculty.
- R. **Student** – all persons enrolled and taking courses at Bluefield State University, both full-time and part-time. This includes persons against whom an allegation of policy violation is made but who withdraw prior to the completion of the Student Conduct Process, or who are not officially enrolled for a particular term but who have a continuing student relationship with the university, or who have been notified of their acceptance for admission but have not yet matriculated.
- S. **Student Code of Conduct** – the Student Code of Conduct standards of policies, procedures, and student conduct established to provide a full and fair opportunity for review of alleged student misconduct.
- T. **Student Conduct Record** – documentation of a student’s alleged, pending, and resolved conduct violation(s) and sanction(s) that is maintained by the Office of the Dean of Students for up to five (5) years.
- U. **Summons** – the conduct body may compel a student to attend and participate in a hearing when it is determined that the student has relevant information and/or knowledge of events. Failure to obey a summons or communicate within a reasonable time period prior to the hearing to the conduct body as to why the student cannot or should not attend is a violation of the Student Code of Conduct. Failure to obey a summons may result in disciplinary action.

Section IV. Violations and Prohibited Conduct

Violations include those activities which directly and significantly interfere with the University’s (1) primary educational responsibility of ensuring the opportunity of all members of the University community to attain their educational objectives or (2) subsidiary responsibilities of protecting the health and safety of persons in the University 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 or student organization has violated a University policy, rule, or regulation, the student or organization may be subject to disciplinary action. The violations and prohibited conduct listed below are considered in the context of the students or student organizations responsibility as a member of the academic community. The following violations indicate categories of prohibited conduct or activity. These violations listed have been delineated in such a way so as to give

reasonable warning to students or student organizations that such conduct or attempted conduct is prohibited. These definitions of violations should be liberally construed.

Multiple Violations – Violations of the Student Code of Conduct are cumulative. Multiple violations over a period of time or occurring with one incident may be considered a higher “level” incident as indicated in each violation and prohibited conduct; the result may be a more severe status and sanction than would normally be imposed for a single violation.

Student Responsibility – Students may be held accountable for violations which occur in their presence and for which they fail to take the appropriate actions and removing themselves from the situation.

1. Abuse

- 1.1 Conduct Process Abuse** – This includes but is not limited to: Failure to obey the summons of a Conduct Body; Failure to comply with summons. Falsification or misrepresentation of information before a Conduct Body; attempting to discourage an individual’s proper participation in, or use of, the Conduct process; Attempting to influence the impartiality of a member of the Conduct Body. *(Level 1 or Level 2)*
- 1.2 Physical Abuse** – This includes any encounter that becomes physically abusive between two or more persons. This includes but is not limited to actual or attempted pushing, hitting, punching, kicking, spitting, wrestling, or pulling hair. *(Level 2 or Level 3)*
- 1.3 Technology Abuse** – This includes the misuses of university technology in violation of rules and regulations of the Bluefield State University Computer Services Department. This also includes tampering, interfering, or damaging security and/or safety equipment (surveillance cameras, locks, etc.) *(Level 1 or Level 2, or Level 3)*
- 1.4 Verbal Abuse** - This includes profanity, harassment, or any conduct that is loud, abusive, or inappropriate, and is perceived as detrimental to the health and safety of any person. This also includes the public use of profanity on University Premises (i.e., yelling profanity across the yard or from a window). *(Level 1 or Level 2)*

2. Alcoholic Beverages

- 2.1 Possession/Use** – The possession or use of alcoholic beverages is prohibited by any student at any time, regardless of age, anywhere on the University premises. This includes possession or use of alcoholic beverages in a student’s room, vehicle, on one’s person, in personal belongings, or being in the presence of alcoholic beverages. This also includes possession of empty alcohol containers. Because there is a presumption that the alcohol was consumed on campus, empty containers are treated the same as full containers. *(Level 1 or Level 2)*
- 2.2 Intoxication** – Intoxication as exhibited by behavior is prohibited. The influence of alcohol will not be considered a legitimate excuse for violation of other college policies and may result in a more severe sanction for such violation. *(Level 1 or Level 2)*

(See Alcohol & Drug Policy.)

3. **Communicating Threats** – This includes any act, verbal or non-verbal, which is threatening or intimidating, or is perceived as threatening or intimidating or is perceived as detrimental to the health and safety of any person. This includes postings on social media or other electronic platforms or means, including email, text or other instant messaging. *(Level 1,2, 3)*
4. **Controlled Substances**
 - 4.1 **Possession/Use** – Any possession or use of controlled, prohibited, illicit, or illegal substances or use of (or intent to use) substances for purposes or in manners not as directed. This includes possession/use of controlled substances in one’s room, on one’s person, in personal belongings, in one’s vehicle, or being in the presence of controlled substances. Examples include but are not limited to: possession or use of illegal substances in any quantity, including residue and seeds; possession or use of prescription drugs without a valid/current medical prescription; use of prescribed medication not as directed, including injecting, huffing, snorting, smoking or otherwise possessing or using legal substances not as intended. State laws regarding narcotics and controlled substances will be observed and enforced. *(Level 1, 2, 3)*
 - 4.2 **Paraphernalia Possession** – Illegal or illicit drug-related devices (paraphernalia) are prohibited on university premises (including possession in one’s room, on one’s person, in personal belongings, or in one’s vehicle). Paraphernalia may include, but is not limited to, pipes, bongs, bowls, homemade devices used as bongs, rolling papers, roach clips, shredded cigars (blunts), smoke masking devices, and any apparatus containing drug residue. *(Level 1, 2, 3)*
 - 4.3 **Distribution/Intent to Distribute** – any sale or distribution (including distribution without financial gain) of controlled or illegal substances or any substances prohibited by policy. This includes sharing of prescription medication. Including being in the presence of or aiding and abetting the possession, sale or use of prohibited, controlled or illegal substances. *(Level 3)*
5. **Dishonest Acts** – This includes but is not limited to plagiarism, cheating, or fraud. Dishonest acts also refer to furnishing false information to a University Official/Employee, the alteration, forgery, or misuse of an official University document, record, or form of identification, and tampering with elections conducted by the university for officially recognized student organizations. *(Level 1 or Level 2)*
6. **Disorderly or Disruptive Conduct** – This includes any behavior which is disorderly, disruptive, disturbs the peace, or behavior that is contrary to good taste, and high moral and ethical behavior. This includes profane, lewd, vulgar, or indecent behavior; any obstruction or disruption of teaching, study, research, administration, conduct proceedings, other University activities, or other non-university activities on university premises. Including, but not limited to, excessive noise; public urination or defecation; horseplay, practical jokes, hiding from university officials, hall sports and general annoyances. *(Level 1 or Level 2)*
7. **Encourage, Influence, or Support an Individual to Violate College Policy** – This includes but is not limited to any action on the part of an individual to encourage or coerce another individual to violate a university policy, to include providing support in any way for the individual who violates policy before, during, or following the violation. This may also include any individual who is aware of but takes no action to address a real or potential policy violation. Should a student become aware of a real or potential policy violation, the student shall advise the offender or potential offender that such action is a policy violation, inform a University Official

about the violation, and not become a participant in the violation by remaining present when the violation is occurring. *(Level 1 or Level 2)*

