Welcome to the 2015-2016 academic year and to BridgeValley Community and Technical College. We are excited that you are here with us and have chosen to become a BridgeValley Miner! The student handbook is designed to assist you with getting familiar with services that are available to you on campus as well as the student code of conduct. Should you have any questions relating to this handbook, please contact the Division of Student Affairs for assistance.
Academic Calendar

First Semester
Monday, August 03 ------------------------ Payment Due for Fall Semester
Friday, August 14 ------------------------ Last Day for Full Registration, except for Late Start Classes
Monday, August 17 ------------------------ First Day of Full Term, First 8-week, First 5-week, and First 10-week Classes
Tuesday, August 18 ------------------------ Last Day to Add for registered students
Wednesday, August 19 --------------------- Last Day to Change Pass/Fail and Audit
Wednesday, August 19 --------------------- Last day to change major to be effective for Fall 2015
Friday, August 21 ------------------------ Last Day to Drop for registered students
Monday, September 7 --------------------- Labor Day Recess
Friday, October 09 ----------------------- Mid-Semester
Friday, October 09 by noon --------------- Mid-Semester Reports Due
Monday, October 19 ---------------------- Last Day to Receive Partial Refund for Withdraw from College (If enrolled in part of term or mini course, please check with cashier as it may change the student’s eligibility, amount, or deadline to receive a refund)
Friday, October 23 ---------------------- Last Day to Withdraw from Individual Classes
Friday, October 23 ---------------------- Last Day to Withdraw from College
Friday, October 23 ---------------------- Last Day to resolve Incomplete Grades
Monday, November 2 --------------------- Priority Registration Day for Veteran Students for Spring 2015
Tuesday, November 3 --------------------- Registration for Spring 2015 Begins
Friday, November 6 ---------------------- Last Day to Apply for Spring Graduation
Wednesday, November 11 ---------------- Student Evaluation of Faculty Begins
Monday, Nov. 23 thru Friday, Nov. 27 ---- Thanksgiving Recess
Friday, December 4 ---------------------- Last Day of Classes
Friday, December 4 ---------------------- Student Evaluations of Faculty Ends
Saturday, Dec. 5 thru Friday Dec. 11 ---- Final Exam Week
Saturday, December 12 ------------------ Winter Recess begins
Monday, December 14 by noon ---------- Grades due in Registrar’s Office

Parts of Term (Mini-Courses)
If enrolled in part of term or mini course and withdraw from college, please check with cashier as it may change the student’s eligibility, amount, or deadline to receive a refund

First Five Weeks (F5), August 17 - September 18
Monday, August 17 ---------------------- First Day of Class
Tuesday, August 18 ---------------------- Last Day to Add/Drop
Friday, September 4 --------------------- Last Day to Withdraw from Class
Last Class Day ---------------------- Final Exam
Monday, September 21----------------- Grades Due in Registrar’s Office

**Second Five Weeks (S5), September 21 - October 23**
Monday, September 21----------------- First Day of Class
Tuesday, September 22 ---------------- Last Day to Add/Drop
Friday, October 09 ------------------- Last Day to Withdraw from Class
Last Class Day------------------------ Final Exam
Monday, October 26 ------------------ Grades Due in Registrar’s Office

**Third Five Weeks (T5), October 26 - December 4**
Monday, October 26 ------------------ First Day of Class
Tuesday, October 27 ------------------ Last Day to Add/Drop
Friday, November 13 ----------------- Last Day to Withdraw from Class
Last Class Day------------------------ Final Exam
Monday, December 14 by noon-------- Grades due in Registrar’s Office

**First Eight Weeks (F8), August 17 - October 09**
Monday, August 17 ------------------- First Day of Class
Tuesday, August 18 ------------------- Last Day to Add/Drop
Friday, September 18 ---------------- Last Day to Withdraw from Class
Last Class Day------------------------ Final Exam
Monday, October 12 ------------------ Grades due in Registrar’s Office

**Second Eight Weeks (S8), October 12 - December 11**
Monday, October 12 ------------------ First Day of Class
Tuesday, October 13 ------------------ Last Day to Add/Drop
Friday, November 13 ---------------- Last Day to Withdraw from Class
Last Day of Class--------------------- Final Exam
Monday, December 14 by noon-------- Grades due in Registrar’s Office

**First Ten Weeks (F10), August 17 - October 23**
Monday, August 17 ------------------- First Day of Class
Tuesday, August 18 ------------------- Last Day to Add/Drop
Friday, October 2 --------------------- Last Day to Withdraw from Class
Last Class Day------------------------ Final Exam
Monday, October 26 ------------------ Grades due in Registrar’s Office

**Second Ten Weeks (S10), September 21- December 4**
Monday, September 21----------------- First Day of Class
Tuesday, September 22 ---------------- Last Day to Add/Drop
Friday, October 30 ------------------- Last Day to Withdraw from Class
Last Class Day------------------------ Final Exam
Monday, December 14 by noon-------- Grades due in Registrar’s Office
DISCLAIMER
Although this handbook was prepared with available information at the time of publication, BridgeValley Community and Technical College reserves the right to amend, without notice or obligation, any information or statement in this publication as deemed necessary. It is the student’s responsibility abide by all policies and procedures within the Student Handbook. For more information on services, policies, or procedures, please contact the Dean of Students Office on the South Charleston campus.

Title IX
BridgeValley Community and Technical College is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, gender, age, color, religion, disability, national or ethnic origin. For more information: Michelle Bissell, Title IX Coordinator (304) 205-6600.

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Welcome from the President

Greetings, BridgeValley Students!

We are so pleased that you have selected BridgeValley as your college of choice. Our faculty and staff are dedicated to helping you achieve your educational goals. Whatever your academic goal may be—a two-year associate degree that prepares you for entry into the workforce or for transfer to a baccalaureate program, a one-year certificate degree, a specific industry credential, or one or two courses for personal enrichment—you will find affordable, quality offerings in over 60 health, technology, general studies, and business and legal programs.

Whether you are a student just out of high school, an adult who has not had the time or opportunity to obtain a college degree, or a dislocated worker seeking a new career, you will fit in at BridgeValley. The diversity and experiences of our student body adds to the college experience, bringing together a group of people who share a common objective: learning!

Student success is the top priority on BridgeValley’s strategic plan. Your success is our success! Please know that every employee is committed to assist you in this important life journey. I look forward to meeting you on our Montgomery or South Charleston campus.

Dr. Jo Harris, President
Message from the SGA President

Welcome new and returning BridgeValley Miners!

I hope that you all had a wonderful summer with your loved ones. As we embark on a new journey through the 2015-2016 year, I encourage you to change your world at BridgeValley!

