

The Office of Campus Safety prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <https://www.bluefield.edu/about-bluefield-university/campus-safety/> . You will also be able to connect to our site via the Bluefield University Homepage at www.bluefield.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and The Office of Student Development. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Each year, notification of and access to this report is given to all enrolled students, faculty, and staff by email which contains the exact URL for the report. Copies of this report may also be obtained at the Office of Campus Safety, the Office of Student Development, and the Office of Human Resources. A link to the URL containing this report will be shown on all employment applications and all prospective employees may obtain a copy at the Office of Human Resources.

RAM Alert:

RAMALERT

What is RamAlert?

Bluefield University's RamAlert is a wireless emergency notification system created in an effort to enhance communication to students, parents, faculty and staff during times of crisis on campus. Through RamAlert, trained and authorized Bluefield University administrators are able to warn the campus community of an impending emergency and provide timely information to minimize disruption and potentially prevent harm or protect lives. In the case of an emergency, RamAlert subscribers will receive a text and/or e-mail message with details of the crisis and any necessary action plan. All Bluefield University faculty, staff, and students are automatically placed into the system to receive the alerts and must opt out to be removed from the system. Messages, sent through a secure web portal, can be received via cell phone (text) or e-mail.

SUBSCRIBE NOW

CURRENT ANNOUNCEMENT



How do I subscribe?

To subscribe to RamAlert, visit MyBU (bluefield.edu/mybc), the intranet portal for Bluefield University students, faculty, staff and alumni. You must log in to MyBU with your username (Jenzabar ID) and password. Once in, follow the path below to find the RamAlert registration page:

Students

- Click the "Student Life" tab at the top of the main page for MyBU.
- Next, under the "Student Life" header in the left column panel, find and click the "RamAlert" link.
- Finally, use the sign-up form on this page to register for a RamAlert account.

Faculty and Staff

- Click the “Intranet” tab at the top of the main page for MyBU.
- Next, under the “Intranet” header in the left column panel, find and click the “Employee Tools” link.
- Under the “Employee Tools” header in the left column panel, find and click the “RamAlert” link.
- Finally, use the sign-up form on this page to register for a RamAlert account.

During the registration process, you will need to provide your name, a username, a password, a mobile phone number, and an e-mail address. And, while RamAlert is designed for members of the campus community, accounts for parents of students or spouses of employees may be created simply by using your MyBU username and password and registering a different mobile phone number and separate e-mail address.

***Please note that you should be automatically enrolled if you are a member of our faculty, a staff member, or a current student.**

When can students, faculty and staff sign up?

Now. The RamAlert system is in place, and members of the BU family may subscribe through MyBU at any time.

Can my parents sign up for RamAlert?

Yes, but you must sign them up by using your MyBU username and password. While parents of students and spouses of employees are not allowed to sign up directly for RamAlert, because they do not have a MyBU username and password, students and employees are permitted to enter additional e-mail or mobile phone numbers for their parents and spouses. There is not a sign-up form available that can be accessed by the public (i.e. parents).

What kind of messages will I receive?

Via text message or e-mail (depending on your preference), subscribers will receive electronic notices regarding emergencies or crises on campus. The notices may include warnings, details of the crisis, emergency protective measures, and any other necessary action plans, along with post-incident information. Users will also receive important messages about class delays and/or cancellations, particularly during times of inclement weather.

What constitutes an emergency or crisis?

Emergencies may include, but are not limited to, an accident or serious injury to a student or employee, a facility emergency such as a fire or flood, loss of utilities, a public health issue, severe weather, a bomb threat, an intruder, a hazardous waste spill, evacuation, confinement, or a civil disturbance. And, while class delays and/or cancellations may not constitute an emergency, RamAlert is also used to notify students, faculty and staff about such occurrences.

Will I get the alert messages even if I don't want them?

The system is an opt-out system, which means individuals may choose to stop receiving alerts.

Will RamAlert replace BU's other forms of communication during times of crisis?

No. RamAlert is simply an additional method of crisis communication. While certainly offered as a method to enhance communication during times of emergency, it is not intended to replace, nor be the sole approach to crisis communication. Considering text messaging is dependent on the availability of a wireless signal, we encourage students, faculty and staff to also depend on e-mail and other BU forms of crisis communication.

Are all offices associated with Bluefield University using the RamAlert system?

The RamAlert system is designed for the BU family on the main campus in Bluefield, Virginia, and not for regional offices located in Roanoke and Richmond, Virginia.

Will I automatically be deleted from RamAlert when I leave or graduate from BU?

Our IT department frequently updates our list of faculty, staff, and students to keep things current.

How do I find out more information about RamAlert?

If all of your questions have not been answered or you need more information about RamAlert, feel free to contact the BU Office of Public Relations at bcnews@bluefield.edu.

How to report a criminal offense:

Contact Campus Safety at 304-887-1795 (non-emergencies), 911 (emergencies). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Campus Safety or the Bluefield Police Department. In addition, you may report a crime to the following persons:

Crisis Management Team/Campus Security Authorities

Name	Title	Office	Home	Cell
Dr. David Olive	President	276-326-4466	276-322-2465	276-245-5222
Ruth Blankenship	VP for Finance/Administration	276-326-4556	276-988-0132	276-245-5452
Dr. Marshall Flowers	VP Academic Affairs	276-326-4355		304-888-9058
Dr. Kelly Walls	Safety/Security Consultant	276-326-4232		276-970-1651
Mr. Gary A. Ruth	Director of Campus Safety	304-887-1795		Same
Dr. Joe Saunders	Chemical Hygiene Officer	276-326-4221	304-384-3048	304-887-9594
Christian Hershey	Director of Maintenance/Facilities	276-245-0507		
Maria Zalduondo	Director of Global Education	276-326-4271		225-803-1435
Tonia Walker	Athletic Director	276-326-4316		
Paul "Chip" D. Lambert	Chief Information Officer	276-326-4219		
Jess Smith	Dir. of Residence Life	276-326-4473		937-430-4795
Rebecca McCoy Reese	Title IX Coordinator	276-326-4213		304-952-5383
	Campus Pastor			
Mr. Josh Cline	Director of Alumni Relations	276-326-4208		304-960-9195

If you are the victim of a crime and do not want to pursue action within the University or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or his designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Security and Access

During business hours (8am to 5 pm) , the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued, keycards, or by admittance via the Department of Campus Safety or Residence Life staff. In the case of periods of extended closing, the University will admit only those with prior approval to all facilities.

Residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Dome Gymnasium and the Library. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Campus Safety

Bluefield University employs Campus Safety Officers who do not have arrest authority. Full time Officers are trained as Armed Security Officers and are armed. Minor offenses involving University rules and regulation violations by Bluefield University students will be referred to Student Development. Bluefield University Campus Safety has the authority to ask persons for identification and to determine whether individuals have lawful business at Bluefield University. Bluefield University Safety Officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Criminal incidents are referred to the local police who have jurisdiction on the campus.

Major offenses such as Sexual Assault (within Title IX Guidelines), murder, aggravated assault, robbery, and auto theft are reported to the local police and joint investigative efforts with Campus Safety and the police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the jurisdictional Court.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Assistant Vice President of Student Development and the Director of Residence Life for any action or follow-up that may be required.

Bluefield University Campus Safety maintains a close working relationship with the Bluefield Virginia Police Department, the Bluefield West Virginia Police Department, the Tazewell County Sheriff's Department, and the Virginia State Police. Campus Safety and these departments communicate regularly on an informal basis.

Bluefield University also has a "memorandum of understanding" (MOU) between the University and all law enforcement authorities within Tazewell County, Virginia, as well as the Commonwealth Attorney for Tazewell County, the Bluefield, West Virginia Police Department, and local hospitals for the investigation of sexual assault incidents.