8. Failure to Comply

- 8.1 Failure to Comply with a University Official/Employee** – This includes failure to comply with any reasonable request made by a University Official/Employee in the performance of his/her duties, and the failure to identify oneself/provide a valid university ID to a University Official/Employee when asked to do so. This also involves failing to comply with a summons issued in a course of a conduct hearing. *(Level 1 or Level 2)*
- 8.2 Failure to Comply with Education Sanction** – This includes failure to comply with the terms of any educational sanction imposed in accordance with the Student Code of Conduct or Title IX Policy. Students must complete any and all sanctions assigned to them by the due date given. A student who does not complete any sanction by the due date and to the satisfaction of the conduct body or Dean of Students will be out of compliance and held “Responsible” for violation this policy. It is the responsibility of the student to notify the conduct body of any extenuating circumstances that would prohibit the completion of a sanction by the due date given. The Dean of Students or designee may take administrative action to either extend the sanction deadline or to impose a new sanction or conduct status, up to and including suspension. This action and new sanction(s) and/or status will be imposed without a new conduct hearing and will not be subject to the regular appeals process. *(Level 1 or Level 2 or Level 3)*
- 9. Failure to Observe Traffic/Parking Regulations** – This includes, but is not limited to, improper parking, driving in an unsafe manner, driving at an unsafe speed, etc. Violations of traffic regulations may result in the revocation of parking privileges, subjecting the student’s vehicle to towing at the student’s expense. Traffic/Parking violations are subject to citation – repetitive violations may result in the revocation of campus parking privileges. Vehicles parked in a fire zone will be immediately towed. *(Level 1 or Level 2)*
- 10. Fire and Safety**
- 10.1 Arson** – This includes starting or attempting to start a fire anywhere on university property, preventing or attempting to prevent the reporting of a fire, or preventing or attempting to prevent the extinguishing of a fire. *(Level 3)*
- 10.2 Creating a Safety, Health, or Fire Hazard** – This includes, but is not limited to, actions resulting from ‘pranks’, improper disposal of trash, failure to evacuate during a fire alarm (either planned drill or otherwise), etc. *(Level 1, 2, 3)*
- 10.3 Abuse of Fire and Safety Equipment** – This includes the setting of false alarms, misuse of emergency exits, and tampering with fire equipment, extinguishers, and alarms. This also includes the tampering with, interference of, or damaging of security and safety equipment (cameras, locks, etc.) *(Level 1, 2, 3)*
- 10.4 Fireworks - Possession or Use** – This includes the possession or use of any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, or detonation, including but not limited to firecrackers, bottle rockets, roman candles, M-80s, etc. *(Level 2 or Level 3)*

11. **Gambling** – Illegal gambling or wagering is prohibited on university property or at university-sponsored functions. *(Level 1)*
12. **Gang Activity** - This includes any activity which could lead University officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would materially interfere or substantially disrupt the university environment or activity and/or educational objectives. This may include: wearing apparel of a gang related nature (including but not limited to clothing, clothing accessories, jewelry, hair accessories, tattoos, emblems, badges, symbols, signs), presenting a physical safety hazard to self, students, staff, faculty or other persons on the campus, communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership or affiliation in a gang, defacing university or personal property with gang-related graffiti, symbols, or slogans, soliciting others for gang membership. *(Level 2 or Level 3)*
13. **Harassment** – This includes harassing, bullying, abusing or threatening another by means other than the use or threatened use of physical force, including, but not limited to, face to face communication, phone call, text message, e-mail communication, or social media outlets (ex: Facebook, Twitter, Snapchat, Instagram, etc.) that includes one or more of the following: speech or action that in and of itself inflicts injury or tends to incite a disruption, or causes substantial disruption, or reasonably causes fear of great harm, or that interferes with the educational environment or disrupts university programs; speech or actions that interfere with ingress and/or egress on campus, speech or actions which are obscene. *(Level 2 or Level 3)*
14. **Hazing** – This is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. This includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could affect the mental health or dignity of the individual or individuals, or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense. The is also defined as a 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. This also includes any act which endangers the mental or physical health or safety of a student or which destroys or removes public or private property for the purposes of initiation, acceptance, admission into, affiliation with, or as a condition for the continued association in a group, organization, or athletic team. The express or implied consent of the victim will not be a defense. *(Level 2 or Level 3)*
15. **Residence Life Policy** – Violation of any residence life policy as outlined in the Housing and Residence Life Handbook including, but not limited to violation of guest policy, violation of visitation policy, possession of prohibited items, violation of noise/quiet hours policy, violation of pet policy, unauthorized room change, or use of tobacco product. *(Level 1, 2 or 3)*
16. **Retaliation** – Engaging, encouraging others, or directing others in an adverse action or threat of an adverse action against a complainant, respondent, or any individual or group of individuals involved in

the complaint, investigation, and/or resolution of an allegation of a violation of University's Student Code of Conduct, Title IX policy, or other University policy; including any individual who attempts to intervene, prevent, or report behavior prohibited by these policies. Retaliation can be committed by an individual or group of individuals, not just a complainant or respondent. Examples of retaliation include, but are not limited to, threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. (*Level 2 or Level 3*)

17. Sexual Harassment, Discrimination, and Misconduct - (*See the Bluefield State University Title IX Policy for violations of Sexual Harassment, Discrimination, and Misconduct.*)

17.1 Sexual Assault – is any sexual act directed against another person, without the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individual of the same or different sexes and/or genders. Sexual assault includes the following:

17.1.1 Rape – The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.2 Sodomy – Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;

17.1.3 Sexual Assault with an Object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.4 Fondling – The touching of the private body parts of a person for the purpose of sexual gratification, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

17.1.5 Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

17.1.6 Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

17.2 Non-Consensual Sexual Contact – Any sexual contact that occurs without consent [See definition of "Consent"]. Examples of sexual contact include but are not limited to: the intentional touching of a person's genitalia, groin, breast, or buttocks or the clothing covering any of those areas, or using force to cause the person to touch his or her own genitalia, groin, breast, or buttocks.

17.3 Sexual Exploitation - taking sexual advantage of another person without effective consent. This includes but is not limited to: causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information

about another person; and knowingly transmitting a sexually transmitted infection, including HIV, to another person.

- 17.4 Sexual Harassment** – means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of the Bluefield State University conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (commonly referred to *quid pro quo* harassment); (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Bluefield State University’ Education Program or Activity; or (3) Sexual Assault as defined in 17.1.
- 17.5 Sexual Coercion or Intimidation** – an unusual amount of pressure or threat to engage in sexual activity. Coercion begins not when one makes a sexual advance, but when one realizes that the other person does not want to be convinced and he or she continues to push.
- 17.6 Intimate Partner and Relationship Violence** – This violation includes actions often referred to as Domestic Violence or Dating Violence. This includes coercion, abuse, or violence between partners in a personal, intimate relationship. This behavior can be physical, sexual, economic, verbal, emotional, or psychological actions or threats of actions that influence another person. Incidents can occur between current or former romantic or intimate partners who have dated, lived together, or been married. Relationship abuse and violence can occur between persons of the same or different gender.
- 17.6.1 Dating Violence** – Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- 17.7 Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his/her safety or the safety of others; or (B) suffer substantial emotional distress. This includes repeatedly contacting another person when the contact is unwanted. The conduct may cause the other person reasonable apprehension of imminent physical harm or substantial impairment of the other person’s ability to perform the activities of daily life. Contact includes but is not limited to unwanted communication (in person, by phone, by computer, by mail, delivery, courier, electronic or other means including contact on social media platforms), unwelcome gifts or flowers, following a person, and watching or remaining in the physical presence of the other person.

