



BLUEFIELD

C O L L E G E

2020-21 Student Handbook

The contents of the 2020 – 2021 Student Handbook are subject to change without notification. Students are encouraged to regularly visit this resource. The College reserves the right to alter this handbook. The active version posted in MyBC supersedes all previous handbooks. Substantial changes will be announced via email to the BC Community.

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Dear BC Student:

I am excited you are here! We have been preparing for your arrival, and now we hope you flourish as you discover new friends, expand your knowledge and understanding of the world, and deepen your faith.

We take seriously our mission of transforming your life through a challenging academic experience within a nurturing, Christian environment. We want to impact you in such a way that when you leave from here you will exhibit a devoted heart, a broadened mind and a purposeful soul.

If you haven't already figured it out, there are great, caring people here—your professors, residence hall staff, cafeteria personnel, and many others—who have a single objective: to make your experience at Bluefield a life-changing one! You will find in your classes an invigorating learning environment, and there are numerous extracurricular activities to round out your learning opportunities beyond the classroom.

Most importantly, you will find that Bluefield has a focus on more than just the transformation of your mind. Being a community of faith, we believe in the holistic development of your mind, heart and body. Following the One who exemplifies the life of a servant leader, the Bluefield College community demonstrates God's love and mercy through active missions and ministries to the surrounding community and throughout the world.

I am looking forward to knowing you and serving alongside you during this collegiate journey, a pivotal time of growth and change in your life. I also look forward with great anticipation to not only handing you your diploma, but looking you in the eyes and seeing what God and this community of faith and learning have done in transforming your life.

In faithful service,

A handwritten signature in black ink that reads "David W. Olive". The signature is written in a cursive style.

David W. Olive  
President

### ***President's Office***

Office: Lansdell Hall, ext. 4231

Dr. David W. Olive, President

Mrs. Jordan Dillon, Assistant to the President

Dr. Olive desires that each student strive to reach his or her God-given potential and grow in understanding of how to find meaning and purpose in life. The president participates in campus activities and is accessible for conversation, whether casually while walking across campus or more formally through an office appointment.

Bluefield College is committed to providing a distinctively Christian environment where students will find faculty and staff who genuinely care for their well-being. We encourage students to use their unique, God given gifts and abilities. We seek to foster growth in the areas of spiritual and emotional maturity, interpersonal relationships and social awareness, coupled with intellectual life.

This is the spirit of the guidelines in this handbook. They express our commitment to educate women and men in the process of integrating their Christian faith with the learning process. These guidelines also express our commitment to provide an atmosphere for study, spiritual life and growth, personal exploration, and for encouraging involvement in the total collegiate experience. Your enrollment in Bluefield College constitutes an agreement that you will abide by the guidelines with a spirit of cooperation. It is expected that those who come to be a part of the Bluefield community have evaluated the guidelines and made a conscious decision to live by them.

### **Our Mission**

Bluefield College is a Christ-centered learning community developing servant leaders to transform the world.

### **Core Values**

Bluefield College is guided by the following core values:

#### *Core Value One*

We are Christian in outlook, Baptist in tradition, and welcoming to each person.

#### *Core Value Two*

We are committed to academic excellence and life-long inquiry embracing the liberal arts tradition through the study of humanities, sciences, professional studies, and graduate programs.

#### *Core Value Three*

We are a diverse community characterized by integrity, mutual respect, support, and encouragement.

#### *Core Value Four*

We are passionate in helping students understand their life calling and become compassionate, globally-minded servant leaders.

## **ACADEMIC LIFE**

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### ***Office of Academic Affairs:***

Office: Lansdell Hall, First Floor (ext. 4203)

The Office of Academic Affairs serves as the link between the student and the educational process. The Vice President for Academic Affairs oversees this process and assists students and faculty in academic decisions.

Departmental organizations are generally founded by and operate from an academic department at Bluefield College. Often affiliated with chapters of the same name at other colleges and universities, Bluefield College's departmental organizations offer an excellent mix of professional special interest activities, personal contacts, and social events. Contact the Office of Academic Affairs for further details.

### ***The Academic Center for Excellence (ACE)***

Office: Rish Hall, Lower Level (ext. 4220)

The mission of the Academic Center for Excellence (ACE) is to provide resources and services that promote a culture of academic success among all Bluefield College students. The ACE staff are committed to meeting students where they are as learners. They seek to foster in them the skills, strategies, habits, and character necessary to becoming excellent students and transformational leaders. The ACE staff encourages students to take responsibility for both academic choices and achievements, and understand that academic planning and development occur during one's undergraduate years as well as throughout their lifetime. Tutoring services, academic coaching, disability services and the testing center for College-Level Examination Program (CLEP) and Defense Activity for Non-Traditional Educational Support [DANTES] Subject Standardized Tests (DSST) assessments are housed in the ACE.

Tutoring services at Bluefield College are designed to help students improve their learning strategies in order to promote independent learning and success. Tutoring in all academic areas is coordinated through the ACE, including face-to-face and online tutoring. Tutoring appointments will be arranged for students in need of tutoring in any discipline as tutors are available.

The ACE offers academic coaching to all students who desire to improve their ability to succeed in their coursework by offering assistance, free of charge, that is tailored to meet their specific academic needs. Academic Coaches can assist you by helping to determine your academic strengths and weaknesses and then aiding you in designing a plan, assistance with study skills and choosing strategies, time management, determining learning styles, test anxiety, and more. Academic Coaches can also assist students with problem-solving as well as provide recommendations for any outside services that may be beneficial. No issue is too big or too small, so don't hesitate to reach out.

The Dean of Academic Support and the ACE directs all ACE services as well as works with students on academic probation to help them achieve their academic goals. Students placed on academic probation are required to meet with the Dean of Academic Support and the ACE while they are working to improve their scholastic performance.

Academic accommodations are also available for students with documented disabilities. If any student desires assistance, he or she must contact the Assistant Director of the ACE at [ace@bluefield.edu](mailto:ace@bluefield.edu). The Assistant Director will consult with the student regarding any appropriate accommodations and their implementation. CLEP and DSST testing is available for students of Bluefield College, the surrounding community, and general public. Tests are scheduled by individual appointment. To arrange taking a test, contact the ACE at [ace@bluefield.edu](mailto:ace@bluefield.edu).

### ***Academic and Grade Appeal Procedure***

A student has the right to contest a grade given in any Bluefield College course. Please see Grade Appeal Procedure in the online academic e-catalog on the College website for further details.

### ***Academic Computer Labs***

The Science Center houses four computer labs, which are available during the day when there is not a class scheduled. In the evening and during the day on weekends, a lab is open for students to work on assignments, conduct research, and job-search activities. Each lab is equipped with a printer, internet, and a wide variety of software.

### ***Assistance for Students with Disabilities***

Office: Rish Hall, lower level (4220)

Students with documented disabilities are eligible to receive services and accommodations based on specific needs. To receive services at Bluefield College, students must provide recent documentation that supports their disability.

Accommodations are made on an individual basis and are for the purpose of providing equal access to educational opportunities as specified in the guidelines of the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973.

The Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 define a disability as a physical or mental impairment that substantially limits one or more major life activities, such as walking, seeing, hearing, speaking, breathing, learning and working.

This definition also includes a person with a record of disability or a person perceived as having a disability. For more information, contact the ACE (Academic Center for Excellence) at [ace@bluefield.edu](mailto:ace@bluefield.edu).

### ***Easley Library***

Easley Library was built in 1956. It is named in memory of Frank Smoot Easley and David Milton Easley, both of whom served on the Board of Trustees. The three-story building consists of a main entrance level, a mezzanine or second floor, and a basement or ground level which houses the Education Department.

As an integral part of the educational program of Bluefield College, the library provides instructional resources, services, and facilities to the College community and access to resources and services to off-campus faculty and students. The primary purpose of Easley Library is to provide support for the educational goals of the college, as stated in the mission and catalog of the College, by (1) acquiring and maintaining a well-balanced, up-to-date collection of both print and non-print materials, (2) providing physical facilities and equipment that will ensure the most effective use of library resources, (3) instructing the College community in the effective and efficient use of library resources and services, (4) cooperating with other libraries to develop shared library resources.

On the main floor students will find the circulation area where books (including reserve materials) are checked out. There is also a small leisure reading area, a DVD collection, and a CD collection. The JRR Tolkien Media Lab and the CS Lewis Collaboration Room have been added to the main floor of Easley Library in the last two years. These rooms have smart boards and PC computers and the media lab has a green screen wall as well as a Mac computer. In the west wing on the main floor students find the reference and journal collections and the networked printer/copier.

A reference librarian is on duty at all times to assist students. Research computers are located on the main level. There students may search the online catalog and electronic databases. On the mezzanine level students will find the circulation book collection as well as numerous study areas.

Overdue materials: Materials should be returned to the library by the "due date". Notices are sent out to students by e-mail. Fines accumulate after a five day "grace period" at a rate of \$.10 per day up to a maximum of \$10.00 per item. DVD fines are \$.25 per day and interlibrary loan book fines are determined by the lending library. After the third notice is sent out, the student is billed for the price of the book or material. If the item is not returned or paid for, the Registrar's Office is contacted.

**Hours of Operation\***

Monday – Thursday**	7:45 a.m. – 10:00 p.m.
Friday	7:45 a.m. – 5:00 p.m.
Saturday	10:00 a.m. – 5:30 p.m.
Sunday	2:00 p.m. – 10: p.m.

\*Hours of operation during Semester breaks and holidays will be posited, or call (276) 326-4238

\*Summer hours are Monday-Friday 9:00 a.m. – 4:00 p.m.

\*\*The library is closed every Wednesday during the academic year from 10:00 a.m. – 11:00 a.m. for Chapel.

***Final Exam Schedule***

Class Time	Final Exam Time
MWF 8:00 a.m.	8:00 a.m. Saturday
TR 8:00 a.m.	11:00 a.m. Saturday
T 2:00 p.m.	2:00 p.m. Saturday
TR 2:30 p.m.	2:00 p.m. Saturday
TR 3:00 p.m.	2:00 p.m. Saturday
MWF 9:00 a.m.	8:00 a.m. Monday
TR 9:30 a.m.	11:00 a.m. Monday
MWF 2:00 p.m.	2:00 p.m. Monday
MWF 1:00 p.m.	8:00 a.m. Tuesday
MWF 12:00 noon	11:00 a.m. Tuesday
TR 12:30 p.m.	2:00 p.m. Tuesday
TR 1:00 p.m.	2:00 p.m. Tuesday
TR 11:00 a.m.	8:00 a.m. Wednesday
MWF 11:00 a.m.	11:00 a.m. Wednesday
MWF 3:00 p.m.	2:00 p.m. Wednesday

Final exams for classes beginning at 4:00p.m. or later are to be held at the normal class time during the final exam period.

***Global Education***

Office: Lansdell Hall, Office 301C (ex. 4271)

Bluefield College is a member of the CAPA International Education ([www.capa.org](http://www.capa.org)) which provides semester abroad study opportunities in London, UK; Dublin, Ireland; Florence, Italy; Sydney, Australia; Madrid or Barcelona, Spain; and Beijing, China. Students have the opportunity to take a variety of courses with faculty members of the cooperating institutions as well as from qualified professors from the host country. Additionally, Bluefield College is aligned with Consortium for Global Education (CGE). Through this program, students can study abroad in various areas of interest, with short and long-term opportunities, especially as they relate to the learning of the Arabic and Chinese languages ([www.cgedu.org](http://www.cgedu.org)). CGE currently offers study abroad experiences in Jordan, Australia, Lithuania, Lebanon, Greece, and Argentina. Our affiliation with the Council for Christian Colleges and Universities' BESTSEMESTER program affords students semester study-abroad experiences in India, Northern Ireland, Amman, Jordan; Oxford, England; Costa Rica, and Uganda. Bluefield College also offers enrichment/learning opportunities through international course-related travel, international travel and cultural immersion. Such opportunities are coordinated with academic coursework completed at the main campus in Bluefield.

The College is committed to global education and has established an exchange program with Jiangsu Second Normal University in Nanjing, China, whereby Bluefield College faculty and students engage in cultural exchange with China during the month of May. Then, every fall Chinese students and faculty participate in the Bluefield

College academic environment. Similar opportunities are available in Thailand at Mahidol University in Bangkok as well as “global” activities in United States urban settings such as Chicago. Current information can be found under Academics > Global Education > STUDYABROAD on the Bluefield College website. Go on, GET OUT THERE!

### ***Honors Program***

Office: Rish Hall, Room 005 Ground Floor (ext. 4270)

The Bluefield College Honors Program is an interdisciplinary curriculum that provides a stimulating academic environment and intellectual challenge for highly motivated students. Students who complete all elements of the Honors Program will receive the designation, “Honors in . . . ,” inscribed on their transcripts and be recognized as first graduates in the commencement ceremony. The Honors Program, includes opportunities to participate in:

- exclusive, small specially focused general education seminars,
- attend regional and national Honors conferences, and
- participate in an interdisciplinary junior seminar which integrates various areas of knowledge culminating in a significant research project in any area of your interest.

A limited number of scholarships are available to qualified students. Admission to the program for incoming freshmen requires the following: ACT score of 25 or SAT score of 1100 or eligibility for Presidential Scholarship. Submission of an application essay. For more information, visit [www.bluefield.edu/honors/](http://www.bluefield.edu/honors/).

### ***Program Requirements***

Six Honors General Education courses: chosen from English, Social Science, History, Communications, Fine Arts, Christian Studies, Natural Science (w/ lab), and Health: 18 Hours (or 19 w/ lab science).

Honors Freshman Seminar: 1 Hour: small, intellectually stimulating class taught by a distinguished faculty member emphasizing critical interpretation and oral and written communication focused on a variety of stimulating topics concerning what it means to be human.

Honors Junior Seminar: 3 Hours: In-depth interdisciplinary investigation of an issues in students’ majors culminating in a term project of the students’ design.

Honors Senior Seminar: 1 Hour: Discussion of topic(s) of current interest in our society. a jointly agreed upon “Great Book.”

### ***Intellectual Property***

The College mission is carried out in a learning community that encourages a spirit of intellectual inquiry among faculty, students, and staff. The development of creative and scholarly research, works and inventions, known broadly as intellectual property, will be a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor and the College.

### ***Professional Fraternities***

Bluefield College offers several coeducational organizations with the purpose of promoting professional competency and achievement within a specific academic field. They generally limit their membership to qualified students who are enrolled in a particular degree program and who have obtained a determined minimum academic achievement level.

Eta Beta Rho is a national Hebrew studies honor society founded in 1960 by the National Association of Professors of Hebrew. The Nun chapter at Bluefield College was chartered in March 1995. The purpose of Eta Beta Rho is to recognize outstanding attainments in the study of Hebrew language and literature, to stimulate study and research in this field, and to promote an understanding and appreciation of the culture of Israel.

Kappa Phi is an international recognized student led organization that unifies students of various visual arts.

The Eta Zeta Chapter of Bluefield College, chartered in the spring of 2008, seeks to better and enhance campus, community, world, and self, through visual arts. This is accomplished by doing wall murals, teaching lessons, and volunteering member talents to local area shelters and organizations.

Phi Beta Lambda is a national business organization. PBL's mission is to bring business and education together in a positive working relationship through leadership development programs. As a member of PBL, you will build your resume, meet business leaders in the community, experience the rewards of community service and enjoy travel and special activities.

Pi Delta kappa is a professional association for current and future educators. PDK's mission is to support education, particularly public education, as the cornerstone of democracy. Its vision is to be the experts in cultivating great educators for tomorrow while continuing to ensure high-quality education for today.

