



BridgeValley
Community & Technical College

www.bridgevalley.edu



2022 – 2023 STUDENT HANDBOOK

PATHFINDERS



2023 – 2024 Student Handbook

Welcome to the 2023 – 2024 academic year and to BridgeValley Community and Technical College! We are excited that you are here with us and have chosen to become a member of the BridgeValley Pathfinder family. The Student Handbook is designed to familiarize you with services that are available to assist with your success at BridgeValley, as well as the student code of conduct. Should you have any questions relating to this handbook, please contact the Dean of Students for assistance.

BridgeValley Community and Technical College
B2000 - South Charleston Campus
2001 Union Carbide Drive
South Charleston, WV 25303

304-205-6600

BridgeValley Community and Technical College
Davis Hall – Montgomery Campus
619 2nd Avenue
Montgomery, WV 25136

304-734-6600

www.BridgeValley.edu
FAFSA School Code 040386

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General Statements

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 to 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.

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 contact: Title IX Coordinator (304) 205-6606.

Video and Photograph Statement

Photography and videography may be utilized during the academic year for social media distribution, as well as college publications. If you do not wish to have your photograph taken or appear in any video published by BridgeValley, please notify the Dean of Students. Please note this statement only applies to photos and video taken by BridgeValley employees, not the general public or other students.



Welcome from the President



Greeting Students,

Welcome to BridgeValley. I am thrilled that you have chosen BridgeValley for your studies this year. As the community and technical college serving the Advantage Valley region, BridgeValley works to bring you high-quality academic and technical programs that lead to careers in our region.

BridgeValley offers affordable tuition – usually covered by the State of West Virginia for career programs – and small classes when and where you want them (morning, afternoon, evening, weekends, and online). We are the ideal place to study, close to home and close to work. Our programs provide training in fields where job prospects are good and there is a long-term need for qualified, trained employees. We partner with area employers to

make sure our content meets their needs to really prepare you for the workplace.

This handbook is designed to help you navigate the college. It contains policies, regulations, and procedures that aim to help explain how BridgeValley operates. I encourage you to read this handbook. As a student, you are responsible for observing the rules that are in this document.

I look forward to meeting you.

Casey K. Sacks, Ph.D.

President, BridgeValley Community and Technical College

Student Services - Directory

Dean of Students, James McDougle

james.mcdougle@bridgevalley.edu, 304-205-6710, B2000 032D / Davis Hall 401B

- Student Conduct/Classroom Behavior
- CARES Team Member
- Student ID's
- Orientation
- Student Communication
- Student Concerns/Complaints
- Advising
- Medical Withdraws/Emergency Situations

Director of Counseling, Carla Blankenbuehler

carla.blankenbuehler@bridgevalley.edu, 304-205-6706, B2000 032C / Davis Hall 401B

- Community Resource Guide (Student Assistance)
- Counseling Services/Mental Health
- Campus Recovery Program
- Housing Options
- CARES Team Chair
- PTK Advisor

Director of Student Success, Brandy Conrad

brandy.conrad@bridgevalley.edu, 304-205-6792, B2000 032G / Davis Hall 401B

- Industry Liaison
- Handshake Administrator
- Advising & Retention Coordinator
- Testing Administrator
- GradCast Liaison

Director of Student Engagement and Leadership, Rachel Harper

rachel.harper@bridgevalley.edu, <mailto:brandi.lopez@bridgevalley.edu> 304-205-6785, B2000 032A / Davis Hall 105

- Student Organizations
- Student Government Association
- Community Service Opportunities
- Student ID Discounts
- eSports
- Student Ambassador Program
- National Student Leadership Society (NSLS)

Director of Accessibility and Support Services, Spencer Poling

spencer.poling@bridgevalley.edu, 304-205-6725, B2000 032B / Davis Hall 401B

- ADA Concerns
- Accessibility Services
- Temporary Accommodations (Students)
- Supervise TANF Services
- Supervise Tutoring Services

Director of ASCEND and Support Programs, Cody Tomblin**cody.tomblin@bridgevalley.edu, 304-205-6723, B2000 005H / Davis Hall 401B**

- Manage ASCEND Program
- Administration of the WORC Grant
- Administration of the SCC Grant
- Student Support for the AIM Grant

