

2018-19 Student Handbook



The contents of the 2018–2019 Student Handbook are subject to change without notification. Students are encouraged to regularly visit this resource.



Dear Student:

I am glad you are here to prepare yourself for a life of living, learning and service. We take seriously our mission of transforming your life through a challenging academic experience within a nurturing, diverse Christian environment. As our mission states, "We are an inclusive Christ-centered learning community developing transformational servant leaders."

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

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

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

In faithful service,

*David W. Olive
President*

PRESIDENT'S OFFICE

Dr. David W. Olive, President

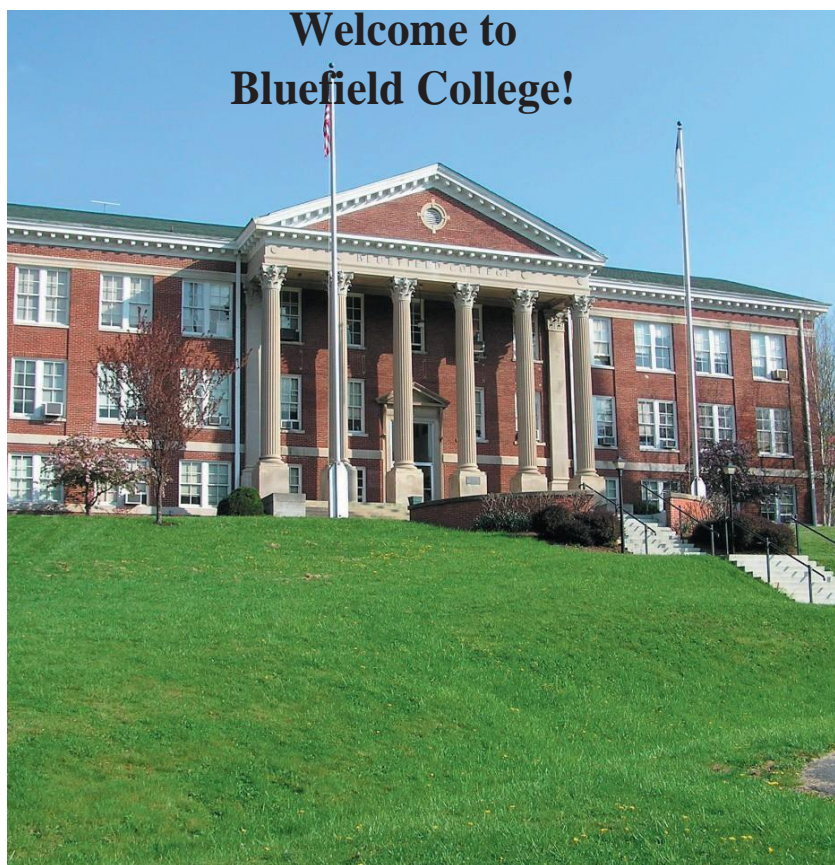
Mrs. Diane Shott, Assistant to the President

Office: Lansdell Hall, ext. 4201

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

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

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



Our Vision

We seek to graduate servant leaders who understand their life calling and transform the world.

Our Mission

Bluefield college is an inclusive Christ-centered learning community developing transformational servant leaders.

Our Core Values

Bluefield College is guided by the following core values:

Core Value One

We are a community committed to Christ-centered learning and affirm our Baptist partnerships.

Core Value Two

We are a community committed to academic excellence and life-long inquiry through the liberal arts and professional studies.

Core Value Three

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

Core Value Four

We are a compassionate, globally-minded community that serves to transform the world.

ACADEMIC LIFE

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

A Message from the Office of Academic Affairs

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

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

EASLEY LIBRARY

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

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

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

A reference librarian is on duty at all times to assist students. 14 research computers are located on the main level. There students may search the online catalog and electronic databases. On the mezzanine level students will find the circulation book collection as well as numerous study areas.

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

Hours of Operation*

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

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

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

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

Final Exam Schedule

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

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

Honors Program

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

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

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

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

Program Requirements

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

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

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

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

Global Education

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

Bluefield College is a member of the CAPA International Education (www.capa.org) which provides semester abroad study opportunities in London, UK; Dublin, Ireland; Florence, Italy; Sydney, Australia; Madrid or Barcelona, Spain; and Beijing, China. Students have the opportunity to take a variety of courses with faculty members of the cooperating institutions as well as from qualified professors from the host country. Additionally, Bluefield College is aligned with Consortium for Global Education (CGE). Through this program, students can study abroad in various areas of interest, with short and long-term opportunities, especially as they relate to the learning of the Arabic and Chinese languages (www.cgedu.org). CGE currently

offers study abroad experiences in Jordan, Australia, Lithuania, Lebanon, Greece, and Argentina. Our affiliation with the Council for Christian Colleges and Universities' BESTSEMESTER program affords students semester study-abroad experiences in India, Northern Ireland, Amman, Jordan; Oxford, England; Costa Rica, and Uganda. Bluefield College also offers enrichment/learning opportunities through international course-related travel, international travel and cultural immersion. Such opportunities are coordinated with academic coursework completed at the main campus in Bluefield.

The college is committed to global education and has established an exchange program with Jiangsu Second Normal University in Nanjing, China, whereby Bluefield College faculty and students engage in cultural exchange with China during the month of May. Then, every fall Chinese students and faculty participate in the Bluefield College academic environment. Similar opportunities are available in Thailand at Mahidol University in Bangkok as well as "global" activities in United States urban settings such as Chicago. Current information can be found under Academics > Global Education > STUDYABROAD on the Bluefield College website. Go on, GET OUT THERE!