Pi Gamma Mu is the largest international honor society in the social sciences. Chartered in 2001 at Bluefield College, the purpose of the society is to encourage excellence in the social sciences, to inspire an intelligent approach to social problems, and to promote mutual understanding among people of differing opinions. The society recognizes good scholarship and encourages it through enriching programs, a lectureship program, and student-faculty fellowship.

Psi Chi is the national honor society in Psychology. The purpose of Psi Chi is to encourage, stimulate, and maintain excellence in scholarship, as well as to advance the science of Psychology.

Sigma Beta Delta is an international honor society for students in Business, Management, and Administration at schools and colleges with regional accreditation. Membership is limited to business students ranked in the upper twenty percent of the junior and senior class and must be invited to membership by the faculty officers. The purposes of Sigma Beta Delta are to encourage and recognize scholarship and achievement among students of business, management, and administration, and to encourage the promote personal and professional improvement and a life distinguished by honorable service to mankind.

Sigma Tau Delta International English Honor Society is one of the largest members of the Association of College Honor Societies. Its central purpose is to confer distinction upon students of the English language and literature in undergraduate, graduate, and professional studies. Sigma Tau Delta also recognizes the accomplishments of professional writers who have contributed to the fields of language and literature.

Theta Alpha kappa is the only national honor society serving the needs of those involved in the study of religion and/or theology at both the baccalaureate and post-baccalaureate levels of higher education. Honoring excellence in these academic fields is its primary purpose, and it currently hosts over 200 local chapters throughout the United States at institutions both large and small, public and private. Bluefield College is home to the Alpha Beta Lambda chapter.

### ***Academic Honors and Awards***

Bluefield College awards students for their academic excellence in various ways including Graduation Honors, President's list, Dean's list, and Who's Who. For more information, please refer to the Honors and Awards section of the academic catalog located on the College website.

### ***Registrar's Office***

The Registrar's Office should be contacted regarding questions in the following areas: Adding/Dropping Classes, Change in Majors/Minor, Change of Address Class Schedule, Graduation Evaluation/Application, Registration, Transcript Request/Transfer Credit, Withdrawal from school request, Veteran's Benefits Athletic Eligibility Enrollment Verification.

### *Request for Academic Transcript*

Students must complete the transcript request form and submit to BC Central. Unofficial transcripts are free of charge; however, a fee of \$15 must accompany the request for an official copy. Payment by credit card may be completed on the Transcript Request Form. Transcripts will not be release until payment is received.

### ***Student Communication Policies***

#### *Electronic Communication*

It is of the utmost importance that students remain informed and connected to the College. Email is the official form of College communication. Additional forms of communication may include printed materials placed in student boxes and notifications sent through RamAlert or the Bluefield College Mobile App. Students are expected to check their email on a daily basis. All students will be held responsible for any information disseminated via email regardless of whether or not they have checked their account. Questions related to email access should be directed to IST via the support portal in MyBC.

#### *Posting Policy*

All flyers, posters and advertisements must obtain approval from the Office of Student Development before being posted on campus property. Postings may be approved by the Coordinator of Student Care or the Director of Student Engagement. Postings in the residence halls and campus apartments must be approved by the Director of Residence Life. It is the responsibility of the advertising party to take down all postings in a timely fashion after their event. Flyers, posters, and advertisements may be hung on campus bulletin boards or approved locations in the residence halls and campus apartments. No postings should be affixed to glass windows, doors, or walls on campus.

### ***Student Records Policy***

#### *Notice to Student of Their Privacy Rights*

A student's records are maintained under the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA). This act seeks to protect the privacy of student records. FERPA is sometimes also referred to as the student records confidentiality policy.

With certain exceptions, officials of Bluefield College will not disclose personally identifiable information from a student's education records without the student's prior written consent. A student may grant permission for a Bluefield College official to release information about his or her academic progress, conduct, and financial affairs, completing a FERPA Education Record Release form and submitting it to BC Central.

College employees are permitted to release "Directory information," as listed below, without the student's prior written consent. Students can restrict how address information is printed in the Campus Directory, or can have all Directory information restricted, by notifying BC Central in writing. Requests for non-disclosure will be honored by the College until removed, in writing, by the student.

- Name
- Jenzabar ID
- Local Address
- Local Telephone Listing
- Grade/Billing (permanent) address
- Grade/Billing (permanent) telephone listing
- High School attended
- Date and place of birth
- County, state, or U.S. territory from which student originally enrolled
- Photograph or video clip
- Major field of study
- Class (junior, senior, etc.)
- Enrollment status (full-time, half-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance

- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Campus electronic mail address
- Grade point average, in recognition of achievement

#### *What are Educational Records?*

Any record maintained by the College that is related to the student with some narrowly defined exceptions:

- Records in the “sole possession of the maker” (e.g., private advising notes)
- Law enforcement records created by a law enforcement agency for that purpose
- Employment records (unless the employment is based on student status). The employment records of student employees (e.g., work-study, and wages) are part of their education records.
- Medical/psychological treatment records (e.g., from a health or counseling center)
- Alumni records (i.e., those created after the student has graduated)

#### *Information Students Can See*

The Family Educational Rights and Privacy Act also gives a student the right to inspect his or her education records (hard copy and electronic) and to request amendment of those records if they are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. To inspect his or her education records, a student must file a written request with the individual who has custody of the records that the student wishes to inspect and the request must be honored within 45 days after the records custodian receives it.

To request amendment of his or her records, a student first discusses the matter informally with the records custodian, and if the custodian does not agree to amend the records, he or she will inform the student of applicable appeal rights. Students also have the right to file a complaint with the U.S. Department of Education alleging that the institution has not complied with FERPA.

#### *Information Students Cannot See*

Students may NOT see parents’ financial statements or records and letters of recommendation for which the student waived the right to view. Students may NOT see the personal information of any other student or any information on a student who has a non-disclosure request on record.

#### *Access to Student Data*

Departments within the College requesting other than Directory information will be given such information if they have a legitimate educational interest. College officials have a legitimate educational interest if it is necessary or desirable for them to have access in order to carry out their official duties and/or to implement the policies of Bluefield College, or if it is in the educational interest of the student in question for such officials to have the information. Persons receiving this information (or Directory information prior to its publication) are responsible for protecting the confidentiality of the students involved. They are not permitted to re-release this data to persons, other than College officials with a legitimate educational interest, without the prior written consent of the students involved.

Instances in which student data (even for those records with restrictions and non- disclosure requests) are released

- to specific internal groups with legitimate educational interest (signed waiver by student not required)
- to specific external groups with legitimate educational interest (signed waiver by student may be required)
- to other agencies not specified above (signed waiver required)
- to satisfy a subpoena or judicial order (signed waiver not required)

## **COMMUNITY LIFE**

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Office of Student Development: Building 7, Faculty Lane (ext. 4206 or 4207)

Bluefield College students are an integral part of the College and are encouraged to participate in all phases of campus and student life. As a traditional liberal arts institution, Bluefield College recognizes the need for balance between the classroom and the co-curricular experience. The total college experience permeates all aspects of the college community to develop the total person. The student development program at Bluefield College is designed to be an integral part of the education process by supporting and strengthening the educational, social, spiritual, and physical experiences of the student.

The Division of Student Development employs a highly qualified and trained professional staff that works collaboratively with the academic community to create an educational experience which meets the needs and interests of the students and prepares them for both their professional and personal careers. The professional staff includes the Associate Vice President (AVP) for Student Development, Campus Pastor, Coordinator of Student Care, Director of Campus Safety & Officers, Director of Residence Life & Resident Directors, Director of Student Engagement, Senior Director of Student Thriving & Success, and Director of Counseling Services.

### ***Athletics***

Director of Athletics & Coaches: Offices House #8 ext.4316

The Department of Athletics provides opportunities for students with exceptional athletic ability to represent the College in the National Association of Intercollegiate Athletics (NAIA), and the National Christian College Athletic Association (NCCAA). Through athletics we embrace the NAIA Champions of Character initiative and follow the biblical guidance needed for membership in the NCCAA. The College is a member of the Appalachian Athletic Conference in the NAIA. The Director of Athletics reports to the President.

The athletics program is a vital part of the co-curricular student development at Bluefield College. The College offers scholarships in a variety of sports at the varsity and junior varsity level. Bluefield provides football, baseball, basketball, cross country and track, golf, soccer, wrestling, tennis, and marching band for males; and basketball, cheerleading, cross country and track, soccer, softball, tennis, volleyball, and marching band for females.

### ***Campus Store***

Office: Shott Hall (ext. 4260 or 4614)

The Bluefield College Campus Store is located in Shott Hall and is open Monday through Friday from 8:30 a.m. – 4:00 p.m. The campus store sells Bluefield College branded clothing and a variety of other BC branded items. Other items available in the campus store are snacks, drinks, school supplies, decals, and cell phone accessories. All current students received a 15% discount on all items in the campus store with the exception of drinks and snacks.

### ***Mailboxes***

Student mailboxes are located in the campus store and available for students living on campus. Mailbox assignments are obtained during registration. Mailbox keys do not have to be returned until the student graduates, transfers, or withdraws from the College. Students should check mailboxes at least once a week.

Use the following information when receiving mail:

Bluefield College

Name of Student, # \_\_\_\_\_

(List actual name of student– do not use PO Box, Post Office Box, or Dorm Room Number in Address)

3000 College Avenue

Bluefield, VA 24605

### ***Computer Resources Acceptable Use Policy***

The hardware and software computer resources of Bluefield College are available to the students, faculty and staff in support of the educational and administrative goals of the College. It is expected that users of these resources

will engage in activities such as conducting research and completing course-work communicating with others, accessing information in the performance of normal College-related job responsibilities and exploring other information sources. Using the system on an occasional basis for personal use, such as corresponding with friends or family through electronic mail, may also be considered appropriate, but in all cases usage should defer to College related activities. The computer system may not be used for commercial or solicitation purposes without the express written consent of appropriate school officials. The computer resources provided by the College are the sole and exclusive property of the College.

It is expected, in return, that users must respect the rights and privacy of others and must obey school policies and state and federal laws that may apply to their activities while using the computer system. Although the College, in its official capacity, will make every effort to respect the privacy of users of the computer system, it should be understood by all users that the computer systems is owned and operated by a private and Christ-centered college. Bluefield College considers any violation of the acceptable use principles or guidelines to be a serious offense. Any or all of these systems and all files on these systems may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to Bluefield College and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. Bluefield College also reserves the right to protect its network from systems and events that threaten or degrade operation. Bluefield College also reserves the right to determine what is acceptable and not acceptable in the use of computer systems. Violators are subject to disciplinary action as prescribed in the honor codes, in the Student Handbook, and in the Faculty Handbook. Offenders may be prosecuted under the law to its fullest extent.

Bluefield College Department of Information Services and Technology may suspend or limit access to its resources for misuse of software, hardware, and/or network services. Other actions may be taken depending on the nature of any misuse including investigating any suspicious activity. Violations may result in loss of access privileges, disciplinary action by student judicial groups, and/or prosecution under civil or criminal laws. By using these systems, you are consenting to follow and submit to all Bluefield College policies concerning appropriate network use. Administrators of individual systems such as the library or computer labs may establish policies that place additional responsibilities upon users.

### ***Counseling Services***

Professional counseling services are provided free to all traditional undergraduate students enrolled full-time at Bluefield College through BC Counseling & Wellness Center as part of the Division of Student Development. Licensed Professional Counselors and supervised graduate student interns provide supportive individual and group counseling designed to assist students in their ability to be more effective and successful in their academic and personal lives.

Counseling offices are located in the Offices of Student Development. Appointments can be arranged by calling 276-326-4207 or by visiting the Office of Student Development from 8:30 am-5:00 pm, Monday through Friday. Students will provide a name, phone number, and email address for further contact and follow-up. They will receive a confirmation email or text of the appointment once the process is completed. The first appointment will be scheduled as an intake session to assess the nature and severity of student concerns. Emailing is not for emergency or crisis situations. For emergencies students should contact their on-call Resident Advisor at 276-873-0075.

Faculty and staff may recommend students for individual or group counseling through BC Thrive or by email (counseling@bluefield.edu). Counselors will contact those referred in a timely manner. Self-referrals from students and referrals from parents are welcome and can be accomplished through email, phone contact, or personal contact with the counseling staff.

### ***Financial Aid***

There are a variety of sources and types of assistance available. Students may qualify for federal grants and loans, state grants, institutional scholarships, federal work study jobs as well as scholarships and loans from private and outside sources. We encourage students to apply for outside scholarship opportunities through their church, community, and civic organizations. Students are also encouraged to check their Bluefield e-mail and MyBC accounts for periodic announcements, changes to awards, reminders of deadlines, and scholarship opportunities.

Contact the financial aid staff in BC Central at 276-326-4215 to discuss the availability of aid for you, for application procedures and deadlines, and anytime you have a question regarding your financial aid. You may also email us at [bccentral@bluefield.edu](mailto:bccentral@bluefield.edu)

### ***Food Service***

Office: Shott Hall, Dining Hall ext. 4264

#### Hours of Operation:

Monday - Friday

Breakfast ..... 7:00 – 10:30 a.m.

Lunch ..... 11:30 a.m. – 2:30 p.m.

Dinner ..... 5:00 – 7:00 p.m.

#### Saturday and Sunday

Brunch..... 11:30 a.m. – 1:30 p.m.

Dinner ..... 5:00 – 6:00 p.m.

#### Chicory Coffee Company

Monday – Friday..... 7:30 a.m. – 10:30 p.m.

Saturday and Sunday..... 8:00 p.m. – 10:30 p.m.

Your College Dining Services provides a variety of meal options for you:

*Garden Club* - fresh garden options for you to create your idea of a healthy dining experience with an optional soup selection.

*Café Classics*- traditional line-up of all you care to eat hot meals with healthy choice matters.

*Deli Depot* – is a sandwich factory with a variety of meat and bread choices accompanied by toppings and condiments galore.

*The Grille Company*- sizzling, cooked to order to satisfy your taste buds and please your palate.

*Say Cheese*- Pizza and pasta delights.

*Sweet Sensations* –Tasty sweets to finish off your meal!

*The Oasis*- Quench your thirst with a hot or cold beverage that includes sugar-free options. Visit the Chicory Coffee Company in the Student Center, which proudly brews Starbucks coffee, for a warm pick me up or grab something from our Out Takes selection for food on the fly that is available all day!

All students on a meal plan have meal replacement options at the Chicory Coffee Company, following Valley’s meal replacement guidelines.

#### *The following policies apply to Dining Services:*

- All students must present their valid student identification cards when entering the Dining Hall at all times. Students will not be admitted into the Dining Hall without presenting their student identification card. No student is permitted entrance into the Dining Hall during non-service hours.
- Proper attire is required of all individuals entering the Dining Hall, and must be worn in a non-offensive manner. Cleats are not allowed.
- Resident students may not obtain food items for commuting or non-students.
- All Dining Hall utensils (cups, plates, bowls, silverware, etc.) are the property of the Dining Hall. Please do not remove any non-disposable utensils.
- Only food service employees are permitted in the kitchen and in any food preparation areas.
- All other policies and procedures outlined in the Student Handbook apply in the Dining Hall.
- Further information concerning policies and procedures, meal plans, pricing or special service requests may be obtained from the Director of Dining Services, along with any questions, concerns, suggestions or comments.

