

BridgeValley Community and Technical College  
Student Code of Conduct

I. Section 1 – Overview

A. Introduction

BridgeValley Community & Technical College (BridgeValley) is a community of individuals engaged in the task of learning and the advancement of knowledge. Acceptance of admission to the College carries with it an obligation to the welfare of the College community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the College community are expected to speak and act with scrupulous respect for the human dignity of others, both within and outside it, as well as at social and recreational activities.

BridgeValley will not tolerate any form of harassment, intimidation, or bullying, including but not limited to discrimination based on race/ethnicity, gender, religion, age, ability, or other characteristics, nor will it tolerate acts of hazing against individuals or groups. The College encourages the free exchange of ideas and opinions but insists that the free expression of views be made with respect for human dignity and freedom of others.

By accepting admission to BridgeValley, a student accepts responsibility to abide by all College regulations. Any student who fails to meet this responsibility shall be subject to disciplinary sanction, including, but not limited to, the imposition of reasonable fines, warning, probation, suspension, or expulsion.

BridgeValley students and employees are responsible for knowing and adhering to this Code of Conduct and to the laws of the United States, the State of West Virginia, and all applicable municipal and county codes. The College will post this Code of Conduct on its website, in its Student Handbook, and in the College Catalog. Students are expected to read and to adhere to all such materials so that they may make informed choices about their actions. Ignorance of policies and procedures is not an excuse for violating them.

B. Core Values of Student Conduct

The College upholds the following core values of conduct.

1. Integrity – BridgeValley students exemplify honesty, honor, and a respect for the truth in all their dealings.
2. Community – BridgeValley students contribute and enhance the learning environment at the college.

3. Fairness – BridgeValley students are just and impartial in their treatment of all members of the community and act to discourage or intervene, where it is safe to do so, to prevent unjust and inequitable behaviors.
4. Respect – BridgeValley students show positive regard for each other, for property, and for the community.
5. Responsibility – BridgeValley students are given and accept a high level of responsibility to self, to others, and to the community.

### C. Purpose

The Student Code of Conduct (the Code) is intended to provide the framework for an orderly and stable environment. The Code obligates students, both within the classroom and outside it, to respect the rights, privileges, and property of other members of the College community and visitors to the campus. Students are expected to refrain from actions that would interfere with College functions or endanger the health, welfare, or safety of other persons. They are expected to practice high standards of academic and professional honesty and integrity and to comply with the rules and regulations of the College and its departments.

In general, the Code sets forth duties owed by students to each other and to the College. It also sets forth administrative procedures whereby students accused of violating College rules are afforded due process and, if the preponderance of evidence warrants, receive fair discipline. Finally, this Code specifies procedures by which a student may exercise the appeal process for certain decisions.

- D. Honor Code Pledge – Students will receive a copy of this in student orientation and will sign that they have received it and understand that they will be bound by it.

“As members of the BridgeValley community, we believe in the inherent value of striving for excellence, in a sense of honor and service that springs from mutual respect and extends to the way we conduct ourselves at college and beyond. We recognize that every person’s best effort is vital to success, so we commit to uphold an environment conducive to learning and characterized by academic integrity.”

## II. Section 2 – Authority and Jurisdiction

### A. Jurisdiction

This code will apply to and govern all conduct a) on College property; b) at College sponsored, approved, or supervised classes, including employment-based settings such as clinical rotations or apprenticeships; c) through technology-based interactions such as online or hybrid classes or social media; and, d) during any other activities, club meetings, governance meetings, contests, conferences, professional meetings, or

other functions associated with the College, regardless of location and including travel, lodging, and unscheduled time in between.

The College also reserves the right to restrict or prohibit the presence of a person who is not a member of the College community from being on College property or attending College events whenever that individual's presence is considered detrimental to the welfare of the College. A student who invites a guest that disrupts a College function may be held responsible for that guest's actions.

#### B. Previous Policies

This policy supersedes all former BridgeValley conduct policies.