(Violations of the Sexual Harassment, Discrimination, and Misconduct policy can be Level 1 or Level 2 or Level 3)

18. Theft

- 18.1 Theft or Attempted Theft** – This includes theft/attempted theft of property belonging to the University, a member of the University community, or a guest of the University or University community. Included in this policy is the removal of university property from its designated place (i.e., removal of lounge furniture to a student’s room or removal of dinnerware from the Dining Hall). *(Level 2 or Level 3)*

- 18.2 Theft or Abuse of Information (Soft or Hard Copy)** – This includes but is not limited to the unauthorized entry into a file to use, read, or change the contents or for any other purpose. *(Level 1 or Level 2)*
- 19. Unauthorized Entry**
- 19.1 Unauthorized Entry into University Facilities** – This includes the use/entry of university facilities without proper prior approval from the appropriate university official, trespassing or unauthorized presence on any university-held or university-related property. This policy also includes breaking into a university facility or using a door access card that does not belong to the student themselves. *(Level 1 or Level 2 or Level 3)*
- 19.2 Unauthorized Entry into a Residence Hall Room** – This includes entry, with or without force, into a residence hall room not assigned to a student and without the permission of a student assigned to the room or by a University Official authorized to grant entry into the room. *(Level 1 or Level 2 or Level 3)*
- 20. Unauthorized Possession, Duplication, or Use of University Keys or Student ID** – This includes the possession of unauthorized keys (including possession of room keys/cards not issued to holder). Students are reminded that keys/ID cards are not to be given to anyone else for any reason. *(Level 1 or Level 2 or Level 3)*
- 21. Vandalism** – This includes the willful destruction, defacement, or damage or attempted damage to property belonging to the university or any member of the university community or guest, including, but not limited to: defacing structures, bulletin boards, equipment and facilities; parking/driving on grass and sidewalks; grinding or rail sliding with skates or skateboards; littering; destruction of library material or other academic material; and removing window screens. *(Level 1 or Level 2 or Level 3)*
- 22. Violation of any Federal, State, or Local Law** – This includes any Federal, State, or Local law covered or not specifically covered in the Student Code of Conduct or University policies. For violations that involve local, state, and/or federal law, conduct decisions and sanctions issued by Bluefield State University are separate and distinct from any legal action taken by the courts. The standard of proof for the Bluefield State University Conduct system is ‘preponderance of evidence’. Therefore, it is possible to be found not guilty or have the case dismissed in the court system and be found responsible in the Bluefield State University Conduct system. *(Level 1 or Level 2 or Level 3)*
- 23. Weapons**
- 23.1 Lethal Weapons Possession/Use** – This includes the possession or use of weapons, including but not limited to explosives, firearms, ammunition, knives (including pocketknives of any size), brass knuckles, any implement capable of inflicting serious bodily injury, or dangerous chemicals are prohibited on the University premises, including in one’s room, on one’s person, in personal belongings, or in one’s vehicle. Federal and state laws regarding weapons and firearms will be observed and enforced. *(Level 3)*
- 23.2 Non-Lethal Weapons – Possession/Use** – This includes the possession or use of projectiles that may result in direct or indirect injury. This may include but is not limited to: slingshots of all types, water balloons, water guns, paintball guns, slingshots, tasers, air soft guns, etc. Pepper

spray/mace is permitted as a tool for safety. However, if used in an offensive manner/not in self-defense, it is considered a non-lethal weapon subject to this policy. (*Level 2 or Level 3*)

Section V. Conduct Status and Sanctions

If a student or student organization admits to a violation of this Code to the Conduct Officer or the Conduct Board (hereinafter referred to as “Officer” or “Board,” respectively) or upon determination by the Officer or Board that the student or organization has committed a violation of the Code, one or more of the following conduct statuses and sanctions may be imposed, in accordance with the provisions of this Code (see Section VI Procedures):

1. Conduct Status

- A. **Dismissal** – Dismissal is the permanent separation of the student from the University and its premises. It is the most severe status that the university imposes. A dismissal is effective immediately upon communication to the student. At the time of expulsion, the student is given up to 24 hours to remove themselves and his or her belongings from campus housing, as deemed appropriate by the Provost, Dean of Students, or designee. The student is expected to take care of financial and academic matters as well as personal belongings during that time. An expelled student is no longer permitted to be on Bluefield State University property or attend events sponsored by the university. A student not adhering to this policy will face legal implications, including arrest.
- B. **Suspension/Deferred Suspension** – Suspension is a separation of a student from the University for a specified time, after which time the student may apply for readmission to the University. The effective start and end date of the suspension is determined by the conduct body. The student will be eligible to apply for readmission and may be re-enrolled after the end date. The granting of an application for readmission are not guaranteed. If a student is immediately suspended, the student is typically given 24 hours to remove themselves and their belongings from campus housing, unless the Provost, Dean of Students, or their designee deems that the student’s presence on campus during that time would be detrimental to the student or campus community. The student is expected to take care of financial and academic matters as well as personal belongings during that time. A suspension may also be *deferred* until a later date, typically the day after the last day of the current semester. The conduct body may determine that the student’s conduct was severe enough to warrant a separation from the university, but there are mitigating circumstances to allow the student to continue being enrolled for the current semester. A student on *Deferred Suspension* may attend classes, activities, and events on campus (unless additional sanctions limiting participation are assigned by the conduct body). If a student is found responsible for violating University policy while on *Deferred Suspension*, he/she will be immediately suspended (or dismissed, if decided by the conduct body) from the University. While on suspension, a student may not be on Bluefield State University property or attend events sponsored by the University. A student not adhering to this policy will face legal implications, including arrest. The student is on suspension status until he/she re-enrolls in the University. (*Level 3*)
- C. **Disciplinary Probation** – may include the loss of one or more privileges, normally for no more than one academic year. Disciplinary probation may be issued for any violation of university policy. Disciplinary probation is for a specified period of time. Any violation that occurs during this probationary period will result in a more severe sanction up to and including separation from the university (*Level 2 or Level 3*).

- D. **Written Warning** – Written warnings are issued to warn students that further misconduct may result in more severe conduct status or higher-level educational sanctions. Since a student’s conduct history is cumulative, a student who is on a Written Warning status and allegedly violates the Student Code of Conduct may have the violation handled as if it were a higher level than listed in the Student Code of Conduct. (Level 1)
- E. Other such action as the Committee or Officer within reason may deem appropriate (e.g., suspension of organization’s official campus recognition).