As your 2015-2016 Student Government Association President, I would like to put emphasis on the fact that the SGA is hard at work resolving issues and coming up with new ideas to improve and enhance your college experience here at our beloved BridgeValley.

The Student Government Association is an organization that provides many services for the student body. It is important that you keep in mind that making these things happen takes time, energy, and dedication. We have been preparing for months now to help make 2015-2016 one of the most enjoyable years of your educational career. Therefore, it is imperative for your future at BridgeValley that you voice any concerns you may have to the SGA. Without your input, there will be no change.

This year will be filled with challenges and trials along with great success! I challenge you to take hold of this year and make it your own. GET INVOLVED, take pride in your school, and be inclined to the things that are taking place on your campus. After all this is your home, isn’t it?

I wish you the best of luck and success for your 2015-2016 year. I could not be more honored to have this opportunity to work with - and for - all of you. Have a fantastic year, and remember your SGA is always here for you!

Best of Wishes,

Rachel Harper

Student Body President

BridgeValley Community and Technical College
Student Services - Directory

Dean of Students, James McDougle
james.mcdougle@bridgevalley.edu, 304-205-6710 (Cell: 304-771-2055), Main Hall 012-P
- Student Conduct
- Food Service
- Student IDs
- Orientation
- Student Communication
- Student Government Association
- Career Services

Director of Student Life, Jeanne Smith
jeanne.smith@bridgevalley.edu, 304-734-6617, Davis Hall 413
- Student Organizations
- Student Government Association
- Community Service
- Student ID Discounts
- Housing Options

Director of Counseling and Disability Services, Carla Blankenbuehler
carla.blankenbuehler@bridgevalley.edu, 304-205-6706 (Cell: 304-634-4923), Main Hall 032-A
- Community Resource Guide (Student Assistance)
- Counseling Services
- Peer Coach Program

Director of Student Success, Tim Moore
timothy.moore@bridgevalley.edu, 304-205-6770, Main Hall 031
*** Primarily South Charleston campus
- Tutoring Services
- Testing Services
- Freshman Advising

Veterans and Adult Population Coordinator, Misi Lair
misi.lair@bridgevalley.edu, 304-734-6620, Davis Hall 402
- Certifying Veterans
- Veterans Club
- Family and Friends Orientation
- Veterans Advocate
- Veteran Peer Coach Program
Counselor, LuAnn Summers  
luann.summers@bridgevalley.edu, 304-734-6612, Davis Hall 410  
- Counseling Services  
- Community Resource Guide (Student Assistance)  
- General Student Assistance  

Disability Services Counselor, Tammy Bibbee  
tammy.bibbee@bridgevalley.edu, 304-205-6725, Main Hall 012-K  
- ADA Concerns  
- Disability Services  
- Temporary Accommodations (Students)  
- International Student Affairs  

Coordinator of Student Success, Christie Linger  
Christie.linger@bridgevalley.edu, 304-734-6619, Davis Hall 401  
*** Primarily Montgomery campus  
- Tutoring Services  
- Testing Services  

Coordinator of Retention & Freshman Advising, Connie Keiffer  
connie.keiffer@bridgevalley.edu, 304-734-6618, Davis Hall 402  
- Freshman Advising  
- Early Alert Program  
- The Miners Report (Student Newsletter)  

Executive Secretary Student Affairs, Acqua Fyall  
acquanetta.Fyall@bridgevalley.edu, 304-205-6629, Main Hall 012  
- General Student Assistance  
- Answer Main Phone Line  
- Assist the Dean of Students and Dean of Enrollment  

Peer Coaches, 304-205-6783 / 304-205-6784 South Charleston, Main Hall 012  
Peer Coaches, 304-734-6721 / 304-734-6720 Montgomery, Davis Hall 402  
Veteran Peer Coaches, 304-205-6785, South Charleston, Main Hall 021  
SGA Office, 304-205-6757 South Charleston, 304-734-6717 Montgomery  

*** Peer coaches can assist students with bookstore, anxiety, email, MyBridge, general questions, etc. They also are responsible for “The Miners Path to Success” program which assist students with setting goals and staying on track at BridgeValley.
General Information

Mission Statement
BridgeValley Community and Technical College promotes student success, prepares a skilled workforce, and builds tomorrow’s leaders by providing access to quality education.

Vision Statement
BridgeValley Community and Technical College will be the college of opportunity for a diverse learner population, offering leading-edge technology, innovative ideas, and dynamic service to our students and our communities.

Accreditation
BridgeValley Community and Technical College is accredited by the Higher Learning Commission.

Goals Statement

Goal One: Student Success
- Prepare students to become successful and independent contributors to society by providing transfer skills for future technical innovations
- Maintain a sound assessment program for student learning outcome measurement
- Ensure a student-centered learning environment and support services
- Increase retention rates
- Increase the number of graduates in certificate and associate degree programs

Goal Two: Institutional Success and Sustainability
- Promote faculty and staff excellence
- Increase headcount and FTE enrolment annually
- Pursue new revenue opportunities to support present and future programs and services
- Assess institutional effectiveness and continuous improvement through strategic planning
- Leverage the strengths and efficiencies of a multi-campus college
- Promote the college to community and industry through effective marketing, branding, and public relations opportunities
- Provide access to education, training, and enrichment opportunities on multiple campuses, off-site, or on line
- Promote sustainability principles throughout college operations
- Maintain a safe, secure, modern, and positive learning/working environment
Goal Three: Community and Industry Success

- Exhibit responsiveness and flexibility in course and program offerings to meet changing workforce needs of business and industry
- Build synergistic relationships with community, schools, and alumni
- Integrate community service and civic engagement opportunities into programming
- Forge strategic partnerships that advance community, workforce and economic development

History of BridgeValley

BridgeValley Community and Technical College was created in March 2014 with the merger of Bridgemont and Kanawha Valley Community and Technical Colleges.