Advising & Retention Specialist, Connie Keiffer**connie.keiffer@bridgevalley.edu, 304-734-6618, Davis Hall 401B / B2000 032F**

- New Student Advisor
- Assistance with MyBridge, Blackboard, Email
- Academic Success Probation Program

Advising & Retention Specialist, VACANT**@bridgevalley.edu, 304-205-6631, B2000 032H**

- New Student Advisor
- Assistance with MyBridge, Brightspace, Email
- Early Alert Program

Advising & Retention Specialist, Madison Taylor**madison.taylor@bridgevalley.edu, 304-205-6623, B2000 032J**

- New Student Advisor
- Assistance with MyBridge, Brightspace, Email
- Strategies 4 Success Program

Advising & Retention Specialist, Jeanne Smith**jeanne.smith@bridgevalley.edu, 304-734-6617, Davis Hall 401B**

- New Student Advisor
- Assistance with MyBridge, Brightspace, Email
- Strategies 4 Success Program
- NSLS Coordinator / Advisor

Career Services Specialist – Employer Relations, Heather Proctor**heather.proctor@bridgevalley.edu, 304-205-6629, B2000 021**

- Career Fair
- Learn and Earn Program
- Industry Liaison
- Apprenticeships and Internships
- Employer Spotlight
- Handshake - Employers

Career Services Specialist – Student Relations, Christina Belcher**christina.belcher@bridgevalley.edu, 304-205-6741, B2000 021**

- Career Assessment (WOWI)
- Student Job Postings
- Mock Interviews
- Transfer Fair
- Handshake - Students
- Resume and Cover Letter Development
- Career/Professional Development
- Don't Cancel Class Program

Peer Support Recovery Specialist, Kenneth Jordan**kenneth.jordan@bridgevalley.edu, 304-205-6726, B2000 011**

- Collegiate Recovery Program
- Variety of Recovery Meetings
- Rehab / Recovery Assistance
- Recovery Awareness Events
- Community Liaison for Recovery Network

Tutoring Coordinator, Tinina McCourt**tinina.mccort@bridgevalley.edu, 304-205-6724, B2000 031 / Davis Hall 401**

- Assistance with MyBridge, Brightspace, Email
- Tutoring Services and Schedule
- General SSC Assistance
- Success Workshops

Student Services Specialist - TANF, Kay Cook**kay.cook@bridgevalley.edu, 304-205-6754, B2000 012 / Davis Hall 401B**

- Assist TANF students assigned by DHHR
- Provide academic and career counseling support, resources, and services to TANF students
- Provide referral to BridgeValley and community resources
- NEST Pantry assistance to students

Student Services Specialist - TANF, Carol Ramkey**carol.ramkey@bridgevalley.edu, 304-205-6711, B2000 012 / Davis Hall 401B**

- Assist TANF students assigned by DHHR
- Provide academic and career counseling support, resources, and services to TANF students
- Provide referral to BridgeValley and community resources
- NEST Pantry assistance to students

Testing Specialist, Tammy Winters**tammy.winters@bridgevalley.edu, 304-205-6672, B2000 031 / Davis Hall 401**

- Test Scheduling
- Test Proctoring
- ACCUPLACER Coordinator
- Assistance with MyBridge, Blackboard, Email
- General SSC Assistance
- Math and English Bootcamp

Advisor – Support Programs, Cindy Cole**cindy.cole@bridgevalley.edu, 304-205-6668, B2000 012-D**

- Provide academic support, resources, and services to ASCEND students
- Monitor advisee engagement, attendance, academic progress, and support program requirements
- Link students with internal and/or external resources as necessary
- Student recruitment and program outreach efforts

Advisor – Support Programs, VACANT**[@bridgevalley.edu](mailto:bridgevalley.edu), 304-205-6615, B2000 012-D**

- Provide academic support, resources, and services to ASCEND students
- Monitor advisee engagement, attendance, academic progress, and support program requirements
- Link students with internal and/or external resources as necessary
- Student recruitment and program outreach efforts

Support Programs Specialist, Ashley Starkey**ashley.starkey@bridgevalley.edu, 304-205-6616, 005-G**

- Initial intake for ASCEND programs
- Initial point of contact for students, the public, and college regarding ASCEND and support program policies and procedures
- Collect and analyze data for grant reporting
- Targeted recruitment of students in eligible academic majors

AmeriCorps College Ambassador, Emily Farry**emily.farry@bridgevalley.edu, 304-205-6695, B2000 032**

- Assist with recruitment and registration process
- Assist with retention efforts

LifeBridge AmeriCorps - Economic Member, Lindsay Young**lindsay.young@bridgevalley.edu, 304-205-6739, B2000 012-B**

- Financial Literacy Workshops
- Community Resource Liaison

LifeBridge AmeriCorps - Healthy Futures Member, Erica Honaker**erica.honaker@bridgevalley.edu, 304-205-6673, B2000 012-A**

- Smart RXU Drug Disposal
- Recovery and Opioid Workshops
- This Is Not About Drugs Program



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.