2. Sanctions

- A. **Restitution** – The student is required to make payments to the University or other persons, groups, or organizations for damages incurred as a result of an act of prohibited conduct. Any restitution assessed to student accounts must be paid in full prior to the release of grades or transcripts. Unpaid restitution is subject to collections as allowed by law. Students should note that financial aid *cannot* be used to pay restitution assessed due to a student conduct action. (Level 1 or Level 2 or Level 3)
- B. **Counseling Referral** - A counseling assessment may be required in an effort to help the student address issues he/she may be facing. The student may use counseling services available at Bluefield State University or, at the student’s own expense, through other licensed mental health care professionals. Proper release paperwork must be signed by the student to allow the Dean of Students Office to verify the assessment has taken place. The counselor may recommend further sessions with the student and it is the choice of the student whether he or she continue with those services. (Level 1 or Level 2 or Level 3)
- C. **Educational Workshop** – The university offers several educational workshops that aim at educating students about certain topics, including conflict management, anger management issues, and decision making. (Level 1 or Level 2 or Level 3)
- D. **Loss of Privileges** - A student may forfeit certain privileges for a specified amount of time because of a failure to properly utilize those privileges. Examples of privileges include but are not limited to: housing; visitation; parking; participating in campus activities; intramurals; athletic events; and utilizing campus facilities. (Level 2 or Level 3)
- E. **Dismissal from University Housing** - Dismissal from University Housing is the separation of the student from University Housing and all related premises. A dismissal is effective immediately upon communication to the student. At the time of dismissal, the student is given up to 24 hours to remove themselves and his or her belongings from campus housing, as deemed appropriate by the Provost, Dean of Students, or designee, unless otherwise directed. The student is expected to take care of financial and academic matters as well as personal belongings during that time. A student removed from college housing is no longer permitted to be on Bluefield State University housing property. A student not adhering to this policy will face legal implications, including arrest.
- F. **Other Sanctions** – Other sanctions may be imposed instead of or in addition to those specified. For example, students may be subject to community service, written reflections, educational classes, fines, and other work or research projects may also be assigned.

Section VI. Procedures

- A. Administration and interpretation of the Student Code of Conduct shall be solely within the jurisdiction of the Conduct Officer, the Conduct Board, and/or the President or his/her designee, such interpretation being pursuant to the procedures of this Code.

B. Student Conduct Process

The student conduct process includes several phases and is under the authority of the Office of the Dean of Students. The phases described below are general descriptions of a typical process and are not applicable to every case, as each case is unique. The typical phases in the process are: the complaint; an investigation; notice of charges and summons given for hearing; an administrative or Conduct Board hearing; and notice of findings and hearing outcomes. A case is considered closed if the respondent is found “not responsible” of all violations or when all educational sanctions are complete.

C. Investigation

Upon receipt of the complaint, the Dean of Students or designee may conduct an investigation to determine if there is a reasonable suspicion of any violations of policy by the respondent(s). This could include, questioning students, gathering statements, reviewing evidence, or interviewing witnesses. Legal Counsel or police authorities may also assist in investigations where appropriate. If it is determined there is a reasonable suspicion of a policy violation, the Dean of Students or designee will determine which policies were possibly violated and assign the complaint to be heard by the most appropriate conduct body. If deemed appropriate, the Dean of Students may decide to use alternative measures to the conduct process to resolve complaints. (See *Alternative Measures to the Conduct Process*).

D. Notice of Charges and Hearing

The respondent (the student named as possibly violating policy or participating in prohibited conduct) will receive notification of the date and time for the student to meet with the appropriate Conduct Body for this hearing. This notification will be sent in a reasonable amount of time prior to the hearing. This notice will be communicated via campus email or by other appropriate means when necessary. Students are strongly encouraged to check their email daily.

NOTE: At the time of the hearing, if a student is not enrolled (taking classes) at the University, hearings may still be conducted and students requested to participate. This includes when a student withdraws from the college prior to the completion of the Student Conduct Process. If a hearing cannot be conducted or the Conduct Body decides to defer the hearing, the respondent’s Student Conduct Record will reflect the pending conduct violation. The respondent will be required to have the case resolved through the Student Conduct Process prior to readmission to the University. Additionally, this information may be communicated to other schools the respondent is considering attending when records are requested and authorized to be released.

E. Summary Resolution

Summary resolution occurs when the respondent accepts responsibility for all alleged violations. This acceptance must be either in writing and signed by the student or received directly from the student's own campus email account. The respondent would have a meeting with the Dean of Students or designee to have an educational conversation about the incident and discuss the outcomes that would be assigned to the student.

F. Conduct Hearings

There are two types of conduct hearings, an administrative hearing conducted by a conduct officer and a University Conduct Board hearing. The hearing will generally consist of the respondent, the complainant, the conduct body (officer or board), and any relevant witnesses. Most often, the incident report initiated by a university official will stand as his/her statement, but there may be other witnesses that the conduct body deems appropriate and relevant. Respondents will have an opportunity to provide their testimony related to the reported incident and to question any witness. Questioning will be halted if it becomes abusive or repetitive. In hearings involving more than one respondent, the conduct body may permit the hearings concerning each respondent to be conducted either separately or jointly.

NOTE: The respondent may bypass the hearing by accepting *Summary Resolution*.

G. Evidence

The standard of proof used by Bluefield State University for proving violations is by a preponderance of the evidence. This means that the evidence presented must prove that it is more likely than not that the student violated the policy. A student's prior conduct record is not considered when determining responsibility. However, it is relevant in determining educational sanctions and conduct status for students found responsible for a violation.

H. Notification of Findings and Hearing Outcome

Respondents will receive written notification of the outcome of the hearing and of educational sanctions and conduct status (if any). In addition to written notification, an in person or telephone meeting may take place to deliver the outcome.

Complainants or victims of a crime of violence or a non-forcible sex offense are allowed by law to request (in writing) and receive notification of a hearing outcome for any conduct proceeding against a student who is the alleged perpetrator of such crime or offense. If the victim is deceased, this information will be provided, upon request, to the next of kin of the alleged victim.

I. Conduct Bodies and Hearings

A respondent who challenges an alleged violation will have one of two types of hearings. The type of hearing the respondent has depends on the severity of the possible outcome if they are found responsible. The conduct body, which may be an individual conduct officer or board (group of individuals), is trained in the conduct policies and process and believe in the educational value of the conduct process. Hearings are designed to determine what was more likely than not to happen during an incident as well as help those involved learn and grow from the incident.

J. Administrative Hearing

The administrative hearing occurs when the respondent wishes to challenge one or more alleged violation(s) but is not facing suspension or dismissal as a possible outcome if found responsible.

1. The conduct body is one university administrator who has been trained in the student conduct policies and process.
2. The conduct body will conduct a hearing to determine responsibility.
3. A student is not required to attend the hearing, but is strongly encouraged to do so. If the student does not attend, the hearing will be conducted in absentia and decisions will be based on all available information. It is a student's responsibility to regularly check his/her campus email account. Therefore, a student who misses a hearing because they did not read their email and notice cannot use this as an excuse for missing the hearing.
4. The respondent will have the opportunity to discuss his/her perspective on the incident, accept or not accept responsibility for each alleged violation, and ask and answer questions about the incident.
5. A respondent may present witnesses or statements from witnesses. If the respondent has witnesses, they are required to alert the conduct body no later than one (1) business day before the hearing and have the witnesses provide written statements to the conduct body prior to the hearing.
6. The respondent may have an advisor present during the hearing.
7. Following the conduct hearing, the conduct body will decide if the respondent is responsible or not responsible for each violation. If responsible, the conduct body will assign appropriate outcomes.

K. Conduct Board Hearing

The University Conduct Board meets when the respondent wishes to challenge one or more alleged violation(s) AND the outcome for responsibility could result in suspension or dismissal from the university. All University Conduct Board hearings are recorded.

When time constraints and other factors make convening the University Conduct Board impractical (i.e., beginning and end of the semester, Summer Sessions, etc.), these cases will be heard by one or more trained administrator(s) selected by the Dean of Students.