Assistance for Students with Disabilities

Office: Rish Hall, lower level (4220)

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

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

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

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

Professional Fraternities

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

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

kappa Phi is an international recognized student led organization that unifies students of various visual arts. The Eta Zeta Chapter of Bluefield College, chartered in the spring of 2008, seeks to better and enhance campus, community, world, and self, through visual arts. This is accomplished by doing wall murals, teaching lessons, and volunteering member talents to local area shelters and organizations.

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

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

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

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

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

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

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

Academic Honors and Awards

Bluefield College awards students for their academic excellence in various ways including Graduation Honors, President's list, Dean's list, and Who's Who. For more information, please refer to the Honors and Awards section of the 2012-2013 academic catalog located on the college website.

Academic Appeal Procedure

A student has the right to contest a grade given in any Bluefield College course. Please see Academic Appeal Procedure in the 2009-2010 online academic catalog on the college website for further details.

Academic Computer Labs

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

Registrar's Office

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

Request for Academic Transcript

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

Student Records Policy

Notice to Student of Their Privacy Rights

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

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

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

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

- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student
- Campus electronic mail address
- Grade point average, in recognition of achievement

What are Educational Records?

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

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

Information Students Can See

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

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

Information Students Cannot See

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

Access to Student Data

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

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

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

The Academic Center for Excellence (ACE)

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

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

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

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

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

Academic accommodations are also available for students with documented disabilities. If any student desires assistance, he or she must contact the Assistant Director of the ACE at ace@bluefield.edu. The Assistant Director will consult with the student regarding any appropriate accommodations and their implementation.

CLEP and DSST testing is available for students of Bluefield College, the surrounding community, and general public. Tests are scheduled by individual appointment. To arrange taking a test, contact the ACE at ace@bluefield.edu.

Intellectual Property

Policy Statement: The mission of Bluefield College is to educate and develop the whole person to enable critical thinking, effective communication, and adaptation to a changing world. This mission is carried out in a learning community which encourages a spirit of intellectual inquiry among faculty, students, and staff. The development of creative and scholarly research, works and inventions, known broadly as intellectual property, will be a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor and the College. The purpose of this policy is to support and reward scientific research and scholarship, and help students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved. (Refer to the appendix for the complete policy)

COMMUNITY LIFE

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

A Message from the Student Development Office

Students are vital to Bluefield College and significantly contribute to its life, leadership, and programs. In addition, each office within the Division of Student Development serves as a resource for all students. Bluefield College students are an integral part of the college and are encouraged to participate in all phases of campus and student life.

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

The Division of Student Development employs a highly qualified and trained professional staff that works collaboratively with the academic community to create an educational experience which meets the needs and interests of the students and prepares them for both their professional and personal careers. The professional staff includes the AVP for Student Development, Student Life Office Manager, Director of New Opportunities School for Women/Community Service, Campus Safety Officers, Director of Residence Life, Dean of Spiritual Formation, Director of Student Engagement, and Dean of Student Success.

Spiritual Life

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

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

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

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

Residence Hall Bible Studies - discussion oriented Bible study touching topics basic to all students. Special guests are invited throughout the year.

Elevate- these weekly events, sponsored by the BCM Council, are open to all students. Your input and suggestions on how we can serve you better are always welcomed!

Missions and ministries “impact” teams - all students interested in working with youth, children, and others through creative ministries, games, lock-ins, bible studies, and more are welcome to join this team.

Religious Organizations - are associations with the general aim of creating an awareness, furthering understanding, and exercising worship within specific traditional or nontraditional religions or denominations, sometimes affiliated with local churches or congregations. The College’s religious organizations offer an opportunity to provide and receive spiritual guidance, personal support, and human service.

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

Fellowship of Christian Athletes (FCA) is a national organization and though it is open to all students, its primary outreach is to athletes. Its stated goals is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.” The group attempts to provide its members with the opportunities for Christian growth and fellowship.

Vocatio: A Program of Worship and Inquiry

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

Chapel Attendance

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

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

Chapel Conduct

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

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

Chapel exemptions

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

Academic Convocation

All full-time students are required to attend five approved convocation events per semester. Convocation will focus on inquiry, character, citizenship and wellness. Convocation attendance is required. The attendance policy and schedule of programs are available through the Office of Academic Affairs. Further, the schedule of academic convocations is published weekly in BC's newsletter *Herd on the Mountain*. All students will have the ability to monitor their attendance through their MyBC account.

COUNSELING SERVICES

General Information

Counseling services are facilitated through the Division of Student Development at Bluefield College, whose primary purpose is to assist students in overcoming emotional, spiritual, and relationship barriers that stand in the way of academic success. The Dean of Spiritual Formation provides biblical guidance to the student body and assesses individuals regarding referral to outside counseling services. Student Development seeks to enhance the student's total educational experience by providing a confidential and supportive environment where student concerns can be shared and explored. We seek to assist in the creation and maintenance of a Christian environment that will foster the well-being and personal development of its members.

A student's first contact is through a brief screening appointment with the Dean of Spiritual Formation. This meeting will determine the severity of the situation, how to best address their concerns, and to determine if an off-campus referral is appropriate. The plan may include individual pastoral counseling through the college, a referral to a practitioner in the community, attending a workshop, consultation with a psychiatrist for medication, or referral to other campus support services.