Values

Excellence in Education.

We are dedicated to excellence in education by providing a highly competent, innovative, and supportive faculty and staff; facilities equipped with current technology; quality academic and occupational programs; and integrity and high standards in teaching, learning, and service.

Accessibility and Achievement.

We are committed to access and affordability of higher education for all students and the delivery of education and support services that will enable students to achieve their individual educational goals in course, skill set, or program completion.

Respect for Diversity.

We value intellectual and cultural diversity. We believe that all individuals should have an opportunity to learn and succeed in the classroom, in the workplace, and in the community and encourage a diverse student body through open admission and delivery of educational services that support student success.

Accountability.

We are committed to efficient and effective management of human and financial resources that will maintain public trust and ensure a fiscally responsible, sustainable environment for the institution.

Quality of Work Environment.

We value each member of our community; promote free, open, and responsible exchange of ideas; foster respect, trust, and support among faculty, staff, and students through shared governance; encourage ethical risk-taking and innovation; recognize exceptional performance and contributions made to our dynamic learning environment.

Contribution to Community and Economic Development.

We are committed to serving the academic, occupational, and enrichment needs of our communities; enhancing quality of life; and supporting economic development through effective business and industry partnerships and collaborations.

Commitment to the Future.

We are dedicated to continuous evaluation of the institution in order to address the needs of the present and the challenges of the future.

Accreditation

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

History of BridgeValley

BridgeValley Community and Technical College was created in March 2014 with the consolidation 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 an 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 an 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: Casey K. Sacks, Ph.D.
- 📍 Vice President of Academic Affairs: Suzette Breeden
- 📍 Vice President of Student Affairs: Todd Jones
- 📍 Vice President of Operations: Jason Stark
- 📍 Chief Financial Officer: Cathy Aquino
- 📍 Dean of Technology: Norm Mortensen
- 📍 Dean of General Education and Professional Programs: Kristi Dixon
- 📍 Dean of Allied Health: Sarah Kelly
- 📍 Dean of Nursing and Emergency Services: Kent Wilson
- 📍 Dean of Workforce Development and Technical Education: Russell Saunders
- 📍 Dean of Students: James McDougle
- 📍 Registrar: Jordan Atha
- 📍 Director of Outreach and Communications: Michelle Wicks
- 📍 Director of Foundation: Andrea Petry



BridgeValley
Community & Technical College

Office of Student Services

Accessibility 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. Accessibility 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 towards 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 Individualized Education Plan (IEP), 504 Plan, psychological evaluation, or documentation from a licensed professional.

Students who are seeking information on these services should speak to the Accessibility Services Office in Student Services, suite 032 Main and 401 Davis Hall. The most common accommodations offered at BridgeValley are, but are *not limited to*:

- *Extended Test Time*
- *Alternative Testing Location*
- *Note-Taking*
- *Test Reader/Writer*
- *Recording of Class Lectures*
- *Sign Language Interpreter*
- *Priority Seating*
- *Use of Tablet*
- *Waiver of Absence Policy*
- *Handicapped Parking*

For more information on accessibility services, contact the Accessibility Services Office at 304-205-6725 or email disabilityservices@bridgevalley.edu.

Advising

Freshman Advising at BridgeValley Community and Technical College assists incoming students in the development and implementation of their educational plans. To this end, Freshman Advising subscribes to the philosophies of developmental and appreciative advising in support of a robust and effective faculty & professional advising cohort.