#### C. Policy Preeminence

In case of a conflict between this policy and any other stated expectations of student behavior within the College, this policy retains final authority to determine expectations and outcomes of student conduct.

#### D. Acknowledgment

BridgeValley acknowledges Baton Rouge Community College, William Rainey Harper College, and the NCHERM Group as resources for this document and thanks them for permission to include (verbatim) language and ideas used in their policies.

### III. Section 3 – Student Rights, Responsibilities, and Behavior

#### A. Student Rights

BridgeValley students have the following rights:

1. The right to be treated with respect and dignity.
2. The right to be heard in matters that affect their rights and responsibilities.
3. The right to expect a high quality education.
4. The right to develop their potential to the best of their ability.
5. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do *not* have the right to disrupt College operations or interfere with the rights of others. Students are encouraged to exercise this right using appropriate channels provided by the SGA and campus officials. To obtain a permit for holding an event, a student (or group of students)

must first complete an event request form and submit it to the Dean of Students at least 72 hours prior to the event.

6. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or as a member of a group.
7. The right to “freedom of the press” in student publications and communications. Individual students and student clubs and organizations have the right to publish, distribute, and broadcast items to the College community, provided that the materials are identified with the name of the student, club, or organization. All publications and broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency and obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Dean of Students prior to distribution on campus or through BridgeValley email and social media.
8. The right to form and participate in student clubs and organizations that provide educational and social enrichment. Student clubs and organizations duly registered with the Office of Student Life are allowed to meet in rooms and spaces located on the BVCTC campus, provided that reservations are made prior to each meeting and the meeting proceeds in accordance with established rules and regulations within the Office of Student Life and Leadership.
9. Student clubs and organizations registered with the Office of Student Life have the right to invite speakers to their meetings at the College. If there is clear evidence that the event could disrupt the orderly operation of the College, the Dean of Students in consultation with the Vice President for Student Affairs has the right to cancel a speaker’s invitation. The sponsoring organization will be notified of any such cancellation at the earliest possible time.
10. The right to confidentiality regarding their student academic records, as subject to existing law. Official records kept at BVCTC do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
11. The right to due process when accused of any violation(s) of the regulations of the BVCTC Student Code of Conduct. Due process is based on Student Affairs Policies and administrative procedures. For violations that could result in suspension or expulsion, students possess the following rights:
  - a. Receive a notice, in writing, of any charges.
  - b. Admit to the alleged violations, waive an appeal, and accept the College’s action(s).

- c. Admit to the alleged violation and request an appeal of the proposed disciplinary action.
- d. Deny that the alleged violation occurred and request an appeal.
- e. Participate in a fair hearing before an impartial committee.
- f. Appear at an appeal. Failure to appear at the predetermined date of the appeal hearing will be deemed an admission of guilt unless the student can show good cause why he or she did not appear. Students may face sanctions recommended by the Conduct Board/Dean of Students.
- g. Select an advisor who may attend the appeal along with the student.
- h. Call witnesses and present evidence.
- i. Receive a list of witnesses who are to testify against the accused student.
- j. Confront and cross-examine witnesses and accusers.
- k. Request a copy of any records or recordings used during the course of an appeal.
- l. Appeal a final decision to the President of the College or his or her designee.

## B. Student Responsibilities

BridgeValley students have the following responsibilities:

- 1. Be accountable for information contained in the College Catalog, Student Handbook, Student Code of Conduct, and any other published rules or regulations relating to student conduct and responsibilities.
- 2. Be respectful of the rights of others.
- 3. Comply with the verbal and written directions of College officials.
- 4. Respect and comply with all the laws and rights of good citizenship.
- 5. Respect the freedom to teach and the freedom to learn.
- 6. Uphold the principles of academic integrity.

7. Comply with any dress code required to meet all safety codes and standards in all academic settings, including science and technical labs, clinical settings, and apprenticeship locations.