Arranging appointments with Bluefield College Counseling Services

Appointments can be arranged by calling 276-326-4471 or by visiting the Office of Student Development or the Dean of Spiritual Formation from 8:30am-5:00pm, Monday through Friday. The first appointment will be scheduled as a 30-minute triage appointment to assess the nature and severity of your concerns. All undergraduate students enrolled full-time at Bluefield College are eligible to receive services.

Referring a student to counseling services

A Bluefield College student can be referred to counseling services by a Bluefield College faculty and/or staff member as well as a fellow Bluefield College student. Guidelines for interaction include talking to the person in private, specifically stating their reasons for concern, listening carefully, avoiding criticizing or sounding judgmental, and discussing with the student a referral to counseling services. If the student resists referral and you remain uncomfortable with the situation, contact the director of residence life at 276-326-4473 to discuss your concern. Sometimes it can be helpful to accompany the student to Bluefield College counseling services.

Career Services

Career Services welcomes and serves all students in all majors at Bluefield College. We hope that you will utilize the services and programs that career services offer. Whether you are applying for a summer job or internship as an underclassman or a senior applying for jobs for after graduation. We are here to serve and assist YOU! Career Services is available to assist students with the following:

- Cover Letter and Resumes
- Career Assessments
- Internships
- Connecting with Bluefield Alumni about careers and internships
- Applying to graduate school
- Students seeking assistance in determining a major or career path or needing help with writing a resume and/or cover letter should contact the Student Life Office Manager at 276.326.4207 or by going by the Student Development Office.

Student Engagement

Office: Shott Hall, ext. 4256

The role of the student activities department is to complement the academic mission of the college and enhance the overall educational experience through the development of, exposure to, and participation in social, cultural, intellectual, recreational, spiritual, and leadership programs.

The Student Engagement Department coordinates programming to include concerts, special events, coffeehouses, Student Activities Center operations, student organizations, novelties, cultural events and the Student Activities Leadership Team (SALT).

Student Activities Center – The Student Activities Center offers a ping-pong table, pool table, stage, lounge/study area and television. The Quick Shott Café is also located in the Student Activities Center (SAC), and offers food and beverages throughout the day.

Annual Campus Events

Welcome Week activities begin the day new students move in. The week continues the orientation of the first year and transfer students, acquainting them with the library, computer labs, the Writing Center and other campus resources. Student Activities provides entertainment to acclimate students to campus life.

Homecoming and Family Weekend is when alumni and student families spend time on campus to renew old friendships and meet current students, faculty, and staff. The weekend is full of programs and activities that include the Homecoming Formal, tailgating, and the crowning of the Homecoming King & Queen.

Winter Solace is an annual end of the Fall semester event with various activities for the entire student body.

Mud Pig Day is an annual end of the semester event with various fun, outdoor activities for the student body.

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

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

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

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

New Organizations - If you have your own idea about starting a new program or organization, please be encouraged to do so! New organizations must develop a Constitution and have it approved by the Student Government Association, and Campus Ministry (in the case of religious organizations). If you have questions or need assistance, please schedule a meeting with the Dean of Students.

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

All student organizations, which include Greek fraternities and sororities, must meet the guidelines, policies, and procedures identified in a separate publication, available from the Student Activities staff, before being recognized as official student organizations at Bluefield College.

Student Activities Leadership Team works to (1) plan the activities calendar, (2) procure entertainment for special events, and (3) act as an advisory board. It is comprised of students selected by the Student Activities staff in conjunction with a selection committee. The board works with the Student Activities staff and is responsible for programming and publicizing recreational, cultural, spiritual, social, and informational entertainment events on campus during the school year.

Intramural Activities

The Intramural Sports Program is one of the most popular extracurricular activities on campus and is administered in conjunction with Residence Life. The program offers a wide variety of competition in team and individual events: tennis, volleyball, flag-football, basketball, softball, golf, bowling.

Mountain Trail Outfitters

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

New Student Adventures

New Student Adventures was unveiled during the fall 2013 semester to get new freshman students acclimated to the beautiful region that Bluefield College claims as home. All new, first- time college students enrolling at the beginning of each academic school year must sign up for an activity. Transportation, meals, and activity fees will be provided by Bluefield College.

Bluefield College partners with Adventures on the Gorge. Adventures on the Gorge is America's premier adventure resort. Adventures on the Gorge is perched on the very rim of West Virginia's magnificent New River Gorge, adjacent to the National Park and mere minutes from Fayetteville, and the New River Gorge Bridge. Students can choose between multiple adventures such as:

- Rafting
- Gravity
- Stand-Up Paddle Boarding
- Hiking
- Paintball
- TimberTrek
- Escape Room

Students will have the opportunity to register for New Student Adventures during RAM Day events. Registration typically opens the end of May and closes on new student move-in day. If you have any questions or concerns about New Student Adventures, please contact the Student Life Office Manager.