### ***Health Information Services***

### *Student Insurance*

Bluefield College has always been committed to ensuring students have access to affordable, quality, and comprehensive health insurance. Bluefield College highly recommends all students to have primary insurance, however if you are an athlete you are required to have primary insurance. Bluefield College works closely together with Dissinger Reed, an insurance broker that specializes in college insurance plans. Please visit their website at [www.dissingerreed.com/athlete/P2](http://www.dissingerreed.com/athlete/P2) and familiarize yourself with all the plans possible for you, should you choose to enroll in the insurance. The plans offer open enrollment all year round with the ability to auto renew back to back short term plans, or take a 364 day plan. You must provide a copy of your primary personal insurance card to the Office of Student Development, and if you are an athlete you must provide it to the Sports Medicine Department.

### *International Coverage*

Bluefield College requires all international students be enrolled in the Global Benefits Group (GBG) insurance through the College. Each international student will be automatically enrolled in the College sponsored health insurance plan and the premium for the plan will be added to their student bill each semester with summer coverage being optional for international students should they return to their home country for the Summer.

### *Mandatory Accidental Insurance Plan*

Each full time traditional Bluefield College student is enrolled in a student accident insurance plan for the 2019-2020 school year. The effective date of coverage is August 1, 2019 and terminates July 31, 2020. In addition, this plan also covers graduate students participating in athletics.

Benefits are payable for injuries which result directly and independently of all other causes from a covered accident, while coverage is in effect, up to the maximum benefit of 10,000 dollars per injury. Eligible medical expenses must be incurred within the benefit period: with the first eligible expense incurred within the first 60 days of the date of the accident. Deductible - \$0.

- This is an excess policy only and does not cover any type of illnesses or sickness.
- Claims must be filed within 60 days of the accident. If you are an athlete, file with Head Athletic Trainer, Erika Bell, non-athletes file with Student Development Office Manager.
- If away from the College, consult a doctor and follow the doctor's advice. Notify the Sports Medicine Department and/or the Office of Student Development within 30 days after the date of the covered accident or as soon thereafter as is reasonably possible.
- All claims must be filed with the primary insurance company before the mandatory student accident plan.
- Staple all primary insurance EOB's itemized medical and hospital bills to the claim form and mail to the claims administrator: BMI BENEFITS PO BOX 511 MATAWAN, NJ 07747

Immunizations and health screenings are available through services provided by the Tazewell County Health Department. There is a minimal fee for some immunizations and health screenings. Bluefield Regional Medical Center is one mile from the campus and may be utilized for care of serious illnesses or surgery. A physician is on duty 24 hours a day in the Bluefield Regional Medical Center Emergency Room for after-hour emergencies. Resident students needing care after hours should contact the RHD or RA on duty.

Students may obtain first-aid treatment and/or referral to local physicians through the Office of Student Development. Student athletes may obtain first-aid treatment and/or referral to local physicians through the Sports Medicine Department. Students are responsible for all expenses incurred at the doctor's office or hospital.

### *Identification Card*

Information Services Technology Department (ext. 4286 and 4618)

All students are issued a College identification card. The bar code on the student identification card enables the student to gain access to the library subscription databases and electronic resources from off campus. More information about library resources is available on-line at [www.bluefield.edu/library/index.html](http://www.bluefield.edu/library/index.html)

Your student ID card is required for use to:

- Easley Library
- Campus Store
- Chicory Coffee Company
- Dining Hall
- Athletic Facilities
- Residence Halls
- Chapel
- Academic Convocation
- Social Events
- Necessary for identification whenever asked by a campus security officer or College official

All student ID cards whether lost, broken, or misplaced, can be replaced in the IST office on the first floor of Lansdell Hall at a cost of \$20.00. Student ID cards cannot, under any circumstances, be altered, loaned to others, or used to misrepresent you or the College.

### ***Spiritual Life***

Office: Dan MacMillan Center (DMC) (ext. 4471)

The Department of Campus Ministry seeks to minister to the needs of students for spiritual awareness, growth, and service. This is accomplished through developing emerging leaders and creating opportunities for students to nurture and explore matters of faith and life.

To the end of creating opportunities for BC students to experience Jesus Christ, the Offices of Student Development works closely with the Bluefield Collegiate Ministry (BCM) Council. BCM Council is the leadership team of BCM and functions as the Campus Christian Programming Board. Every member of the council coordinates a particular aspect of the campus ministry experience such as publicity, creative worship, impact teams, missions, Bible studies, prayer, residence hall outreach, and FCA. Students are needed to join those teams and to form special teams for fund raising and for special ministry events.

Activities and programs contributing to the development of spiritual growth are available to you as a student of Bluefield College. The Office of Campus Ministries and the BCM Council coordinates the programs of the Bluefield Collegiate Ministry and the following campus organizations:

- Residence Hall Bible Studies - discussion oriented Bible study touching topics basic to all students. Special guests are invited throughout the year.
- Elevate- these weekly events, sponsored by the BCM Council, are open to all students. Your input and suggestions on how we can serve you better are always welcomed!
- Missions and ministries “impact” teams - all students interested in working with youth, children, and others through creative ministries, games, lock-ins, bible studies, and more are welcome to join this team.

#### ***Bluefield Collegiate Ministry***

Bluefield Collegiate Ministry (BCM) is a fellowship of college students who are seeking to find and implement God’s purpose for their lives and their world. Bluefield Collegiate Ministry is a multi-faceted program of, for, and by students, with the assistance of the Campus Minister, and is open to all students regardless of religious denomination. Along with many social activities, the BCM has Bible studies, mission projects, statewide BCM programs including conventions, conferences, and retreats, as well as other ministry opportunities in which to participate. Any member of the Bluefield College community can join the Bluefield Collegiate Ministry regardless of their denominational affiliation.

#### ***Fellowship of Christian Athletes***

Fellowship of Christian Athletes (FCA) is a national organization and though it is open to all students, its primary outreach is to athletes. Its stated goal is “to present to athletes and coaches, and all whom they influence, the

challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.” The group attempts to provide its members with the opportunities for Christian growth and fellowship.

### *Vocatio: A Program of Worship and Inquiry*

While the College has enjoyed a long history of convocation programs, it now seeks to develop a lyceum style approach to convocation that will integrate both worship and learning events under the umbrella rubric called VOCATIO, which will be intentionally designed to engage students in reflection and to challenge their preconceived notions of truth thereby encouraging them to approach the world with a larger dimension of self, neighbor and God than heretofore realized. In this program, students will be required to attend ten Chapel (worship) services and five academic convocation events each semester that will be focused on a set theme related to the general education core of Inquiry, Character, Citizenship and Wellness.

#### *Chapel Attendance*

Every Wednesday morning at 10:00 a.m. students, faculty, and staff gather for Chapel. The Chapel program exists to broaden the Christian worldview through worship, faith development and reflective inquiry about life and world issues as well as to develop understanding of diverse religious, cultural, and ethnic traditions and practices. Chapel attendance is required and is considered a part of the College’s general education requirements.

All full-time students are required to attend ten approved Chapel services per semester. Students who do not meet the required ten Chapels per semester will have a hold placed on their academic transcripts and will not receive their diploma upon completion of all other academic degree requirements. All students will have the ability to monitor their own Chapel through their MyBC account.

#### *Chapel Conduct*

The atmosphere of Chapel should be one of worship. It is expected that students will give respect to the speaker by refraining from talking and will stay until the program is dismissed. Cell phones, headphones, newspapers, food, drink and hats for men are not appropriate in convocation. Male students wearing hats are to remove them before entering into Harman Chapel.

Students who fail to comply with the standards will be asked to leave and no credit will be given for that convocation.

#### *Chapel Exemptions*

Students may request an exemption from Chapel on a semester-by semester basis. Students must prove that they have a direct conflict with the Chapel hour because of their employment status or class required such as student teaching. All requests for exemptions will be given due consideration. A request does not guarantee an exemption. Decisions may be appealed. The appeal must be submitted in writing by the student to the Associate Vice President of Student Development.

#### *Academic Convocation*

All full-time students are required to attend five approved convocation events per semester. Convocation will focus on inquiry, character, citizenship and wellness. Convocation attendance is required. The attendance policy and schedule of programs are available through the Office of Academic Affairs. All students will have the ability to monitor their attendance through their MyBC account.

### ***Student Accounts***

Office: BC Central, Lansdell Hall, Third Floor, ext. 4215

Email: [bccentral@bluefield.edu](mailto:bccentral@bluefield.edu)

Hours of operation are from 8:00 a.m. to 5:00 p.m., Monday through Friday. Please call, email or stop by to see us if you need any of the following services:

Make payments on or receive information about student account charges; Pick up student credit balance checks or work study checks; request assistance with tuition assistance programs such as employer pay, employer reimbursement, military, veterans, etc.; tuition Pay payment plans; and cash checks (max. \$50.00 per day).

### ***Student Complaints***

Procedures for registering complaints/grievances of a non-grade or non-instructional nature.

#### ***Grievance Policy: Formal Complaints***

If a student has a serious concern about any specific area of the College, such as a policy or a College official, s/he is obligated first to make an attempt to dialogue with the appropriate individual directly. If the student is unsatisfied with an answer given, s/he may issue a formal complaint in writing, describing the nature of the complaint and desired resolution, to the respective department supervisor. All concerns will be reviewed and, if necessary, an appointment may be initiated by the department supervisor. Formal grievances should be directed to the following departmental supervisors:

The College prohibits retaliation against any student based upon the student's filing of a grievance or participation in the investigation of any grievance. Any act of retaliation may result in disciplinary action up to and including suspension or expulsion from the College. Students may file a complaint with the Vice President for Enrollment Management & Student Development if they feel that they have been subjected to retaliation.

#### ***Student Complaint Procedure:***

When a student wishes to register dissatisfaction with a matter, the following procedure should be initiated: Complete the online student grievance form found in in Forms on MyBC under the Student Tab. The Associate Vice President of Student Development will review the complaint/grievance and follow-up, or will direct the individual(s) registering the complaint/grievance to the appropriate person to address the matter. If further review is requested, the individual(s) may request a hearing before the President whose review is final. The Associate Vice President of Student Development will retain any documents related to the filing of a complaint/grievance.

### ***Student Engagement***

Office: Shott Hall, ext. 4256

The role of the Student Engagement Department is to complement the academic mission of the College and enhance the overall educational experience through the development of, exposure to, and participation in social, cultural, intellectual, recreational, spiritual, and leadership programs.

The Student Engagement Department coordinates programming to include weekly programs and signature events. The Student Engagement Department also oversees the day-to-day operations of the Student Center, student organizations, clubs, the Student Government Association (SGA), and the Student Activities Leadership Team (SALT).

Student Activities Leadership Team works to (1) plan the activities calendar, (2) procure entertainment for special events, and (3) partner with other student clubs and organizations to provide frequent, quality programming to Bluefield College students. It is comprised of students selected by current SALT members in conjunction with the Director of Student Engagement. SALT is responsible for programming and publicizing recreational, cultural, spiritual, social, and informational entertainment events on campus during the school year. Listed below are just a few of the annual campus events hosted by SALT.

#### ***Annual Campus Events***

Most annual events are hosted by SALT, sometimes in conjunction with other departments, clubs or student organizations.

Welcome Week activities begin the day returning students move in. The week continues the orientation of the first year and transfer students to campus. SALT provides entertainment to acclimate students who are new to Bluefield College to campus life and welcome back returning students.

Homecoming and Family Weekend (usually held in late October or early November) is when alumni, current students, and their families spend time on campus. Students will have the opportunity to invite their families to campus to show them campus life as well as to participate in all of the Homecoming week festivities. Current students can also meet alumni and have the opportunity to bring their parents to class with them. The weekend is full of programs and activities that include the Homecoming football game, tailgating, the Fall Festival and Boofield, lunch with faculty on Friday, and the crowning of the Homecoming King & Queen.

Winter Solace is an annual end of the Fall semester event with various indoor activities for the entire student body including food, crafts, massages, and escape rooms. Winter Solace takes place on the day after the last day of classes in the Fall semester.

Mud Pig Day is an annual end of the semester event with various fun, outdoor (weather permitting) activities for the student body including, a giant water slide, mud pit, lunch and more! Mud Pig Day takes place on the day after the last day of classes in the Spring semester.

#### *Jack Marcom Student Center*

The Jack Marcom Student Center offers a stage, lounge area, small and large tables for meeting/studying, video game consoles and televisions. The Chicory Coffee Company is also located in the Student Center and offers food and beverages throughout the day.

There are a variety of board games and video games available to check out in the Student Engagement office. You may also check out a set of discs to use on the disc golf course on campus in the Student Engagement office.

#### *Student clubs and organizations*

The College recognizes the value of belonging to various interest and social organizations. Interaction with other students, faculty and staff, encourages growth and develops social skills. College clubs and student organizations are open to all students regardless of race, creed, national origin, or religion.

All student organizations and clubs must meet the guidelines, policies, and procedures identified in a separate publication, available in the Student Engagement office, before being recognized as an official club or student organization at Bluefield College.

If you have your own idea about starting a new program or organization, please contact the Student Engagement office for more information. New organizations must develop a constitution, among other things, and have it approved by the Student Government Association, and Campus Ministry (in the case of religious organizations). If you have questions or need assistance, please schedule a meeting with the Director of Student Engagement.

#### *Greek organizations*

Bluefield College has acknowledged that general, local Greek organizations can be a valuable component of the undergraduate experience. These organizations maintain, as their primary purpose, the enhancement of the learning and growing process. Through activities encouraging leadership development, organization management, interpersonal and group dynamics, social awareness, philanthropic spirit, College loyalty, and career orientation, they have earned the privilege of College recognition.

Greek organizations are self-perpetuating fraternities and sororities attempting to fulfill the total co-curricular needs of their members in a self-directed and self-governing manner. Membership in Greek fraternities and sororities is not limited to any department at Bluefield College and is drawn exclusively from the undergraduate student body. Bluefield College is host to one local fraternity and one local sorority. These organizations regularly sponsor service activities, intramural teams, social events, and other programs. The following Greek organizations currently are recognized and sanctioned to operate on the Bluefield College campus:

- Alpha Delta sorority - The purpose of this sorority is to create a Christian atmosphere in which sisters are able to have meaningful fellowship in common purpose, interest, and fulfillment in both academic and extracurricular activities. Alpha Delta's members strive in spiritual and academic areas as well as any other areas necessary for the well-being of the individual and sorority. The organization also accepts the responsibility of uplifting Jesus Christ through actions as well as spreading His word and love.
- Beta Chi Delta fraternity - The purpose of this fraternity is to create a Christian atmosphere in which brothers are able to have meaningful fellowship in a common purpose, interest, and fulfillment in both academic and extracurricular activities. Its members are to strive in spiritual and academic areas as well as any other areas necessary for the wellbeing of the individual and Fraternity. The organization also accepts the responsibility of lifting up Jesus Christ through our actions as well as spreading His word and love.

#### *Mountain Trail Outfitters*

Bluefield College has an abundance of outdoor equipment available for student use. Mountain Trail Outfitters (MTO), located on Faculty Row, holds this inventory, which includes, for example, mountain bikes, kayaks, and camping equipment. Please go by the Student Development Office and speak with the Student Development Office Manager, if you are interested in reserving gear. All students, staff and faculty will be required to sign liability release forms when using some of the equipment.

#### ***Student Newspaper—Ext. 4548***

The Rampage - is the student newspaper entirely produced by students under the supervision of the Division of Language, Literature & Communication. Students are eligible to receive up to three semester hours of credit.

## **PUBLIC SAFETY**

Office: Cruise Hall, First Floor (ext. 4313) or mobile: (304) 887-1795

The Campus Safety Department is concerned for the safety of each individual, as well as the community as a whole. The OCS is primarily responsible to protect the people and property of Bluefield College. A safety officer is on duty 24/7 during the semester. In addition, our Bluefield College Criminal Justice intern students and staff will enhance and support our security efforts.