Crimes should be reported to Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Campus Safety coordinates with facilities management to report any exterior lights that do not illuminate when dark. Campus Safety also reports to facilities management any other hazards or

safety concerns on campus. During hours when facilities is not on campus, Campus Safety monitors the amount of snow/ice accumulation and calls facilities to report the need of snow plowing and application of snow melt products to the campus roadways and sidewalks.

Counselors and Confidential Crime Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Professional counseling services are provided free to all traditional undergraduate students enrolled full-time at Bluefield University through BU 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 Director at 304 – 887 - 8294.

Faculty and staff may recommend students for individual or group counseling through BU 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.

Title IX

What is Title IX?

Title IX of the Education Amendments of 1972 is a federal law that provides: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.

Title IX prohibits sex discrimination in all University programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Bluefield University Statement on Title IX

It is the policy of Bluefield University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual assault, dating violence, domestic violence, and stalking) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Bluefield University has designated a Title IX Coordinator and Deputies to coordinate Bluefield's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting the **U.S. Department of Education's website** or calling 1.800.421.3481.

Bluefield University Community Member's Rights

- Be protected from any sex-based discrimination including sexual harassment, sexual assault, dating violence, domestic violence, and stalking.
- Equitable and unbiased treatment of Complainants (accuser) and Respondents (accused).
- A prompt and reasonable response from the University in light of the known circumstances to discuss the availability of supportive measures whether or not a Formal Complaint has been filed.

- Expect immediate action regarding interim measures when there is a threat to the life or safety of a victim.
- An explanation of the process for filing a Formal Complaint.
- Adherence to an established grievance procedure by the University before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a Respondent.
- Be protected from retaliation for reporting or filing a complaint.
- Confidentiality to the extent possible under the law.
- A live hearing of a Formal Complaint with all notifications and rights pertaining to the grievance process and hearing.
- An advisor for the grievance hearing.
- An appeal.

How to Report Title IX Grievance

Any person may report a grievance relating to sex discrimination, including sexual harassment, 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 Coordinators

Title IX Coordinator:

Rebecca McCoy-Reese
 Harman Chapel Room 102
 Office: 276.326.4213
 Mobile: 304.952.5383
rmccoyreese@bluefield.edu

Deputy Coordinators:

Caroline Dixon, employees
 Office: 276.326.4594
cdixon@bluefield.edu

Jacob Key, athletics
Office: 276.326.4303
jkey@bluefield.edu

Charles Reese, students
Office: 276.326.4244
creese@bluefield.edu

Jean Herndon, MABS Program-VCOM Campus
Office: 540.231.5090
jherndon@bluefield.edu

BU Campus Safety:

Gary Ruth
Office: 276.326.4313
Mobile: 304.887.1795
gruth@bluefield.edu

VT Campus Safety:

Office: 540-231-6411

Title IX Investigators:

Gary Ruth
Office: 276.326.4313
Mobile: 304.887.1795
gruth@bluefield.edu

Kim Farmer
Office: 276.326.4224
kfarmer@bluefield.edu

Confidential Counselors:

Emily Cook
Office: 276.326.4252
ecook@bluefield.edu

Brandy Smith
Office: 276.326.4307
bsmith@bluefield.edu

Comprehensive Grievance Policy & Procedures for Title IX Compliance

Policy

Bluefield University [also referred to as “the University”] maintains the following policy on sex discrimination and sexual harassment in compliance with Title IX of the Education Amendments

of 1972 and the Title IX regulations in 34 CFR Part 106. The University provides notice of this policy to applicants for admission and employment, students, and employees to the extent required by law.

Discrimination on the Basis of Sex

The University does not unlawfully discriminate in its programs and activities on the basis of sex and complies with state and federal laws prohibiting sex discrimination. The requirement not to discriminate on the basis of sex applies to admissions, except undergraduate admissions as provided by Title IX.

As a non-profit Christian institute of higher learning, the University exercises its rights under state and federal law to use religion as a factor in making employment decisions. Some regulations issued under Title IX relating to discrimination on the basis of sex are not consistent with the University's religious tenets and do not apply to the University (34 CFR § 106.12(a)).

Questions or inquiries about the application of Title IX and the Title IX regulations to the University's programs and activities may be addressed to the University Title IX Coordinator, to the Assistant Secretary of the Department of Education, or both.

Reporting Sexual Harassment, Sexual Assault, or other Sex Discrimination

The University has designated and authorized the following employee(s) to coordinate its efforts to comply with its policies to prevent sexual harassment and discrimination:

Title IX Coordinator:

Rebecca McCoy-Reese
Harman Chapel Room 102
Office: 276.326.4213
Mobile: 304.952.5383
rmccoyreese@bluefield.edu

Deputy Coordinators:

Caroline Dixon, employees
Office: 276.326.4594
cdixon@bluefield.edu

Jacob Key, athletics
Office: 276.326.4303
jkey@bluefield.edu

Summer Callaghan, students
Office: 276.326.4297
summer.callaghan@bluefield.edu

Charles Reese, students

Office: 276.326.4244
creese@bluefield.edu

Jean Herndon, MABS Program-VCOM Campus
Office: 540.231.5090
jherndon@bluefield.edu

BU Campus Safety:

Gary Ruth
Office: 276.326.4313
Mobile: 304.887.1795
gruth@bluefield.edu

VT Campus Safety:

Office: 540-231-6411

Emergency Report: If you witness or experience any emergency involving sexual assault or any other crime of violence, or if you have immediate safety concerns, first call 911, then call Campus Safety at 304.887.1795.

How to Report: Any person may report a grievance relating to sex discrimination, including Sexual Harassment, 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 here; or
- at any time using any other means that results in the Title IX Coordinator receiving the verbal or written report.

Definitions

The following words in this policy, when capitalized, mean the following:

Complainant: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Consent: Consent is best understood as the “affirmative, conscious, and voluntary agreement to engage in sexual activity.” It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Individuals who are asleep or unconscious, incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity, or are otherwise unable to communicate due to a mental or physical condition cannot give consent. Furthermore, individuals under the age of 18 are not legally able to give

consent to adults in the Commonwealth of Virginia.

Dating Violence: Violence committed by a person:

- (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) The length of the relationship.
 - (b) The type of relationship.
 - (c) The frequency of interaction between the persons involved in the relationship.

Decision-maker: The person or persons designated by the University to conduct the hearing and make a determination on the allegations in a Formal Complaint. No Decision-maker will be a Title IX Coordinator or the Investigator.

Document: A document or electronic submission through the online portal that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Virginia, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Virginia.

Education Program or Activity: A location, event, or circumstance over which the University exercises (or, during the relevant time, exercised) substantial control over both the Respondent and the context in which the Sexual Harassment occurs, including any building owned or controlled by a student organization that is officially recognized by the University.

Facilitator: A person who serves to facilitate an informal resolution of a Formal Complaint through mediation, arbitration, restorative justice, or a similar process.

Formal Complaint: a document which:

- (1) is filed by a Complainant or signed by the Title IX Coordinator; and
- (2) if filed by the Complainant, he or she is participating in or attempting to participate in the University's education program; and
- (3) alleges Sexual Harassment against a Respondent; and
- (4) requests that the University investigate.

Hearing: The live hearing before a Decision-maker for the purpose of presenting evidence regarding the allegations in a Formal Complaint and allowing for questioning and cross-examination of Parties and witnesses by the Parties' advisors, all in order that the Decision-maker can determine responsibility.

Investigative Report: The written report created by the Investigator that fairly summarizes all relevant evidence obtained during the investigation of a Formal Complaint.

Investigator: The person designated by the University to investigate a Formal Complaint. If more than one person is designated, this term refers to all of the investigators.

Party: Either the Complainant or the Respondent.

Parties: All Complainants and all Respondents with respect to a complaint of Sexual Harassment or with respect to multiple Formal Complaints which have been consolidated.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

Sexual Assault: An offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including forcible or statutory rape, forcible sodomy, sexual assault with an object, forcible fondling, and incest.