Bridgemont Community and Technical College

- **1966**- Associate degrees offered at West Virginia Institute of Technology (WVIT)
- **2004**- Initial accreditation as independent community college- The Community and Technical College at West Virginia University Institute of Technology
- **2008**- Renamed Bridgemont Community and Technical College

Kanawha Valley Community and Technical College

- **1953**- Associate degrees offered at West Virginia State College
- **2004**- Initial accreditation as independent community college- West Virginia State Community and Technical College
- **2008**- Renamed Kanawha Valley Community and Technical College
Administration

BridgeValley Community and Technical College

- President: Beverly Jo Harris
- Senior Vice President of Academic and Student Affairs: Kristin L. Mallory
- Senior Vice President of Workforce Development and ATC Operations: Jeff Wyco
- Senior Financial Officer: Pat Hunt
- Chief Human Resources Officer: Michelle Bissell
- Chief Information and Operations Officer--SC: Jason Stark
- Chief Marketing Officer: Brian Bolyard
- Chief Records Officer & Registrar: Roy Simmons
- Vice President of Workforce Education: Laura McCullough
- Dean of Students: James McDougle
- Dean of Enrollment Services: Joyce Surbaugh
- Dean of Technology: Norman Mortensen
- Dean of Extended Learning: Connie Fox
- Dean of Business and Legal Studies: Megan Lorenz
- Dean of Health: Suzette Breeden
- Dean of General and Transfer Education: Kim Lovinski
Division of Student Affairs

Office of Enrollment Services
Ms. Joyce Surbaugh, Dean of Enrollment Services
Ms. Michelle Wicks, Associate Dean of Enrollment Services
Mr. Nat Ayre, Sr. Admissions Counselor
Ms. Alicia Campbell, Sr. Admissions Counselor
Ms. Bridgette Lewis, Admissions and Records Assistant
Ms. Shellie Oden, Program Assistant
Ms. Mary Blizzard, Director of Financial Aid
Ms. Jodi Johnston, Financial Aid Manager (SC)
Ms. Bonnie Edwards, Financial Aid Manager (M)
Ms. Renee Herdman, Sr. Financial Aid Counselor
Ms. Lindsay Silbernagel, Financial Aid Counselor

Office of the Registrar/Records
Mr. Roy Simmons, Registrar/Chief Records Officer
Mr. Jordan Atha, Associate Registrar
Ms. Hannah Dyer, Records Assistant

Office of Student Services
Mr. James McDougle, Dean of Students
Ms. Acqua Fyall, Executive Student Affairs Administrative Assistant
Ms. Jeanne Smith, Director of Student Life
Mr. Tim Moore, Director of Student Success
Ms. Carla Blankenbuehler, Director of Counseling Services
Ms. Misi Lair, Coordinator of Veteran Affairs
Ms. Christie Linger, Coordinator of Student Success
Ms. Connie Keiffer, Coordinator of Retention and Freshman Advising
Ms. Tammy Bibbee, Disability Services Counselor
Ms. LuAnn Summers, Counselor
Career Services

Career services offers information and advice in the areas of career planning, job search assistance, and employment referrals. Career services also offers assistance with developing a resume and cover letter, mock interviews, and much more.

Career planning assists students with academic and career decisions through self-evaluation, career exploration and research, and the development of personal and professional goals.

Career services also offers a workshop series “Backpacks to Briefcases” each month. During these workshops students will have the opportunity to meet with local employers to gain knowledge of trends in career development and expertise on how to “land the job”. A career fair is also held each semester to assist students with job placement and to give students a chance to enhance their communication skills.

Counseling Services

BridgeValley Community and Technical College is pleased to provide currently enrolled students with short term counseling and referral services on both the South Charleston and Montgomery campuses while enrolled at the College. Counseling services are free of charge to BridgeValley students. Counseling sessions are on a short-term basis (9 sessions per semester). If it is determined that long-term mental health counseling services are more appropriate to address your need(s), the BridgeValley counselor will provide a list of community resources to better assist your needs.

For more information on counseling services, you may contact the Director of Counseling in Room 032A –South Charleston or Phone 304-205-6706, or the Montgomery Counselor at 304-734-6612 Room 410 Davis.

If you experience a crisis after 4:30 p.m. on a weekday or over the weekend, a counselor on-call will be available for consultation over the phone

To reach the counselor on-call in case of emergency:

Call 304-634-4923.

Any member of the college community can call the counselor to address a student psychological emergency. Calls are fully confidential, as with all counseling services, with exception made only in the case of imminent harm or as required by law.

Disability Services

BridgeValley is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law in 1990. Disability Services assists the College in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at BridgeValley. The College focuses on the student as an individual and works toward equal opportunity, full integration into
the campus environment, physical accessibility and the provision of reasonable accommodations, auxiliary aids and services to students.

A qualified individual with a disability is one who can provide documentation of such a disability. Acceptable documentation includes an Individualize Educational Plan (IEP), 504 plan, psychological evaluation, or documentation for a professional doctor.

Students who are inquiring information on these services should speak to the Disability Services Counselor in Office of Student Services, room 012. The most common accommodations offered at BridgeValley are, but not limited to:

- Extended Test Time
- Test in Private
- Note Takers
- Test Reader/Writer
- Recording of Class Lectures
- Interpreter
- Priority Seating
- Use of Laptop
- Waiver of Attendance Policy
- Handicap Parking

For more information on disability services, contact Tammy Bibbee at 304-205-6725 or via email at Tammy.Bibbee@BridgeValley.edu.

Food Service

Food services are available on both campuses. Food service is available on the South Charleston campus and Mama D’s Kitchen is on the Montgomery campus. Please check the hours of operations posted by their respective locations.

Miners Card (Student ID)

All students are required to obtain a BridgeValley student ID card (Miners Card). Students may go to the Division of Student Affairs at any time and have their Miners Card made. The first ID card for students is free however there will be a fee charged to students for a replacement card. The student ID must be validated each year with a new sticker that may be obtained in the Division of Student Affairs.

Student Life

Student life is designed to provide all students with the total Miner experience! Student life supports student opportunities for learning, involvement, leadership, community services, and creative expression that go beyond the classroom. Join a student organization, start a new student organization, volunteer in the community, or take advantage of the many events planned around campus!
**Student Organizations:**  **Please check with the Office of Student Life for a current list of clubs**

- Allied Health Club
- American Association for Respiratory Care
- Beginning Steps
- Book Club
- Bridged by Faith
- Civil Engineering Technology Club
- D.R.U.M.S
- Delta Kappa Theta Sorority
- Diesel Technology Club
- Gerontology Club
- Health Occupations Students of America (HOSA)
- National Association of Veterinary Technicians in America (Student Chapter)
- Phi Beta Lambda National Business Organization (PBL)
- Phi Theta Kappa (PTK) Honor Society
- Pioneers
- Readiness in Action for Veterans
- Student American Dental Hygienists Association (SADHA)
- Student Government Association (SGA)
- Student Nurses Association

Please check the BridgeValley website or The Miners Report for upcoming student activities and student organizations meeting dates and times.

**Student Success Center**

The Student Success Centers (SCC) are located in Room 031 on the South Charleston Campus and in Room 401 Davis Hall on the Montgomery Campus. The Student Success Center is open to any BVCTC student experiencing one or more college stressors, such as; selection of a major/career, difficult class assignments, challenging exams, under-developed study skills, conflicts between school and work, and bad habits that are resistant to change.