All resident students should assist in maintaining adequate protection within the residence halls and on campus. As members of the campus community, you should immediately notify your Resident Assistant, the Resident Director, or the Campus Safety Officer concerning the presence of unauthorized individuals in the residence halls or on the campus. The following explains the campus policies regarding procedures to report criminal actions or other emergencies occurring on campus:

911 should be called first if any violent crime or major injury is witnessed by any student.

On any day, students should report all emergencies or incidents of criminal activity to the safety officer on duty at the time of the activity; if for some unforeseen reason there is not a safety officer on duty, leave a message and the next officer to report to duty will call you back. If you can do so safely, the students should also report the activity in question to the Resident Assistant, Director of Residence Life or the Director of Campus Safety

The Bluefield, Virginia Police Department and Rescue Squad will respond at any time to calls from individual members of the campus community reporting emergencies or incidents of criminal activity on campus.

A list of emergency phone numbers is included in the student handbook and the campus telephone Directory. Campus safety requires the active cooperation, assistance, and support of the campus community which it serves.

Students are encouraged to say something if they see something suspicious. It is important to report, accurately and promptly, all emergencies and incidents of alleged criminal activity occurring on campus. Furthermore, students are encouraged to report any violations of the Community Living Standards. Students reporting such incidents are ensured access to the campus disciplinary system and/or local police. Students can report such incidents to the OCS, College Administrators, Residence Life staff or local police. All persons on campus are entitled to courteous and respectful treatment without regard to race, sex, religion, national origin, or handicap.

The Crime Awareness and Campus Security Act of 1990 and A Student's Right to Know, requires that the Campus Safety Department report crimes to the United States Department of Education and that information on certain crimes be made available.

The Annual Fire and Security Reports are published and disseminated to all students, faculty, and staff. Additionally, these reports may be viewed in detail in the Campus Safety Office.

### ***Emergency Numbers***

Campus Safety Department .....	276-326-4313
Bluefield VA Police Department .....	276-326-2621
Bluefield WV Police Department.....	304-327-6101
Campus Safety .....	304-887-1795
Virginia Fire Department .....	911 or 276-326-1550
Virginia Rescue Squad .....	911 or 276-326-2621
West Virginia Rescue Squad .....	911 or 304-327-7171

### ***Fire Equipment***

Fire alarms and fire extinguishers are placed throughout the College buildings for the security of the community. The College will discipline any student who makes unauthorized use of or interferes in any way with the efficient

functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate College authority.

### ***Fire Evacuation and Drills***

When a fire alarm sounds, all persons must immediately exit the building. Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in all. Please take the initiative to familiarize yourself with the evacuation plan posted in your room. Failure to respond to an evacuation alarm or interfering in any way with emergency operating procedures is not prohibited.

### ***Inclement Weather***

The decision to delay or cancel classes is based on two primary factors: 1) current weather/road conditions, and 2) anticipated changes in weather/road conditions. When classes are cancelled or delayed, the decision is based on what seems best for the campus community.

Commuters are expected to make their effort to attend scheduled classes. If a student is unable to attend classes due to weather, it is the responsibility of the student to contact his or her professor(s) regarding the absence.

For more information on the College's Inclement Weather Policy, go to <http://www.bluefield.edu/news-events/ramalert/inclement-weather-procedure/>.

### ***Security Regulations***

Bluefield College takes the security of our students very seriously. Students should report any potential security concern, including suspicious persons, to the RD of your building or to the Campus Safety Department as soon as possible.

### ***Tailgating Policy***

#### *Definition:*

Tailgating is defined as parking in a designated location/or area and/or setting up non-permanent facilities (such as tents and tables) to consume food and beverages prior to an officially sanctioned College event to which the public is invited and the event has been approved for tailgating.

#### *Conduct:*

Individuals attending events at Bluefield College are expected to conduct themselves in a manner respectful of the nature and character of the College. Persons acting in a disruptive, disrespectful or disorderly manner may be asked to leave the premises or be subject to citation. Students may also be charged with a violation of the code of Student Conduct.

#### *Tailgating Areas/Times:*

- Tailgating with food and nonalcoholic beverages is permitted in the following areas:
- Lotito Park
- The Dome
- Tennis Courts
- Tailgating is limited to directly behind your parked vehicle.
- Roadways cannot be blocked for any reason.
- Tailgating sites will be open two hours before the official beginning of the event. Tailgating must be discontinued fifteen minutes prior to the start of the game and throughout the game.

#### *Consumption of Alcohol:*

- Bluefield College does not sanction the consumption or possession of any alcoholic beverages by any person on the premises of Lotito Park or any other property of the College or designated area approved for tailgating purposes.
- Kegs and other common containers are not allowed at any time. Glass containers are not allowed. Drinking games, included but not limited to beer pong, and the use of devices intended to accelerate the consumption of alcohol, including but not limited to funnels or beer bongs, are prohibited.

*Consumption and Preparation of Food:*

- No food may be sold without permission from Department of Athletics.
- Propane grills are the only permissible sources of heat for cooking.
- Open flame fires, including fire pits and charcoal grills, are prohibited.

*Trash:*

All groups and individuals participating in tailgating are responsible for proper disposal of their trash and other debris. Please utilize trash containers that are supplied throughout these areas.

*Solicitation:*

No sales activities are allowed on the Bluefield College campus, including any/ all tailgating areas, without permission from the appropriate College Office (i.e. Student Development, Athletics, Advancement).

*Smoking Policy:*

- Smoking is not allowed inside Mitchell Stadium.
- If smoking in a designated area, (outside the gates of Mitchell Stadium) smoking residue must be placed in appropriate receptacles.

**Vehicle Use Policy**

Campus Safety Department, ext. 4313

Faculty, staff, students and visitors are responsible for making themselves aware of the regulations pertaining to the operation and parking of vehicles at Bluefield College.

All vehicles must be registered with the Campus Safety Department. The registration fee for students is included in the student's tuition and fees. Due to the demand for parking, the College has implemented designated parking. The parking spaces are color coded depending on your status:

- Blue-Residential Students: these spaces are reserved for residential students at all times.
- Red-Commuter Students: these spaces are reserved for commuters; however, visitors may park in an available commuter space.
- Green-Faculty/Staff: these spaces are reserved for employees of the College between the hours of 8:00am-5:00pm, Monday through Friday. Resident, commuter, and visitors may park in these areas after 5:00pm and on Saturday and Sunday.
- Orange-Visitor: these spaces are reserved for visitors at all times.
- White-Resident Directors, Maintenance staff, College van, and the President: these spaces are reserved for these individuals at all times.
- Yellow-Maintenance: these spaces are reserved for maintenance vehicles and maintenance employee's vehicles. Located near the maintenance building.

There are directional signs for parking at each entrance with color-coded designations. You must park in your designated area. The Campus Safety Department enforces the parking policy by issuing citations for violations.

The on-campus speed limit is 15 miles per hour at all times. College vehicle parking decals should be displayed at all times. There is a \$20.00 charge to replace lost or damaged decals. If your vehicle information changes, students, faculty, and staff must re-submit a form to the Campus Safety Department.

Bluefield College reserves the right to ticket for violations or remove from the campus:

- abandoned vehicles
- vehicles found without a valid parking permit vehicles found without a valid parking permit
- vehicles with an unauthorized or altered parking permit
- vehicles without valid license plates
- and/or vehicles parked in violation of College regulations.

Vehicle owners shall be responsible for all costs involved in the removal, impounding and storage of such vehicles. The College reserves the right to limit parking permits. Parking facilities will be supervised by the College according to the fees, terms or other conditions pertaining to their use, as determined by the College. The privilege of parking at Bluefield College may be rescinded for contravention of these traffic and parking regulations.

The Campus Safety Department can place a vehicle immobilization device “boot” on any vehicle for repeat violators.

Bluefield College assumes no responsibility for any damage to a motor vehicle or any loss of the vehicle or its contents while it is driven or parked on campus. Bluefield College is a private property and the College reserves the right to control vehicular traffic on the campus. The College reserves the right to set or amend parking fees as circumstances dictate. Regulations and fees are reviewed on an annual basis. Any changes that may result from this review become effective at the beginning of the fall semester and supersede any previous regulations and fees. Any person wishing to submit recommendations for consideration may do so in writing to the Offices of Student Development and Campus Safety.

Campus Safety reserves the right to suspend parking privileges on Bluefield College campus. Where a suspension of parking privileges at Bluefield College is applied to any person for contravention of the Regulations, written notice will be given by the Offices of Student Development/Campus Safety to the registered owner or the person in custody/care or control of the vehicle stating the reason for, and terms of the suspension, either by mail or personal service.

A service vehicle is a vehicle that is, required to and is in the process of, performing an authorized service for the college. Authorization must be obtained from the proper authority at Bluefield College to maintain or operate a service vehicle on Bluefield College campus.

All faculty, staff and students who park, or expect to park, in Bluefield College parking lots, must complete a parking permit application. All information on the application must be kept up-to-date, parking permits must be accurate, and changes made as required. Current parking decals shall be clearly visible on the small window that does not roll down on the rear driver’s side; if this window does not exist for instance on trucks the decal will be displayed on the back glass on the driver’s side.

In the case of a motorcycle, the permit must be affixed in such a manner as to be clearly visible. Proper display of the parking permit is the user’s responsibility. Permit holders must ensure that parking permits are clearly and visibly displayed at all times their vehicle is on the Bluefield College Campus to avoid receiving a parking violation notice. It is the owner’s responsibility to ensure the security of their permit at all times.

Those persons desiring to terminate their parking privileges shall do so in person in the Offices of Student Development or Campus Safety. It is a requirement of the Offices of Student Development/Campus Safety that the parking permit be removed from the vehicle.

Parking permits are NOT transferable. It is a criminal offense to duplicate, counterfeit, alter or otherwise use unauthorized Bluefield College parking permits.

Any registered student or employee of the College with temporary physical disabilities may apply to the Offices of Student Development or Campus Safety for a Handicap permit for temporary special (disabled) parking privileges.

Any vehicle displaying a handicap license plate or doctor issued handicap placard must be issued to the student, faculty, and/or staff member that is utilizing said vehicle in order for that vehicle to be legally parked in a handicap parking space.

Bluefield College requires that all vehicles be maintained in roadworthy condition so that they may be driven safely on Bluefield College Campus.

No vehicle can display any obscene language or image on any part of the vehicle by any means.

Any person who, through the operation of a vehicle on campus, causes any damage to College property shall be responsible for payment of all costs of repair or replacement. The operator of a vehicle shall immediately report to the Offices of Student Development/ Campus Safety any such damage. Ultimate liability for damage rests with the vehicle owner regardless of the status of the driver at the time of damage.

Bicycles shall be operated with due care and caution, in accordance with all traffic regulations and shall be parked only in bicycle racks where provided. Bicycles are not permitted in College buildings. Roller skates, roller blades, ski devices, skateboards, longboards and like recreational apparatus shall not be operated in College buildings or on College roads, walks and parking areas.

No vehicle shall be parked on campus other than in a designated parking lot; authorized service vehicles accepted.

No vehicle shall occupy a space in a parking lot other than within the limits set out by lines, curbing, markers or signs. Any curb that is not yellow but does not clearly have white lines designating a parking space is not a parking space.

No motor vehicle shall be operated on any campus sidewalk, pathway, and pedestrian walkway, grassed or landscaped area; approved service vehicles accepted.

No motor vehicle shall be parked within or outside of any parking area, in front of or adjacent to any service access way, in such a manner as to impede or obstruct the continued use of such access way; approved service vehicles accepted.

Pedestrians crossing any roadway/travel lane on campus will have the right of way at all times.

Campus Safety reserves the right to close any parking lot at any time without notice. Every person in charge of a motor vehicle who is directly or indirectly involved in an accident on College property must immediately report the accident to /Campus Safety.

Every person operating a vehicle on the campus shall do so with due care and attention and with reasonable consideration for other persons using the campus.

#### *Appeal Procedure*

In the event you believe your vehicle has been ticketed inappropriately, the following appeal procedure must be followed:

1. The recipient should submit an appeal by using the MyBC form and state any circumstances that should be considered. The appeal must be submitted to the Office of Student Development within five class days of the date of the ticketing date.
2. Tickets will not be voided if the tag is presented as an appeal. If no appeal is filed, the ticket amount will be posted on the students account.
3. All decisions of parking appeals by the Office of Student Development are final.

#### *Unpaid Parking Tickets*

1. All parking tickets will be posted on the student's account. Students will not be allowed to register for classes until the student's account is paid in full. Students who are graduating or leaving the school will not receive transcripts or their diploma until the student's account has been paid.
2. Names of faculty and/or staff who have not settled all parking tickets by the end of the semester will be submitted to the Vice President for Academic Affairs and Vice President for Finance, Administration and Advancement, respectively.

### *Medical Emergencies*

In case of emergency, students are encouraged to find the RD or an RA in their building as soon as possible. If the emergency is life threatening, students should call 9-911 immediately and then contact the RD or RA. Students are expected to inform the RD as soon as possible of a medical incident, injury, or any time a student is taken to the hospital.

### ***Whistleblower Policy***

If any College student or employee reasonably believes that some policy, practice, or activity of Bluefield College, or of another employee on behalf of the College, is in violation of law, the student or employee immediately should contact the President, Vice President for Finance and Administration, Human Resources Director, Chair of the Finance Committee of the Board of Trustees, or Chair of the Board of Trustees, preferably in writing, so as to assure a clear understanding of the issues raised. The student or employee should be as specific as possible in describing the occurrence or suspicion of irregularity, and the description should be factual rather than speculative or conclusive. The student or employee in this case is commonly referred to as a whistleblower. The whistleblower is not an investigator or finder of fact, nor does the whistleblower determine the appropriate corrective or remedial action that may be warranted. Whistleblower reports also may be made anonymously.

## **Residence Life**

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Office: Building 7, Faculty Lane, 2<sup>nd</sup> Floor (ext. 4473)

We recognize that the residence halls play a central role in your total educational experience. It is in the residence hall that some of your most significant personal growth occurs. While the classroom and library are where information is dispersed, the residence hall is where this information is reviewed, studied, discussed, and questioned. The residence hall is also where you learn the fine art of getting along with others. Learning to peacefully and productively coexist with other individuals is fundamental to overall success in life. Living with others involves day-to-day interaction with people of varying backgrounds and values. It gives the opportunity to continue the discussions and debates of the day's classes, a firsthand experience in community development, and the opportunity for developing strong and lasting friendships.

While living as a community member may be difficult at times, we hope you will find it a rewarding experience. As is true in any community, some commonly accepted standards or guidelines are necessary to facilitate the provision of an academically supportive environment and to guarantee mutual respect and dignity among the members. Central to this concept is the development of a genuine concern for other human beings. We, therefore, seek to provide an environment that is compatible with and supportive of your personal, spiritual, social, physical, and intellectual development. Specifically, the mission of the department of Residence Life is to provide a living and learning environment that is clean, attractive, well-maintained, safe, comfortable, and considered by residents to be a positive and desirable community living arrangement.