Sexual Harassment: Conduct on the basis of sex that satisfies one or more of the following:
(1) A University employee conditioning the provision of a University aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
(3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- (1) fear for his or her safety or the safety of others; or
- (2) suffer substantial emotional distress.

Supportive Measures: Non-disciplinary, non-punitive individualized services offered to the Complainant or the Respondent (or one who may become a Respondent) before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

Response to Sexual Harassment (With or Without a Formal Complaint)

If the University has actual knowledge of Sexual Harassment in an Education Program or Activity, the Title IX Coordinator is responsible for coordinating a University response that is prompt and reasonable in light of the known circumstances and includes at least the following:

1. Treating Complainants and Respondents equitably;
2. Promptly contacting the Complainant to discuss the availability of Supportive Measures;
3. Offering Supportive Measures to the Complainant whether or not the Complainant files a Formal Complaint;
4. Considering the Complainant's wishes with respect to Supportive Measures;

5. Explaining to the Complainant the process for filing a Formal Complaint; and
6. Following the University's grievance procedure before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.

The University will provide students or employees who report being victims of Dating Violence, Domestic Violence, Sexual Assault, or Stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus. The explanation will include written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims (within the University and in the community), and the availability of changes to academic, living, transportation, and working situations, or Supportive Measures regardless of whether the student or employee files a Formal Complaint or makes a report to law enforcement.

Supportive Measures

The University will offer Supportive Measures as appropriate, as reasonably available, and without fee or charge to the Complainant, the Respondent, or a person who may become a Respondent before or after the filing of a Formal Complaint, including where no Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to the University's education program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University's educational environment or deter sexual harassment.

The following are examples of Supportive Measures the University may make available, but other similar measures may also be provided:

1. Additional excused absences from classes or leaves of absence.
2. Extensions of deadlines or other course-related adjustments.
3. Academic support services, such as free tutoring.
4. Providing an escort to move safely between classes and activities.
5. Providing parking closer to residence or classes.
6. Modifications of work or class schedules.
7. Mutual no-contact orders (prohibiting contact with another Party in person or by phone, email, text message, social network, or other means, including a third person).
8. Adjustments to campus housing assignments.
9. Adjustments to campus work assignments.
10. Counseling services.
11. Increased security and monitoring of certain areas of the campus.
12. Involve local police.

The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Confidentiality

The University will maintain as confidential any Supportive Measures provided to the

Complainant or Respondent to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures.

Emergency Removal from the University:

The University may place a non-student employee Respondent on administrative leave during the pendency of the grievance procedure. The University may remove any Respondent from the University's Education Program or Activity on an emergency basis if:

1. The University's Threat Assessment Team conducts an individualized safety and risk analysis.
2. As a result of the analysis, the University determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies the removal of the Respondent.
3. The University provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision for administrative leave or emergency removal does not modify any of the Respondent's rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

Process for Formal Complaints of Sexual Harassment

General Provisions

The University will:

- (1) Treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent.
- (2) Presume that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance procedure.
- (3) Follow this grievance procedure before the imposition against the Respondent of any disciplinary sanctions or other actions that are not Supportive Measures.
- (4) Provide any Party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the Party to prepare to participate.
- (5) Design remedies to restore or preserve equal access to the University's Education Program or Activity. Remedies may include the same individualized services described as Supportive Measures, however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- (6) Require all persons who serve as the Title IX Coordinator, Investigator, Decision-maker, Appeal Decision-maker, or Facilitator not to have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
- (7) Ensure that Title IX Coordinators, investigators, decision-makers, and facilitators receive appropriate training. Part of the training will include how to serve impartially and avoid prejudgment of the facts, conflicts of interest, and bias.
- (8) Apply the preponderance of the evidence standard in making determinations with respect to all Formal Complaints, whether against students, faculty, or non-faculty employees.

Notice of Allegations

Upon receiving a Formal Complaint, the University will provide all known parties written notice that includes at least the following:

- (1) The University's grievance procedure, including any informal resolution process.
- (2) All allegations which may constitute Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.
- (3) A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance procedure.
- (4) A statement that the Parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- (5) A statement that the Parties may inspect and review evidence.
- (6) A statement that the University's code of conduct prohibits any student or employee knowingly making false statements or knowingly submitting false information during the grievance procedure.

If in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the initial notice, the University will provide notice of the additional allegations to Parties whose identities are known.

Dismissing a Formal Complaint

If the conduct alleged in the Formal Complaint 1) would not constitute Sexual Harassment even if proved, 2) did not occur in an Education Program or Activity, or 3) did not occur against a person in the United States, then the University must dismiss the Formal Complaint as a complaint of Sexual Harassment under Title IX or this grievance procedure. However, the University may separately prosecute allegations of conduct that would violate other provisions of the University's code of conduct.

The University may dismiss all or part of a Formal Complaint if at any time during the investigation or hearing:

- (1) a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in it;
- (2) the Respondent is no longer enrolled or employed by the University; or
- (3) specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations in it.

If all or part of a Formal Complaint is dismissed, the University must promptly and simultaneously send written notice of the dismissal and reason(s) for it to the Parties.

Consolidating Formal Complaints

The University may consolidate Formal Complaints:

- (1) as to allegations of Sexual Harassment against more than one Respondent; or
- (2) by more than one Complainant against one or more Respondents; or
- (3) by one Party against the other Party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Where a grievance procedure involves more than one Complainant or more than one Respondent, singular references to “Party,” “Complainant,” or “Respondent” include the plural, as applicable.

Advisors

Designated Advisors and University-Appointed Advisors

A Party may designate an advisor of his or her choice, and the advisor may be an attorney. The University will not limit the choice or presence of an advisor for either a Complainant or a Respondent in any meeting or grievance proceeding.

The University will appoint an advisor for any Party who does not have one present in the Hearing. University-appointed advisors serve at no cost to a Party. However, advisors appointed by the University serve the limited purpose of conducting cross-examination at the Hearing. University-appointed advisors are not required to be attorneys or have a level of competency comparable to that of another Party’s designated advisor. An advisor is not required to perform any function beyond relaying a Party’s desired questions to the other Party and witnesses.

A Party may find that having an advisor is helpful throughout the grievance procedure and not just at the Hearing. Both Parties are encouraged to designate an advisor.

Because the University is required to provide certain information to a Party’s advisor, each Party must notify the Title IX Coordinator in writing if he or she has designated an advisor. A Party may obtain an advisor or change the identity of the Party’s advisor at any time.

Rules for Advisors

Except during a Hearing, the role of the advisor is limited to providing support, guidance, or advice to the Complainant or Respondent throughout the grievance procedure. The following rules apply to all advisors, including advisors appointed by the University:

- (1) Advisors are not to answer questions posed directly to any Party or witness, nor otherwise, interfere with questioning by the Investigator. An advisor may request reasonable opportunities to confer with the Party being advised.
- (2) During meetings, a Party and the advisor may talk quietly with each other.
- (3) Advisors do not have the right to question witnesses except in a Hearing.
- (4) Advisors may not present opening statements, closing statements, or arguments.
- (5) Advisors cannot disclose to other persons any confidential student information which is disclosed to the advisor in the course of the grievance procedure.
- (6) Advisors must act in a respectful manner at all times; bullying, yelling, and abusive conduct are never permitted.
- (7) Parties and advisors must not disturb the Hearing or any other proceeding by loudly

conferring with one another.

(8) Advisors must comply with the decisions and directions of the Decision-maker.

If a Party's advisor (whether designated by the Party or appointed by the University) refuses to comply with these rules, including rules relating to decorum, the University may require the Party to designate a different advisor or, if no other advisor is designated, to accept an advisor appointed by the University to conduct cross-examination on behalf of the Party. The University may remove from any proceeding advisors who become disruptive or who do not abide by the restrictions on their participation.