Identification Card

Information Services Technology Department (ext. 4543 or 4545)

All students are issued a college identification card. The bar code on the student identification card enables the student to gain access to the library subscription databases and electronic resources from off campus. More information about library resources is available online at www.bluefield.edu/library/index.html

Your student ID card is required for use to:

- Easley Library
- Campus Store
- Starbucks Kiosk
- Dining Hall
- Athletic Facilities
- Residence Halls
- Chapel
- Academic Convocation
- Social Events
- Necessary for you for identification whenever asked by a campus security officer or college official

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

Health Information Services

Student Insurance

Bluefield College has always been committed to ensuring students have access to affordable, quality, and comprehensive health insurance. Bluefield College highly recommends all students to have primary insurance, however if you are an athlete you are required to have primary insurance. Bluefield College works closely together with Dissinger Reed, an insurance broker that specializes in college insurance plans. Please visit their website at www.dissingerreed.com/athlete/P1 and familiarize yourself with all the plans possible for you should you choose to enroll in the insurance. The 90 day plans offer open enrollment all year round with the ability to auto renew back to back plans. You must provide a copy of your primary personal insurance card to the Office of Student Development or the Sports Medicine Department if an athlete.

International Coverage:

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

Mandatory Accidental Insurance Plan:

Each full time traditional Bluefield College student is enrolled in a student accident insurance plan for the 2018-2019 school year. The effective date of coverage is August 1, 2018 and terminates July 31, 2019.

Benefits are payable for injuries which result directly and independently of all other causes from a covered accident, while coverage is in effect, up to the maximum benefit of 10,000 dollars per injury. Eligible medical expenses must be incurred within the benefit period: with the first eligible expense incurred within the first 180 days of the date of the accident. Deductible - \$0.

Maximum Benefit

\$10,000 per injury. The benefit period is two years from the date of the accident.

There is coverage for Accidental Death and Dismemberment. For Inclusions and exclusions of the mandatory accident policy see the following individuals: if an athlete please see Head Athletic Trainer; non-athletes please see Student Life Office Manager.

- This is an excess policy only and does not cover any type of illnesses or sickness.
- Claims must be filed within 90 days of the accident. If you are an athlete, file with Head Athletic Trainer, Erika Bell, non-athletes file with Student Life Office Manager.
- If away from the College, consult a doctor and follow the doctor's advice. Notify the Sports Medicine Department and/or the Office of Student Development within 30 days after the date of the covered accident or as soon thereafter as is reasonably possible.

- All claims must be filed with the primary insurance company before the mandatory student accident plan.
- Staple all primary insurance EOB's itemized medical and hospital bills to the claim form and mail to the claims administrator: BMI BENEFITS PO BOX 511 MATAWAIN, NJ 07747

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

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

Food Service

Office: Shott Hall, Dining Hall ext. 4264

Hours of Operation:

Monday - Friday

Breakfast 7:30 – 10:30 a.m.

Lunch 11:30 a.m. – 2:30 p.m.

Dinner 5:00 – 7:00 p.m.

Saturday and Sunday

Brunch..... 11:30 a.m. – 1:30 p.m.

Dinner 5:00 – 6:00 p.m.

Starbucks

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

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

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

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

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

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

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

Say Cheese- Pizza and pasta delights.

Sweet Sensations –Tasty sweets to finish off your meal!

The Oasis- Quench your thirst with a hot or cold beverage that includes sugar-free options. **Starbucks**—Located in our SAC, visit our Starbucks Kiosk for a casual warm Pick Me Up or grab something from our **Out Takes** selection for food on the fly that is available all day! All students on a meal plan have meal replacement options at the kiosk, following Valley's meal replacement guidelines.

The following policies apply to Dining Services:

All students must present their valid student identification cards when entering the Dining Hall at all times. Students will not be admitted into the Dining Hall without presenting their student identification card. No student is permitted entrance into the Dining Hall during non-service hours.

Proper attire is required of all individuals entering the Dining Hall, and must be worn in a non-offensive manner. Cleats are not allowed.

Board Meal Plan members may not obtain food items for non- Board Plan Members. This is a direct violation of the Standards of Student Conduct with consequences to be determined by the Dean of Students.

All Dining Hall utensils (cups, plates, bowls, silverware, etc.) are the property of the Dining Hall. ***Please do not remove any non-disposable utensils.***

Only food service employees are permitted in the kitchen and in any food preparation areas.

All other policies and procedures of the Student Handbook and Student Conduct apply in the Dining Hall.

Further information concerning policies and procedures, meal plans, pricing or special service requests may be obtained from the Dining Services Office and the Director of Dining Services, along with any questions, concerns, suggestions or comments.

Student Newspaper—Ext. 4548

The Rampage - is the student newspaper entirely produced by students under the supervision of the Division of Language, Literature & Communication. Students are eligible to receive up to 3 semester hours of credit.

Athletics

Athletics Director & Coaches
Offices House #8 ext.4316

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

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

CAMPUS STORE

Office: Shott Hall (ext. 4260 or 4614)

The Campus Store is located in Shott Hall and is open from 8:30 to 4:00 p.m., Monday through Friday. The store sells supplies, art and graphic design supplies, snacks, greeting cards, gifts, and a variety of college clothing.

MAILBOXES

You are required to have a campus mailbox. All campus mailboxes are located in the Shott Hall Student Center next to the Campus Store. Mailbox keys are obtained during registration and a \$15.00 key fee is required. A charge of \$35.00 is assessed if you lose or fail to return your mailbox key. Keys do not have to be returned until you graduate/transfer or if you withdraw. You should check your mailbox daily. To insure prompt delivery of mail, you should notify your family and friends that mail should be addressed as follows:

Your Name
Bluefield College
Box Number _____
3000 College AVE
Bluefield, VA 24605

STUDENT ACCOUNTS

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

Email: bccentral@bluefield.edu

Please follow us on Facebook, BCCentral and Twitter@BlfdBCC

The staff of the Business Office is always happy to assist you!