### C. Prohibited Conduct

**Integrity: BridgeValley students exemplify honesty, honor, and a respect for the truth in all their dealings. Behavior that violates this value includes, but is not limited to the following:**

1. Falsification – Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments.
2. Academic Misconduct – Acts of academic dishonesty violate academic integrity. These acts include, but are not limited to, plagiarism, cheating, academic dishonesty, fabrication, misuse of academic resources, misrepresentation, violation of class rules, complicity, software fraud, multiple submissions of work, unsanctioned collaboration, or other forms of dishonesty in College-related affairs. It may include plagiarism of an item submitted for a grade such as a question answer on an exam, quiz, or laboratory report; a research paper or essay; a project; experimental data; a computer program; or homework. It may also include falsifying experimental data, using work accomplished by another person, assisting another person to cheat, falsifying records, and improperly accessing computer-stored information.
3. Unauthorized Access – Unauthorized access to any College building; unauthorized possession, duplication, or use of means of access to any College building; or failure to timely report a lost College identification card or key.
4. Collusion – Action or inaction with another person or persons to violate the Code of Student Conduct.
5. Trust – Violations of positions of trust within the College community.
6. Election Tampering – Tampering with the election of any College-recognized student organization.
7. Taking of Property – Intentional and unauthorized taking of College property or the personal property of another, including goods, services, and other valuables.
8. Stolen Property – Knowingly taking or maintaining possession of stolen property.

**Community: BridgeValley students build and enhance their community. Behavior that violates this value includes, but is not limited to, the following actions:**

9. Disruptive Behavior – Substantial disruption of College operations, including obstruction of teaching, research, administration, other College activities, or other authorized non-College activities which occur on campus.
10. Rioting – Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damages or destroys property.
11. Unauthorized Entry – Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing as well as propping open or unauthorized use of alarmed doors for entry into or exit from a College building.
12. Trademark – Unauthorized use (including misuse) of College or organizational names and images.
13. Damage and Destruction – Intentional, reckless, or unauthorized damage to or destruction of College property or the personal property of another.
14. IT and Acceptable Use – Violating the College Acceptable Use and Computing Policy.
15. Weapons – Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous object such as arrows, axes, machetes, nun chucks, throwing stars, knives, or swords, including the storage of any item that falls within the category of a weapon in a vehicle parked on College property.
16. Tobacco – Use or sale of any smoking, vaping, e-cigarettes, or any form of tobacco product on campus property.
17. Fire Safety – Violation of local, state, federal, or campus fire policies including, not limited to the following actions:
  - a. Intentionally or recklessly causing a fire that damages College or personal property or causes injury.
  - b. Failure to evacuate a College-controlled building during a fire alarm.
  - c. Improper use of College fire safety equipment.
  - d. Tampering with or improperly engaging a fire alarm or fire detection or control equipment while on College property. Such action may result in a local fine in addition to College sanctions.

18. Ineligible Pledging or Association – Pledging or associating with a student organization without having met eligibility requirements established by the College.
19. Animal – Animals, apart from service animals, are not permitted on campus except as permitted by the Americans with Disabilities Act Section 36.104.
20. Wheeled Devices – Skateboard, roller skates, bicycles, hover boards, and similar wheeled devices are not permitted inside College buildings. Additionally, skateboards and other wheeled items may not be ridden on railing, curbs, benches, or any such outside fixtures that may be damaged by these activities, and individuals may be liable for damage to College property caused by these activities.

**Fairness: BridgeValley students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing college community. They understand and appreciate how their decisions and actions impact others and are just and impartial in their treatment of all members of the community. They act to discourage and respectfully challenge those whose actions may be harmful to or diminish the worth of others. Conduct that violates this value includes, but is not limited to the following actions:**

21. Discrimination – Any act or failure to act that is based upon an individual or group’s actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status) that is sufficiently severe or pervasive that it limits or denies a person the ability to participate in or benefit from the College’s educational program or activities.
22. Harassment – Any unwelcome conduct based on actual or perceived status including sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to the Vice President of Student Affairs, who will act to remedy and resolve reported incidents on behalf of the victim and the campus community. Further, the College can and will impose sanctions for the creation of a hostile environment when harassment is sufficiently severe, pervasive, or persistent and objectively offensive that it unreasonably interferes with, limits, or denies a person the ability to participate or benefit from the College’s educational programs or activities.
23. Retaliatory Discrimination or Harassment – Any intentional adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant (or supporter of a participant) in a campus conduct proceeding or other protected activity under this Student Code of Conduct.