Alumni, Cruise, East River, Rish Hall and Bluestone Commons are overseen by live-in resident Directors (RD) who are Bluefield College staff members. They are directly responsible for managing the hall and for supervising the residence assistants. Each RD is responsible for the daily management of their residential facility, and they work closely with the Director of Residence Life to provide a community atmosphere within the halls that reflects the mission of the College and the philosophy of Residence Life - a physical environment conducive to studying, which is comfortable and safe, and provides opportunities for individual development and growth. At least one Residence Life staff member (either the RD or a Resident Assistant) will be accessible to all of the residents of each residence hall between 6:00pm and 7:00am the next morning. During visitation hours they will be in the office, or making rounds, and in the building at all other times. The staff in your residence hall will be in and out of the building during the day. Call, e-mail, or post a message on their door if you have a problem and/or question and need to get hold of them.

Each floor of each residence hall has at least one Resident Assistant (RA). RAs are residential students holding positions of responsibility within the residence halls. They are carefully selected and appropriately trained undergraduate staff members working directly under the Resident Directors. These students provide direct assistance to the students in their living area by providing information, by helping to ensure that community standards are met (through brief counseling and referral), by fulfilling basic administrative tasks, by helping to organize interesting programs, and by offering their time and friendship to the students. The Residence Life staff of your building are anxious to get to know you personally, so we hope you will take the opportunity to get to know them as well. Your RA is close at hand if you are having difficulties of any kind, need information, or just want to talk. Interested in becoming an RA yourself? For further information, talk to your RD, RA, or the Director of Residence Life.

### ***Residency Requirements***

Bluefield College requires all students to reside on campus unless any of the following qualifications are met:

1. The student is within 30 credit hours of completing degree requirements.
2. The student resides at home with a parent or legal guardian within a 45-mile radius of the College.
3. The student is 22+ years of age, married, or caring for legal dependent children.

4. The incoming transfer student can document that s/he has lived off-campus while attending their previous institution.

Any student who returns to Bluefield College but does not live in the residence halls, will be held accountable for the upcoming semester's room and board charges unless the student receives an approval letter from the Office of Student Development confirming cancellation of the Residence Hall Agreement.

If you receive Bluefield College talent scholarship dollars you will be required to reside on campus until graduation. This is applicable to student-athletes receiving athletic grant-in-kind funds, music, drama, or art scholarships. All students receiving talent funds must reside in campus provided housing. Failure to adhere to this policy will result in the forfeiture of your Bluefield College talent scholarship dollars.

Students who do not meet the Residency Exemption Policy must live on campus and maintain the minimum required campus meal plan. Students who reside in a traditional residence hall are required to maintain the full meal plan. Students who live in apartments equipped with a kitchen must maintain at least a 200 meals per semester plan. Students with dietary restrictions must request accommodations through our Dining Services provider. In the event that Dining Services cannot reasonably meet a dietary requirement, a student may apply for a reduction or exemption from the meal plan. Every effort will be made to accommodate students' dietary need through Dining Services. The Associate Vice President for Student Development will review all meal plan exemption requests and determine if reasonable accommodation is available or if a partial or full exemption from the meal plan is appropriate.

For information regarding residing on or off campus, contact the Office of Student Development

### ***Off-Campus Housing***

Students who desire to live off-campus must complete the following procedures.

1. Submit a Commuter Application Form with the Office of Student Development, available in MyBC in "forms" under the Student Tab.
2. Provide a letter of support from parent or guardian, unless classified as an independent student by Office of Financial Aid.
3. Sign off-campus housing contract. Do NOT enter into a lease or rental agreement until you have received official approval from the Office of Student Development.
4. Maintain good standing with the College. Good standing is defined as not being on academic, Chapel, or disciplinary probation within the six months leading up to application.
5. Confirm with the Financial Aid Office that aid package is not affected by living off campus.

Expectations – Students who have been extended the privilege of living off campus remain members of the Bluefield College community. They are obligated to honor their commitment to the college's community living standards as outlined in this student handbook. It is expected that students living off campus will be good ambassadors of Christ and of Bluefield College. In addition to representing Bluefield College, as members of this Christian community, we are called to be "salt and light" in the world—this includes our local communities. As such, it is expected that off-campus students will be good neighbors, respectful and considerate of the rights and needs of neighbors, always being sensitive to issues regarding noise, parking, guests, upkeep of dwelling, etc. With regard to these and other "courtesy issues," it is expected that students living off campus will always defer to the needs of their neighbors in addition to parameters outlined by local ordinances and laws. Off-campus students are responsible for the behavior of their guests. Students determined to be responsible for violating college and/or local community standards will have the privilege of living off campus revoked.

### ***Residence Agreement***

Residence living is an important part of the college experience. To aid the development of a positive environment for growth and interpersonal relationships, the College details certain rules for campus residential living. By virtue of enrollment, students are accountable to live within the spirit of these guidelines. Possession of a room by a student is subject to the following conditions and governs a student's right to live in a college residence.

- Residence Life staff will inspect residences prior to, during, and prior to termination of occupancy. Students will be assessed for any damage, missing items, or cleaning costs to individual rooms and/or common areas (e.g., floor lounges, hallways, bathrooms, or any other common areas) as appropriate.
- Right of possession is for the time when classes are in session. Charges for occupancy of rooms at any other time may be assessed.
- The College reserves the right to enter and inspect rooms for maintenance needs and health or safety reasons.
- The College reserves the right to enter rooms, apartments, and married student houses for the purpose of enforcing compliance with College policies and/or state and federal laws and to investigate suspected violations thereof.
- If a College official enters a room and views an item that is in violation of a regulation (firearms, drugs, alcohol, animals, obscene materials, weapons, etc.) they may remove such articles without the permission of the owner, even if the College official has entered the room for another purpose. After the removal of such an item, the College official will contact the individual, and/or notify the appropriate office.
- The College does not assume responsibility for student-owned property in any location at any time.
- Occupancy of a College-owned residence does not establish a landlord-tenant relationship between the student and the College.

### ***Room Assignments***

Before school closes each year, current students are given the opportunity to make roommate requests for the following academic school year. New student room assignments are made in the summer between academic school years. The Residence Life staff attempts to make room assignments with consideration for mutual roommate requests, special needs made known in advance to the staff, and type of room preferred. Assignments are made based on the date of deposit and every effort is made to assign students with roommates who have compatible living habits and similar goals. Please note that the College cannot guarantee your assignment to a particular room and/or residence hall. The College does not discriminate against any person based on race, color, national origin, ethnic origin, religion, or physical handicap.

### ***Room Changes***

Living with a roommate is usually rewarding and results in lasting friendships. However, some roommates will experience times of conflict over such things as values, habits, and personalities. If a room change is requested because of conflict, residents are expected to first work toward reconciliation with the help of the Residence Life staff before a move will be initiated, and in order to encourage roommates to work together through initial conflicts. Room changes within a residence hall may be made with the consent of the resident Director and the Director of Residence Life. A room change request form can be found in "forms" under the student tab in MyBC and must be completed and filed before final approval is given to move. A room change fee will be charged to students who are granted a change of room. The College reserves the right to move students for appropriate reasons. Once assignments have been made, students are expected to reside in the room to which they have been assigned. Any student who wishes to change rooms needs to start the process by talking to their RA.

Bluefield College freshman and transfer students will be given the opportunity to take part in the Room Swap Process. This process begins one week after classes have started and lasts for two weeks. New students will have a good idea of whether they will get along with the roommate they were assigned. If not, they are encouraged to find a new one. The room change fee will be waived during this period only. Students requesting to move to

single/private room or another residence hall after the start of the fourth week of classes will be denied until the start of the new semester.

### ***Room Check-In/Check-Out***

Upon checking into a College residence hall room, each resident will be required to complete a Room Inventory Form. This form records the condition of the room. It helps to furnish our maintenance staff with a list of necessary repairs, and it is also used at check-out to determine damage done to the room. This form should be filled out thoroughly and completely. If a resident fails to record a problem with the room at check-in, and that problem is discovered at check-out, the resident will be charged for the repair cost.

Rooms will be checked by a staff member when a student checks out for Thanksgiving, Christmas, spring, and summer breaks. Failure to check out properly when vacating a room, or failure to clean a room, may result in a fine, in addition to labor and damage charges. Students are expected to clean their rooms and check-out with the RD or RA in their building before every break in which the residence hall closes.

Each residence hall will open the day students are required to be on campus. They will close at 5:00 pm on the last day of classes for Thanksgiving and spring break, and at 5:00 pm on the last day of finals for Christmas and summer break. Students are expected to regulate arrival and departure times to fall within these hours. If a student needs to come early or stay late, the student must be approved by their resident Director and the Director of Residence Life. Students must turn Extended Stay Applications in at least two weeks before the scheduled break to have consideration. Students will be charged for these extra days, as college room rates are based strictly on semester occupancy.

The Residence Life staff will make arrangements with the athletics staff for student-athletes, student teachers, international students, and other College-related needs for residential students during breaks.

### ***Room Responsibility Policy***

All room furniture belonging to the College must be kept in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings. Residents may use their own personal items, such as desk chairs and mattresses, in place of College provided items in the residence hall rooms. All College items that have been provided, even if they are not in use, are still the responsibility of the room's occupant(s) and must be left as they were found upon departure from the College.

Students are responsible for damages that occur in their room. This responsibility extends to damages caused by guests. Upon checking into a College residence hall room, each resident will be required to complete a Room Inventory Form. This form records the condition of the room. It helps to furnish our Maintenance staff with a list of necessary repairs, and it is also used at check-out to determine damage done to the room. Items and areas that are damaged due to other than normal wear will be repaired or replaced at the expense of those who caused the damage. Residents are expected to accept the responsibility for the maintenance of their rooms and for damages and replacement of missing items. Public area damage that cannot be attributed to specific individuals or is not the result of normal wear and tear will be divided equally among the residents of the suite, hall, or floor, whichever is appropriate, at the time of the loss or damage.

### ***Single Rooms***

Alumni and East River Hall is designed with single occupancy rooms that are an additional 40% of the double room rate. When occupancy permits, double rooms in Cruise and Rish Hall are made available as single rooms at the beginning of each semester. The fee for a single room is an additional 40% of the double room rate.

When openings occur because of roommate changes after the beginning of the semester, the remaining student will be given the following options.

1. If space permits, the remaining student can maintain the room as a single room by agreeing to pay the single room fee as described above. This option must be exercised within ten business days of the date

the roommate vacates the room by submitting a letter to the Director of Residence Life indicating his/her interest in this option.

2. The remaining student may encourage another student to move in with him/her. This option must be exercised within ten business days of the date the roommate vacates the room.
3. The remaining student can be reassigned to another available space, or another student can be assigned to the remaining student's room. Students in such rooms should take care to utilize space and distribute belongings in a manner that would easily accommodate the arrival of a new roommate. The Director of Residence Life will make all final decisions regarding room, residence hall, and roommate assignments and reassignments. Should a situation arise after the 9th week of the semester, the student who is alone in a room will not be required to find another roommate for the remainder of the semester, nor will the student be required to pay the single room fee.

### ***Students with Disabilities***

Bluefield College recognizes that students with disabilities may require a specific type of housing to fully participate in the residential component of the College experience. For these students, Bluefield provides disability housing accommodations in accordance with the Americans with Disabilities Act as amended (ADA). A disability is defined under the ADA as any mental or physical impairment that substantially limits the individual in a major life activity compared to the average person. Students wishing to make application for disability housing must present a professional assessment documenting the disability to the Office of Disability Services in the ACE.

### ***General Residence Life Policies and Procedures***

On-campus living at Bluefield College offers a unique and valuable opportunity for all students to learn and grow within a Christian community of students from widely varying backgrounds, interests, and Christian traditions. The College desires that all residents live comfortably within this environment, integrate classroom learning with out-of-class experiences, and grow in all aspects of life. To accomplish these goals and better order our life together, we have established certain expectations for living in the community here at Bluefield College. These guidelines are meant for mature, responsible individuals. Some of the policies are designed to create norms of behavior within a large, diverse group of people, while others are meant to preserve the appearance and function of College-owned property. We expect that the members of our community will strive to live within these guidelines. The Residence Life staff reserves the right to confront inappropriate and offensive behavior/attitudes not documented in this handbook that arise during the school year.

#### ***Advertising***

Advertising is limited to certain areas of the campus and must be approved by the Office of Student Development, either by the Associate Vice President of Student Development or the Director of Residence Life. Advertisements may be hung on bulletin boards throughout the campus but cannot be taped to windows or walls. With the prior approval of the Director of Dining Services, advertisements may also be placed in the dining facilities.

#### ***Air Conditioners***

Window units are prohibited in the residence halls with the exception of the RHD apartments and Residence Life offices. Portable units may be used by students with allergies or other medical conditions after special permission has been given to them by the Director of Residence Life.

#### ***Babysitting***

Babysitting of children is not permitted in the residence halls. Minor children in the residence halls must be accompanied by their parent or legal guardian at all times, unless they are a prospective student on an official registered campus visit with the Office of Admissions.

#### ***Bicycles***

Students are welcomed to bring and store their bicycles on campus. Bicycle racks are available in areas by each of our residence halls. Students are expected to keep their bicycles outside at all times and locked or chained to the bicycle racks only. Bicycles may not be stored or kept in residence hall rooms.

### *Car Washing*

Washing cars on campus is strictly prohibited.

### *Common Room Furniture*

In an effort to maintain the current quality of our common room furniture, students are asked not to move the furniture in these common areas.

### *Fines/Community Service/Educational Sanctions*

Failure to adhere to College rules, standards, and policies may result in a fine, community service, and/or educational sanction. If a student is issued a fine, he/she will be notified in writing and will be given three business days to appeal the fine. After three business days the fine will be posted on the student's account in the Business Office. The student will need to go to the Business Office in order to pay the fine. The intent of these sanctions is to deter and prevent inappropriate behavior and to provide an avenue for restitution.

### *Gambling*

Gambling, including all forms of wagering and betting, is not permitted on campus, including the residence halls.

### *Grills*

Grills are not permitted on campus or in the residence halls. Students at Bluestone Commons may use the stationary grill located between the two buildings. Students are responsible for removing the charcoals and safely depositing in the ash container adjacent to the grills.

### *Hair cutting*

For health reasons, students are not permitted to give haircuts in public areas of the residence halls, including computer labs, hallways, laundry rooms, lounges, restrooms, and stairwells, with the exception of the dedicated barber shop area in the foyer of Rish Hall. Students are expected to clean after themselves when using the barber shop area.

### *Hall Meetings*

Periodically, students will be required to attend residence hall meetings. Attendance at all residence hall meetings is required because of the important information which is communicated. Every effort will be made to announce these meetings as far in advance as possible. Students need to get permission to be absent from a residence hall meeting prior to the meeting by communicating with the RD and/or RA of their building/floor.

### *Keys*

Keys must not be duplicated or given to unauthorized individuals. In the event a key is lost, it is to be reported immediately to resident Director or RA. Replacement of lost, stolen, or misplaced keys will be done at a cost of \$50 per key. This charge will offset the cost of replacing the key-core to the lock and issuing replacement keys for other roommates. If a key is broken or bent, it is to be returned to the Office of Residence Life. A new key will be issued at no charge if the old key is returned.

### *Laundry Facilities*

All of our residence halls have a laundry room that offers full-sized smart washers and dryers. Use of the laundry facilities is included in a resident student's room charge; therefore, the laundry machines do not require coins for operation during regular academic semesters. The washers and dryers in the residence hall laundry rooms are to be used exclusively by the residents of each respective residence hall. Clothes that are left in the laundry room for longer than 2 hours will be taken to the RA Office so that other students can use the laundry facilities and to protect from theft. If a machine is found to be out of order, please contact the RD or RA in your building. Bluestone Commons Apartments provide a standard washer and dryer for each apartment unit. Students are expected to report any damage/issues to their RD/RA.