**Our Mission**

The mission of the Student Success Center is to provide effective academic assistance, professional testing, student assessment services, tutorial services, and academic advising on our South Charleston and Montgomery campuses that will ensure success for all students at BVCTC.

**Our Services:**

1. **Peer Tutoring:**
   
   The SSC offers tutoring in most academic subjects. This service is free to all BVCTC students. The schedule and list of subjects can be picked up in the SSC as well as viewed on our website.
2. Faculty Tutors:
   The SSC offers Faculty Tutors in subjects ranging from Math and English to Psychology and Humanities

3. CLEP Testing:
   The SSC is an authorized CLEP Center. Students have an opportunity to CLEP out of certain classes offered at BVCTC as well as other colleges. The cost and schedule will be available in the SSC.

4. TEAS Testing:
   For those students looking for a degree in Nursing, the SSC will be offering the TEAS test that will assess a student’s readiness for the Nursing Program.

5. Reviews:
   The SSC offers Midterm and Finals review for most Math classes. We also offer reviews for other classes upon request.

6. Freshman Advising:
   Our team of advisors will meet with you to discuss your educational and career goals, then they will help you design an academic plan that best fits your needs. All new students will meet with an advisor before registering for classes.

7. Academic Success Workshops:
   Our Retention Specialist will hold a series of workshops for students on Academics probation. These workshops give students the resources they need to achieve academic success in the future.

The Student Success Center looks forward to serving each student from the first day of class until graduation.

Tim Moore, Director of Student Success
Timothy.Moore@bridgevalley.edu
304-205-6670 (South Charleston Campus)

Or

Christie Linger, Coordinator of Student Success
Christie.Linger@bridgevalley.edu
304-734-6619 (Montgomery Campus)
Veteran Affairs

BridgeValley Community and Technical College would like to thank you for your service to our country. We are a committed institution and would like to repay you for all your sacrifices and serve your educational needs in every way we can by making sure you receive every possible opportunity. We offer a wide range of majors and programs that can help lead to your success.

To start the process to apply for benefits, complete the application for VA Education Benefits at: vabenefits.vba.va.gov/vonapp/main.asp. Once you are approved, the Veterans Administration will send you a “Certificate of Eligibility”. You will need to bring a copy of your “Certificate of Eligibility” to Misi Lair, Veterans and Adult Population Advisor, James McDougle, Dean of Students or Jeanne Smith, Director of Student Life.

Benefits Available

Post 9/11 GI Bill: The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. Apply at www.gibill.va.gov

Yellow Ribbon Program Participant: Those receiving the maximum benefit from the Post 9/11 GI Bill can receive additional funding to cover the difference between in-state and out-of-state tuition and fees. BridgeValley Community and Technical College has agreed to waive 50% of this difference, and the Veterans Administration will pay the remaining balance. This means that those students eligible for the maximum Post 9/11 GI Bill should not have to pay any tuition and fees out-of-pocket.

Montgomery GI Bill/Chapter 30: (active duty or non-active duty) must have served in the United States Armed Forces for period of two to four years and have been HONORABLY discharged prior to returning to school.

Montgomery GI Bill/Chapter 1606: (selected reserve) must have you completed Basic Training and AIT and are now assigned to a Reserve and/or West Virginia National Guard Unit. Please submit copy of DD214 and NOBE (Notice of Basic Eligibility). The NOBE is available from your assigned unit.

Montgomery GI Bill Chapter 1607: Reserve Educational Assistance Program (REAP) called or ordered to active duty in response to war or national emergency (Contingency Operation) as declared by the President or Congress. This new program makes certain reservists, who are activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits.

VA Vocational Rehabilitation/Chapter 31: (disabled Veterans) must make application with case worker and have disability rated. Veterans Certifying Official will receive Authorization and Certification of Entrance or Re-Entrance into Rehabilitation and Certification of Status.
Survivors' and Dependents' Educational Assistance Program/Chapter 35: (for dependents and spouses of 100% disabled or deceased Veterans) must complete Form 22-5490 and submit to Department of Veterans Affairs. Once a claim is established a Certificate of Eligibility will be issued to the dependent/spouse. The student should then make an appointment to see the Veterans Certifying Official.

**Work-Study Program:**
All students eligible for Chapter 30, 31, 35 and 1606 benefits are eligible to apply for VA Work Study. Required forms can be found at: [www.vba.gov/VBA](http://www.vba.gov/VBA)

**Reserve or National Guard Tuition Assistance:**
Apply for the WV National Guard assistance at [www.guardtuition.com](http://www.guardtuition.com).

Apply for the Army Reserves at [www.goarmy.com](http://www.goarmy.com)

**Available Tutoring Services and Testing Center:**
The mission of the Student Success Center is to provide effective academic assistance, professional testing, student assessment services, tutorial services and academic advising that will ensure success for all students at BridgeValley Community & Technical College. [http://www.bridgevalley.edu/student-success-center](http://www.bridgevalley.edu/student-success-center)

**VA Certifying Officials**

**Misi Lair, Veterans and Adult Populations Advisor**
Room 402 Davis Hall
304.734.6620
Misi.lair@bridgevalley.edu

**James McDougle, Dean of Students**
Main Building
304.205.6710
James.mcdougle@bridgevalley.edu
Campus Offices and Services

Campus Police and Emergency Information

Safety of our students, faculty, staff, and visitors is a top priority at BridgeValley Community and Technical College. The Department of Campus Safety works diligently to ensure a safe work and academic environment for the BridgeValley community. Administration and the Campus Safety Committee have implemented several services that will allow everyone to play a vital role in security on campus. In addition, there are campus police officers to assist students in the parking areas and in other helpful ways around campus.

For all emergency and medical emergencies, you should first call 911. Remember when calling from a campus phone you will need to dial 9 for an outside line.

All other non-emergencies, contact:

Chief Basra Fakhir
Office: Room 011
Phone: (304)205-6630
Cell: (216)571-3969

SEE SOMETHING SAY SOMETHING!
Help Keep Campus Safe!

BVCConnect

Students are highly encouraged to opt-in to BVCConnect. This system will notify students in the event of inclement weather or emergency situations. Students can choose how to receive the notifications, through email, text message, or phone call. To opt-in, please visit the BridgeValley website at www.BridgeValley.edu.

Utips

Is a text messaging alert system that will allow individual to send an anonymous text alert to the BridgeValley police department. Individuals who see suspicious activity happening at any time around campus should immediately send a text message.

How to use Utips:

Text …… BVCTC (and your message) to 50911
Information Technology – Student Accounts

MyBRIDGE

MyBRIDGE is your complete access to Financial Aid, registering for classes, your academic records and more! As with your e-mail account, you will be able to access this information from any computer that has access to the internet.