24. Abuse of Conduct Process – Abuse or interference with, or failure to comply with, College processes, including conduct and academic integrity hearings, which include, but are not limited to, the following actions:
- a. Falsification, distortion, or misrepresentation of information.
  - b. Failure to provide, destruction, or concealment of information during an investigation of an alleged policy violation.
  - c. Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system.
  - d. Harassment (verbal or physical) or intimidation of a member of a campus conduct body prior to, during, or following a campus conduct proceeding.
  - e. Failure to comply with the sanction(s) imposed by the campus conduct system.
  - f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

**Respect: BridgeValley students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to, the following actions:**

25. Harm to Persons – Intentionally or recklessly causing physical harm or endangering the health or safety of any person.
26. Threatening or Intimidating Behaviors – “Threat” is written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property. “Intimidation” is intentional behavior that would cause a reasonable person to fear injury or harm. It is not necessary that the behavior caused the victim to experience terror or panic.
27. Cyberbullying or Cyber harassment – The use of electronic communication or social media to bully, harass, or intimidate a person, typically by sending messages of an intimidating or threatening nature.
28. Hazing – To cause any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student or causes another student or students to destroy or remove public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any student group or organization operating under the sanction of or recognized as an organization by the College. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to report these acts may also violate this policy.

29. Intimate Partner/Relationship Violence – Violence or abuse by a current or former spouse or partner in an intimate relationship against the other spouse or partner or former spouse or partner.
30. Stalking – Repeatedly (two or more times) following or contacting another person, while knowing or having reason to know that the conduct causes the victim to reasonably fear for his or her safety or to suffer significant emotional distress.
31. Sexual Misconduct – Sexual conduct includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation.
32. Indecent Exposure – When a person intentionally exposes his or her sex organs, breast or anus or the sex organs, breast, or anus of another person, or who intentionally causes such exposure by another or engages in any overt act of sexual gratification and does so under circumstances in which the person knows that the conduct is likely to cause affront or alarm: *Provided*, that it is not considered indecent exposure for a mother to breastfeed a child in any location, public or private.

**Responsibility: College students are given and accept a high level of responsibility to self, to others, and to the community. Behavior that violates this value includes, but is not limited to, the following actions:**

33. Alcohol – Use, possession, or distribution of alcoholic beverages or paraphernalia on campus or at any College-sponsored function, unless preapproved from the President or his or her designee.
34. Drugs – Use, possession, or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law on campus or at any College-sponsored function.
35. Medications – Abuse, misuse, sale, or distribution of prescription or over-the-counter medications on campus or at any College-sponsored function.
36. Failure to Comply – Failure to comply with the reasonable directives of College officials or law enforcement officers during the performance of their duties or failure to identify oneself to these persons when requested to do so on campus or at any College-sponsored function.
37. Financial Responsibilities – Failure to promptly meet financial responsibilities to the institution, including, but not limited to, knowingly passing a worthless or fraudulent check, credit card, or money order in payment to the institution or to an official of the institution acting in an official capacity.

38. Other Policies – Violating other published College policies or rules.

39. Health and Safety – Creation of health or safety hazards or dangerous pranks (i.e., hanging out of or climbing from, on, or in windows, balconies, roofs, etc.).

40. Violations of Law – Evidence of violation of local, state, or federal laws, when substantiated through the College’s conduct process.

#### IV. Section 4 – Processes

##### A. Reporting Misconduct

The College encourages students, faculty, and staff to resolve conflicts informally and at the lowest level possible. In the case of academic misconduct, the appropriate Academic Dean will evaluate all reports and attempt resolution before initiating the process described below. The Academic Dean will file a report with the Dean of Students indicating informal complaint resolution, and the College will retain records of the informal process. In cases where the appropriate Academic Dean does not file a report of informal resolution of an academic misconduct complaint, the College will automatically uphold a student appeal of the informal resolution process.