### *Liability*

The College recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, skate boarding, walking on the nature trail, and other activities have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of injury or property damage which may result. The College is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

#### *Lounges*

The lounges in the residence halls function as an area for relaxing, watching television, engaging in scheduled activities, and studying. If you would like to reserve a residence hall lounge for a scheduled activity, please contact the RD in your building.

#### *Micro Fridge*

Each traditional residence hall room is furnished with a micro fridge, a combination microwave oven and refrigerator. Apartments on campus are equipped with full-sized appliances. If you are having problems with the micro fridge in your room, or other appliances in the apartments, please contact the RD or RA in your building.

#### *Off-limits Areas*

Roof tops and construction sites are considered off- limits at all times.

#### *Overnight Guests*

Guests are welcome in the residence halls if they are invited and accompanied by a Bluefield College student. All guests who stay in the residence halls overnight must register with the RD or RA on duty. Failure to register may result in disciplinary action on the part of the residential student. The resident student is responsible for his/her guest as long as he/she is staying with the student. Only overnight guests of the same sex are permitted. All guests must conduct themselves in accordance with the College's regulations. Overnight guests under the age of 18 years of age are not permitted. Guests who fail to adhere to Bluefield College's rules and standards are subject to eviction from the premises. Students requiring a guest to stay more than three nights during a semester will need approval from the Director of Residence Life.

#### *Pets*

In the interest of other people in the residence hall, the care and upkeep of College property, and Health Department regulations, fish are the only pets permitted on campus. Aquarium tanks can be no larger than ten gallons. Students who fail to abide by this policy will be held responsible for cleaning and/or pest control charges as well any additional fines for breaking the policy.

Bluefield College is committed to making reasonable accommodations to its rules, policies, and practices as required by law to afford people with disabilities an equal opportunity to access its programs, services, and activities. If a student is in need of a service or support animal while on campus, he or she should apply for this accommodation through the Office of Student Development.

#### *Quiet Hours*

In order to preserve a peaceful atmosphere conducive to study and relaxation, Bluefield College has established a period of time when students are expected to maintain a quiet atmosphere. During quiet hours all students and other persons in and around residences are expected to refrain from making or causing noise, or any other disruption, which infringes upon the rights of residents to study, reflect, or sleep. For purposes of clarity, any noise from student rooms which can be heard in adjoining rooms will be considered a violation of the quiet hours policy. Likewise, any noise in the hallway or outside a residence hall that disturbs someone in a residence hall will be considered a violation of the policy.

#### Quiet Hours Are

Sunday through Thursday	11:00pm -10:00am
Friday and Saturday	1:00am - 10:00am

Because of the diversity of schedules and lifestyles of students, individual needs for study, reflection, and sleep do not always correspond with enforced quiet hours. In the spirit of courtesy and in light of the academic nature of our institution, the need and/or desire for a quiet atmosphere takes precedence over an atmosphere of noise. Therefore, Bluefield College has also established a twenty-four-hour courtesy period. Students are expected to communicate with one another about their needs when quiet hours are not in effect. In any situation involving differences of opinion regarding quiet and courtesy hours, all parties involved are expected to demonstrate understanding and civility toward one another and attempt to resolve conflicts among themselves prior to involving the Residence Life staff. Please remember that the principle of consideration of other applies at all times. Quiet hours will be in effect 24 hours a day during finals, beginning the evening before study day.

#### *Storage Areas*

Bluefield College does not provide storage for student-owned property during summer break. If you need storage space, please check with area storage facilities. Any personal belongings left in rooms will be removed.

#### *Vending Machines*

Each residence hall has a beverage vending machine. In the event you lose money in one of these machines, you should complete a Vending Machine Refund Request form available from the RD or RA in your building.

#### *Water Fights/Hallway Sports*

Because of potential damage to people and property, water fights and throwing balls or other objects in or near residence halls is prohibited. Throwing water (or any other material) at anyone who is not voluntarily participating in an outdoor activity is also prohibited.

#### *Visitation/Open House Hours*

Visitors of the opposite sex must be signed in at all times and may only enter into the residence hall during visitation hours. Guest must stay with their escort at all times during their visit, including when they enter and exit the building, and abide by the guidelines laid out in the handbook. Students must keep the door and blinds open, and the overhead light on at all times when a guest of the opposite sex is visiting. With special permission from a Resident Assistant or Resident Director, opposite sex guests may enter into the residence hall before visitation begins, but no earlier than 7:00am to assist in special activities such as check-in or check-out. Opposite sex guests will not be permitted in the residence hall for any reason after visitation hours have ended until 7am the next morning. Failure to adhere to the Visitation/Open House policy will result in loss of visitation privileges and potentially other sanctions deemed necessary by the Director of Residence Life.

#### *Visitation/Open Room Hours:*

Sunday - Thursday: 6pm - 11pm

Friday - Saturday: 6pm - 1 am

#### *Visitation/Extended Lobby Hours:*

Residence hall lobbies provide additional visitation opportunities beyond open room hours. Guests must remain in the first floor lobby areas, provided they do not enter into any residence hall room, during lobby hours. This does not apply to Bluestone Commons or Alumni Hall as they do not have lobby areas.

Sunday - Thursday: 12pm - 12 am

Friday - Saturday: 12pm - 1am

#### ***Personalizing Rooms***

Bluefield College extends the privilege of personalizing individual rooms which enhance an enjoyable living environment consistent with the philosophy of the College community.

Candles, Incense, and Open Flames – Open flames and the use of candles and lighted incense are prohibited in residence halls. In addition, you may not use candles or incense burners as decorations in your room.

Carpets – Students may use carpets and rugs in their residence hall room. Carpets and rugs should be placed on the floor without glue or tacks, and they must be removed prior to room check-out. Alumni Hall has wall-to-wall carpet installed in the rooms.

Ceilings – No items are to be attached or fastened to the ceiling of residence hall rooms. A fine will be assessed for items that are hung from the ceiling and there will be a charge for damage done to the ceiling. In addition, students may not install ceiling fans in their residence hall room.

Cleaning – Students are expected to keep their rooms clean. Trash cans should be emptied, rooms swept, and bathrooms cleaned on a regular basis. You are expected to maintain a level of cleanliness that does not pose a threat of fire safety or sanitation concern. In addition, food is to be stored in sealed containers to avoid attracting animals and insects.

Christmas Lights – Christmas lights are permitted in the Residence Halls; however, no more than two strands of Christmas lights can be plugged into each other or the same outlet. Christmas lights may be plugged into surge protectors or power strips but should not be plugged into extension cords.

Contact Paper – Students are asked not to install contact paper, decals, or stickers to their room door, walls, mirrors, ceiling, windows, and/or furniture.

Decorations – Items not in keeping with the character of the College are not to be displayed in student rooms or on College property. This includes wall coverings involving nudity or which are otherwise morally objectionable or socially offensive, stolen property, containers for alcoholic beverages, and other alcohol- or drug-related paraphernalia (signs, posters) including advertisements.

Dart Boards – Students may not install or use dart boards in the residence halls.

Doors – Access to the residence halls is controlled by ID cards for the security of the students. Residence hall doors should be kept locked twenty- four (24) hours a day. Propping outside doors poses a serious threat to the safety and security of our students. All students are expected to assist in the maintenance of a secure environment by closing doors when these situations are observed.

Drapery Rods – Students may not install drapery rods or make any other permanent modifications to the walls.

Fire Safety Codes – All personal furnishings brought into a room must comply with fire safety codes. Students may be asked to replace or remove dangerous objects if potential fire hazards exist. In addition, students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover their room numbers.

Electrical Appliances – The following appliances are prohibited in the residence halls. Please note that this list is not exhaustive. Therefore, the College reserves the right to amend the list as deemed appropriate and prohibit the possession and use of any item that may present a fire or safety hazard:

- Ceiling Fans
- Space heaters with open coils
- Convection Ovens
- Toasters
- George Foreman-type grills
- Toaster Ovens
- Halogen lamps
- Window Air Conditioning Units (without advanced approval from the Office of Residence Life)
- Hot Plates

In addition, cooking in the residence halls is prohibited, except for microwave use and students residing in the East River Hall or Bluestone Commons Apartments.

**Firearms, Fireworks, and Weapons** – The possession of firearms, fireworks, and other weapons are prohibited on campus, College-controlled properties, or at College-sponsored events. This includes, but is not limited to, conventional firearms and ammunition, air or spring-powered weapons, stun guns, combustible materials, dangerous chemicals (with no legitimate academic or common household purpose), hunting bows and arrows, knives with blades longer than 4 inches, martial arts weapons, clubs or knuckles designed or converted for the purposes of causing injury, etc. Students found in possession of any of the above will be subject to disciplinary action which may include expulsion.

**Furniture** – Furniture provided for student rooms is to remain in the room at all times and is not to be taken apart or altered in any way.

**Hallways** – In accordance with fire codes, all residence hall hallways, stairwells, doorways, and exits are to be completely free of personal items, at all times, including trash and trash bags and door mats.

**Lofts** – Students may build loft systems in their room, but room furniture is not to be removed or taken apart in any way. In addition, a loft system must be self-supporting and may not rest upon any other piece of furniture, heating unit, or wall for means of support. The College does not assume responsibility for any personal and/or property damage resulting from the use of a loft system.

**Mattresses/Waterbeds** – Students are expected to keep mattresses on bed frames. Mattresses may not be stored on the floor. Waterbeds and any other excessively heavy items are not permitted in student rooms.

**Painting** – Room painting is handled by the Office of Physical Plant Operations and is painted and updated according to a maintenance schedule.

**Repairs** – It is the responsibility of the student to report any repairs needing to be made in his/her room. Students can report repair needs by filling out a work order form on the College website or by contacting their RD or RA. A student may be fined for damage caused by not reporting repair need. Students are not permitted to perform repair work in any College facility, including residence hall rooms.

**Screens** – Students may not remove a window screen for any reason. Please report damaged, or missing screens immediately.

**Solicitation** – Commercial businesses, individual students, and non-College sponsored organizations may canvass, solicit, and sell in the residence halls only with the approval of the Associate Vice President of Student Development. Students who observe these activities in the halls, or are approached by such persons, should report these activities to a member of the Student Development staff. All student organizations must receive permission for fund-raising from the Director of Student Engagement.

**Stolen Property** – Removing or destroying state and local highway signs, commercial signs, and/or Bluefield College signs is illegal. Therefore, displaying such items in one's room or hall is inappropriate and is not allowed.

**Theft** – Bluefield College does not carry insurance on the personal possessions of residential students. Residents are encouraged to lock valuables in a safe place or leave them at home. The College will assume no responsibility for lost, damaged, or destroyed property. You are encouraged to report all losses or thefts, regardless of size, to the RD or RA in your building. While the College takes reasonable measures to prevent theft, individual students must take the responsibility to keep room and bathroom doors locked.

**Unauthorized Entry** – Copying keys, unauthorized possession of or use of keys, breaking and entering, and unauthorized entry to any college facility or room is prohibited.

**Walls** – Students are asked to use 3M © only when hanging decorations on their walls. Nails, screws, tape, or other adhesives which cause damage or leave sticky residue on the surface may not be used.

## **Student Code of Conduct**

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### ***Rationale for Community Life***

Bluefield College is committed to developing servant leaders who understand their life calling and transform the world. We celebrate and pursue this mission in all we do, both inside and outside the classroom. Our community exists to uncover, study, share, and practice what is true. We strive to understand the world in light of the life, death, and resurrection of Jesus Christ.

As a community, we choose to pursue biblical qualities and habits of the heart that should mark the lives of all believers, such as love that is genuine, abstaining from evil, pursuing good, being fervent in spirit and constant in prayer, hospitality, patience, kindness, living in harmony with one another, humility, and compassion (Romans 12:9-21). We also reject those practices that the Bible teaches are destructive, such as anger, malice, slander, profanity, dishonesty, greed, drunkenness, and sexual impurity (Col. 3:5-8, 1 Cor. 6:9-10).

Relationships are an integral part of our expression of the wisdom and truth contained within the gospel message. Jesus commands us to love God with all of our heart, soul, and mind and to love our neighbors as ourselves (Matthew 22:37-40). We are also commanded to consider the needs of others before our own (Phil. 2:3). These are essential practices of our common life together.

While we live, learn, work, and play together at Bluefield College, we promise to honor a specific set of values and expectations designed to help everyone thrive and succeed. While informed by Scriptures, our Code of Conduct also includes practices that have been adopted by our community because we believe they contribute to the flourishing of all students.

We recognize that Christians may hold divergent views regarding these expectations. However, we believe these values are essential to our time together at Bluefield College. Therefore, all students are responsible for abiding by the Code of Conduct for the entire duration of their enrollment.

Life in community is a worthy, but challenging endeavor. No one does it perfectly. Part of our commitment to students is to walk alongside them through a process of grace-infused accountability. As a community of Christ-followers, we understand that the gift of forgiveness and the offer of a second chance are important realities in the growth process. When a student makes a behavioral choice that does not align with our community values, the student is encouraged to confess and seek assistance and support through the Offices of Student Development and Residence Life.

### ***Definitions***

To make the process as clear as possible for all involved, a glossary of terms is provided:

“College” refers to Bluefield College.

“Student” includes all persons taking courses at the College, both full- and part-time.

“Faculty member” means any person hired by the College to conduct classroom activity.

“College official” includes any person employed by the College.

“College premises” refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used or controlled by the College.

“Policy” is defined as the written regulations of the College found in, but not limited to, the student handbook and college catalogs.

“Violation” refers to any behavior that is unacceptable as described in the Code of Conduct.

“Guests” applies to all guests of BC community members whose hosts may be held accountable for the conduct of said guests.

“Educational records” refers to all records regarding a student’s status at the College, including but not limited to a student’s transcripts and disciplinary file.

### ***Disciplinary Process***

The disciplinary process at Bluefield College is designed to hold students accountable in a manner that is respectful, developmental, and redemptive. Therefore, all alleged violations of community standards are reviewed

through “discipline meetings” with students, and not through efforts intended in any way to mimic court legal proceedings. Decisions made regarding an alleged violation are ultimately based upon what the College considers to be a “reasonable belief” of what occurred, and not upon “rules of evidence” similar to that of a court legal system.

The disciplinary process at Bluefield College consists of three components: 1) investigation; 2) hearing, if necessary; and 3) the imposing of any applicable sanctions, if found responsible for an offense. At times, the investigation and hearing can occur simultaneously. The Title IX Coordinator reviews all initial complaints that may constitute a possible Title IX violation and, if determined that misconduct may have occurred, forwards the case for investigation. The Director of Residence Life & Director of Campus Safety, under the supervision of the Associate Vice President of Student Development, conduct all investigations. The Director of Residence Life will conduct hearings for all alleged violations that would not typically result in suspension from the College. Accusations that could result in suspension are heard by the Student Conduct Committee, a representative body composed of faculty, staff, and students.

Students going through the discipline process are permitted to have an advisor of their choosing. The person may accompany the student at any stage of the student conduct process, including their hearing, but may not actively participate in the investigation or hearing (posing questions, speaking on behalf of accused, etc.). The hearing officer or body reserves the right to dismiss the advisor from the process at any time and reschedule the meeting, if necessary.

The Associate Vice President of Student Development serves as the chief student conduct officer for the College, working with the Director of Residence Life, Director of Campus Safety, Title IX Coordinator, and all hearing and appellate officers and bodies to resolve all disciplinary matters.