Cases that involve violations of the *Sexual Harassment, Discrimination and Misconduct* policy will be handled per the process outlined in the *Sexual Harassment, Discrimination and Misconduct Policy (Title IX Policy)*.

The following describes the University Conduct Board:

1. University Conduct Board members are students, faculty, and staff trained in the student conduct policies and process. Members are volunteers and will be selected by the Dean of Students.
2. When a University Conduct Board hearing is necessary, three (3) University Conduct Board members will comprise the University Conduct Board for that hearing unless it is determined that the case will be heard by one administrator selected by the Dean of Students. These three (3) members are selected by the Dean of Students.

3. A quorum is met when three (3) University Conduct Board members are selected and present. The members may be any combination of faculty, staff, or students.
4. One University Conduct Board member will serve as the Chair for each hearing and will fully participate in that hearing with the additional responsibilities to conduct the hearing, maintain order, and adhere to the student conduct process during the hearing. The Chair will also call for and collect the votes of each member during the deliberation process.
5. Each member of the University Conduct Board in the hearing will have one vote, including the Chair.
6. Though consensus for a responsible finding is preferred, only a simple majority of the Board is required to find the respondent responsible for each alleged violation.
7. Members who believe they have a conflict of interest in a case they have been assigned to hear should notify the Dean of Students Office of that conflict in order to be replaced by another board member. A member who knows a respondent, complainant, or witness or who may have general knowledge of the incident does not necessarily have a conflict of interest with the case. A member must decide if he or she is able to be fair and impartial when listening to the evidence of the case and making a decision on responsibility.
8. The Dean of Students Office will determine who will serve as the administrator for the hearing. This person may be present during the hearing and deliberations. Their role may include, but not limited to; setting up the hearing space; directing witnesses when to enter the hearing; maintaining recording equipment; answering questions which clarify policies and procedures; representing the complainant by providing information relevant to the hearing; and helping facilitate deliberations. The administrator may share information on the respondent's conduct history, academic record, and other relevant information when/if deliberations on appropriate educational sanctions and conduct status is taking place.
9. The following is an example of the process during a University Conduct Board hearing. As each case is unique, each hearing's process may differ.
 - A. The Chair calls the hearing to order and notes the day, date, and time of the hearing and informs participants that the hearing is being recorded.
 - B. The Chair will introduce all participants.
 - C. The Chair will inquire if the respondent has read all reports associated with this case (the report is included in the Notice of Charges and Hearing).
 - D. The Chair will state alleged violations. Respondent is allowed to agree or disagree regarding responsibility for each violation.
 - E. The Chair recognizes the complainant(s) (if the University issued the complaint, there may not be a complainant present and the administrator may serve in this role) and allows each complainant to make an opening statement (statements should be related to the incident).
 - F. The Chair recognizes the respondent and allows each respondent to make an opening statement (statements should be related to the incident).
 - G. The University Conduct Board members may question the complainant/administrator and respondent.
 - H. Witnesses, if any are brought into the hearing individually to present their statements. The complainant(s), administrator, respondent(s), and University may present witnesses who have knowledge of the incident. The University Conduct Board members, the

complainant(s), administrator, and respondent(s) may ask questions of each witness. Each witness can be dismissed after questions are completed.

- I. Any evidence collected by the University will be presented.
 - J. The University Conduct Board members may ask any final questions.
 - K. The complainant(s) or administrator may make a closing statement.
 - L. The respondent(s) may make a closing statement.
 - M. The Chair will end the hearing and the respondent(s), complainant(s), and advisors will be dismissed. The administrator will meet briefly with each respondent and complainant to set up a time to deliver the outcome.
 - N. The University Conduct Board members will enter into deliberations with the administrator for its decision.
- L. Responsibilities of Conduct Officer:
- 1. The Conduct officer shall initiate, investigate, or supervise the investigation of alleged violations of this Code which are brought to his/her attention by university officials or employees, students, or members of the general public.
 - 2. Upon concluding the investigation, the Conduct Officer shall notify the student of the charges(s), the complaint(s), the date(s) of alleged occurrences(s), the Code section(s) which is (are) alleged to have been violated, date of administrative or board hearing, and the students right of appeal.
 - A. This notice shall indicate if the hearing is to be before the Conduct Officer or the University Conduct Board.
 - B. This notice may be given by email, in person, by telephone call, or by written letter to the student. If notice is given by means of a personal meeting or telephone conversation, the student shall be informed that a written email notice to their BSC email account will be sent.
 - C. If the hearing is to be before the Conduct Board, this email notice will afford the student the opportunity to meet with the administrator of the hearing at a designed time and place for a pre-hearing meeting.
- M. Administrative Hearing(s) Before Conduct Officer
- 1. During the administrative 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.
 - 2. During the administrative hearing(s), the Conduct Officer may hear and consider any relevant information. Efforts will be made to obtain the most reliable information available.
 - 3. The Conduct Officer shall then:
 - A. Dismiss the case.
 - B. Decide responsibility and 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 Dean of Students or Vice President for Student Affairs in accordance with this Code (see Section C below), or;

4. If the Conduct Officer determines that the presence of the student at the University results in possible danger of physical harm to person or property at the University, the Conduct Officer may immediately suspend the student until the Conduct Board convenes to hear the case. The maximum period of such an interim suspension shall be five (5) working days. 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.

N. Right of Appeal Beyond Conduct Officer

1. The student may appeal to the Dean of Students, Vice President of Student Affairs, or designee any finding or action of the Conduct Officer.
2. Such appeal shall be submitted to the Appeal Officer in writing and shall state the specific ground(s) for the appeal and shall request a review by the Appeal Officer. This written appeal must be received by the Appeal Officer within three (3) working days after the student has received notice (verbal or written) of the findings.
3. Requests for appeals of suspension or dismissal actions by the Conduct Officer will automatically be granted by the Appeal Officer.

O. Responsibilities of the Conduct Board

1. After written notification from the Conduct Officer, the Chairperson of the Conduct Board or administrator shall, as soon as possible:
 - A. Notify, via BSC email, the Conduct 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 Conduct Board or administrator.
 - B. Make arrangements for the keeping of an audio recording of the proceedings of the Conduct Board hearing. In cases of appeal, the Appeal Officer may have access to the audio recording for purpose of review relating to the appeal.
2. Composition of Conduct Board
 - A. The Board shall consist of three members from the following pool: one faculty member selected by the Faculty Senate; one student affairs representative appointed by the Vice President for Student Affairs; one professional staff member appointed by the Classified Staff Council; one student member appointed by the Student Government Association; the Dean of Students. The Dean of Students will serve as the Chair. All three (3) members must be present to hear a case.
 - B. The student charged with the violation, and the complaining witness may have the right to challenge for cause any member of the Conduct Board at the beginning of the hearing. Removal of members for cause shall be within the authority and at the discretion of the Chairperson of the Committee.

3. Conduct Board Hearing Preliminaries

- A. At any proceeding before the Conduct Board, the Conduct 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 Conduct Officer or Conduct Board 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 Conduct Officer, or the complainant. The Conduct Board 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 Conduct Board shall first attempt to determine the reason for that person's absence. The Conduct Board may proceed in a normal manner or may continue the hearing to a later date. The Conduct Board may not consider the absence of a party as relevant to whether the accused committed the alleged violation of the Code.