What We Offer

- Academic Advising
- Career and Educational Coaching
- Support for new students

For more information on Advising Services or to schedule an appointment with an advising and retention specialist please contact 304-205-6792 or email advising@bridgevalley.edu

ASCEND

The Accelerating Student Completion, Encouraging New Dreams (ASCEND) program is a federally funded initiative aimed at supporting student success by overcoming potential obstacles to graduation. Through ASCEND, eligible students are matched with a dedicated ASCEND Advisor, who offers personalized guidance throughout their enrollment at BridgeValley. This comprehensive support includes regular check-ins, facilitating access to tutoring resources, collaborating with career services to ensure alignment with NACE "Career Readiness" standards, and more.

ASCEND extends its assistance beyond academic aid. It provides eligible students financial support for tuition, fees, and essential course materials like textbooks, access codes, and software. Additionally, as long as students fulfill program requirements such as maintaining satisfactory academic progress and adhering to scheduled meetings with their ASCEND Advisor, they qualify for a monthly stipend. This stipend is designed to help cover fundamental needs like transportation, food, and clothing, further enhancing their educational journey.

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 workshops throughout the year. During these workshops, students 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 held each semester to assist students with job placement and to give students a chance to enhance their communication skills.

Available Services:

- World of Work Inventory (WOWI) Career Assessment
- Resume & Cover Letter Development
- Interview Skill Assistance
- Job Placement
 - Handshake
 - Manpower
 - GradCast
- Career Fair
- Transfer Fair

Office Hours

Monday-Friday: 8:00 AM - 4:30 PM

For more information on Career Services or to schedule an appointment with a career services specialist please contact 304-205-6629 or email careerservices@bridgevalley.edu.

Collegiate Recovery Services

The Collegiate Recovery Program (CRP) provides a safe, nurturing, and affirming environment where students in recovery can receive the assistance and support they need to achieve academic success and personal goals while in college. The CRP facilitates a supportive, stigma-free community of students in recovery through individual, academic, social, and recovery supports.

What We Offer

- Naloxone Trainings and Recovery Ally Workshops
- Group and Individual Support Meetings
- Community Referrals and Resources

For more information on Recovery Services, contact the Collegiate Recovery Services Office at 304-205-6726 or email Recoveryservices@bridgevalley.edu.

Counseling Services

Counseling Services supports the educational mission of the college by aiding students in their emotional/psychological development and contributing to the growth of the individual and their success throughout the college experience. Counseling Services is committed to:

- Providing counseling services with the highest ethical and professional standards
- Promoting an atmosphere that encourages students, faculty, and staff to readily approach our offices.
- Providing outreach, educational, and supportive services to other college divisions.

What We Offer

- Individualized counseling to assist students
- Workshops and trainings
- Community Resource Assistance

After Hours Emergencies

If you experience a mental health crisis after business hours, you should contact 911.

Below is an additional list of resources.

- Thomas Behavioral Health Connections (304) 766-3553
 - Addiction/Substance Use Disorder
 - Addiction Healing Center
 - MAT
 - Pregnancy Connections
- National Suicide Hotline: 988
- Help 4 WV: 1-844-HELP4WV (435-7498)
- REACH, The Counseling Connection 24HR Hotline: 1-800-656-HOPE (4673)

For more information on Counseling Services or to schedule an appointment with a counselor contact 304-205-6706 or email counselingservices@bridgevalley.edu.

Pathfinder Student ID

All students are required to obtain a BridgeValley student ID card. Students may go to the Division of Student Affairs at any time to obtain their student ID card. The first ID card for students is free, however there will be a fee charged to students for a replacement card.

Retention & Academic Probation Program

The Retention Office assists students with, and informs them of, the resources and services available to them at BridgeValley to ensure that they are successful both in and out of the classroom. Staff members work with students on academic probation, financial aid probation, and those referred through the Early Alert system. They assist with goal setting, time management skills and understanding each student's learning style so that the student can achieve academic success in the future.

What We Offer

- Help with success planning and success strategies for students
- Strengths Identification
- Campus Involvement
- Navigating Campus Resources

Highlights

- Academic Success Workshops
- Academic Success Plan Meetings
- Early Alert Management System
- Strategies 4 Success Program

For more information on Retention Services or to schedule an appointment with an advising and retention specialist please contact 304-734-6618 or email retention@bridgevalley.edu

Student Life

Student life is designed to provide all students with the total college experience! Student life supports student opportunities for learning, involvement, leadership, community service, and creative expression that goes 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!

For a complete list of student organizations and more information on student life, please contact the Office of Student Life at officeofstudentlife@bridgevalley.edu.