When informal resolution is not possible or appropriate, any member of the campus community may report alleged student misconduct using the College’s online reporting form. The report should describe the misconduct and identify the student(s) involved in the incident. The Office of the Dean of Students will review reports, and if there appears to be reliable information indicating that a violation may have occurred, the Office of the Dean of Students will initiate the student conduct process, create a conduct case, and notify the student of the charges and the student conduct process in writing. The College also reserves the right to initiate a case without a formal complaint and to investigate anonymous reports. When appropriate, reports may also be addressed through the BridgeValley early alert procedures or through other non-conduct procedures.

##### B. Interim and Preliminary Actions

A preliminary investigation may be necessary to determine if there is credible information that warrants charging a student with violating the Student Code of Conduct. Preliminary meetings with the complainant and/or witnesses may occur prior to initiating the student conduct process or contacting the accused student. If the accused student is contacted about the case during the preliminary investigation, he or she will be made aware of the initiation of a preliminary investigation and that the incident could result in initiation of the student conduct process. Interim and preliminary actions will be resolved within five business days.

The preliminary investigation and review may result in any of the following:

1. Case Not Pursued – If there does not appear to be credible information to support the allegation that a violation occurred, the case will not be pursued through the formal student conduct process. The College may retain the information to document that it reviewed or investigated the allegation(s).
2. Informal Response – If the alleged issue is concerning but doesn't appear to be a violation of the Student Code of Conduct or other relevant rules, regulations, or policies of the College (such as an incident which occurs outside of the College's jurisdiction or repeated low-level behaviors), there may still be an institutional response without formal conduct charges. For example, the student may be asked to meet with a staff member to discuss the situation prior to registering for courses, may be requested to participate in a mediated conversation, or may receive a letter informing them that the behavior, were it to occur on BridgeValley's campus, would constitute a violation.
3. Initiation of Conduct Process – If it appears that a student may have violated the Student Code of Conduct or any other applicable rule, regulation, or policy of the College and that the alleged violation occurred within the College's jurisdiction, the College will initiate the student conduct process.

#### C. Administrative Hearing (Informal) Process

Administrative hearings occur when a designated College official reviews the information related to an allegation that a student has violated the Student Code of Conduct or any other applicable rule, regulation, or policy of the College; makes a finding of responsible or not responsible for each alleged violation; and issues sanctions(s) for any finding(s) of responsibility. This informal process will be completed within five business days of receipt of the official report. This is the most common form of complaint resolution, and the Dean of Students serves as the administrative hearing officer for most cases. The Dean of Students may also designate additional hearing officers. In this process, the Dean of Students or his or her designee will inform the student of the opportunity and deadline to meet with the Dean of Students (or other designated hearing officer) to perform the following actions:

- Ask questions about the student conduct process.
- Review the complaint of misconduct, as well as any other relevant information, such as the substance of information received from witnesses.
- Respond to the information by providing his or her perspective on the incident and alleged behaviors.
- Bring forth witnesses to the alleged incident to be interviewed.
- Acknowledge or deny responsibility for the alleged violation(s).
- Provide any information related to sanctions (if applicable), including what the student may have learned from the incident or any factors to be considered at sanctioning.

1. Possible Sanctions – Sanctions are designed to promote the College’s educational mission, to promote safety, and to deter students from behavior that harms, harasses, or threatens people or property. Some behavior may be so harmful or disruptive to the College community or to the educational process that it may require more serious sanctions, such as removal from specific courses or activities or suspension or expulsion from BridgeValley. More than one sanction may be imposed in response to one incident. The Dean of Students or his or her designee will consider at a minimum the following general factors when determining sanctions for a particular incident:
  - The nature of the violation;
  - Prior findings of responsibility and sanction(s) against the student;
  - Mitigating circumstances surrounding the violation;
  - The student’s motivation(s) for engaging in the behavior;
  - Impacts of the behavior;
  - Sanctions which have been imposed in similar cases in the past; and,
  - The developmental and educational impact on the student.
  