#### *Attendance at Hearings*

Any accused person may choose not to attend her/his hearing. If the accused does not attend, the hearing will be held in her/his absence. Failure to appear will not be construed as an admission of responsibility for the violation. Rather, a decision will be made based on the available information. Discipline proceedings will occur even if a student has withdrawn from the institution. If the student is found responsible for a violation, sanctions will still be assessed. A hold will be placed on the student’s account and sanctions must be completed before the student can be eligible for reenrollment or receive academic transcripts.

#### *Standard of Proof*

Student conduct hearings at institutions of higher education do not follow the same processes as a criminal or civil court. While criminal courts must prove responsibility beyond a reasonable doubt, universities typically use a simple preponderance of the available evidence. Students will be held responsible for a violation if the hearing officer or hearing body, based on their professional judgment, believes that it is more likely than not that a violation has occurred.

#### *Imposing of Sanctions*

The purpose of sanctions is to help students understand their actions in the context of the College and Christian community and to encourage appropriate behavior in the future. Disciplinary personnel are encouraged to decide sanctions that are commensurate with the misconduct and are, when appropriate, developmental and redemptive in nature. Some sanctions may need to be more punitive due to the seriousness of the offense. As a Christian higher education institution, the practices of repentance and forgiveness are essential and necessary to living out our values, particularly as a grace-based community. The student conduct system, by design, recognizes the importance of these values in the reconciliation process. Therefore, two students can experience different resolutions for similar violations, by virtue of their attitude and response throughout the disciplinary process, as determined by the wisdom and professional judgment of the adjudicating person or committee. The following sanctions, or combination of sanctions, may be imposed upon any student found to have violated the Code of Conduct (not listed in prescribed order):

*Warning:* verbal or written warning to the student that s/he has violated the Code of Conduct.

*Loss of privileges:* denial of specific privileges (including leadership positions) for a designated period of time.  
*Fines:* financial penalty imposed. In most but not all cases, specific fine amounts are published. Fines that are not published are assessed at the discretion of the hearing officer/body.

*Restitution:* compensation for damages, loss and/or injuries. This may take the form of appropriate service and/or monetary or material replacement.

*Community Service:* an assignment of appropriate community service that is both beneficial to the community and likely to assist the individual in understanding the harm caused by his or her misconduct.

*Parent/Guardian Notification:* notification of parents or guardians in certain cases of alcohol or drug policy violations, abuse or injury to self.

*Discretionary Sanctions:* participation in classes or assignments designed to address decision-making and consequences of behavioral choices within a Christian educational community; mandatory drug or alcohol assessments, or other related discretionary assignments.

*Disciplinary Probation:* designated for a specific period of time and includes the probability of suspension or expulsion if the student is found to be in violation of any college policies during the probationary period.

*Campus Removal/Non-Suspension:* when a student has demonstrated that they cannot, or will not, abide by campus policies, the student can be removed from the campus environment. Such a loss of campus privileges includes being present on campus, on property owned or controlled by the college, and at official college events. Every effort will be made to help ensure the student can complete courses via distance; however, in the event that a student cannot complete a course via distance, the student will be subject to applicable policies for withdrawing from a course and may incur a financial penalty and loss of academic credit. Per the discretion of the Student Conduct Committee and the Office of Academic Affairs, the student may be permitted to continue in online courses after the completion of the semester.

*Disciplinary Suspension:* complete separation of the student from the College for a specified period of time (conditions for readmission may be required), including from all coursework.

*Provisional suspension:* imposed immediately when the seriousness of the offense is such that the members of the community, including the accused student, may be threatened by his/her continued presence (this suspension will be for a stated period of time and followed by a student hearing). Every effort will be made to assist the student in continuing her or his studies as possible during the course of a provisional suspension.

*Expulsion:* permanent separation of the student from the College.

*Withholding or Revocation of Degree:* withholding conferral of a degree typically occurs when a student has not completed all requirements for graduation, including the completion of disciplinary sanctions. Revocation of a degree can occur when misrepresentation or fraud was used to complete requirements for graduation from a course of study.

### ***Disciplinary Probation***

Students typically may not represent the College in an official capacity while serving on disciplinary probation, including (but not limited to) participation in intercollegiate athletics, music teams and ensembles, student leadership positions, student employment, etc. Students may elect to disclose their probationary status to their immediate supervisor(s) and seek permission to continue in their role. Students who choose to exercise this option agree that their supervisor(s) may contact the Office of Student Development for additional information about the nature of the violation. If approved, the student will be conditionally eligible to continue in their role, provided they remain in good standing during their probationary period.

### ***Disciplinary Suspension & Expulsion***

Students who have been removed or suspended from the College are not permitted to access College property, including the main campus and any sites under direct control of the College, or attend official College events and functions, without the expressed, written permission of the Associate Vice President of Student Development. In some cases, exceptions may be granted on a case-by-case basis that allow students to access particular buildings or offices for specific reasons under limited conditions. Accessing the campus or attending official campus events without permission will be considered criminal trespassing and may be subject to additional sanctions and/or criminal prosecution.

A hearing officer or body, such as the Student Conduct Committee, will often recommend different conditions that a student must meet in order to be considered for re-admittance to the traditional on-campus program. In such

cases, fulfillment of all conditions are necessary but do not automatically guarantee re-admittance. The Student Conduct Committee reserves the right to approve or deny reenrollment, on a case-by-case basis, based on their professional judgment.

### *Interim Suspension*

Whenever there is evidence to support the reasonable belief that 1) a student's behavior poses a threat to the health, safety, and welfare of any part of the campus community, 2) a student's behavior poses a threat of disruption or interference with the normal operations of the College, or 3) the student's own physical or emotional safety or well-being is at serious risk, the student may be placed on interim suspension until a hearing can be arranged. The Associate Vice President of Student Development will chair an ad-hoc committee to review the available information and determine if a student should be placed on interim suspension. A student placed on this interim suspension will be restricted from all College locations and events unless given specific prior approval by the Associate Vice President of Student Development. An interim suspension does not replace the regular investigation and hearing process. Reasonable accommodations will be made for a student placed on interim suspension to fully participate in the investigation and hearing process, as outlined in this handbook. A student may appeal an interim suspension at any time by submitting a letter outlining the reasons for rescinding an interim suspension, and any supporting information, to the Associate Vice President of Student Development.

### *Failure to Complete Sanctions*

Sanctions become a part of the student's record that is maintained in the Office of the Residence Life. Although transcripts of permanent education records are normally issued to students upon request, they may be withheld when there are unpaid financial obligations or other outstanding sanctions. The Associate Vice President of Student Development, or her/his designee, may impose additional sanctions for failure to complete assigned sanctions by the prescribed deadline.

### *Non-Disciplinary Resolution*

Students are encouraged to seek help from all appropriate offices, including the Office of Student Development, for behavior that may constitute a violation of the Code of Conduct without fear of reprisal. Students who seek help on their own volition before an incident is discovered will generally be supported through a non-disciplinary process of support and accountability, except when prohibited by federal or state law. Often referred to as "amnesty," non-disciplinary resolution does not mean that a student will avoid any consequences for their behavior, but the approach taken in cases of non-disciplinary resolution is intended to be more flexible in design, educative, and restorative, rather than strictly punitive in nature.

### *Sanctions— Appellate Process*

Students wishing to appeal a disciplinary decision or sanctions from a sanctioning body must do so in writing within two class days of the date of the decision. Students may appeal for one or more of the following reasons:

1. To determine whether all hearing processes were conducted in conformity with prescribed procedures, or that deviations from the prescribed procedures did not significantly alter the outcome of the case,
2. To consider new information, not available at the time of the original hearing, sufficient to alter a decision, or
3. To determine if sanctions assessed were appropriate or disproportionate to the violation. Student conduct cases are not dismissed due to procedural errors. Rather, students may request an appeal if they believe a procedural error substantially altered the outcome of their case.

Appeal requests should be submitted in writing to the Associate Vice President of Student Development, describing the reason for requesting the appeal and outlining any information supporting the request. The Vice President for Enrollment Management & Student Development hears all appeal requests and may choose to either uphold, modify, or overturn a decision by a hearing officer/body.

### *Student Conduct Records*

Bluefield College has the right to disclose any information from the educational records without prior written consent to a parent of students who are dependents for federal income tax purposes (proof of dependency is

required prior to release of records). In addition, the College may disclose to the parents of a student his or her violation of any federal, state, or local law or any College rule governing the possession or use of alcohol or a controlled substance if the student is under age 21. Bluefield College may disclose information from the educational records of a student to his or her parents in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Additionally, Virginia state law requires all colleges and universities within the Commonwealth to record suspensions related to violations of Title IX policies on the student's academic transcript.

## ***CODE OF CONDUCT***

Bluefield College exists as a voluntary community for the purposes of preparing students to be servant leaders who will transform the world. Students, by virtue of their membership in this community, agree to uphold all regulations of the College outlined in this handbook. All students represent Bluefield College wherever they are, and are expected to abide by community standards, both on- and off-campus, when school is in session and during breaks, from the moment a student is accepted as a student and remains continuously enrolled at the College.

Community standards are in place for the purpose of moving students toward Christian maturity and creating an environment that is conducive to academic learning and personal growth and development. Although specific examples of misconduct are set out below, students are expected to refrain from any conduct which is not consistent with the College's Christian tenets and mission.

### *Abuse of Campus Processes*

Students whose behaviors, active or passive, impede any campus process (including the disciplinary process, admissions process, etc.) will be subject to disciplinary action. Such behaviors may include:  
Failure to obey the summons of a College official. Failure to fully disclose all information to a college official (especially during an investigation or the disciplinary process). Falsification, lying, hiding, distorting or misrepresentation of information to any staff or faculty member. Attempts to influence the testimony of another. Attempts to disrupt an individual's participation in the disciplinary process.  
Forgery, alteration or misuse of campus documents, records or identification.

### *Alcohol*

Students are not permitted to possess, use/consume or distribute alcohol or alcohol paraphernalia in the residence halls, or on College-owned or controlled property and official College events. Students who are under 21 are not permitted to possess or use alcohol at any time (including all semester breaks), whether on- or off-campus.

### *Breaking the Law*

Students who break the law, either on- or off-campus, will be subject to investigation and disciplinary action. The College will cooperate fully with law enforcement agencies in the enforcement of the law. Students charged with a crime while continuously enrolled at Bluefield College must report this information to the Associate Vice President of Student Development and, if a student-athlete, to the Director of Athletics within the first two class days of being charged. Depending on the severity of the offense, students may be placed on an interim suspension pending a formal investigation.

### *Cohabitation*

Students are generally not allowed to live with or engage in overnight stays with members of the opposite sex in the same living arrangements (e.g. same house, apartment, hotel room, etc.). Exceptions may include related students living in the home, international students living with a host family, etc.

### *Failure to comply with directives of a College official*

Students are expected to comply with directives from any College official acting in accordance with their assigned responsibilities.

### *Fighting, Violence and Endangerment*

Any behavior or conduct which threatens or endangers the health or physical and/or emotional safety of an individually, including one's self, will result in disciplinary action. This includes any threatening or intimidating actions and/or language, whether or not acted upon.

#### *Gambling*

All gambling (monetary and/or commodities), on- or off- campus, including online, is prohibited.

#### *Harassment*

Harassment or intimidation of a community member or the threat of physical or emotional harm in any communicated form will never be tolerated. Any harassment should be reported to a Resident Advisor, Director of Residence Life, Associate Vice President of Student Development, or Title IX coordinator (see section on sexual harassment).

#### *Hazing*

Any form of hazing and initiation is illegal, whether voluntary or involuntary and will result in disciplinary action. The College takes any alleged forms of hazing very seriously. The following are some (but certainly not all) forms of hazing:

- All forms of physical activity deemed dangerous or harmful.
- The application of foreign substances to the body.
- Depriving students of sleep.
- Forcing, pressuring, requiring or coercing students to consume alcohol or foreign or unusual amounts of substances.
- Nudity or forcing students to dress in a degrading manner.
- Psychological hazing: any act which is likely to compromise the dignity of a student; cause shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

#### *Hosting Disruptive Gatherings*

No student living on- or off-campus may host any disruptive party, gathering or event which disturbs or impacts the peace of another. This includes, but is not limited to, disturbing the peace of others, excessive noise, violent, offensive, disorderly behavior or quarrelsome conduct. Any host or student who participates in such an activity will be subject to disciplinary action. If alcohol or other intoxicants are involved in such parties, gatherings or events, suspension or expulsion from the College may occur.

#### *Illegal Drugs*

Illegal drugs or drug paraphernalia; synthetic forms of drugs, including cannabidiol (CBD) products; prescription drugs for which the student does not have a valid prescription; or any other form of controlled substance at any time while enrolled at Bluefield College (including all semester breaks), both on and off-campus, irrespective of laws that may permit certain drug use in their home states.

Students are not permitted to possess or consume medicinal marijuana, even with a valid prescription or authorization card. Students are not permitted to use cannabidiol (CBD) products, even if legally purchased. Please refer to information on Bluefield College's Substance Abuse Policy & federal compliance with the Drug Free Workplace Act as well as a more thorough explanation of the policy.

Students who provide alcohol or drugs to other students, particularly minor students, may be subject to more severe disciplinary action and possible criminal prosecution.

#### *Inappropriate Computer Usage*

The College monitors inappropriate computer and online usage. Activities that are prohibited include viewing pornography, gambling and piracy. Bluefield College does not condone or tolerate the unauthorized copying of licensed computer software and other media, which is considered a theft and a violation of federal law. Anyone who violates this policy may be subject to disciplinary action and could face additional costly civil or criminal liability.

### *Inappropriate Dating or Sexual Conduct*

Bluefield College is committed to an orthodox, traditional view of biblical marriage and sexuality. Dating and relationship practices should be in line with our Christian view of human sexuality. Students should only engage in sexual contact with a person who is their spouse.

### *Inappropriate, Lewd, Indecent, or Obscene Behavior or Language*

Inappropriate, lewd, indecent, or obscene behavior, language, music or dress will not be tolerated. This includes, but is not limited to, the possession or display of sexually suggestive material, and derogatory, sexist, or racist/xenophobic material in any form on College-owned or leased premises, including computers.

### *Knowing/Presence Contribution*

Community accountability is of the utmost importance at Bluefield College. Students are always encouraged to speak directly with a person who they know is involved in activities that are in violation of the Code of Conduct. If resolve cannot be reached, they are expected to speak with an appropriate staff or faculty member. Students who do not report known violations may be held responsible for participation in the violation (such as being present in a residence hall room as alcohol is being consumed).

### *Misrepresentation*

Students who misrepresent themselves to be an agent of the College or who misrepresent their organization to be an agent of the College will be subject to disciplinary action.

### *Non-compliance*

Students are required to comply with the request of a College official, law enforcement officer, campus safety official, or a Residence Life staff member acting in accordance with their duties.

### *Pornography*

Possession, display, or distribution of pornographic materials or images is prohibited.

### *Pranks*

Participation in any activity, on- or off-campus, that results in damage, endangerment of an individual's well-being, or a general disregard for College or private property, or involves a violation of College policy, is prohibited.

### *Recording without permission*

Any unauthorized use of electronic or other devices to make an audio or video record of a person without his or her prior knowledge or consent when such a recording is likely to cause injury or distress.

### *Safety Equipment*

The illegal use, possession of, or tampering with safety equipment, such as fire alarms, smoke detectors, fire doors, door locks, latches, etc., on College premises, is prohibited and may result in criminal prosecution and a mandatory fine. Related actions such as the propping of locked doors and permitting unauthorized access to another person is also prohibited.

### *Sexual Assault*

Acts of nonconsensual sexual contact, or any attempted acts, are prohibited. For more information, please consult the "Sexual Harassment Policy" under "Additional Policies."