Informal Resolution

At any time after a Formal Complaint has been filed but before reaching a determination regarding responsibility, the University may facilitate an informal resolution process, such as mediation or restorative justice, that does not involve a full investigation and adjudication. Before the University and the Parties can proceed with an informal resolution the University must notify the Parties in writing disclosing:

- (1) the allegations;
- (2) the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
- (3) that at any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance procedure with respect to the Formal Complaint; and
- (4) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The University must obtain the Parties' voluntary, written consent to proceed with an informal resolution process. The formal procedures for resolving a Formal Complaint will normally be suspended during the informal resolution process. If the informal process produces a resolution that is agreed upon by the Parties in writing, the grievance procedure shall end, and no investigation or Hearing shall occur.

The University:

- (1) may not require any person to waive the right to an investigation and adjudication of a Formal Complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right;
- (2) may not require the Parties to participate in an informal resolution process;
- (3) may not offer an informal resolution process unless a Formal Complaint has been filed; and
- (4) may not offer or facilitate an informal resolution process to resolve allegations that an employee engaged in Sexual Harassment against a student.

Investigating Formal Complaints

The University's Responsibilities

The University will designate one or more investigators to investigate the allegations in the

Formal Complaint. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the University and not on the Parties. The University shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived it. If the Investigator makes any determinations regarding credibility, those determinations may not be based on a person's status as a Complainant, Respondent, or witness.

The University may restrict who can be present during any meeting or proceeding related to the grievance procedure, including meetings or interviews conducted by the Investigator. However, both the Complainant and the Respondent will have the same opportunities to have others present during any grievance proceeding.

Equal Opportunity to Present and Review Evidence

In the course of the investigation, all parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The University does not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

Before completing the Investigative Report, the Investigator will send to each Party and the Party's advisor, if any, all of the evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including

- (1) evidence upon which the University does not intend to rely in reaching a determination regarding responsibility; and
- (2) inculpatory or exculpatory evidence, whether obtained from a Party or another source.

The evidence will be subject to inspection and review by both Parties and may be provided in an electronic format, a hard copy, or a mixture of both. Each Party will have at least ten [10] days to submit a written response to the evidence. This written response shall be the Party's final opportunity to identify and present witnesses and other inculpatory and exculpatory evidence.

If the Investigator finds that Party has provided new evidence (including witnesses) directly related to the allegations, the Investigator will provide the new evidence to both Parties, and permit an additional ten [10] days for each Party to respond to the new evidence. The Investigator will consider the Parties' written responses to the evidence before completing the Investigative Report.

Medical and Treatment Records

In gathering evidence, except with the Party's voluntary, written consent the University cannot access, consider, disclose, or otherwise use a Party's records that are:

- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity; and
- (2) made and maintained in connection with the provision of treatment to the Party.

The Investigation Report

After the time for a Party's written response to the evidence has expired, the Investigator will create an Investigative Report that fairly summarizes all of the relevant evidence gathered in the course of the investigation.

At least ten [10] days prior to the Hearing, the Investigator will send each Party and each Party's advisor a copy of the Investigative Report in an electronic format or a hard copy. A Party or a Party's advisor may make a written response to the Investigative Report by providing a copy to the Investigator and the Title IX Coordinator no later than noon of the last business day before the day of the Hearing. The Title IX Coordinator will provide a Party's written response, if any, to the other Party. A copy of the Investigative Report and all written responses by the Parties will be provided to the Decision-maker prior to the Hearing.

Pre-Hearing Procedures

When Hearings Are Required

A live hearing must be held with respect to a Formal Complaint unless:

- (1) the Formal Complaint has been dismissed;
- (2) the facts alleged in a Formal Complaint are not contested;
- (3) the respondent has admitted, or wishes to admit responsibility; or
- (4) the Parties want to resolve the case through an informal resolution process without a completed investigation or adjudication.

The Parties cannot waive a hearing except by agreement to use the University's informal resolution process.

Preparing for the Hearing

At least ten [10] business days before the Hearing, the University will notify each Party and advisor in writing of the date, time, location, and participants for the Hearing, including the name of each witness whom the University will request to appear at the Hearing (in person or virtually) for the purpose of providing evidence. The Hearing may be conducted with all participants physically present in the same location or, at the University's discretion, any or all parties, witnesses, and other participants may appear virtually, with technology enabling participants simultaneously to see and hear each other.

Requesting Separate Rooms

At the request of either Party, the University will provide for the Hearing to occur with the Parties located in separate rooms using technology enabling the Decision-maker and Parties to simultaneously see and hear the Party or the witness answering questions. In order to have sufficient time to make the appropriate arrangements, a Party's request to be in a separate room must be made in writing to the Title IX Coordinator at least five [5] business days before the Hearing.

Attendance by Advisors

If a Party does not have an advisor present at the hearing, the University must provide the Party an advisor of the University's choice without fee or charge to that Party. Unless the University grants a delay for good cause shown, the University shall appoint an advisor for a Party whose designated advisor is absent from the Hearing. The advisor is not required to be an attorney and shall be responsible to conduct cross-examination on behalf of that Party.

Attendance of Parties and Witnesses; Delay for Absent Witness

The University is prohibited by law from requiring any Party or witness to appear at the hearing, or from engaging in any act that would intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, grievance proceeding, or Hearing.

For these reasons, the University is not responsible if a Party or witness fails to appear at the hearing, and the Hearing may proceed in the absence of the Party or witness. The University may grant a Party's reasonable request to delay the Hearing if that Party or an important witness is unable to attend the Hearing. A request for a delay should be made as soon as possible in the manner described below in the section of this grievance procedure entitled Temporary Delays or Extensions. The hearing cannot proceed if a Party's advisor is not present.

Hearing

Convening the Hearing.

The Decision-maker shall convene the Hearing at the appointed time. In order to maintain students' privacy as much as possible, witnesses will not be in the Hearing room or attending by technological means except when providing evidence or being cross-examined. Parties and witnesses will not be "sworn in," but may be reminded that providing false information in connection with the Hearing is a violation of the University's code of conduct for students or expectations for employees.

Questioning Parties and Witnesses

Each Party's advisor will be given an opportunity to ask the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination must be conducted directly, orally, and in real-time by the Party's advisor, and never by a Party personally.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-maker may ask both advisors to provide reasons why a question should or should not be considered relevant. The Decision-maker will instruct all Parties and witnesses not to answer any question until the Decision-maker has allowed the question.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- (1) such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
- (2) the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Decision-maker shall not permit any questions, nor the introduction of any evidence, that would involve the disclosure of information protected under a legally-recognized privilege under state law unless the person holding the privilege has waived it.

Because the University's grievance procedure is not a civil proceeding or state action, there is no right against self-incrimination. However, the Decision-maker cannot draw an inference regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross-examination or other questions.

Availability of Evidence

The University will make all of the evidence that was subject to inspection and review by the Parties in connection with the preparation of the Investigative Report available at the Hearing to give each Party equal opportunity to refer to such evidence during the Hearing, including for purposes of cross-examination. Parties must notify the Title IX Coordinator at least 48 hours prior to the Hearing regarding any physical evidence, transcripts, recordings, or other items requested to be physically available at the Hearing.

Conducting the Hearing

The Hearing will be conducted substantially as provided below. The Decision-maker may recess the Hearing for appropriate and reasonable rest and meal breaks. Any Hearing participant may request a break.

1. The Investigator, Title IX Coordinator, or Deputy Coordinator will serve as the moderator for the Hearing. The function of the moderator is to move the proceeding forward in an unbiased manner and to give the Parties and witnesses an opportunity to get their evidence before the Decision-maker.
2. The moderator will review the Complainant's allegations and review the evidence provided by the Complainant and summarized in the Investigative Report. The moderator will ask the Complainant whether he or she wishes to affirm the allegations and evidence as reviewed, and whether he or she would like to make any additional statements.
3. The Respondent's advisor will be given an opportunity to question the Complainant.
4. The moderator will review the Respondent's response to the allegations and review the evidence provided by the Respondent and summarized in the Investigative Report. The moderator will ask the Respondent whether he or she wishes to affirm the response and evidence as reviewed, and whether he or she would like to make any additional statements.
5. The Complainant's advisor will be given an opportunity to question the Respondent.
6. The moderator will bring each witness before the Decision-maker, either in person or through appropriate technology. The moderator will review any evidence provided by the witness and summarized in the Investigative Report. The moderator will ask the witness whether he or she wishes to affirm the evidence as reviewed.