Below is a list of instructions for logging in to your MyBRIDGE account for the first time:

· Go to www.BridgeValley.edu
· On the main page, click the MyBRIDGE logo
· Your Student ID, or “B number” is the nine-digit number included on your acceptance letter. (Be sure to use a capital “B”)
· Your password will be your six-digit date of birth MMDDYY (do not use dashes or slashes)
· Click “Log On”
· You will be asked to create a security question (i.e. Your mother’s maiden name? Your favorite color? etc.)
· You can then create a new password
· Once you have completed these steps, you are logged in to MyBRIDGE!

Should you need further assistance, you may stop by the Division of Student Affairs.

BridgeValley Email

At BridgeValley, technology is used every day to connect, communicate and inform our students about what is happening in class, on campus, and around the community. Staying in touch with your instructors, staff, and fellow students can be done from home, on campus, or on-the-go with a variety of ways to log on to your account. Your student email is the primary way of communication for official BridgeValley business.

The instructions below will assist you with setting up your e-mail account:

- Go to www.BridgeValley.edu
- Click MyBRIDGE
- Log into your MyBRIDGE account
- Once you have logged in, click on the “Email and Online Course” tab
- You will then enter in your email address
- Enter your password, which will be the same password you used to log into your MyBRIDGE account

(You can find your BridgeValley email in your MyBRIDGE account under the “Personal
Information” tab and “View Email Addresses”)

Should you need assistance with your student email, please contact the IT department or stop by
the Division of Student Affairs.

**ONLINE CLASS LOGIN INSTRUCTIONS - BLACKBOARD**

1. From the BridgeValley home page (www.bridgevalley.edu), click the link for
   *MyBridgeValley*.

2. Enter your User ID and PIN number.

   **User ID** is your student number (B number) make sure to use an upper case B
   **PIN**—the default is your six digit birthdate in the form of mmddyy

3. From the Main Menu choose *E-mail & Online Courses*

4. Chose the option for Blackboard-BridgeValley Online-Brainfuse.

5. You are now logged into your BridgeValley Online. Click the Course Name to enter your course.

6. If you experience any trouble accessing your course(s), call 304.293.5192 anytime (24
   hours a day/seven days a week).

**HOW DO I TAKE A TEST IN AN ONLINE CLASS?**

All tests at BridgeValley CTC, including those taken online, must be taken in the presence of an
instructor or a proctor. Be sure to check the syllabus when starting your class. If you are near a
BridgeValley campus, you can have your test proctored on campus. If you are not close enough
to come to a BridgeValley facility, it is your responsibility to secure an off-campus proctor.
Directions for how to do this are located in an “Online Help” link on the BridgeValley web site.

**HOW CAN I TELL IF A CLASS IS ONLINE OR NOT?**

- At BridgeValley a Web course is defined as 100% online with no face to face meetings.
  You cannot be required to come to campus. The course will be taught asynchronously.

  Web courses will be identified on the schedule with a **W** before the section number of the
course (1234 ENGL 101-W1)

- A Blended course is defined as 75-99% online with up to 24% of the time in a traditional
classroom. For a traditional semester that averages between 4 – 5 on-campus meetings.
The class can be taught either synchronously or asynchronously.

  Blended courses will be identified in the schedule with a **B** before the section number
  (1234 ENGL 101-B1).
• An Enhanced course is defined as 50-74% online with up to 49% of the time in a traditional classroom. That averages around half of your time on-campus meetings and the other half online. The class can be taught either synchronously or asynchronously.

An Enhanced course will be identified in the schedule with an E or S before the section number (1234 ENGL 101-E1 or S1).

• Anything less than 50% online is considered Traditional. A traditional class meets face to face. Faculty may use their online course shells for handouts, testing, and other course activities. The primary delivery method will be in the traditional face to face classroom. All computer work required during scheduled course meetings use institutionally provided computer resources.

    Traditional courses will be listed in the schedule with purely numeric section numbers (1234 ENGL 101-01)

**WHAT TYPE OF WEB BROWSER DO I NEED ON MY COMPUTER?**

Only Mozilla Firefox and Chrome are supported web browsers. Use of Internet Explorer is NOT recommended. There is a complete listing of computer requirements in an “Online Help” link on the BridgeValley web site.

**TIPS FOR SUCCESS IN YOUR ONLINE COURSE**

1. Familiarize yourself with the course’s online delivery system. Find the course syllabus, schedule, calendar, requirements, methods of communication, where you go for help, etc.

2. Participate! Whether you are working alone, or in a group, contribute your ideas, perspective and comments on the subject you are studying, and read about those of your classmates.

3. Log on to your course every single day (at least 5-6 days/week). You are expected to give to and take at least as much from an online class as you would from a traditional face-to-face class.

4. Be polite and respectful. Being polite and respectful is not only common sense, it is absolutely obligatory for a productive and supportive online environment. And your own work will have greater value as well.

    Speak up if you are having problems. Be absolutely explicit with your comments and requests. If you are having technical difficulties, or problems understanding something about the course, you MUST speak up. This is the only way anyone will know that something is wrong.
Bookstore Services

BridgeValley provides an online bookstore for students through Follett. This online bookstore will provide all of the same services as a regular bookstore including book rentals. Check out the bookstore online at: www.BridgeValley.edu.

HOW TO FIND YOUR BOOKS

1. Start on your virtual bookstore home page.
2. Click *Find Books* near the top of the page or in the top bar, select *Books > Textbooks and Course Materials*.
3. Select your Program, Term, Department, Course, and Section (if applicable), then click *Submit*. Note: Some of these drop-down menus will only have one option.
4. If books are necessary for this course, they are displayed under a “Required” heading. Some courses also have “Recommended” titles- books your school thought would be helpful, and “Bookstore Recommended” titles- items that have proven helpful for students in this type of course. All books in recommended categories are optional. You may also print the list of all available title selections by selecting “Print List”.
5. Click “Open All” or the “+” sign to open view available selections then click the “+” sign under each title selection to view all the book conditions available for each title (where applicable).
6. Choose the condition of the book you would like for each title - many have New, Used and Rental options, some may have a Digital option (options vary by book). Please note that the least expensive option is chosen by default.