### *Sexual Harassment*

The College is committed to fostering a positive learning, working and living environment. Any type of behavior by staff, faculty or students that constitutes sexual harassment is prohibited. For more information, please consult the "Sexual Harassment Policy" under "Additional Policies."

### *Skating*

Students are not allowed to participate in activities such as skateboarding, roller-skating, or rollerblading anywhere on campus property.

#### *Theft*

The taking of property of another without his or her consent is prohibited. This includes the digital or intellectual property of others.

#### *Throwing Objects from Structures*

Students are prohibited from unauthorized throwing, propelling, dropping, or otherwise causing objects or substances to fall, from balconies, windows or rooftops.

#### *Tobacco*

The possession of or use of tobacco products including, but not limited to, cigarettes, cigars, hookah, chew, snuff or smoking substitutes (such as clove cigarettes, e-cigarettes, or vaping), and smoking paraphernalia are prohibited on campus, on property owned or controlled by the College, and at all official College activities and events. Virginia state law prohibits non-military individuals under the age of 21 from using or possessing tobacco products.

#### *Unauthorized and/or Misuse of College Property*

Unauthorized entry into, unauthorized use of, or misuse of college property or property belonging to a member of the College community, regardless of the purpose or intent is prohibited.

#### *Unauthorized Motorized Vehicles*

No unauthorized motorized recreational vehicles are permitted anywhere on campus grounds. Such vehicles include, but are not limited to, go-carts, mopeds, mini-bikes, or any motorized vehicle or bike not licensed for use on public streets.

#### *Vandalism*

Unauthorized alteration of any public or private property is prohibited.

#### *Weapons*

The possession of firearms, fireworks, and other weapons are prohibited on campus, College-controlled properties, or at College-sponsored events. This includes, but is not limited to, conventional firearms and ammunition, air or spring-powered weapons, stun guns, combustible materials, dangerous chemicals (with no legitimate academic or common household purpose), hunting bows and arrows, knives with blades longer than 4 inches, martial arts weapons, clubs or knuckles designed or converted for the purposes of causing injury, etc. Students found in possession of any of the above will be subject to disciplinary action which may include expulsion.

## **Additional Policies**

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### ***COVID-19 Protocols for Resuming In-Person Instruction & On-campus Residences***

Bluefield College is committed to the safe reopening of the on-campus environment for the 2020-21 academic year. Protocol related to on-campus operations can be found [here](#).

The College Leadership Team has adopted the following policy related to the enforcement of COVID-19 protocol for the 2020-21 academic year:

“Organizing or hosting, either individually or with others, an event, party, or other gathering, or attending such an event, where the attendees are not required to, or willfully fail or refuse to adhere to safety protocols outlined by Bluefield College or other state or local public health agencies, including but not limited to the requirements of maintaining appropriate social distancing and/or wearing a face covering or mask, whether on or off campus, is prohibited. Other violations of BC safety protocols may include failure or refusal to comply with restricted campus visitation; repeated failure or refusal to uphold social distancing or mask guidelines; and/or violating self-isolation/quarantine procedures, including exiting your assigned room without authorization, hosting guests, failure to comply with directives of college officials in the performance of their duties, etc. Violations of these policies may result in loss of housing privileges, loss of athletic or leadership eligibility, removal from the seated campus environment, or other sanctions including and up to suspension from the College.”

### ***Sexual Harassment Policy***

Bluefield College affirms a commitment to Christian values and works to provide a campus community environment free from harassment. Bluefield College also is committed to recognizing, upholding, and enforcing the laws of the United States and the Commonwealth of Virginia. Violation of those laws shall not be condoned on the campus or at any activity held off campus by any constituency. It is the policy of the College, in keeping with its efforts to establish an environment in which the dignity and worth of all members of the community are respected, that any sexual harassment of students and employees is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below. The College’s sexual harassment policy applies equally to all individuals classified as a student, faculty, or staff member. Any reported incident of possible sexual harassment or assault will be investigated promptly.

Harassment violates federal and state laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, which prohibits harassment in the workplace, and Title IX of the Education Amendments of 1972, which prohibits harassment of students as a form of discrimination that denies or limits a student’s ability to participate in or benefit from the College’s programs. Inquiries about the College’s sexual harassment policy should be directed to the Title IX Coordinator.

The Title IX Coordinator, Deputy Coordinators, and Investigators are the designated agents of the College with primary responsibility for coordinating Title IX compliance efforts. The Title IX Coordinator’s responsibilities are crucial to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation. The coordinators are responsible for developing and implementing the grievance procedures recommended by Title IX legislation. Those procedures include notification and investigation of complaints; providing educational materials and training for the campus community; coordinating investigations of complaints; safeguarding a fair and neutral process for all parties; and monitoring all other aspects of the College’s Title IX compliance.

Adoption of procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist persons alleging sexual harassment or discrimination in filing their grievance(s) and/or oversee the step-by-step procedure to be sure that appropriate time frames are met, or such persons may work directly with the university officer who directly handles sexual harassment and discrimination cases.

For those actions that have been determined to meet the specific guidelines of a possible Title IX violation please refer to the Title IX [website](http://www.bluefield.edu/title-ix) ([www.bluefield.edu/title-ix](http://www.bluefield.edu/title-ix)).

### *Student Rights*

Students have the right to:

- 1) be protected from any sex-based discrimination including sexual harassment, sexual assault, dating violence, domestic violence, and stalking
- 2) equitable and unbiased treatment of complainants (accuser) and respondents (accused)
- 3) a prompt and reasonable response from the College in light of the known circumstances to discuss the availability of supportive measures whether or not a formal complaint has been filed
- 4) expect immediate action regarding interim measures when there is a threat to life or safety of a victim
- 5) an explanation of the process for filing a formal complaint
- 6) adherence of an established grievance procedure by the College before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- 7) be protected from retaliation for reporting or filing a complaint
- 8) confidentiality to the extent possible under the law
- 9) a live hearing with all notifications and rights pertaining to the grievance process and hearing
- 10) An advisor of the student's choosing for the grievance hearing
- 11) An appeal

### *How to report an incident*

Any person may report a grievance relating to sex discrimination, including Sexual Harassment and Sexual Violence, whether or not the person reporting is the person who may be the victim of conduct being reported. A report may be made:

- in person during normal business hours;
- at any time during or outside of normal business hours by mail, telephone; or
- at any time using any other means that results in the Title IX Coordinator receiving the verbal or written report.

### Title IX Team contact information

#### Title IX Coordinator:

Rebecca McCoy-Reese  
Harman 102, ext – 4213  
Mobile: (304) 952-5383  
rmccoyreese@bluefield.edu  
[www.bluefield.edu/title-ix](http://www.bluefield.edu/title-ix)

#### DEPUTY COORDINATORS:

Caroline Dixon, employees – ext. 4594  
cdixon@bluefield.edu

Jacob Key, athletics – ext. 4303  
jkey@bluefield.edu

Summer Callaghan, students – ext. 4297  
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Charles Reese, students – ext. 4244  
creese@bluefield.edu

Jean Herndon, MABS campus – (540) 231-5090  
jherndon@bluefield.edu

## CAMPUS SAFETY

Gary Ruth – ext. 4313; (304) 887-1795  
gruth@bluefield.edu

### ***Substance Abuse Policy***

This section is included to provide students with information on Bluefield College's federal compliance with the Drug-Free Workplace Act. Definitions of intoxicants and illegal substances are given.

Federal Mandate: On November 18, 1988, Congress passed the Drug-Free Workplace Act requiring contractors and grantees of federal agencies to certify that they will provide a drug-free workplace. Compliance with this required certification is a precondition for receiving a contract or grant from a federal agency. The federal government then mandated, on October 1, 1990, that there will be no illegal drug use by students, staff or faculty on College campuses anywhere in the United States.

Pursuant to the Drug-Free Workplace Act of 1988, it is unlawful to manufacture, distribute, dispense, possess or use controlled substances at College work sites and/or while performing College activities, events or business.

Bluefield College makes every effort to provide and maintain a drug-free campus. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, and for the purposes of this handbook, it is unlawful to manufacture, distribute, dispense, possess, use or sell illicit drugs and alcohol on campus or during any school-related business or event. All students are required to comply with this policy as a condition of their continued enrollment. Any student violating this policy will be subject to disciplinary action, including possible suspension or expulsion.

In addition to sanctions imposed by the College, students may be subject to regulations of civil authorities. Various local, state and federal regulations prohibit the illegal use, possession and distribution of illicit drugs and alcohol. Penalties for violations of such statutes vary depending on the type of drug, the amount of the drug involved, the type of violation involved, and, in the case of alcohol, the age of the person involved.

Alcoholic Beverages - Possession, consumption, and/or distribution of alcoholic beverages are prohibited on the Bluefield College campus. This includes areas of public access within the bounds of the Bluefield College campus or on the grounds of any properties leased or controlled by Bluefield College. As well, these same are prohibited at locations of College-sponsored activities or events sponsored by any College organization, department or group or by any individual in the name of an organization, department, or group. Underage drinking, both on- and off-campus, is prohibited.

Any student who returns to the campus while intoxicated shall be subject to disciplinary action. Intoxication is a state in which a person's normal mental and/or physical faculties are impaired by the consumption of alcohol. This includes, but is not limited to, slurred speech, loss of motor coordination, aggression, loss of memory, abusive behavior or behavior that satisfies the criteria for intoxication by blood alcohol content.

Cannabidiol (CBD) products - While CBD products have grown increasingly popular in recent years, misleading medical claims and mislabeling are rampant. Since it is nearly impossible to extract only CBD from the cannabis plant, CBD products are mostly mixtures of CBD and other prohibited cannabinoids, including THC, CBN, CBG, etc. The American Medical Association recently conducted a large study on CBD products and detected THC in 21 percent of the products tested, and the tetrahydrocannabinol (THC) content in some of those products was enough to produce intoxication or impairment. It is impossible to determine if detected THC present in urine test is from CBD products that may contain varying amounts of THC or from marijuana use; therefore, CBD products are prohibited.

Illegal Drugs - Manufacturing, possessing, distributing, and/or using controlled substances including, but not limited to, amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, crack, anabolic steroids or other intoxicants and/or drug paraphernalia. Students may be asked to be drug tested at the student's expense when

there is reasonable suspicion of drug use. Drug tests may be conducted by the Department of Sports Medicine for student athletes or another licensed facility, such as Med Express. A decision will not be made strictly based on the results of a positive or negative drug test, but rather, in review of all of the available information as a whole. A hearing officer or committee may draw a negative inference from a student's refusal to comply with a drug test.

Possession, consumption, and/or distribution of illegal or illegally obtained drugs are prohibited on the Bluefield College campus. This includes areas of public access within the bounds of the Bluefield College campus or on the grounds of any properties leased or controlled by Bluefield College. As well, these same are prohibited at locations of College- sponsored activities or events sponsored by any MyBC organization, department or group or by any individual in the name of an organization, department, or group. Any student who returns to the campus while under the influence of drugs or in possession of drugs shall be subject to full disciplinary action.

Tobacco use of any kind is prohibited on the Bluefield College campus, including all tobacco products, tobacco paraphernalia, e-cigarettes and vaping products. Please note, the College desires to assist those who need help with tobacco use. The Director of Counseling Services may refer students to community resources for smoking cessation and/or substance abuse.

Training and counseling resources - The College makes continuous efforts to keep students, faculty, and staff aware of the on-campus and off-campus programs which provide information and professional services on matters related to the abuse of alcohol, illegal drugs, and tobacco products. Students are encouraged to contact the Office of Student Development for information and appropriate referral.

#### ***Disciplinary Responses for alcohol and other drugs***

May include any combination of the following sanctions:

- alcohol and other drug (AOD) education/intervention program.
- community service (20 - 40 hours)
- loss of privileges (including play time for student-athletes)
- parental notification (if student is underage)
- restitution (if damage occurred)
- disciplinary probation
- disciplinary suspension or expulsion
- residence hall/campus ban

#### ***Definitions:***

The use of illegal drugs and tobacco and the abuse of alcohol may have serious health consequences, including damage to the heart, lungs and other organs. Alcohol-related accidents are the number one cause of death for persons aged 15-24. The most significant health risk, besides death, is addiction. Chemical dependency is a disease that, if not arrested, is fatal.

Illegal drug use or possession may involve, but is not limited to, the following substances:

#### ***Alcohol***

Even low doses of alcohol significantly impair the judgment and coordination needed to operate vehicles. Small amounts also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, memory, and the ability to learn and recall information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can lead to dependence and permanent damage to vital organs such as the brain and the liver.

If combined with other depressants that affect the central nervous system, even low doses of alcohol will produce adverse effects. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome and other birth defects.

#### ***Anabolic Steroids***

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver abnormalities to psychological reactions. The liver and cardiovascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include aggressive behavior known as “road rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

The College will conduct a biennial review of its alcohol and drug regulations to determine their effectiveness, and will implement changes as needed to ensure that the sanctions developed are consistently enforced.

*Cannabis: Marijuana, CBD, THC, Hashish, Hashish Oil, Synthetic Marijuana*

Physical effects of cannabis include increased heart rate and appetite, bloodshot eyes, and dry mouth and throat. Use of cannabis may impair or reduce the ability to drive an automobile or perform tasks requiring concentration and coordination. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

*Cocaine/Crack*

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart and respiratory rates, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects also include insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

*Hallucinogens: PCP, LSD, etc.*

Phencyclidine (PCP) interrupts the functions of the neocortex, possibly resulting in self-inflicted injuries. Users may experience a sense of distance and estrangement, loss of muscular coordination, and speech impairment. Large doses may produce convulsions and coma as well as heart and lung failure.

Lysergic Acid Diethylamide (LSD), mescaline, and psilocybin cause delusions and hallucinations. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, tremors, and psychological reactions. Users may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased. Use of hallucinogens can cause psychological dependence.

*Prescription Drugs (without being authorized by a doctor)*

Taking medication prescribed for someone else is never advisable. Because drugs may affect each person differently, it is possible that a drug that works for one person can trigger an adverse reaction in someone else. The most frequently misused medications are: opioid painkillers (e.g., OxyContin and Vicodin); central nervous system (CNS) depressants used for anxiety and sleep disorders (e.g., Valium and Ativan); and stimulants that treat attention deficit hyperactivity disorder. Opioids can cause choking, changes in mood, decreased cognitive function, interruptions in the menstrual cycle, infertility, slowed breathing, coma or death if there is a severe slowdown in breathing. CNS depressants — sedatives and tranquilizers — can cause memory problems and lead to seizures. Using some stimulants even in the short term can trigger paranoia; high doses can cause an increase in body temperature and abnormal heartbeat. There is also a risk of cardiovascular problems and fatal seizures. When prescription drugs are misused, the risk of addiction jumps exponentially. Discontinuing the drug results in withdrawal symptoms — physical symptoms like nausea, shaking, sweating and nervousness. Withdrawal from opioids results in symptoms such as bone pain, insomnia, vomiting and uncontrolled leg movements. Stimulant withdrawal can produce depression, exhaustion and sleep problems. Withdrawal from some sedatives and tranquilizers can lead to life-threatening consequences.

*Stimulants: Amphetamines, Crank, Ice, Methamphetamines*

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis, including hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

#### *Tobacco/Nicotine/Vapors*

Immediate effects include relaxation and increased confidence and metabolism. However, smokers are more likely than nonsmokers to contract heart disease. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than nonsmokers. Smoking during pregnancy also poses risks such as spontaneous abortion, premature birth, and low birth weight. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Tobacco/nicotine is both psychologically and physically addictive.