Testing Services

The Testing Center offers a secure and comfortable environment that houses 20 computer testing stations. The Testing Center aims to meet the needs of all current and prospective students, alumni in the mid-Atlantic area, by providing a wide variety of testing services such as: Accuplacer, CLEP, Distance Learning, PearsonVue, TEAS and many others in order to encourage excellence in higher education and create opportunities for success.

What We Offer

- Proctored Testing for academic courses
- Revenue Testing for certifications
- Entrance Exam Testing for selective admissions programs

For more information on Testing Services or to schedule an exam please contact 304-205-6672 or email testing@bridgevalley.edu

Tutoring Services

The Student Success Center (SSC) is a great place to find a tutor who has specific knowledge about the subject you are studying. The Center provides peer, faculty, and volunteer tutors in core academic subjects. Whether you have a one-time quick question or need in depth help over a series of sessions, the tutors in BridgeValley Student Success Center can provide support with class assignments, challenging exams, or study skills. Walk-in tutoring (no appointment needed) is available for a variety of subjects during the times posted in the current semester tutoring schedule. For tutoring assistance in a subject not listed on the schedule or during a time not listed, please see a Student Success Center staff member the next time you visit.

Are you interested in receiving tutoring without having to come into the Student Success Center? Check out Brainfuse, the online tutoring services used by BridgeValley.

TANF Services at BridgeValley

Temporary Assistance for Needy Families (TANF) is a program sponsored by the West Virginia Department of Health and Human Resources. This program through WV Works provides Temporary Assistance to Needy Families. This is a cash assistance program with a sixty (60) month lifetime limit that also provides funds for support services to aid students in overcoming barriers while completing their education.

BridgeValley has Student Services Specialists who assist students in successfully navigating the enrollment process, find and select an appropriate higher education academic program and provides ongoing support to TANF students. We enable the student to make a successful transition into the workforce and/or continued post-secondary education.

For more information on TANF contact TANF@bridgevalley.edu.



Campus Offices and Services

Bookstore

The bookstore is located on the South Charleston campus in B2000 room 308. You can rent, buy used or new, or purchase digital use books. The bookstore also offers apparel such as shirts, cups, school supplies, and much more. The bookstore is operated by Barnes and Noble.

Campus Police and Emergency Information

The 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

Submit an anonymous report by emailing saysomething@bridgevalley.edu

SEE SOMETHING SAY SOMETHING!
Help Keep Campus Safe!

BVConnect

Students are highly encouraged to opt-in to BVConnect. This system will notify you via email, text message and/or phone in the event of inclement weather or emergency situation. To opt-in, please visit the BridgeValley website at www.bridgevalley.edu and click on the Emergency Sign Up icon at the bottom of the homepage.

Information Technology – Student Accounts

MyBridge

The MyBridge portal provides access to your class schedule, online courses, academic records, billing and financial aid information, email, and more!

To access your MyBridge portal:

- Go to www.bridgevalley.edu

- Click on the MyBridge portal icon at the top of the page. You may also access it directly by going to <https://www.bridgevalley.edu/mybridge-link>
- Click on Student Portal to be redirected to a Microsoft login page.
 - Your username will be your student email address.
 - The default password for new students is BVctc + 6 digit birthdate (Ex. BVctc010203). Returning students will use the password that was last set for the account.
- If you need assistance logging into your account, please contact helpdesk@bridgevalley.edu from an alternate email account.

Online Courses

D2L-Brightspace is our learning management system (LMS) used for online coursework.

To access your online course, or a face-to-face course that utilizes D2L-Brightspace:

- Login to your MyBridge portal (see above section for MyBridge).
- Click the Student Portal button.
- Under the Portal Home section, click on the D2L Brightspace icon.
- You will be redirected to D2L-Brightspace.
- Click the grid icon at the top (above the red navigation bar) to access your list of courses.

For questions about D2L-Brightspace, please reach out to the Director of Instructional Technology and Library Services by email at TeachingandLearningCenter@bridgevalley.edu or phone at 304.205.6697.