HOW TO PAY

1. Select your payment type under “Payment Info,” and enter in the required fields associated with that payment option (Note: You may use up to two forms of payment).
2. If paying using your FlexPay account (displayed as FlexPay, Book Voucher, Financial Aid, etc. in drop down - varies by school), please enter your name, username(your B number) and password (your six digit birthday) exactly as you set it up with the school.
3. Review the details of your order, and then click *Complete My Order* for the order to be processed. An electronic confirmation will be sent to your email address confirming the order. Need Help?
   Call Follett at 800-621-4088

HOW TO CHECKOUT

1. If you have shopped with Follett before, please enter your email address and password, and click *Login*.
2. If you are new to Follett, please click *Register* to set up an account.
3. You will then be asked to select your shipping options. Orders can be shipped by FedEx Ground, 2nd Day, or Next Business Day (USPS available to select locations). Remember, books may leave the warehouse the day you order or the next business day depending on the time the order was placed. The delivery clock starts when books leave our warehouse, not when you complete your order online.
4. To ship to an address other than the default address displayed, click Add a New Address. Once the correct shipping address is displayed, click Continue Checkout.

Library Services

BridgeValley is the first community college in West Virginia to have a solely virtual library and it is packed with useful resources, which are completely digital and can be accessed 24/7 with a few taps of your fingertips. You never have to worry about closing times, due dates, or fines. Located in a computer lab, the library offers traditional information retrieval services along with technology assistance and campus life events each semester. If you like to read, join our Book Club! It meets two to three times a semester and each meeting is accompanied by brownies, laughs, and casual conversation.

You have access to the same quantity and quality of information as any other library, just in a different medium. With access to a variety of resources including, 16 EBSCO hosted databases like Academic Search Premier, CINAHL, and a community college oriented eBook collection, the Virtual Career Library, the Digital Commons Network, and a collection of reliable websites, research will be a breeze for all of your classes and job applications. Students can find links to fabulous virtual tutoring centers such as the Khan Academy and citation resources for all of their paper needs. Other services, such as remote instant messaging, are available as well to aid with information retrieval. Additional services include iPad checkouts (we currently have 4 iPad minis for students to use), a print magazine collection, and an eBook checkout option. As our services continue to grow, so will our virtual presence.

The fun doesn’t stop there. Your librarian, Heather Lauer, offers instructional sessions on topics such as career research, database searching, plagiarism, and copyright, and has created handouts and online tutorials as an accompaniment. She is happy to work with you and will be visiting your classes to do group instruction tutorials. She also offers proofreading services of English papers, cover letters, and resumes. The library and Ms. Lauer can be found in Room 119 in the Main building in South Charleston or in the Davis Hall Learning Lab in Montgomery. Ms. Lauer can be reached at heather.lauer@bridgevalley.edu or 304.205.6697. Knowledgeable student workers are also in the library to help with any of your needs. The virtual library is located under the Academics drop-down tab on the website or within Blackboard.
Policies and Procedures

Students Rights and Responsibilities

BOARD OF GOVERNORS POLICY D-1

Section 1. General

1.1. Scope — Policies, rules and regulations regarding student rights, responsibilities and conduct at BridgeValley Community and Technical College (BridgeValley).

1.2. Authority — W. Va. Code § 18-26-81.3

1.3. Effective Date — July 12, 2013

Section 2. Purpose

2.1. Purpose - The purpose of these policies, rules and regulations includes, but is not limited to, the following:

2.1.1. To establish a general policy on student life, including a statement on student rights and responsibilities, at BridgeValley;

2.1.2. To identify behavioral expectations of students and certain prohibited acts by students at BridgeValley;

2.1.3. To prescribe penalties and sanctions for such prohibited conduct;

2.1.4. To define generally the powers, authority and duties to be exercised under the control of the BridgeValley Board of Governors (Board), by the President of BridgeValley in applying these policies, rules and regulations;

2.1.5. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules and regulations.

Section 3. Definitions

3.1. Board of Governors - The BridgeValley Board.

3.2. Institution - BridgeValley.

3.3. President - The chief executive officer of BridgeValley.

3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board, by BridgeValley or by the institutional community.
3.5. **Activity** - All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by BridgeValley, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.

3.6. **Facility** - Any and all property of BridgeValley used or usable in any activity of the institution.

3.7. **Campus** - All the property and facilities of BridgeValley serving as the locus in quo of any activity of the institution.

3.8. **Faculty** - Those employees of the Board who are assigned to teaching or research or service functions at BridgeValley, and who hold academic rank.

3.9. **Staff** - Those employees of the Board who are assigned to teaching or research or service functions at BridgeValley, and who are not members of the faculty.

3.10. **Student** - Any person who has been admitted to BridgeValley to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board or BridgeValley.

3.11. **Member of the institutional community** - Any officer, administrator, faculty member, staff member, employee, student of or at BridgeValley, member of the Board of Governors, as well as any person authorized to participate in an institutional activity at the time applicable.

**Section 4. Policies Regarding Student Rights and Responsibilities**

4.1. The submission of an application for admission to BridgeValley represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board and the College. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board and the institution.

4.2. **Freedom of expression and assembly**: The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

4.2.1. To have access to College resources and facilities;
4.2.2. To espouse causes;

4.2.3. To inquire, discuss, listen to and evaluate;

4.2.4. To listen to any person through the invitation of organizations recognized by the institution;

4.2.5. To have a free and independent student press, which adheres to the canons of responsible journalism;

4.2.6. To not violate the rights of others in matters of expressions and assembly; and

4.2.7. To abide by policies, rules and regulations of the Board and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

4.3. Freedom of association: Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.

4.4. Right to privacy: The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

4.4.1. Confidential communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries;

4.4.2. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;

4.4.3. Confidentiality of academic and disciplinary records;

4.4.4. Legitimate evaluations made from student records.

4.5. Responsibilities of citizenship: The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the BridgeValley campus. As a member of the educational community, the student is expected to abide by the institution’s code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

4.6. Disciplinary proceedings: Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven responsible of any charge. BridgeValley shall have authority for promulgating rules and regulations, consistent with policies, rules and regulations of the Board.
Section 5. Standards of Conduct; Rules and Regulations

5.1. Conduct required in general: All students at BridgeValley are subject to, and are required to comply with, observe, and obey the following:

5.1.1. The laws of the United States;
5.1.2. The laws of the State of West Virginia;
5.1.3. Local city, county and municipal ordinances;
5.1.4. The policies, rules and regulations of the Board and the institution; and
5.1.5. The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs at BridgeValley.

5.2. Prohibited; disorderly conduct: Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:

5.2.1. Fights;
5.2.2. Assaults or battery;
5.2.3. Public disturbances;
5.2.4. Unlawful assembly; and
5.2.5. The violation of any municipal, state or federal law, or the rules and regulations of the Board or the institution.

5.3. Prohibited conduct; theft or damage of property: No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in BridgeValley property or facilities of the institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.