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

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

FINANCIAL AID

There are a variety of sources and types of assistance available. Students may qualify for federal grants and loans, state grants, institutional scholarships, federal work study jobs as well as scholarships and loans from private and outside sources. We encourage students to apply for outside scholarship opportunities through their church, community, and civic organizations. Students are also encouraged to check their Bluefield e-mail and MyBC accounts for periodic announcements, changes to awards, reminders of deadlines, and scholarship opportunities. Contact the financial aid staff in BC Central to discuss the availability of aid for you, for application procedures and deadlines, and anytime you have a question regarding your financial aid. You may also email us at finaid@bluefield.edu.

Computer Resources Acceptable Use Policy

The hardware and software computer resources of Bluefield College are available to the students, faculty and staff in support of the educational and administrative goals of the college. It is expected that users of these resources will engage in activities such as conducting research and completing course-work communicating with others, accessing information in the performance of normal college-related job responsibilities and exploring

other information sources. Using the system on an occasional basis for personal use, such as corresponding with friends or family through electronic mail, may also be considered appropriate, but in all cases usage should defer to college related activities. The computer system may not be used for commercial or solicitation purposes without the express written consent of appropriate school officials. The computer resources provided by the college are the sole and exclusive property of the college.

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

Bluefield College Department of Information Technology may suspend or limit access to its resources for misuse of software, hardware, and/or network services. Other actions may be taken depending on the nature of any misuse including investigating any suspicious activity.

Violations may result in loss of access privileges, disciplinary action by student judicial groups, and/or prosecution under civil or criminal laws. By using these systems, you are consenting to follow and submit to all Bluefield College policies concerning appropriate network use. Administrators of individual systems such as the library or computer labs may establish policies that place additional responsibilities upon users.

Student Complaints

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

Student Complaint Procedure:

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

RESIDENCE LIFE & GENERAL POLICIES

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

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

Residency Requirements

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

1. The student is within 30 credit hours of completing degree requirements.
2. The student resides at home with a parent or legal guardian within a 45- mile radius of the College.

Any student who fails to adhere to this policy will result in room and board being charged to his/her account.

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

While living on campus, students must purchase a meal plan.

Students twenty-six (26) years of age or older at the beginning of the current academic year, must reside off campus. This does not apply to married couples applying for on-campus married housing. For information regarding residing on or off campus, contact the Office of Student Development.

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

Off-Campus Housing

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

1. Submit a residency exemption petition with the Office of Student Development.
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.
4. Maintain good standing with the college. Good standing is defined as not being on academic, chapel, or disciplinary probation within the six months leading up to application.
5. Confirm with the Financial Aid Office that aid package is not affected by living off campus.
6. Do NOT enter into a lease or rental agreement until you have received official approval from the Office of Student Development.

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

Loss of Privilege – Students determined to be responsible for violating college and/or local community standards will have the privilege of living off campus revoked.

Residence Agreement

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

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

Married Student Housing

There is limited married student housing on campus. This space will be rented out on a first come, first served basis. There are four, 1-bedroom apartments located in East River Hall as well as three, 2-bedroom cottages located behind the Science Building. For more information on Married Student Housing contact the director of residence life. A non-refundable deposit will be required for all married student housing.

Room Assignments

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

Students with Disabilities

Bluefield College recognizes that students with disabilities may require a specific type of housing to fully participate in the residential component of the college experience.

For these students, Bluefield provides disability housing accommodations in accordance with the Americans with Disabilities Act as amended (ADA AA). A disability is defined under the ADA AA 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 Student Development.

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. Proper paperwork is expected to be completed and filed before final approval is given to move. A room change fee will be charged to students who are granted a change of room. The college reserves the right to move students for appropriate reasons. Once assignments have been made, students are expected to reside in the room to which they have been assigned. Any student who wishes to change rooms needs to start the process by talking to their RA. Bluefield College freshman and transfer students will be given the opportunity to take part in the Open Room Exchange Process. This process begins one week after classes have started and lasts for two weeks. New students will have a good idea of whether they will get along with the roommate they were assigned. If not, they are encouraged to find a new one. The room change fee will be waived during this period only. Students requesting to move to single/private room or another residence hall after the start of the fourth week of classes will be denied until the start of the new semester.

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.

Residence Hall Check-In/Check-Out

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

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

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

The residence life staff will make arrangements with the athletics staff for student-athletes, student teachers, and other college-related needs for residential students during breaks.

General Policies and Procedures—Residence Life

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

Advertising

Advertising is limited to certain areas of the campus and must be approved by the Office of Student Development, either by the associate vice president for 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.

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.

Cable TV

All lounges in each residence hall and the lounge area of the Student Activities Center are provided with basic cable services.

Car Washing

Washing cars on campus is strictly prohibited.

Common Room Furniture

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

Fines/Community Service/Educational Sanctions

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

Gambling

Gambling is a growing problem for students on campus, leaving some students with thousands of dollars of debt. In an attempt to help students with this potentially addictive habit, gambling is not allowed on campus.

Grills

Grills are not permitted on campus or in the residence halls.

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.

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 washers and dryers. Residential students pay a set fee at registration to use the laundry facilities. Therefore, the laundry machines do not require coins for operation. 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 washer and dryer for each apartment unit. Students are expected to report any damage/issues to their RD/RA.