7. The Complainant's advisor will be given an opportunity to question the witness.
8. The Respondent's advisor will be given an opportunity to question the witness.
9. If the University has provided any relevant evidence summarized in the Investigative Report, an appropriate representative or representatives of the University will review such evidence.
10. The Complainant's advisor will be given an opportunity to question the University's representative(s).
11. The Respondent's advisor will be given an opportunity to question the University's representative(s).
12. The Decision-maker may ask questions of any party, witness, or University representative during the time that person is presenting evidence or being questioned.
13. After confirming with the moderator that there is no additional evidence or other matters to be addressed, the Decision-maker will adjourn the Hearing.

Record of the Hearing

The University will create an audio or audiovisual recording, or transcript, of the Hearing and make it available to the Parties and to the Decision-maker for inspection and review.

Determination of the Allegations

Letter of Determination.

The Decision-maker shall determine whether the Respondent is responsible for each of the allegations in the Formal Complaint that could constitute Sexual Harassment. The Decision-maker shall reach these decisions by applying the preponderance of the evidence standard. In making the determination, the Decision-maker:

- (1) must make an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
- (2) must not make credibility determinations based on a person's status as a Complainant, Respondent, or witness.
- (3) must not rely on any statement of a Party or witness who does not submit to cross-examination at the Hearing.
- (4) cannot draw an inference about responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- (5) cannot rely upon evidence or information protected under a legally recognized privilege unless the person holding the privilege has waived it.

The Decision-maker shall issue a written determination stating the Respondent's responsibility for the alleged misconduct. The written determination must include:

- (1) Identification of the allegations potentially constituting Sexual Harassment;
- (2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (3) Findings of fact supporting the determination;
- (4) Conclusions regarding the application of the University's code of conduct to the facts;
- (5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University's education

program or activity will be provided by the University to the complainant; and
(6) The University's procedures and permissible bases for the complainant and respondent to appeal.

The Decision-maker shall exercise independent and unbiased judgment with respect to:

- (1) findings of fact which support the determination(s);
- (2) conclusions regarding the application of the University's code of conduct to the facts;
- (3) the determination regarding responsibility as to each allegation; and
- (4) the sanction is perceived to be disproportionate to the offense.

The Decision-maker may consult with University officials for information with respect to the procedural steps taken, the University's normal practices relating to appropriate sanctions, and the University's procedures and permissible bases for appeals.

Effective Date of Determination

The University will provide the written determination regarding responsibility to the Parties simultaneously. If neither party appeals, the determination becomes final on the date on which an appeal would no longer be considered timely.

If a Party appeals the determination, the determination becomes effective on the date the University provides the Parties with the written determination of the result of the appeal, unless the appeal decision requires further proceedings.

The Title IX Coordinator, in conjunction with the Office of Student Development, is responsible for effective implementation of any sanctions or remedies.

Sanctions

The University can impose a range of disciplinary sanctions and remedies with respect to any misconduct for which a Respondent has been determined to be responsible. Possible disciplinary sanctions and remedies may include but are not limited to:

- (1) Imposing, continuing, or modifying any Supportive Measures.
- (2) Warning: A reminder to the respondent about relevant University rules, regulations, or policies and the potential consequences for violating them.
- (3) No contact order: A directive to initiate no contact with the Complainant, including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party.
- (4) Reprimand: Written notice that University rules, regulations, or policies have been violated and that continuation or repetition of misconduct may result in a more severe sanction.
- (5) Fines: A monetary fine assessed for a disciplinary violation.
- (6) Probation: Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities and provide for expulsion for violating the terms of probation.
- (7) Restitution: Reimbursement or other compensation for damage or loss of property.
- (8) Eviction: Probation or removal from campus housing.
- (9) Suspension: Termination of student status at the University for a specified period of time.

(10) Expulsion: Termination of student status at the University permanently or for an indefinite period of time.

Appeals

Right of Appeal

Both Parties may appeal from a determination regarding responsibility, or from the University's dismissal of all or any part of a Formal Complaint. The appeal procedures shall apply equally to both Parties.

Any of the following is an appropriate basis for appeal:

- (1) Procedural irregularity that affected the outcome of the matter;
- (2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made; or
- (3) The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- (4) The sanction is perceived to be disproportionate to the offense.

Filing an Appeal

In order to appeal, a party must file a written Notice of Appeal challenging the initial outcome that is received by the Title IX Coordinator within five [5] business days after the written Letter of Determination was issued. The Notice of Appeal must state, at a minimum:

- (1) every basis for the appeal;
- (2) a complete statement of the facts and evidence that support each basis for the appeal; and
- (3) the relief requested as a result of the appeal.

Consideration of an Appeal

The University will promptly notify both Parties in writing that an appeal has been filed and provide a copy of the Notice of Appeal to the other Party. The non-appealing party shall have three [3] business days from the date of such notice to submit to the Title IX Coordinator a written statement in support of the initial outcome or in opposition to the appeal. A copy of any such written statement shall be provided to the appealing party.

The appeal shall be considered and decided by an Appeal Decision-maker who is not the same person as the Investigator, the Title IX Coordinator, or the Decision-maker that reached the determination regarding responsibility or dismissal. The Appeal Decision-maker shall review the Notice of Appeal, the response of the non-appealing Party, and may review the record of the Hearing as necessary to reach a conclusion on the appeal. The Appeal Decision-maker shall be bound by the same rules and considerations which apply to a Decision-maker, as described in this grievance procedure.

Decision on Appeal

The Appeal Decision-maker shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall, insofar as applicable, provide the same type of information required to be included in the initial written determination issued in

connection with the Hearing.

The decision on appeal shall be appropriate to the basis or bases for appeal, and may adopt one or more of the following holdings, regardless of which party filed the appeal:

- (1) Affirm the initial written determination;
- (2) Change any part of the written determination, including a change to find responsibility or to find no responsibility;
- (3) Increase or decrease the sanctions;
- (4) Require additional investigation (particularly in the case of new evidence that is material, not merely cumulative, and if presented in the Hearing could reasonably have resulted in a different determination); or
- (5) Order a new Hearing.

The written decision on the appeal shall be provided simultaneously to both Parties.

Scheduled Time Frames for the Grievance Procedure

Normal Time Frames

The University will conclude this grievance procedure in a reasonably prompt manner and in accordance with the following time frames:

- (1) The University will generally issue the written Hearing determination within thirty [30] business days after the filing of the Formal Complaint.
- (2) The University will generally issue the written appeal determination within ten [10] business days after the filing of the Notice of Appeal.
- (3) The University will generally conclude any informal resolution process within ten [10] business days after the Parties agree to an informal resolution.

Temporary Delays or Extensions

The University may direct a temporary delay in the grievance procedure or the limited extension of the normal time frames for good cause. The University will notify the Complainant and the Respondent in writing of any temporary delay or limited extension and the reasons for the action.

The Complainant or Respondent may request a temporary delay or limited extension in writing to the Title IX Coordinator. The written request must state the reason for the delay or extension and the length of the delay or extension being requested.

Some examples of situations that may constitute good cause for a delay or extension include the absence of a Party, a Party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The University will attempt to accommodate the schedules of Parties and witnesses throughout the grievance procedure in order to provide Parties with a meaningful opportunity to exercise their lawful rights. However, the University will not delay the grievance procedure indefinitely because a Party, witness, or advisor is refusing to cooperate. In order to resolve complaints within reasonable time frames, the grievance procedure can proceed to a conclusion even in the absence of a party or witness.