Technical Support

If you need technical assistance during your time at BridgeValley, please utilize one of these methods:

- Login to your MyBridge portal (see above section for logging into your MyBridge account) and click the IT Help section. We have a list of frequently asked questions that can assist you.
- Inside the IT Help page on your MyBridge portal, there is also a Help button at the bottom right of that page where you can search your question and submit a Contact Us for further assistance.
- You may also email the helpdesk anytime at helpdesk@bridgevalley.edu
- We also provide phone support if you prefer by calling 304-205-6600 and pressing option 7 for technical support.

The IT Helpdesk hours are Monday – Thursday 8am-6pm and Friday from 8am-5:30pm.

Library Services

BridgeValley is the first community college in West Virginia to have a solely virtual library. 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. The library offers traditional information retrieval services along with technology assistance and campus life events each semester.

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 21 EBSCO hosted databases like Academic Search Complete, CINAHL Complete, and a community college-oriented eBook collection, a collection of reliable websites to help with research for your class assignments. As our services continue to grow, so will our virtual presence.

The campus library offers instructional sessions on topics such as database searching, plagiarism, and copyright, and has created handouts and online tutorials as an accompaniment. The librarian is happy to work with you on these topics. Additionally, the librarian can visit courses for group instruction. The library can be found in Building 2000. Room 119 in South Charleston. The librarian can be reached at library@bridgevalley.edu or 304.205.6697.

To access the library resources:

- Login to your MyBridge portal (see above section for MyBridge).
- Click the Student Portal button.
- Click the Library Resources tab, found between Portal Home and IT Help.
- From here, you will see the list of databases and/or journals under Resources with Subscriptions.
- Click any of the databases to access. EBSCOhost is the most commonly used as it houses more databases within it.

Policies and Procedures

Honor Code

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 characterized by academic integrity.

Pathfinder Creed

Pathfinders Believe:

In discovery, challenge, and leadership;

In determination and achievement;

In community and pride;

And that all paths we find lead to enlightenment and inspiration.



Student Code of Conduct

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.

Student Organization Code of Conduct / Club Handbook

Membership in the college community accords students certain freedoms and responsibilities. As student organizations reflect the values and attitudes of our community, it is the responsibility of each registered student group to adhere to the mission of the College and its 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 policies outlined here. Groups that violate policies may face charges/sanctions under the campus judicial system including deactivation.

GUIDELINES FOR MAINTAINING A RECOGNIZED STUDENT ORGANIZATION

All recognized clubs and organizations are required to submit an annual **Student Organizations: Chartering Form** to the Office of Student Life. A copy of the form may be found on the Student Life page of the BVCTC website. The deadline for submission is October 1. In addition, all clubs and organizations must:

1. Have an advisor who is a BVCTC faculty or staff member and who participates in the annual Advisor Training sponsored by the Office of Student Life.
2. Maintain a membership of at least five.
3. Hold regularly scheduled meetings (at least once a month).
4. Send a representative to the bi-monthly SGA Leadership Team meeting.
5. Participate in CLUB RUSH and at least one other campus-wide activity each semester.
6. Participate in one community service project each year.
7. Present written notification to the Office of Student Life 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 and may face charges/sanctions under the campus judicial system.

GUIDELINES FOR STARTING A NEW STUDENT ORGANIZATION

In order to gain the privileges of a recognized BVCTC student organization, a **Student Organizations: Intent to Organize** application must be submitted to the Director of Student Engagement and Leadership. The form is available on the Student Life page of the BVCTC website. Approval of the request grants the following temporary privileges:

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

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

SCHEDULING CLUB MEETINGS

All club meetings must be registered with the Office of Student Life. The individual in charge of scheduling the meetings is required to submit an **Event Registration Form** at least five (5) business days before the meeting date. A copy of the form may be found on the Student Life page of the college website. Organizations are encouraged to establish meeting dates and times for the entire semester or entire academic year if possible.

The following policies have been established for the 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 meetings free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Meetings must be scheduled during normal operating hours when staff is available.

If the College officially closes due to inclement weather or other circumstances, the meeting will be canceled. The Event Coordinator should contact the Director of Student Engagement and Leadership if the organization wishes to reschedule the meeting.

Marketing: Unless instructed otherwise, club meeting notices – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
3. Included as an announcement in the weekly Student Services e-newsletter
4. Included in the “WEEK AT A GLANCE” flyers distributed on campus

PLANNING & SCHEDULING AN ON-CAMPUS EVENT

All club-sponsored events 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 Engagement and Leadership at least five (5) business days before the planned activity. Events requiring extensive set up or extended hours must be scheduled at least fifteen (15) working days before the event. A copy of the event registration form may be found on the Student Life page of the college website. The following policies have been established for the 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 free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Events must be scheduled during normal operating hours when staff is available.