Liability

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

Lounges

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

Micro Fridge

Each residence hall room is furnished with a micro fridge, a combination microwave oven and refrigerator. If you are having problems with the micro fridge in your room, please contact the RD or RA in your building.

Off-limits Areas

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

Overnight Guests

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

Pets

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

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

Quiet Hours

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

Quiet Hours Are

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

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

Storage Areas

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

Vending Machines

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

Water Fights/Hallway Sports

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

Visitation/Open House Hours

Visitors of the opposite sex must be signed in at all times and may only enter into the residence hall during visitation hours. Guest must stay with their escort at all times during their visit and abide by the guidelines laid out in the handbook. Students must keep the door open, and the overhead light on at all times when a guest of the opposite sex is visiting. Students are also not allowed to be under the same blanket. With

special permission from a resident assistant or resident hall 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 House Hours:

Monday-Thursday: 6:00pm-11:00pm

Saturday & Sunday: 2:00pm-1:00am

Sunday: 2:00pm-11:00pm

Room Responsibility Policy

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

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

Personalizing Rooms

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

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.

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

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

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

Drapery Rods – Students may install drapery rods. If you choose to install drapery rods, they must be permanently mounted and may not be removed. Students may only use drapery rods for valances. Curtains are not allowed in the residence hall rooms due to fire code.

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.

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.

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

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

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

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

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

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.

Repairs – It is the responsibility of the student to report any repairs needing to be made in his/her room. Students can report repair needs by filling out a work order form on the college website or by contacting their RD or RA. A student may be fined for damage caused by not reporting repair needs.

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.

Christmas Lights

Christmas lights are not permitted in the Residence Halls.

Electrical Appliances

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

- Ceiling Fans
- Space heaters with open coils
- Convection Ovens
- Toasters
- “George Forman Grills”
- Toaster Ovens
- Halogen lamps
- Window Air Conditioning Units
- 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.

Fire Arms, Fire Works, and Weapons

The possession of firearms, fireworks, and other weapons is prohibited on campus. This includes, but is not limited to, air pistols, air rifles, ammunition, BB guns, combustible materials, hunting bows and arrows, knives with blades longer than 4 inches, martial arts weapons, and pellet guns. Students found in possession of any of the above will be subject to disciplinary action which may include expulsion.

Hallways

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

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.

Solicitation

Commercial businesses, individual students, and non-college sponsored organizations may canvass, solicit, and sell in the residence halls only with the approval of the Dean of Students. Students who observe these activities in the halls, or are approached by such persons, should report these activities to a member of the Residence life staff. All student organizations must receive permission for fund-raising from the Associate Dean of Students.

Theft

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

Unauthorized Entry

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

PUBLIC SAFETY

A Message from the Office of Campus Safety

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

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

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

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

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

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

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

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

The Campus Security Act and A Student's Right to Know, requires that the OCS report crimes to the United State Secretary of Education and that information on certain crimes be made available.

All detailed incident reports are on file in the Office of Student Development and are available for any student/faculty to peruse at any time.

Campus crime statistics reported to campus security authorities or local police agencies:

| | 2013 | 2014 | 2015 |
|---------------|------|------|------|
| Murder | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 |
| Agg. Assault | 0 | 0 | 0 |
| Burglary | 1 | 0 | 3 |
| Vehicle Theft | 0 | 0 | 0 |
| Alcohol | 0 | 1 | 0 |
| Drugs | 0 | 1 | 0 |
| Weapons | 0 | 0 | 0 |

Inclement Weather

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

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

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

Emergency Numbers

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

Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate college authority.

Fire Evacuation and Drills

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

Security Regulations

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

VEHICLE USE POLICY

Campus Safety Office, ext. 4313

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

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

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

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

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

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

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

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

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

fees. Any person wishing to submit recommendations for consideration may do so in writing to the Offices of Student Development and Campus Safety.

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

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

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

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

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

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

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

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

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

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

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

No vehicle shall occupy a space in a parking lot other than within the limits set out by lines, curbing, markers or signs.

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

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

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

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

Appeal Procedure

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

1. The recipient should submit a written appeal which clearly states any circumstances that should be considered. The written appeal should be submitted to the Office of Student Development within 5 College working days of the date of the ticketing date.
2. Tickets will not be voided if the tag is presented as an appeal. If no appeal is filed during this five-day period, the ticket amount will be posted on the students account.
3. All decisions of parking appeals by the Office of Student Development are final.

Unpaid Parking Tickets

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

Medical Emergencies

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

BLUEFIELD COLLEGE TAILGATING POLICY

Definition:

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

Conduct:

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

Tailgating Areas/Times:

- Tailgating with food and nonalcoholic beverages is permitted in the following areas:
 - Bluefield City Recreation Park
 - The Dome
 - Tennis Courts
 - Or Any Other Approved Tailgating Area(s)
- THE ABOVE DESIGNATED AREAS ARE THE ONLY LOCATIONS APPROVED FOR TAILGATING. Alcohol consumption will not be permitted in any of these area(s). Consumption of alcohol constitutes a violation of Bluefield College tailgating policy. Violators are subject to charges under the Bluefield College code of Student Conduct.
- Tailgating is limited to directly behind your parked vehicle. Roadways cannot be blocked for any reason.
- Tailgating sites will be open two hours before the official beginning of the event. Tailgating must be discontinued fifteen minutes prior to the start of the game and throughout the game.