2. Standardized Sanctions – Standard sanctions pertain to a student’s relationship with the College and provide a form of consistency for the College in responding to acts of misconduct. One or more of these may be issued when a student has been found responsible for violating the Student Code of Conduct or any other applicable rule, regulation, or policy of the College:
  - a. Warning – Written notice to the student that the behavior is not acceptable at BridgeValley and that additional incidents may result in more severe sanctions. This notice is maintained in the student conduct file and is not reflected on an academic transcript.
  
  - b. Disciplinary Probation – A period (which may be indefinite) during which a student is under warning that any other violation of College policy may result in a suspension. Disciplinary probation may also prohibit a student from participating in certain College activities or programs, as it is considered notice that the student is not in good standing due to behavior. This sanction is maintained in the student conduct file and is not reflected on the academic transcript.
  
  - c. Suspension – A defined period during which a student is not permitted to engage in any of the privileges, courses, organizations, events, or activities associated with being a student at BridgeValley. During the period of suspension, a hold designating such will be placed on the student’s account and transcript prohibiting registration, enrollment, attendance, or ability to earn credit for any credit or non-credit courses offered by BridgeValley. This also prohibits receipt of a degree or certificate from BridgeValley during this time. Suspension does not prevent a student from attending another college or university, transferring any otherwise qualifying credits back to BridgeValley at a later date, or receiving copies of BridgeValley transcripts reflecting

academic credits previously earned. Once the period of suspension has been completed, the hold will be lifted from the student's account, provided that student has performed any other actions required to return. During the period of suspension, the student is also banned from BridgeValley property unless otherwise stated.

- d. **Expulsion** – The indefinite termination of a student's status at the College. This prohibits engagement in any of the privileges, courses, organizations, events, or activities associated with being a student at BridgeValley. This does not prohibit the transferring of credit earned to another college or university, but the expulsion is designated permanently on the academic transcript. Unless otherwise stated, the individual is also banned indefinitely from BridgeValley property. This is the most egregious sanction that BridgeValley can impose upon a student. Expulsion is designed to be a permanent separation from the institution; however, in those rare cases where an individual seeks to return to BridgeValley later after making significant behavioral changes, the individual may petition for reinstatement. A petition for reinstatement may be submitted no earlier than five years after the date of expulsion. The petition shall be submitted in writing to the Dean of Students and should describe a) what actions the individual has taken to learn from the situation and prevent the behaviors from recurring, and b) what educational pursuits the individual seeks at BridgeValley. The Dean of Students will convene a committee to review the petition and provide a recommendation regarding whether to allow the petitioner to re-enroll at BridgeValley. The Dean of Students shall make the final decision and provide written notice of the same to the petitioner. If the request is denied, the former student may re-petition after one year has passed. The decision of the Dean of Students is final and cannot be appealed.
- e. **Conditional Re-Enrollment** – A hold is placed on the student's account prohibiting re-enrollment until the student has completed certain activities or sanctions, which will be outlined for the student in writing. The student may also be subject to restriction(s) of access or privileges, as defined below, upon enrollment.
- f. **Restriction of Access or Privileges** – Prohibition against a student accessing a specific area or building of campus or participating in certain activities. The sanction may or may not affect a student's ability to take a specific course, but it typically allows for the pursuit of educational programs overall.
- g. **Ban from Campus** – Prohibition against accessing any BridgeValley property, including off-campus instructional sites, as well as any event, conference, meeting, seminar, training, or other program sponsored by the institution at any location.