Retaliation Prohibited

Retaliation Defined.

Retaliation shall include the following:

- (1) Conduct intended to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.
- (2) Bringing disciplinary charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint, for the purpose of interfering with any right or privilege secured by Title IX, 34 CFR Part 106, or this grievance procedure.

No Retaliation.

Neither the University nor any other person may engage in retaliation against an individual because the individual has made a report or complaint or testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding, or Hearing under this grievance procedure.

Any person who believes that he or she has experienced retaliation which is prohibited by this grievance procedure may file a complaint or Formal Complaint with the Title IX Coordinator.

Confidentiality

The University must keep confidential the identity of:

- (1) any individual who has made a report or complaint of sex discrimination;
- (2) any individual who has made a report or filed a Formal Complaint of Sexual Harassment;
- (3) any Complainant;
- (4) any individual who has been reported to be the perpetrator of sex discrimination;
- (5) any Respondent; and
- (6) any witness; except as may be permitted by law or as necessary to carry out this grievance procedure.

Advocacy Resources

Confidential Resources

The National Sexual Assault Hotline coordinates services and provides advocacy support for students (and their friends or family) who have experienced sexual harassment, sexual violence including sexual assault, domestic violence, dating violence, and stalking. Call 1.800.656.HOPE.

You may also confidentially contact Clinch Valley Sexual Assault Services at 276.988.5583.

Other Resources

- Tazewell County Community Action Hotline: 276.979.8959.
- Deirdre Hasty-Martin, Regional Victim Advocate, Sr.: 804.396.0866 or deirdre.hasty-martin@vadoc.virginia.gov

- Shannon Taylor, Virginia Commonwealth Attorney: 804.501.4218
- Bluefield, Virginia Police Department: 276.326.6710
- Bluefield, West Virginia Police Department: 304.327.6101
- Virginia Tech Police Department: 540.231.6411

Campus Resources

The following advocacy resources (with reporting obligations) are available at Bluefield University.

- Campus Safety: 304.887.1795
- Title IX Coordinator: 276.326.4213
- Confidential Counselors: Emily Cook – 276.326.4252 or ecook@bluefield.edu and Brandy Smith – 276.326.4307 or bsmith@bluefield.edu

Student Code of Conduct

Rationale for Community Life

Bluefield University 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 University, 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 University. 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 Christfollowers, 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: “University” refers to Bluefield University. “Student” includes all persons taking courses at the University, both full- and part-time. “Faculty member” means any person hired by the University to conduct classroom activity. “University official” includes any person employed by the University. “University premises” refers to all land, buildings, facilities, and other property in the possession of or owned, leased, used or controlled by the University. “Policy” is defined as the written regulations of the University found in, but not limited to, the student handbook and University catalogs. “Violation” refers to any behavior that is unacceptable as described in the Code of Conduct. “Guests” applies to all guests of BU 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 University, including but not limited to a student’s transcripts and disciplinary file.

Disciplinary Process

The disciplinary process at Bluefield University 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 University 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 University 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 University. 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 University, 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 University 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 University 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 University, and at official University 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 University 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 University.

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 University 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 University are not permitted to access University property, including the main campus and any sites under direct control of the University, or attend official University 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 University, or 3) the student's own physical or emotional safety or wellbeing 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 University 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 University 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 University may disclose to the parents of a student his or her violation of any federal, state, or local law or any University rule governing the possession or use of alcohol or a controlled substance if the student is under age 21. Bluefield University 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 Universities and universities within the Commonwealth to record suspensions related to violations of Title IX policies on the student's academic transcript.

Bluefield University 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 University outlined in this handbook. All students represent Bluefield University 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 University.

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 University'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 University official. Failure to fully disclose all information to a University 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 University-owned or controlled property and official University 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 University will cooperate fully with law enforcement agencies in the enforcement of the law. Students charged with a crime while continuously enrolled at Bluefield University 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 University official

Students are expected to comply with directives from any University 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.

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 University 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 University 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 University (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 University'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 University monitors inappropriate computer and online usage. Activities that are prohibited include viewing pornography, gambling and piracy. Bluefield University 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 University 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 University-owned or leased premises, including computers.

Knowing/Presence Contribution

Community accountability is of the utmost importance at Bluefield University. 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 University or who misrepresent their organization to be an agent of the University will be subject to disciplinary action.

Non-compliance

Students are required to comply with the request of a University 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 University or private property, or involves a violation of University 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 University 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.

Sexual Harassment

The University 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.

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 University, and at all official University 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 University Property

Unauthorized entry into, unauthorized use of, or misuse of University property or property belonging to a member of the University 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, University-controlled properties, or at University-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.

Security Awareness Programs for Students and Employees

Crime Prevention Programs on personal safety and Spatial Awareness are sponsored by various campus organizations throughout the year, and are open to students, faculty, and staff. Campus Safety facilitates programs for student, parents, faculty, and new employee orientations, student organizations, community organizations, in addition to programs for Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes. Title IX training for all students, faculty and staff has been ongoing since Fall, 2015.

Criminal Activity Off-Campus

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations of student organizations, is monitored and recorded. This information is provided to the Assistant Vice President of Student Development for any action or follow-up that may be required. For additional information, you may look at the [Student Handbook](#) on page 23.

Possession, Use, and Sale of Alcoholic Beverages

Students are not permitted to possess, use/consume or distribute alcohol or alcohol paraphernalia in the residence halls, or on University-owned or controlled property and official University 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.

See [Student Handbook](#) on page 43.

Possession, use and sale of illegal drugs and enforcement of federal and state drug laws

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 University (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 University'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.

[See Student Handbook](#) on page 44.

Drug and Alcohol Abuse Education Programs (Training and Counseling Resources):

The university 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 and drugs. Students are encouraged to contact the Office of Student Development for information and appropriate referral.

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.

Substance Abuse Policy

This section is included to provide students with information on Bluefield University'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 University 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 University work sites and/or while performing University activities, events or business.

Bluefield University 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 University, 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 University campus. This includes areas of public access within the bounds of the Bluefield University campus or on the grounds of any properties leased or controlled by Bluefield University. As well, these same are prohibited at locations of University- sponsored activities or events sponsored by any University 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 University campus. This includes areas of public access within the bounds of the Bluefield University campus or on the grounds of any properties leased or controlled by Bluefield University. As well, these same are prohibited at locations of University- sponsored activities or events sponsored by any MyBU 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.

Training and counseling resources - The University 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

51 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 University 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 52

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. See [Student Handbook](#) on page 50.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Bluefield University Campus Safety Department is providing a link to the Virginia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department

of State Police.

Searchable sex offender database: <http://sex-offender.vsp.virginia.gov/sor/>

Crisis: Evacuation and Relocation (From Crisis Management Plan- Revised 2015)

Recommended Actions

Please note: Evacuation is appropriate when conditions require students, faculty and/or staff to evacuate their offices, classrooms, campus residence space, or other facilities on campus. Evacuation differs from a campus closure, which occurs because of a specific event that makes normal campus operations impossible or unsafe (e.g., weather closing). An evacuation occurs when it is essential to clear a building, multiple buildings, or the entire campus as quickly as possible. Evacuation may be for a short period of time or for an extended period of time, until conditions allow for return to the specific facilities or to campus. The type of emergency will dictate the response by first responders and University officials. A single type of evacuation is not appropriate for all emergencies and as a result, deviation from the established procedure may be necessary for the overall safety and wellbeing of the campus community. Any deviation or modification to evacuation procedures during an emergency will rest with the Director of Campus Safety in consultation with the Crisis Management Team.