Consumption of Alcohol:

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

Consumption and Preparation of Food:

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

Trash:

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

Solicitation:

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

Smoking Policy:

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

WHISTLEBLOWER POLICY

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

Sexual Misconduct/Title IX Policies and Procedures

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. 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 college 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.

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. For more information about Title IX, visit www.bluefield.edu/student-life/title-ix. Or visit the U.S. Department of Education's website.

Bluefield College Title IX Statement

It is the policy of Bluefield College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Bluefield College 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 College's Statement On Non-Retaliation

Bluefield College strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed in the most serious way by Bluefield College, and individuals who engage in such actions are subject to discipline up to and including suspension or exclusion from the College, consistent with the disciplinary procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

HOW TO FILE A COMPLAINT

Please call or email one of Bluefield's Title IX Coordinators to set up an informal meeting if you have a complaint involving sex discrimination, sexual harassment, or sexual violence.

Please Note: Title IX Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact the counseling services at 276-326-4256.

Bluefield College promptly and thoroughly investigates and resolves complaints alleging sex discrimination, sexual harassment, and sexual violence. Please follow this link for additional information www.bluefield.edu/student-life/title-ix.

Complaints of Student-On-Student Sexual Violence: The Sexual Assault Hearing and Appeals System is the campus student disciplinary process that addresses claims of student- on-student sexual assault. For an overview of the process and additional information, please see the Discipline Guide.

Complaints of Student-On-Student Sex Discrimination and Sexual Harassment: Students' claims of sex discrimination or sexual harassment against other students are investigated and resolved by the Office of Student Development. See the Discipline Guide to learn more about the procedures used to address claims alleging misconduct by students against students.

TITLE IX COORDINATORS

If you have a complaint involving sex discrimination, sexual harassment, or sexual violence, or if you have questions about Bluefield College policies or procedures in these areas, please contact one of the Title IX Coordinators or Deputy Coordinators listed below.

Please Note: Title IX Coordinators and Deputy Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact a Confidential Counselor.

Bluefield's designated Title IX Coordinator and Deputy Coordinators oversee Bluefield's compliance with Title IX, including coordinating the investigation of and response to sex discrimination complaints, responding to inquiries concerning Title IX, tracking incidents and trends involving sexual misconduct, coordinating equity in athletics compliance, publicizing Bluefield's policies and providing training on preventing sex discrimination, sexual harassment, and sexual violence.

Title IX Coordinator

Kimberly Farmer

Associate Professor of Criminal Justice;

Pre-Law Advisor, Chair, Department of Criminal Justice

276-326-4224

kfarmer@bluefield.edu

Deputy Coordinator

Caroline Dixon

Human Resources

276-326- 4594

cdixon@bluefield.edu

Deputy Coordinator

Kelly Walls

Associate Professor of Criminal Justice

276-326-4232

kwalls@bluefield.edu

Title IX Investigator

Gary A. Ruth

Campus Safety Director

304-887-1795

gruth@bluefield.edu

STUDENT CODE OF CONDUCT

Community Living Standards and Core Values

Bluefield College is committed to creating and maintaining an environment which reflects our life in Christ. We strive to practice the biblical principle found in Psalm 133:1 “How good and pleasant it is when people dwell together in unity.” In order for the college to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures. Although these standards may not be the preference of each individual, everyone is expected to abide by the guidelines. Specific rules exist for the purpose of protecting the academic and personal well-being as well as the rights and property of members of the college community. Students who violate these privileges or neglect their responsibilities as members of the community are subject to disciplinary action, including suspension or dismissal. Appropriate procedures are provided for hearings and review, and every student has the right to appeal. During the investigative stage and sanctioning, the Associate Vice President for Student Development or his/her designee, may restrict a student’s access to facilities, services, or individuals.

The college recognizes the right of students to dissent and disagree with the faculty, the administration, and the trustees. Free exchange of ideas is encouraged and channels of communication are provided. Dissent and disagreement should be exercised in an orderly and respectful fashion which does not infringe on the rights of others, jeopardize public order or safety, or disrupt the normal order of the college. Student conduct which violates these community standards will lead to disciplinary action which may include suspension or dismissal. Other persons who violate these standards are subject to legal action.

Bluefield College expects its students to exemplify a high standard of behavior and personal values. Bluefield College expects our students to honor the following core values:

1. Practice academic integrity

Bluefield College values a community atmosphere of positive Christian influence. There must be an academic standard of conduct that allows students and faculty to live and study together. God’s Word teaches us to “do no evil, not that we should appear approved, but that you should do what is honorable” 2 Corinthians 13:7. In that spirit students should:

- refrain from being dishonest, such as cheating or plagiarism; furnishing false information; forgery, alterations, or unauthorized use of college documents, records, identification, or property.
- respect for the College’s academic traditions of honesty, freedom of expression, and open inquiry;

2. Protect property and the environment

Bluefield College values the property of others and the campus’. The college also knows the benefits of preserving our property and our natural resources. In this area we try to honor

God with all He has entrusted to us. Therefore, students should:

- have respect for the rights and human dignity of others, especially in the conduct of relationships
- respect the rights and needs of the Bluefield College community to develop and maintain an atmosphere conducive to academic study and personal life
- not steal or destroy property or services belonging to the College or others, or knowingly have possession of stolen property whether occurring on College premises or at College sponsored activities.
- not be involved in the destruction of College property or property belonging to others, vandalism, littering or dumping trash on College owned or controlled grounds or common areas
- not possess firearms, explosives, dangerous weapons, etc. – this includes the use, or storage of firearms, fireworks, paintball guns, incendiary devices on College property.
- not intentionally initiate or cause to be initiated any false report warning of fire, explosion, or other emergency on College premises or at College sponsored activities.