3. Individualized Sanctions – In addition to the standard sanctions described above, individualized sanctions may be imposed that are designed to maximize the learning of a specific student. These sanctions consider the student’s learning style and stage of development, as well as the unique factors of a given situation. Multiple individualized sanctions may be imposed, including but not limited to, one or more of the following actions:
  - a. Reflective Activity – an activity designed to promote reflection by the student about their behavior and its affect(s) on others. Examples include writing assignments, interviews, research projects, etc. Completion will be based on fulfilling the objective requirements of the assignment, not on whether the student adopts or expresses a particular perspective or point of view.
  - b. Counseling Assessment – Completion of an assessment with a licensed care provider as well as documentation of learning about possible resources for follow up.
  - c. Restitution – Payment to a harmed party, such as to repair or replace vandalized property.
  - d. Community or College Service – Completion of a designated number of hours of service on campus or in the community.
  - e. Meetings with College Resources – Meeting with a College employee or office to learn about resources offered to support students.
  - f. Referral or Appeal to Formal Hearing Board.

#### D. Hearing Board (Formal) Process

The hearing board process will be used to resolve issues not resolved in the informal process described above. The selection process will be completed within three business days of referral to the hearing board. The hearing will be scheduled within two business days of completion of the selection process. The hearing will take place within ten business days after initiation of the hearing board process. Appeals must be filed within five business days after the determination of possible sanctions.

##### 1. Hearing Board Membership

- a. Members – Membership shall include two faculty members, two staff members, and one student chosen by the Dean of Students by random selection from a pool. The pool of six faculty members, six staff members, and four students shall be trained at the beginning of each academic year. Pool members shall be nominated by Faculty Senate (faculty members), Staff Council (staff members), and Student Government (student members) in April of each academic year to serve during the following academic year.

- b. Selection Process – The student may strike up to two members from the randomly selected Hearing Board. If the student strikes a member, the Dean of Students will replace that member with another randomly chosen member.
2. Possible Sanctions – Possible sanctions include the standardized sanctions described in IV.C.2 above.
3. Appeal – The student may appeal a Hearing Board decision to the President or the President’s designee.

#### E. Records

The College maintains student conduct records as part of student education records in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g (FERPA). Students may request to review their student conduct record by contacting the Office of the Dean of Students in writing.

There are occasions when BridgeValley receives requests for information about student conduct records. These requests typically serve the following purposes: transfer to another institution; admissions to the Bar (by state); and/or, security clearances for employment, etc. Access to and release of records of student conduct are governed by FERPA and other privacy laws.

No earlier than seven years following the resolution of any conduct case (including fulfillment of any relevant sanctions), a student’s conduct record may be purged in accordance with campus procedures if there is no longer an administrative value to the record and if the individual’s relationship to the campus has ended.

Student conduct records will be disclosed only with written consent of the student (or the student’s parents if the student is less than 18 years of age), except as otherwise allowed by FERPA and its implementing regulations. Examples of appropriate disclosures of records without consent include disclosure of information as follows:

- Disclosure to other school officials within the institution when there is a legitimate educational interest in the information to exercise or complete their responsibilities on behalf of the institution.
- Records related to behavior that poses a significant risk to the safety or well-being of that student, other students, or other members of the College community, including as part of emergency response, emergency notification, timely warning, or other notifications as required by law.
- Disclosure to faculty and College officials, including faculty and officials in other institutions who have legitimate educational interests in the behavior of the student. (This includes release of records to another institution when the student seeks to enroll or has enrolled and the other institution seeks information in relation to a behavioral risk or threat assessment.)

- Disclosure regarding any violation of any federal, state, or local law or of any rule or policy of the College governing the use or possession of alcohol or controlled substance to a parent or legal guardian of a student if the student is under the age of 21 and the College determines that the student has committed a disciplinary violation with respect to such use or possession.
- In cases where the behaviors in question may also constitute a crime of violence (as described in the Clery Act), as well as in cases involving any allegation of sexual or gender-based misconduct, the victim or complainant will be informed of the outcome, including the determination of responsibility, rationale, and sanctions.
- Final results, including the name of the student, the nature of the violation committed, and the sanction(s) imposed as a result of the student conduct process for any student found in violation of a College policy that is also determined to be a “crime of violence” as described in the Clery Act.