1. In any case of an emergency that might prove injurious to building occupants, occupants should evacuate the building immediately and call 9-911. If possible, evacuees should wear sturdy shoes and clothing (long pants, coats, hats, gloves, etc.). Occupants also should contact the Assistant Vice President of Student Development, the Director of Campus Safety, the Director of Maintenance, or the President's Office to explain the nature of the situation. If a residence hall is affected by the emergency, occupants also should contact the RA or RD of that building.
2. If the specific emergency requiring evacuation is in a residence hall, evacuation routes are posted and should be followed.
3. If the specific emergency requiring evacuation is in a building other than a residence hall or if the occupant of a residence hall is not familiar with or able to locate the posted evacuation map, occupants should leave the building through the closest available exit and gather in the front (south) parking lot at the main entrance to campus.
4. In the case of building evacuation, elevators should not be used.
5. Evacuees should maintain an awareness of persons with disabilities involved in an evacuation, account for them as soon as possible, and provide assistance as requested or required by these individuals.
6. Evacuees should not return to an evacuated building unless told to do so by an authorized public safety or fire department official or by a member of the Crisis Management Team.
7. The President and the Director of Public Relations will convene the Crisis Management Team, who will then, using the advice of local emergency authorities, determine how much of campus should be evacuated and will assess for how long the evacuation might be necessary.
8. Throughout the evacuation, relocation, and upon returning to campus, the President will determine which members/spokespersons of the Crisis Management Team should inform appropriate constituents and/or address inquiries from respective constituents (e.g., the

President may inform trustees and donors, the Vice President for Academic Affairs may inform the faculty, the Director of Public Relations may inform media, public and staff, the Assistant Vice President of Student Development may inform current students and parents, the Director of Alumni Relations may inform alumni, and the Director of Admissions may inform prospective students).

9. The Director of Campus Safety should serve as the liaison between local emergency authorities and other members of the Crisis Management Team in the case of building or campus evacuation and relocation. If Lansdell Hall is not affected by the evacuation emergency, the Board Room on the third floor of Lansdell Hall will serve as the Emergency Operations Center (EOC) for the situation. If Lansdell Hall is not available, another campus building will be designated as the EOC; other reasonable choices to serve as EOCs include Shott Hall, the Dome, or the Advancement House. If the entire campus is evacuated, the Director of Campus Safety will work with local emergency authorities to establish an off-campus EOC.
10. The Director of Maintenance should turn off electricity, gas, and water supplies to affected buildings or at main campus switches and valves and secure the buildings being evacuated by closing and locking all windows and doors, unless the emergency prevents such or emergency services workers direct otherwise.
11. If evacuation applies to two buildings or less and is anticipated to last for three hours or less, the Assistant Vice President of Student Development will direct those evacuating their building(s) to relocate to temporary quarters elsewhere on campus—typically to Shott Hall and/or the Dome, depending on the number of evacuees and whether either or both of these two buildings are being evacuated.
12. If evacuation applies to more than two buildings or is expected to last for more than three hours, the Assistant Vice President of Student Development will coordinate efforts to transport evacuees to be relocated in off-campus facilities. In this case, students, faculty, and staff who have access to local facilities (their own homes, homes of friends, etc.) should go to those facilities unless directed otherwise. The Assistant Vice President of Student Development and the Director of Public Relations should advise students and others who are evacuating to let university officials know where they are going and to notify their parents and/or other family members about their travel plans. University employees should assist students in evacuation procedures and then leave the facility or campus themselves.
13. The Assistant Vice President of Student Development and the Director of Public Relations should also recommend to students and other evacuees to take with them, if time permits, the following disaster supplies: 1) a battery-powered radio and batteries, 2) a first aid kit, 3) a flashlight and batteries, 4) food and water, and 5) extra clothing.
14. Students and employees should remain away from the evacuation area or campus, listening to local media broadcasts and monitoring University email and the RAM Alert system, for updated information about the emergency and additional advice for the evacuation process, until local authorities indicate it is okay to return.
15. In the event of a power or other utility outage, an injury, death or other crisis, please refer to the appropriate section within this Crisis Management Plan for specific responses to those emergencies. See the Table of Contents for a list of potential crises.
16. The Assistant Vice President of Student Development should coordinate any needed follow-up measures when acute aspects of the situation have ended, such as the relocation of students and/or support or counseling for students, friends, roommates, etc.

17. The Assistant Vice President of Student Development and the Director of Campus Safety should file all related documentation and reports with appropriate university offices.

Missing Student Notification (From Crisis Management Plan- Revised September 2017)

Crisis: A Missing Student*

Recommended Actions (for both on-campus resident students and students who reside off-campus.) The following protocol will be followed regardless of the 24-hour rule:

1. The Assistant Vice President of Student Development and Director of Campus Safety should contact family, friends, resident advisors, and roommates to gather any details on the whereabouts of the student and/or to confirm an actual crisis.
2. The Director of Campus Safety will contact the Police Department of Bluefield, VA, who can check hospital admissions and municipal records for possible police and emergency information that might relate to the missing student.
3. The Assistant Vice President of Student Development and the Vice President for Academic Affairs should conduct an investigation with the student's class list and respective professors to determine when the person was last seen in class and to provide any other relevant information.
4. Notify the President and Director of Public Relations. The President will determine whether to convene the Crisis Management Team.
5. The President or the Assistant Vice President of Student Development will notify the student's contact person or persons if the student is not satisfactorily located within a reasonable amount of time -- preferably no later than 24 hours after the first report of disappearance.
6. The and Assistant Vice President of Student Development the Director of Campus Safety should ensure that a missing persons report is filed with the proper authorities if the student has not been located within 24 hours. If there are suspicious or unusual circumstances involved in the disappearance, this notification needs to be done as soon as possible.
7. The Assistant Vice President of Student Development should develop a network to offer appropriate support to the student's family and to students. The Assistant Vice President of Student Development should inform the student's roommate(s) and close friends.
8. Members/spokespersons of the Crisis Management Team should inform all appropriate

constituents and/or address all inquiries from respective constituents (i.e. President informs trustees and donors, Vice President for Academic Affairs informs the faculty, Director of Public Relations informs media, public and staff, Assistant Vice President of Student Development informs current students and parents, Director of Alumni Relations informs alumni, and the Director of Admissions informs prospective students).

9. The Director of Public Relations should address all media inquiries and coordinate the dissemination of all press releases and other public reports.
10. The Director of Campus Safety should continue to follow-up with the Police Department of Bluefield, VA on the progress of any investigations and communicate the details of findings to the Crisis Management Team and to the university community.
11. Documentation and reports should be filed with appropriate university offices by the Assistant Vice President of Student Development and the Director of Campus Safety.
12. Should the student be found; members/spokespersons of the Crisis Management Team should inform all appropriate constituents.

Crisis: Sexual Assault (From Crisis Management Plan- Revised September 2017) *

Recommended Actions (student, employee, or visitor as victim)

1. The appropriate secondary agent and the Director of Campus Safety should talk to the initial informant to obtain necessary information and facts about the alleged crime. Determine the identity and whereabouts of the victim(s) and alleged perpetrator(s).
2. The appropriate secondary agent and the Director of Campus Safety should provide immediate in-person support for the victim, and encourage the victim to see a sexual assault counselor. Advise the victim of the need for medical attention and the procedure to follow to preserve evidence.
3. The appropriate secondary agent should arrange for the victim to be transported to a local hospital emergency room and ensure that proper medical attention is received.
4. Notify the President and Director of Public Relations. The President will determine whether to convene the Crisis Management Team.
5. The appropriate secondary agent and the Director of Campus Safety should encourage the victim to report the offense to local law enforcement. Reporting needs to be as soon as possible after the assault. If the victim is willing to report the alleged misconduct, then the Director of Campus Safety should notify the jurisdictional law enforcement authority
6. The appropriate secondary agent and the Director of Campus Safety should continue the initial investigation, including interviewing witnesses, gathering facts, and identifying the persons involved. If a suspect is identified as a student or employee and accusations are substantiated, disciplinary action will be considered in accordance to established campus policy. The victim should be kept aware of the proceedings.