4. Conduct Board Hearing Procedures

- A. The responsibility for recognizing and calling persons to speak is with the Chairperson.
- B. Persons disruptive to any stage of the Conduct Board hearing may be evicted at the reasonable discretion of the Chairperson.
- C. The administrator shall first present the results of the investigation and/or the charges against the student.
- D. The administrator 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 Board 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 Conduct Board, each party may present arguments to the Board on the applicability of this Code or the interpretation of any sections herein. At this time, the administrator and the student may make recommendations to the Board as to the appropriate sanctions should a violation(s) be found to have been committed.
- H. During the hearing the Conduct Board 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 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 Conduct Board 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 Conduct Board members present and voting shall prevail. The Conduct Board Chairperson is entitled to a vote.
- J. Within three (3) days of the hearing the Conduct Board shall inform the student in writing of the decision through the Administrative Officer. Any disciplinary Sanctions imposed by the Board shall be operative immediately unless otherwise specified.
- K. The notice to the student of the finding of the Board 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.

P. Right of Appeal beyond the Conduct Board

In the event the Board approves a sanction of suspension or dismissal, both the complainant and the respondent have the right to appeal any decision made by the Conduct Board by the Vice President of Student Affairs or his/her designee. Such request for review must be made within three (3) working days as stated in the letter of notification of the sanction. The appeal shall be in writing and must first meet one of the following criteria:

- 1. A procedural error occurred during the hearing.
- 2. Appropriateness of the sanction.
- 3. Information is now available that was not available at the time of the initial decision.

The decision of the Vice President of Student Affairs or his/her designee shall be the final campus decision and shall be communicated to the student in writing.

Q. Alternative Measures to the Student Conduct Process

The Dean of Students Office recognizes that there may be incidents when, in the best interests of those involved and/or the community, the formal Student Conduct Process may not be appropriate or necessary; however, the behavior and decisions of those involved should be addressed in order for all to learn and grow from the incident. In these cases, the following options are available to the Dean of Students Office to address these concerns.

- 1. Amnesty

Students are encouraged to exercise their ethical responsibility to assist others who are in need, especially in emergencies. The amnesty policy encourages students to seek immediate medical assistance for themselves or others whenever there is a concern about extreme intoxication,

alcohol poisoning, drug overdose, and/or sexual misconduct that threatens someone's health and safety.

When a student requests medical assistance (for self or someone else) because that individual has consumed too much alcohol or drugs and/or is at risk for being a victim of sexual misconduct, neither student will be subject to Student Conduct proceedings for the consumption. Amnesty does not preclude Student Conduct proceedings for other violations of university policy, nor does it protect intoxicated students from actions taken by local, state, or federal authorities, except where students may be protected by law. Additionally, A student who reports sexual misconduct will not be subject to conduct proceedings for his/her own personal consumption or possession of alcohol at or near the time of the incident, provided that the consumption or possession did not place the health and/or safety of any other person at risk or violate additional University policies.

When deemed appropriate, the amnesty policy is an option, not a requirement, for students involved in the incident. If a student decides to accept this option, in lieu of the student conduct process and following the receipt of the report by the Dean of Students, the following procedures will be implemented:

- Any student in the incident will be required to meet with the Dean of Students or his/her designee to discuss the incident. The Dean of Students Office will contact the student to arrange the meeting.
- Following the meeting with the Dean of Students, the student requiring medical attention must meet with the Director of the Counseling Center or designee for an informal alcohol/drug assessment. The student must complete the assessment and any resulting treatment or educational recommendations by a deadline specified by the Dean of Students in consultation with the Director of the Counseling Center or designee.
- The student meeting with the Director of the Counseling Center will be required to sign a release allowing the Director of the Counseling Center or designee to communicate with the Dean of Students. This release will be limited as to protect the student's confidentiality as much as possible. The student will be asked to give permission for the Director of the Counseling Center or designee to disclose whether or not the assessment and any resulting recommendations have been completed.
- The failure of a student to attend the meeting with the Dean of Students and/or complete the assessment or resulting treatment or educational recommendations from the Director of the Counseling Center may result in a referral to the Dean of Students for further action.

R. Educational Conversation/Restorative Justice

In some instances, typically in first-time low-level violations, the Dean of Students Office may attempt to resolve complaints and alleged violations of the Student Code of Conduct through Educational Conversations or Restorative Justice Practices. These initial attempts at resolving issues would not be considered sanctions, as they would happen before any official process in the conduct system. Participation from all involved parties would be voluntary. If a resolution

is successful, involved students would not have any violations or sanctions placed in their Student Conduct Record. However, if the Office of Student Conduct determines that a resolution was not achieved or all parties do not wish to participate, the Office of Student Conduct reserves the right to resolve any complaints through the most appropriate method.

Section VII. Summary Actions Taken by the University

At times, the University may have to take actions to mitigate risks to individuals and/or the community. These actions are not considered outcomes or sanctions. Their issuance is not to be used as evidence during any conduct conference to determine a student's responsibility for violating a policy. Because of the possible impact on a student's status and accessibility to university resources and activities, each action is considered carefully before being implemented.

A. Temporary Removal from Campus

At the sole discretion of the Dean of Students or designee and to help ensure the safety and well-being of the University Community, the University may impose *Temporary Removal from Campus* for a student who is suspected of (1) violating the Student Code of Conduct and (2) the student's presence is viewed as a threat to the college community, property, and/or disrupting normal college functions. Student Conduct proceedings shall be scheduled as soon as practical following the temporary removal from campus.

A temporary removal from campus:

- Becomes immediately effective without prior notice;
- Means that the student is not allowed to be on property owned or controlled by Bluefield State University at any time until the case has been resolved through the Student Conduct Process or the accusation has been dismissed upon investigation. Exceptions may be granted by authority of the Dean of Students. The student is permitted to return to campus for the purpose of participating in a student conduct hearing;
- Means a student shall be ineligible to attend classes. The student may contact his/her instructors via email/telephone to request assignments during this period;
- Is not an outcome of the conduct process nor a conduct status. Due to the impact this action may have on a student's academics, the student's instructors will be notified as well as other need-to-know staff. To ensure the student's wellbeing during the temporary removal from campus, the student's parent/guardian, if a dependent, will be contacted;
- Shall not be used as evidence in any conduct hearing;
- Is in effect until the Dean of Students or designee communicates otherwise or the student have a conduct hearing on the related matter.

B. No Contact Orders

The Dean of Students or designee may determine, either in her/his assessment of a situation or at the request of an individual, that two or more individuals should no longer have contact with each other in order to maintain a safe environment, promote civility, and for the general well-being for those individuals and/or the campus community. In those cases, a "No Contact Order" may be issued

verbally and/or in writing between a student and other members of the Bluefield State University community, including others students, faculty, or staff.

A No Contact Order:

- Between students is always mutual, that is two-way.
- Between student(s) and faculty, staff or other nonstudents prohibits the student(s) from communicating with each other and with the specified faculty, staff or other nonstudents.
- Does not require agreement or even prior notice to either or all parties.
- Can be issued prior to or as a result of a conduct hearing, or entirely outside of a student conduct process for a specified or unlimited duration of time.
- Prohibits all forms of communication between designated students or from designated student(s) to specified faculty, staff, or nonstudent(s), direct or indirect, written, electronic (including all forms of social media) or through a third party (i.e. friends, family).
- Are not similar to court imposed restraining orders and do not guarantee that designated parties will avoid sightings or passing interactions on the campus or in the local community.
- May restrict a student from parts of the campus where he/she would not have to engage in required academic activities.
- Does not become part of a student's conduct record unless the student violates the order as determined through the student conduct process.
- Is not considered an outcome nor a conduct status.
- May not be used as evidence during a conduct hearing, unless the alleged violation is failure to comply with the same "No Contact Order".
- Is in effect until the Dean of Students or designee communicates otherwise.