5.4. Prohibited conduct; disruption: No student shall, individually or by joining with one or more other persons, do any of the following:

5.4.1. Disrupt or interfere with any BridgeValley activity, program, meeting or operation;
5.4.2. Interfere with the rights of any member of the institutional community;
5.4.3. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution’s campus, property or facilities; or

5.4.4. Seize, hold, commandeer or damage any property or facilities of BridgeValley, or threaten to do so, or refuse to depart from any property or facilities of the institution upon direction, pursuant to policies, rules and regulations of the Board or the institution, by an institutional officer, faculty or staff member, or other person authorized by the President.

5.4.5. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

5.5. Prohibited conduct; hazing: No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The President shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

5.5.1. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities;

5.5.2. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;

5.5.3. Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the College shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution’s hazing policy and the sanctions which may be imposed upon offending organizations; and

5.5.4. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of these policies, rules and regulations.

5.6. Prohibited conduct; discrimination: No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or
activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

Section 6. Powers, Authority and Duties of the President

6.1. General powers, authority and duties of the President: The chief executive officer of the institution shall be the President. The President shall be responsible for the entire administration of the institution, subject to the control of the Board. It shall be the President’s duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board; and policies, rules and regulations of the institution. The President is hereby vested with authority requisite to that end, subject to the control of the Board.

6.2. Powers, authority and duties of the President; delegation of authority and responsibility: Any authority, responsibility, or duty granted to or imposed upon the President by these policies, rules and regulations may be delegated by the President, subject to the control of the Board, to another person or persons on the faculty, staff or student body of the institution.

6.2.1. All persons dealing in the matters so delegated by the President shall be required to deal with the persons to whom the President shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the President through such designees, except on appeal to the President as specified by the President.

6.3. Powers, authority and duties of the President; promulgation of institutional regulations for student discipline: The President of the College shall have authority and responsibility, subject to the control of the Board, for the discipline of all students at the institution.

6.3.1. The President, with the advice of faculty and students and subject to the control of the Board, shall develop, promulgate and use disciplinary regulations and channels at the College not inconsistent with the policies, rules and regulations of the Board.

6.4. Powers, authority and duties of the President; activities on, and use of, institutional property or facilities: The use by any person of the property or facilities of the College shall be controlled and governed by the policies, rules and regulations of the Board.

6.4.1. Regulations governing the use of such property or facilities at the College shall be promulgated by the President thereof, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the Board.

6.5. Powers, authority and duties of the President; public use of institutional property or facilities and restrictions imposed: Subject to the control of the Board, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of the institution, any person who (a) is not a student presently registered for current classes or course work at the College or is not an employee...
of the Board currently on duty at the College and (b) by his or her conduct or speech or expressions, causes or, in the opinion of the President of the College or the President’s delegate of authority, may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the College, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the President or the President’s delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the College. The President or delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

6.6. Powers, authority and duties of the President; use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations: The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution’s property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.

6.7. Powers, authority and duties of the President; limitations of assembly and student use of institutional property or facilities: Subject to the control of the Board, when, in the judgment of the President, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, such President or his or her delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

6.8. Powers, authority and duties of the President; limitation of activities and emergency measures: When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board, when the President deems it necessary to end or to control such occurrences and the circumstances caused thereby, the President shall take any or all of the following actions or other appropriate actions:

6.8.1. Declare a state of emergency to exist on the BridgeValley campus; and

6.8.1.a. Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times.

6.8.1.b. Impose curfews on the presence of persons in or on institutional facilities or property;

6.8.1.c. Place bans on gatherings of persons at places or times on or in the institution’s property or facilities; or
6.8.1.d. Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare;

6.8.1.e. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations;

6.8.1.f. See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the Board or the West Virginia Council for Community and Technical College Education (Council) and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

Section 7. Disciplinary Action; Proceedings

7.1. Application to students: Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action if that person is involved in any of the actions or conduct prohibited by these policies, rules and regulations, notwithstanding the fact that at the time the student is also an employee of the Board. In taking disciplinary action against a student, as defined herein, the institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from BridgeValley.

7.2. Sanctions in disciplinary action: The following sanctions may be imposed upon students as a result of disciplinary actions by BridgeValley:

7.2.1. Probation - exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.

7.2.2. Suspension - exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.

7.2.3. Expulsion - termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

7.2.4. Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student
may be temporarily suspended pending final action on the charges when the student’s continued presence on campus would constitute a potential for serious harm to himself or herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

7.2.5. Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the President of the College.

7.2.6. BridgeValley shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

7.2.7. A sanction of expulsion imposed by BridgeValley under the jurisdiction of the Board shall disqualify the student from being considered for admission until one (1) year has elapsed after the student has been expelled.

7.2.8. When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that a sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

7.3. General requirements for disciplinary channels: Rules and regulations establishing disciplinary channels at BridgeValley, promulgated pursuant to Sections 4.5 and 6.3 of these rules, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:

7.3.1. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.

7.3.2. The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of these policies, rules and regulations, and of cases involving students suspended pursuant to Section 6.8.1.e of these policies, rules and regulations.

7.3.3. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:

7.3.3.a. To hear evidence;

7.3.3.b. To make findings of fact from the evidence presented;
7.3.3.c. To make recommendations to the President of the College, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and

7.3.3.d. To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases).

7.3.4. The hearing board shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.

7.3.5. The student may then object or take exception to the recommendations of the hearing board under such procedures as the President may deem appropriate.

7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing board established pursuant to Section 7.3 of these rules brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.

7.4.1. Written charges of violation shall be presented to the accused student which shall include at least:

7.4.1.a. A statement of the policy, rule or regulation which allegedly has been violated;

7.4.1.b. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;

7.4.1.c. A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time and place of the hearing; and

7.4.1.d. In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his or her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings).

7.4.1.e. It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further
amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

7.4.2. Said written charges shall be served upon the student charged by one (1) of the following means:

7.4.2.a. Handing a copy to the student in person, if he or she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or

7.4.2.b. Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his or her official records at the institution; or

7.4.2.c. If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his or her last known permanent or home residence as disclosed by official records at the institution.

7.4.2.d. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his or her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

7.4.3. A hearing shall be held at the date, time and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five (5) days’ notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

7.4.3.a. The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or a member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4(a)(4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings unless there is the potential for expulsion. University Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings unless there is the potential for expulsion and the accused student is also represented by counsel;
7.4.3.b. All material evidence may be presented subject to the right of cross-examination of the witnesses;

7.4.3.c. There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required; and

7.4.3.d. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

7.4.4. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

7.4.5. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the President of the College. Within ten (10) working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of these policies, rules and regulations, the decision of the President shall be final.

7.5. Review by the Board - The Board may, from time to time, require from the President reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board may require.

7.5.1. In disciplinary cases where the institutional sanction is expulsion, the Board may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Board.

7.5.2. If the Board determines that the petition will not be heard, the decision of the President is affirmed and sanctions imposed therein shall be effective upon the President’s receipt of the statement of denial.