If the College officially closes due to inclement weather or other circumstances, all student activities planned by student organizations will be cancelled. The Event Coordinator should

contact the Director of Student Engagement and Leadership if the organization wishes to reschedule the event.

Marketing: Unless instructed otherwise, notices of on campus events – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
3. Included as an announcement in the weekly Student Services e-newsletter
4. Included in the “WEEK AT A GLANCE” flyers distributed on campus
5. Included in the weekly CONNECTION email sent to faculty and staff from the President’s Office

Please note: Clubs are encouraged to create a flyer for inclusion in the Student Services e-newsletter and for posting on the Digital Marketing System (TVs). A copy of the flyer is to be sent electronically to the Director of Student Life for approval. No flyer is to be distributed on campus or social media without prior authorization from the Director of Student Engagement and Leadership.

PLANNING & 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 Life at least ten (10) business days before the event. A copy of the form may be found on the Student Life page of the college website.

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 must realize that the group stands alone in its assumption of risk at these events. The Event Coordinator and organization officers must take reasonable care to ensure 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.

Marketing: Unless instructed otherwise, notices of events held off campus – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
3. Included as an announcement in the weekly Student Services e-newsletter
4. Included in the “WEEK AT A GLANCE” flyers distributed on campus
5. Included in the weekly CONNECTION email sent to faculty and staff from the President’s Office

Please note: Clubs are encouraged to create a flyer for inclusion in the weekly Student Services e-newsletter and for posting on the Digital Marketing System (TVs). A copy of the flyer is to be sent electronically to the Director of Student Life for approval. No flyer is to be distributed on

campus or social media without prior authorization from the Director of Student Engagement and Leadership.

Participation Release Form: If the event requires travel outside of the service region, each participant is required to complete a Participation Release Form. A copy of the form may be found on the Student Life page of the college website. The forms are to be returned to the Office of Student Life at the conclusion of the trip.

PLANNING & SCHEDULING A FUNDRAISER OR CHARITABLE EVENT

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 five (5) business days before the event. Events requiring extensive set up or extended hours must be scheduled at least ten (10) working days before the event. A copy of the form may be found on the Student Life page of the college website.

On campus: The following policies have been established for the 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 free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Events must be scheduled during normal operating hours when staff is available.

If the College officially closes due to inclement weather or other circumstances, the event will be canceled. The Event Coordinator should contact the Director of Student Life if the organization wishes to reschedule the meeting.

Off campus: It is important to note that the liability and responsibility of the College does not extend to off-campus locations. Therefore, organization officers must realize that the group stands alone in its assumption of risk at these programs. The Event Coordinator and organization officers must take reasonable care to ensure 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.

Marketing: Unless instructed otherwise, notices of fundraisers or charitable events – once approved and scheduled - will be:

1. Posted on the BVCTC website calendar
2. Included in the “WEEK AT A GLANCE” flyers distributed on campus
3. Included in the “What’s happening in STUDENT LIFE” email sent every Sunday from the Office of Student Life
4. Included as an announcement in the weekly Student Services e-newsletter
5. Included in the weekly CONNECTION email sent to faculty and staff from the President’s Office

Please note: Clubs are encouraged to create a flyer for inclusion in the Student Services e-newsletter and for posting on the Digital Marketing System (TVs). A copy of the flyer is to be sent electronically to the Director of Student Life for approval.

STUDENT GROUP FINANCES

BVCTC student organizations are permitted to hold accounts at the financial institution of their choosing provided at least one of the account administrators is the advisor. The responsibility of these accounts rests solely with the students and the organization, not the College. Each organization is responsible for monitoring its off-campus account and are required to have the account information on file with the Office of Student Life. The College does not provide tax identification numbers for purposes of opening such accounts.

Foundation Accounts: All student organizations are eligible to have an independent account in the BVCTC Foundation. This allows donors to your club to be eligible for a tax-deductible contribution. The only stipulation is that the club account must maintain a minimum balance of \$100. Donations to the Foundation are collected by the Business Office. Donors will be provided a written letter of receipt by the President’s Office.