C. Trespassing

Bluefield State University reserves the right to consider any individual Trespassing and issue a 'no trespassing' order to any person whose presence it deems unsuitable. Subsequent trespassing on Bluefield State University premises will result in potential legal action.

Any student who is under suspension, expulsion, or whose enrollment has been terminated by Bluefield State University for any student conduct or academic reason may not be present on university premises or at a university-sponsored event at any time during the period of suspension/expulsion without prior written approval from the Dean of Students or designee. Any student who has been removed from the residence halls may not visit the residence halls or vicinity while in commuter status. Students violating these policies will be issued a trespassing warning and will further jeopardize their standing with the college.

D. Voluntary and Involuntary Withdrawal

A voluntary or involuntary withdrawal is applied with a health emergency or condition that renders a student's continued participation in university academics, programs, or services impossible, impractical or unsafe to any member of the university community. Voluntary and involuntary withdrawal may not preclude the student conduct process from occurring. In these specific instances, at the discretion of the Vice President for Student Affairs (or designee), the student conduct process may be indefinitely delayed, and the student placed on ineligible hold, thus prohibiting future class registration. If/when

the student attempts to re-enter the university, a pending student conduct proceeding may be reinstated.

Section VIII. Student Rights at Conduct Board Hearings

The Conduct Board 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:

1. The student shall be presumed innocent until proven guilty by a preponderance of the evidence.
2. 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 BSU, and legal counsel if the case involves dismissal or suspension.
3. 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 Conduct Board. A student advisor may be obtained by contacting the Student Government Association Office or the Dean of Student's office.
4. The accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments.
5. The accused student may not be compelled to testify. No inference of guilt may be made by the students to testify or not testify.
6. The student shall have the right to present witnesses and evidence in his/her behalf.
7. All material evidence shall be presented subject to the right of cross-examination of the witnesses by the students.
8. 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 appeal hearing (students retain attorneys in such cases at their expense) and must notify the Conduct Office at least forty-eight (48) hours prior to the appeal hearing if an attorney will be present at the proceedings.
9. The student shall be entitled to an expeditious Conduct Board hearing of the case.

Recommendations and actions of the Conduct Board will be sent via email to the student and to the Vice President for Student Affairs no later than three business days after the hearing.

Section IX. 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 University 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 University or the Vice-President for Academic & 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 University community, including the disruption of essential functions of the university. 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 University 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 University policies or State or Federal laws.

HONORS COLLEGE PROBATION AND DISMISSAL POLICIES

The Bluefield State University Student Honor Code and Code of Student Conduct provide extensive guidelines on conduct for students attending the university. Students in the Honors College are especially held to the high standards detailed by these codes and are expected to epitomize ethical and responsible conduct. Honors students should generally value academic integrity, ethical conduct, self-discipline, diversity, and respect for others.

Any violations of these aforementioned codes above for which students take responsibility, or for which students are found to be responsible, may be grounds for probation or dismissal from the Honors College program. This will be determined on a case-by-case basis by the Honors College Advisory Committee, or when required, in collaboration with the appropriate staff in the Division of Student Affairs. Any infractions of the above policies or codes that result in the student being formally censured, suspended from the university, or banned from the campus are grounds for immediate dismissal from the Honors College.

Probation is meant to serve as a warning that students are in danger of being dismissed from the Honors College program. While on probation, a student will not lose any of the privileges extended to them as Honors students. All students placed on probation are required to schedule a meeting with the Honors College Director to develop an action plan to improve the student's academic performance and/or other student conduct.

If an Honors College student's cumulative GPA falls below the required minimum of 3.25, the student will be placed on probation with the Honors College first-year students will not be placed on Honors probation during their first academic year at the university but will receive a warning if their cumulative GPA falls below a 3.25). Students who fall below 3.25 cumulative GPA and remain so for two subsequent full-time semesters will be dismissed from the Honors College. Students will be removed from the probationary status once their GPA again reaches a 3.25. If, after the probationary period ends, a student's cumulative GPA remains below 3.25, the student will be dismissed from the Honors College. Students must earn a 3.25 cumulative GPA at the time of graduation to complete the Honors College program with honorific designation on their diploma and transcript.

Students who do not take any Honors-enhanced classes for two (2) consecutive semesters (including future semesters) and/or are off-track with their Honors requirements may be subject to probation and will be required to meet with the Honors College Director to discuss future Honors coursework.

Students who are placed on probation, or who are dismissed, will receive an email from the Director of the Honors College providing further details and any applicable next steps. Any student dismissed from the Honors College will be informed in writing by the Director of the Honors College. A student who has been dismissed from the Honors College will not be allowed to enroll in Honors College courses and will not be eligible for Honors housing.

Appeals of dismissal decisions may be made, if desired, to an ad hoc three-person grievance subcommittee composed of two members of the Honors College Advisory Committee and one official from the Student Advisory Board or designed individual within the Division of Student Affairs.

BSC 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 University 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 University 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 University 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.

II. STUDENT COMPLAINT PROCEDURES

Anyone who believes they have been subjected to sexual harassment is encouraged by Bluefield State University 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 Academic & 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 University are described below.

The student shall file in writing a statement about the alleged sexual harassment with the Vice President for Academic & Student Affairs. If the complaint is a student complaint against another student, the Vice President for Academic & 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 University 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.

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

ALCOHOL/DRUG POLICY (BSC POLICY NO. 10 & NO. 50)

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 university property or as part of any other university regulated activity is prohibited.

III. Disciplinary Sanctions

The University 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.**

DESTRUCTION OF COLLEGE PROPERTY

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

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.

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 University. 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 University 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 BSU ALERT

Sign up now and stay connected. **BSU 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 Bluefield State University. Check with your service provider to determine if they charge for incoming text messages.

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, in the Dining Hall to obtain a meal, for residence hall students requiring access to their residence hall room, 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). Cards are distributed from the William B. Robertson Library Main Desk.

LOST & 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.

THE CRIME AWARENESS & CAMPUS SECURITY ACT OF 1990 – COMPLIANCE WITH TITLE II OF PUBLIC LAW

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

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 University or its satellite institutions. Any person violating this law is subject to State prosecution, as well as University disciplinary action.

WEAPONS

The possession of, storage of, or use of any type of weapon on the campus of Bluefield State University 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 University or at any college activities or functions.

GENERAL UNIVERSITY COMPLAINT PROCESS

Members of the Bluefield State University community can report complaints pertaining to multiple areas include academic and administrative concerns on the University website. The university is unable to accept anonymous complaints. The extent possible, the University will maintain privacy of the individual completing the Complaint Form. Depending on the nature of the information submitted to the University, feedback may not be provided. on the he possession of, storage of, or use of any type of weapon on the campus of Bluefield State University 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 University or at any college activities or functions.