7.5.3. If the appeal is granted, the sanction imposed by the President’s decision shall be stayed until the Board makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board.
7.5.4. In reviewing student appeals involving the sanction of expulsion, the Board will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

Student Organization Code of Conduct

Introduction
Membership in the academic community accords students certain freedoms and responsibilities. Groups on campus reflect the values and attitudes of our academic community. It is the responsibility of each registered student organization to adhere to the mission of the College and its supporting bylaws, statutes, and policies. Therefore, all student groups are expected to be familiar with and conduct themselves in accordance with the “Student Code of Conduct” as outlined in the Student Handbook and the “Student Organizations: Code of Conduct” outlined below. Groups that violate policies may face charges/sanctions under the campus judicial system including deactivation.

I. Recognition
All recognized clubs and organizations are required to annually submit the Student Organizations: Chartering Form. The form must be completed and returned to the Office of Student Life by October 1.

To maintain an active status, all clubs and organizations must:

1. Hold meetings regularly (at least once a month).
2. Send a representative to the bi-monthly SGA Leadership Team meeting.
3. Maintain a membership of at least five.
4. Have an advisor who is a BVCTC faculty or staff member.
5. Participate in Club Rush and at least one other campus-wide activity each semester.
   (These include, but are not limited to, Welcome Back Week, Family Night, Boo Bash, Midterm Madness and Finals Fuel Up.)
6. Present written notification to the Office of Student Services immediately if the group experiences a change in its constitution, bylaws, or advisor.

Groups that do not adhere to the policies above run the risk of losing recognition on campus and may face charges/sanctions under the campus judicial system.

Gaining Recognition
In order to gain the privileges of a recognized BVCTC student organization, groups must submit a completed Student Organizations: Intent to Organize application to the Office of Student Life. Approval of the request grants the following temporary privileges:

1. The right to reserve college facilities for the purpose of holding organizational meetings.
2. The right to publicize organizational meetings.
3. The right to invite membership.

If sufficient interest in shown, the group must then submit a copy of its constitution and by-laws to the Office of Student Life. The form, along with the club constitution and bylaws, is forwarded to the SGA Leadership Team for approval.

II. Planning and Scheduling an On Campus Event
All club-sponsored events, including meetings, must be registered with the Office of Student Life. The Event Coordinator is required to submit an Event Registration Form to the Director of Student Life at least five (5) business days before the planned activity.

The following policies have been established for orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.
2. Classrooms may be used for normal weekly meetings free of charge. However, a clean-up and/or set-up fee will be assessed to those groups that do not clean up or leave the room in an orderly fashion after use.
3. Events requiring extensive set up or extended hours must be scheduled at least ten (10) working days before the event by using the Event Registration Form available from the Office of Student Life.
4. Events must be scheduled during normal operating hours when staff is available or an additional staffing fee of $15/hour will apply.

In the event that the College officially closes due to inclement weather conditions, all student activities planned by student organizations will be cancelled.

III. Planning and Scheduling an Off Campus Event
All club-sponsored events and activities, including those held off campus, must be registered with the Office of Student Life. An Event Registration Form must be submitted to the Office of Student Services at least five (5) business days before the event.

It is important to note that the liability and responsibility of the College does not extend to off-campus locations; therefore, officers of student groups should realize that the student group stands alone in its assumption of risk at these programs. The Event Coordinator and organization officers must take “reasonable care” to insure that local, state, and federal laws are upheld and the safety and security of guests is maintained. As with on-campus events, officers, members, and guests may be held liable for violations of the Student Code of Conduct or local, state, and federal laws.

IV. Planning and Scheduling a Fundraiser or Charitable Events
Recognized student clubs or organizations desiring to conduct sales, raffles, or other charitable events or fundraisers must submit an Event Registration form to the Director of Student Life at least ten working days before the event.

V. Student Group Finances
Responsibility for managing and dispersing the funds of student organizations lies with the elected officers and student members of each student group. However, because they have agreed to oversee, advise, and hold their advisees accountable to the policies outlined in the *Student Code of Conduct*, faculty or staff members acting as advisors to student groups shall have the right to review and/or audit the financial records and transactions of organizations they advise.

**VI. Policy Regarding Publicity for Events**
As recognized by state and federal law, BVCTC reserves the right to regulate the time, place, and manner of marketing on its campus. The approval process ensures that marketing materials are in compliance with BVCTC policies and is in no way intended to inhibit the “marketplace of ideas.” The Director of Student Life reserves the right to deny approval for materials which fail to meet marketing guidelines or violate community standards with regard to their content.

**Posting on DMS**
Any recognized student club or organization wishing to market their event on the college Digital Marketing System must submit their document to the Director of Student Life for approval. Please note that all events must be registered with the Office of Student Life by the submission of an Event Registration form.

**Social Media**
Student organizations using social media to market events must abide by the College policy on Social Media.

Organizations that do not comply with College policies may face disciplinary action under the campus judicial system.

**VII. Policy on Guest Speakers**
BVCTC confirms its commitment to academic freedom that encourages the free flow of ideas on subjects, including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The College shall not adopt any policy or practices of censorship and shall protect the rights of all speakers guaranteed under the United States Constitution, the West Virginia Constitution, and the court decisions interpreting both documents.

College-recognized student organizations may select persons they wish to invite as guest speakers with no restrictions to control the point of view expressed by speakers other than those imposed by law. An invitation to an outside speaker does not imply approval or sponsorship of the speakers views by the College nor necessarily by the organization which extended the invitation. As with all events, the activity must be registered with the Office of Student Life through the completion of the Event Registration form.

**VIII. Anti-Hazing Policy**
BridgeValley has taken the position of being unequivocally opposed to all forms of hazing, as well as any pre-initiation activities which do not contribute to the positive development and welfare of our students.
Any actions that subject a new or current member of a student organization to activities that are personally demeaning or involve a substantial risk of physical injury are prohibited. This includes both organized rites of initiation and informal activities.

**Hazing is defined in the West Virginia Anti-hazing Law (1995) as:**

"To cause 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 recognized student organization. The term 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 adversely 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 under the section."

**The Anti-hazing Law further states:**

"Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities are also subject to institutional disciplinary action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action which may result in the loss of institutional privileges or recognition.

**IX. Possible Sanctions**

The following sanctions may be imposed upon any group or student organization:

1. Official Warning
2. Activity restriction/loss of privileges
3. Probation
4. Fines
5. Restitution
6. Discretionary Sanctions
7. Loss of selected rights and privileges for a specified period of time
8. Deactivation

*** This code of conduct is subject to change. Please check with the Director of Student Life for the most up to date version.***