FUNDING FROM THE STUDENT GOVERNMENT ASSOCIATION

Each year the Student Government Association (SGA) receives money from the Division of Student Services that is allocated to be used in part to offer financial assistance to recognized student organizations. An application is available on the Student Life page of the BVCTC website or may be picked up or sent to you by the Office of Student Life.

Allowable expenses: The money may be used to help fund activities, events, conferences, competitions and special projects. Funds may also be used to buy supplies such as displays boards, tablecloths, etc.

Non-allowable expenses: Organizations may **not** request money to cover the costs of a fundraising project or to purchase items that will be given away to individuals outside of their organization. SGA student activity funds cannot be used for purposes of reimbursement.

Request limit: Student organizations in good standing may request up to \$600.00 to help fund an event or to purchase supplies. More than one request may be submitted each academic year. However, no student organization will receive funding in excess of \$600.00 for the year. Organizations are expected to cover part of the expenses for the event or requested item(s). The total cost will not be at the sole expense of SGA student activity funding.

The amount of eligible funding will be reduced by 10% for every SGA Leadership Team meeting held after September 1 at which the club does not send a representative. If the infraction occurs after the club has received maximum funding for the year, the penalty will be assessed to the organization during the following academic year.

Process: Fund request applications are presented to the SGA Leadership Team for approval. Applications may be dropped off at the Office of Student Life or submitted electronically to the Director of Student Life. Once received, notification of receipt will be sent to the club member who completed the form and the organization’s advisor. The student organization then must give a presentation (10 minutes max) to the SGA Leadership Team at the following meeting. The SGA Leadership Team (minus the student organization requesting funds) then deliberates and determines funding based upon the potential benefit to the participants, the potential benefit to the college, the equitable distribution of funds to student organizations, and the availability of student activity funds in each budget year. Awards may be made in full or in part depending upon the availability of funds.

Presentation: How the organization chooses to present to the SGA Leadership Team is up to them; however, students are encouraged to give the presentation. Please, let the Office of Student Life know if technology is needed. If so, please arrive at least 10 min before the meeting to allow enough time for set up. The presentation should be no more than 10 minutes long. This presentation is to assist the SGA Leadership Team in understanding why they should vote to approve funding, allow for questions from the SGA Leadership Team, as well as help cultivate important skills that may be needed at some point during their career.

Deadline for submission: Fund requests must be submitted at least five (5) business days prior to the SGA Leadership Team meeting at which the organization wishes to have their request presented. The dates of all SGA Leadership Team meetings may be found on the BVCTC website calendar and on the SGA webpage. The final day to apply for funds is March 2.

Follow up: If the request is approved, it is the responsibility of the individual making the request to meet with the Director of Student Engagement and Leadership to discuss the available methods for transferring the funds. Organizations granted funding are required to submit an After Action Review (AAR) within two weeks of the event. The AAR should describe what went well, what could be improved upon and if the goals of the activity were achieved. A simple one-page report is acceptable.

MARKETING

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.

Use of BVCTC Name and/or Logo: If a student group wishes to use the BVCTC name, logo or other identifying artwork or information, the organization must submit a request to the Director of Student Life. Groups participating in fundraising walks, marches or events wishing to use BVCTC in their “team” name must first receive approval from the Division of Student Services.

Flyers: All flyers, both for distribution on campus and off campus, must be approved by the Office of Student Life.

Social Media: If a student organization wishes to use social media, one of the account administrators must be the advisor. Clubs with Facebook accounts are required to “Like” the BridgeValley Community and Technical College page.

Vanity Accounts: Student organizations may have a “my.bridgevalley.edu” vanity account in their club’s name. This account may be used to send individual and group messages to members. It may not be used for mass mailings to all students. Requests are to be submitted via SpiceWorks (HelpDesk) by the Advisor who may then share the password with the club president or chair.

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 or 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.

ANTI-HAZING POLICY

BVCTC 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.

POSSIBLE SANCTIONS

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

- Official warning
- Activity restriction/loss of privileges
- Probation
- Fines
- Restitution
- Discretionary sanctions
- Loss of selected rights and privileges for a specified period of time
- Deactivation

***** *The student organization code of conduct is subject to change. Please check with the Director of Student Engagement & Leadership or Dean of Students for the most up-to-date version.***





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Montgomery Campus
 619 2nd Avenue
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 Information: (304) 734-6600

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