INCLEMENT WEATHER LATE SCHEDULE

| Monday/Wednesday/Friday Classes | |
|--|--|
| Regular | Late |
| 8:00 a.m. | 10:00 a.m. – 10:40 a.m. for 40 minutes |
| 9:00 a.m. | 10:45 a.m. – 11:25 a.m. for 40 minutes |
| 10:00 a.m. | 11:30 a.m. – 12:10 a.m. for 40 minutes |
| 11:00 a.m. | 12:15 a.m. – 12:55 a.m. for 40 minutes |
| 12:00 p.m. | 1:00 p.m. – 1:40 p.m. for 40 minutes |
| 1:00 p.m. | 1:45 p.m. – 2:25 p.m. for 40 minutes |
| 2:00 p.m. | 2:30 p.m. – 3:10 p.m. for 40 minutes |
| 3:00 p.m. | 3:15 p.m. – 3:55 p.m. for 40 minutes |
| | |

| Tuesday/Thursday Classes | |
|---------------------------------|---------------------------|
| Regular | Late |
| 7:30 a.m. or 8:00 a.m. | 10:00 a.m. for 55 minutes |
| 9:30 a.m. or 10:00 a.m. | 11:00 a.m. for 55 minutes |
| 11:00 a.m. or 11:30 a.m. | 12:00 p.m. for 55 minutes |
| 12:00 noon or 12:30 p.m. | 1:00 p.m. for 55 minutes |
| 1:00 p.m. or 1:30 p.m. | 2:00 p.m. for 55 minutes |
| 2:00 p.m. or 2:30 p.m. | 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 | Late |
| 8:00 a.m. - 9:50 a.m. | 10:00 a.m. – 11:50 a.m. |
| 10:00 a.m. or 11:50 a.m. | 1:00 p.m. – 2:50 p.m. |
| 1:00 p.m. or 2:50 p.m. | 3:00 p.m. – 4:50 p.m. |
| | |

OFFICES & TELEPHONE NUMBERS

| SUBJECT MATTER | Office | Location | Phone Extension |
|--------------------------------|---------------------------------|---|----------------------------------|
| Student Activities on Campus | Student Activities | Harris Jefferson Student Center | 304.327.4323 |
| Athletics | Athletic Office | Ned E. Shott Physical Education Building | 304.327.4208 |
| Textbooks, Apparel, etc. | Bookstore | Harris Jefferson Student Center Beckley Campus | 304.327.4443 304.929.5490 |
| Career Assistance | Career Services | 3 rd Floor, Conley Hall | 304.327.4540 |
| Change of Major | Counseling Center | 305 Conley Hall | 304.327.4444 |
| Add/Drop Classes | Registrar's Office | 101 Conley Hall | 304.327.4060 |
| Computer Labs | Instructional Technology Center | Ned E. Shott Physical Education Building Dickinson Hall | 304.327.4593 304.327.4057 |
| Library Services | Library Office | William B. Robertson Library | 304.327.4056 |
| Online Learning, Moodle | Instructional Technology Center | 401B Ned E. Shott Physical Education Building | 304.327.4057 |
| Title IX Student Concerns | Deputy Legal Counsel | 2 nd Floor Conley Hall | 304.327.4287 |
| Degree Information | Academic Affairs | 103 Conley Hall | 304.327.4069 |
| Discrimination & Grievances | Human Resources | 202 Conley Hall | 304.327.4277 |
| Campus Emergencies | Public Safety | G-01 Conley Hall | 304.327.4181 |
| Financial Aid/Work Study | Financial Aid | 106 Conley Hall | 304.327.4020 |
| Student Health Center | Student Health Center | 210 Ned E. Shott Physical Education Building | 304.327.4170 |
| Student Identification Cards | Main Desk Library | William B. Robertson Library | 304.327.4052 |
| International Student Services | Admissions | 102 Conley Hall | 304.327.4057 |
| | International Initiatives | 308 Brown Gilbert Basic Science Building | 304.327.4036 |
| Intramural Sports | Student Activities | 103 Harris Jefferson Student Union | 304.327.4430 |
| Lost & Found | Public Safety | G-01 Conley Hall | 304.327.4181 |
| Space Reservation | Student Activities | 203 Harris Jefferson Student Union | 304.327.4323 |

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| Tuition & all other payments | Business Office | 107 Conley Hall | 304.327.4450 |
| Poster & Flyer display requests | Student Activities | 203 Harris Jefferson Student Union | 304.327.4323 |
| Student Conduct & Harassment Concerns | Dean of Students | 312 Conley Hall | 304.327.4401 |
| Student Housing | Housing & Residence Life | Medical Education Center Residence Hall | 304.327.4088 |
| Recognized Clubs & Student Organizations | Student Activities | 203 Harris Jefferson Student Union | 304.327.4323 |
| Student Government Association | Student Government Office | 118 Harris Jefferson Student Union | 304.327.4185 |
| Study Skills | Academic Success Center | 110 Brown Gilbert Basic Science Building | 304.327.4098 |
| Testing (ACT, Praxis, etc.) | Counseling Center | 305 Conley Hall | 304.327.4444 |
| Campus Tours | Admissions | 102 Conley Hall | 304.327.4057 |
| Transcripts/Grades | Registrar's Office | 101 Conley Hall | 304.327.4060 |
| Tutoring | Academic Success Center | 110 Brown Gilbert Basic Science Building | 304.327.4098 |
| Veterans Affairs | Registrar's Office/Certifying Official | 101 Conley Hall | 304.327.4062 |
| Withdrawal Issues | Registrar's Office | 101 Conley Hall | 304.327.4060 |

ONLINE ASSISTANCE

Telephone numbers begin with 304-327-xxxx unless otherwise listed.

| Question | Contact | Email | Phone Ext. |
|---------------------------|--------------------|---|------------|
| Tuition & Fee Payment | Angie Wassum | awassum@bluefieldstate.edu | 4450 |
| Counseling & Testing | Rebecca Martin | rmartin@bluefieldstate.edu | 4444 |
| Retention | Dr. Tammy Ferguson | tferguson@bluefieldstate.edu | 4155 |
| Bookstore | Susan Plumley | splumley@bluefieldstate.edu | 4443 |
| Financial Aid | Tammy Martin | tmartin@bluefieldstate.edu | 4426 |
| Computer Center Help Desk | | https://helpdesk.bluefieldstate.edu/portal | 4090 |

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|---|--------------------|-------------------------------|------|
| Academic Computing Help Desk | Robert Delorso | rdelorso@bluefieldstate.edu | 4553 |
| Moodle | Cody Chambers | cchambers@bluefieldstate.edu | 4591 |
| Library & Online Databases | Dr. David McMillan | dmcmillan@bluefieldstate.edu | 4052 |
| Registrar's Office | Marviene Johnson | mjohnson@bluefieldstate.edu | 4062 |
| Academic Success Center | Carolyn Kirby | ckirby@bluefieldstate.edu | 4098 |
| School of Education, Humanities & Social Sciences | Gail Rozzell | grozzel@bluefieldstate.edu | 4173 |
| W. Paul Cole, Jr. School of Business | Michelle Baker | mlbaker@bluefieldstate.edu | 4081 |
| School of Science, Technology, Engineering, & Mathematics | Carolyn Jamkhandi | cjamkhandi@bluefieldstate.edu | 4120 |
| School of Nursing & Allied Health | Susan Shrader | sshader@bluefieldstate.edu | 4136 |
| | | | |

BLUEFIELD STATE UNIVERSITY 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 the gate
Feel within their hearts a glow for thee dear Bluefield State.

Words & Music by Eugene Jones '38