7. The Director of Campus Safety should continue to work with the jurisdictional law enforcement authority, to conduct investigations and provide any helpful details obtained from on-campus investigations.
 8. The Director of Public Relations should prepare a statement, if needed, and address media inquiries.
 9. Only if knowledge of the alleged crime is widespread, members/spokespersons of the Crisis Management Team should inform all appropriate constituents and/or address all inquiries from respective constituents (i.e. President informs trustees and donors, Vice President for Academic Affairs informs the faculty, Vice President for Finance & Administration informs the staff, Director of Public Relations informs media and public, Assistant Vice President of Student Development informs current students and parents, Director of Alumni Relations informs alumni, and the Director of Admissions informs prospective students). The statement from the Office of Public Relations should be used to address inquiries or to offer information to constituents.
 10. The appropriate secondary agent should coordinate efforts with other Crisis Management Team members to arrange for any special changes or needs for the victim concerning his or her return to campus: change in residence status, providing escort services, or change in class scheduling.
 11. Documentation and reports should be filed with appropriate university offices by the appropriate secondary agent and the Director of Campus Safety.
- * See also "Bluefield University Programs to prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking." Crisis Management Plan Appendix E

Residence Life

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 University 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 University 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 University 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 University.
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 University 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 University 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 University 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 MyBU 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 University. 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 University community. They are obligated to honor their commitment to the university'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 University. In addition to representing Bluefield University, 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 university and/or local community standards will have the privilege of living off campus revoked.

Residence Agreement

Residence living is an important part of the university experience. To aid the development of a positive environment for growth and interpersonal relationships, the University 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 university 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 University reserves the right to enter and inspect rooms for maintenance needs and health or safety reasons.

- The University reserves the right to enter rooms, apartments, and married student houses for the purpose of enforcing compliance with University policies and/or state and federal laws and to investigate suspected violations thereof.
- If a University 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 University official has entered the room for another purpose. After the removal of such an item, the University official will contact the individual, and/or notify the appropriate office.
- The University does not assume responsibility for student-owned property in any location at any time.
- Occupancy of a University-owned residence does not establish a landlord-tenant relationship between the student and the University.

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 University cannot guarantee your assignment to a particular room and/or residence hall. The University 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 MyBU 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 University 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 University 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 32 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 University 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 university 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 University-related needs for residential students during breaks.

Room Responsibility Policy

All room furniture belonging to the University 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 University provided items in the residence hall rooms. All University 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 University.

Students are responsible for damages that occur in their room. This responsibility extends to damages caused by guests. Upon checking into a University 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 University recognizes that students with disabilities may require a specific type of housing to fully participate in the residential component of the University 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 University 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 University 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 University. 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 University-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 University 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 University 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 University 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 University 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 University's regulations. Overnight guests under the age of 18 years of age are not permitted. Guests who fail to adhere to Bluefield University'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 University 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. There is an exception for approved emotional support animals

Bluefield University 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 University 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 University 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 University 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 University extends the privilege of personalizing individual rooms which enhance an enjoyable living environment consistent with the philosophy of the University 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 University are not to be displayed in student rooms or on University 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 University 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, University-controlled properties, or at University-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 exists 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 University 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 University 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 University 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- University 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 University signs is illegal. Therefore, displaying such items in one's room or hall is inappropriate and is not allowed.

Theft – Bluefield University 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 University 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 University 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 university 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.

Fire Safety Systems – All on campus residence housing except for the cottages is equipped with a monitoring system that alerts a fire alarm monitoring company which dispatches the local fire department when an alarm is set off. East River Hall and Bluestone Commons are equipped with sprinkler systems. Alumni Hall, Rish Hall, Cruise Hall, and the cottages have smoke detectors.

Fire drills (January 2020 – December, 2020)

Alumni Hall – 4
Cruise Hall – 4
East River Hall – 4
Rish Hall – 4++++++
Cottage #4 – 4
Bluestone Commons – 4

Reporting a fire – Students or employees who suspect a fire is occurring should immediately contact 911, and follow the evacuation plan previously mentioned in this report.

Fire Log – Fire logs are placed in all residence halls.

Fire Equipment

Fire alarms and fire extinguishers are placed throughout the University buildings for the security of the community. The University will discipline any student who makes unauthorized use of or interferes in any way with the efficient 24 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 University 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.

**THE 2018, 2019, and 2020 CRIME DATA IS AS
FOLLOWS:**

For each of the

Criminal Offenses - On campus

Campus.

Criminal offenses

On campus

2018 2019 2020

2018 2019 2020

2018

2019

2020

a. Murder/Non-negligent manslaughter

0

0

0

b. Manslaughter by Negligence

0

0

0

c. Rape

1

0

0

d. Fondling

0

0

0

e. Incest

0

0

0

f. Statutory rape

0

0

0

g. Robbery

0

0

0

h. Aggravated assault

0

0

0

i. Burglary

5

5

0

j. Motor vehicle theft

0

0

0

(Do not include theft from a motor vehicle)

k. Arson

0

0

0

2018 2019 2020

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	1	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	4	5	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0

k. Arson

0

0

0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense

Total occurrences in or on
Noncampus buildings or property

2018

2019

2020

a. Murder/Non-negligent manslaughter

0

b. Manslaughter by Negligence

0

c. Rape

0

d. Fondling

0

e. Incest

0

f. Statutory rape

0

g. Robbery

0

h. Aggravated assault

0

i. Burglary

0

j. Motor vehicle theft

1

(Do not include theft from a motor vehicle)

k. Arson

0

Caveat:

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense

Total occurrences on Public Property

	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0

c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin

a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

YEAR 2018

Criminal offense

Total

Occurrences of Hate crimes (Category of Bias for crimes)

Caveat:

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

YEAR 2020

[illegible]

YEAR 2019[illegible]

e. Incest

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

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Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred

in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2020

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

--

YEAR 2018

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

[illegible]

YEAR 2019

[illegible]

0

Murder/ Non-negligent
manslaughter

c. Rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

d. Fondling

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

e. Incest

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

f. Statutory rape

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

g. Robbery

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

h. Aggravated assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

i. Burglary

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

j. Motor vehicle theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

k. Arson

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

l. Simple assault

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

m. Larceny-theft

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

n. Intimidation

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

o.
Destruction/damage/
vandalism of property

0	0	0	0	0	0	0	0	0
---	---	---	---	---	---	---	---	---

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2018	2019	2020
a. <u>Domestic violence</u>	1	1	1
b. <u>Dating violence</u>	0	1	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities

	2018	2019	2020
a. <u>Domestic violence</u>	0	1	1
b. <u>Dating violence</u>	0	1	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime Total occurrences in or on Noncampus buildings or property

	2018	2019	2020
a. <u>Domestic violence</u>			0
b. <u>Dating violence</u>			0
c. <u>Stalking</u>			0

Caveat:

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2018	2019	2020
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2018	2019	2020

a. Weapons: carrying, possessing, etc.

b. Drug abuse violations

c. Liquor law violations

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On-campus Student Housing Facilities

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	1
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	2	1	0
b. <u>Drug abuse violations</u>	5	10	0
c. <u>Liquor law violations</u>	5	3	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	20	6	3

c. Liquor law violations

7

9

13

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime

Number of persons referred for
Disciplinary Action

	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	20	6	3
c. <u>Liquor law violations</u>	7	9	11

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2018	2019	2020
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2018	2019	2020

a. Total unfounded crimes

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2018	2019	2020
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	1	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	5	5	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

2021 Campus Safety and Security Survey

Institution: (231554001)

User ID: C2315541

Fires - Summary

		2018			2019			2020		
S/N	Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
1	Alumni Hall	1	0	0	0			0		
2	Rish Hall	0			0			0		
3	Cruise Hall	0			0			0		
4	East River Hall	0			0			0		
5	Bluestone Comm	1	0	0	0			0		
6	Cottages	0			0			0		
Total		2	0	0	0	0	0	0	0	0