3. Practice individual integrity within the community

Bluefield College values the privileges and responsibilities as members of the larger community of the Bluefield’s. We desire our students to be examples “in speech, in life, in love, in faith and in purity” 1 Tim. 4:12. Therefore students should:

- respect the federal, state, and local laws and ordinances;
- respect the authorities, policies, procedures, and regulations established by the College for the orderly administration of College activities and the welfare of the members of the College community
- not engage in disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior on College premises, within the off campus community, or at College sponsored events or activities.
- have tolerance and respect for the different backgrounds, personalities, beliefs, and spiritual traditions of students, faculty, and staff who make up the Bluefield College community
- refrain from attending establishments such as bars, nightclubs and other similar establishments, whose primary activities are prohibited by the college.
- avoid being involved with computer misconduct by violating the computer policy
- have a willingness to assist others in need of support, guidance, or friendship

4. Practice self-discipline

Bluefield College values growth in the areas of spiritual and emotional maturity, interpersonal relationships and social awareness, coupled with intellectual life. Jesus tells us in John 13:25 that He has set “an example” for us. Our desire is that every student would grow into a fully devoted follower of Christ. Therefore, this would be evidenced in their lives by not being involved in:

- physical, mental, or emotional abuse by means of intentionally or recklessly causing physical harm to any person on College premises or at College-sponsored activities, or intentionally or recklessly causing a reasonable apprehension of such harm. This includes, but is not limited to, physical assault, verbal or written threats or abuse, racial or other forms of deliberate harassment, unlawful detention of a person against his/her will, or hazing of any kind.
- sexual misconduct - this would include rape, attempted rape, other non- consensual sexual activity, sexual battery, and sexual harassment, including but not limited to non-consensual verbal or physical conduct related to sex that unreasonably interferes with an individual's work, educational, or social activities or creates a threatening environment at the college, on college owned or controlled property, at college sponsored or supervised activities, or at functions of recognized student organizations.
- indiscreet or offensive behavior in relationships with the opposite sex and sexual sins expressly premarital sex, adultery, and homosexual practices which are unacceptable and prohibited. Also included are pornographic books, magazines, posters, paraphernalia, and videos, as well as sexually explicit Internet sites.
- the use of alcohol and/or other drugs. This would include the unauthorized sale, use, distribution, or possession of any controlled substance, illegal drugs, or drug paraphernalia on College premises, College controlled property, or at College sponsored events or activities.
- Knowing presence in an area of a College building or College property where such substances are being used or are present. Attempted sale, distribution, or acquisition of any controlled substance, illegal drugs, or drug paraphernalia on College owned or controlled property or at College sponsored events or activities.
- the possession, sale, or use of alcoholic beverages on campus, or at College sponsored events or activities. Knowing presence of alcohol consumption at a College sponsored event or activity on or off campus where alcohol is being illegally consumed or is present. Avoid the evidence of use of alcohol such as empty alcohol containers. Contributing to, or knowing presence of, an atmosphere where underage drinking is taking place.

5. Practice living a wholesome lifestyle

Bluefield College values a life that is guided by biblical principles. The bible teaches us to “be holy in all we do because He who called us is holy” 1 Peter 1:15. Because we desire to honor Christ in all we do it will impact the way we conduct our lives. Therefore, the following will serve as guidelines for the Bluefield College Community.

- Maintain a high standard of dress and personal appearance Bluefield College believes that we should not dress immodestly, provocatively, or in a manner that calls undue attention to oneself. We believe that dressing modestly encourages a Christ-like view of our bodies, reflects a healthy body image, and helps foster a Christian community. We believe that learning to dress appropriately is an important part of the educational process, and will help students to be able to function in the world of work after college. The following standards of dress are required:
 1. Students shall display mature discernment as to appropriate dress for all College sponsored activities. Students shall reflect proper taste, personal modesty, neatness, and a concern for the feelings of others who want to actively participate in the learning environment.
 2. Shirts are to be worn at all times in classrooms, Chapel, the Shott Hall Cafeteria, the SAC, or any other public area on campus. Exception will be in the gym and during intramurals.
 3. Clothing with inappropriate advertising, designs, and/or logos that are contrary to the values of Bluefield College is not permitted.

The term “inappropriate” includes, but is not limited to, alcohol or cigarette ads, sexually explicit sayings or designs, and drug related sayings or designs. Students who do not dress appropriately should expect to be confronted verbally or in writing by Bluefield College officials.

Examples of inappropriate attire and/or appearance include but are not limited to:

1. Caps, do-rags and/or hoods in classrooms, the cafeteria, or other indoor venues. Do-rags should not be worn outside of the residence halls. This policy item does not apply to headgear considered as a part of religious or cultural dress.
2. Sun glasses or “shades” are not to be worn in class or at formal programs, unless medical documentation is provided to support use.
3. Jeans at major programs such as, President's Convocation, Commencement, Academic Honors Convocation or other programs dictating professional, business casual attire, semi-formal or formal attire.
4. Clothing with derogatory, offensive and/or lewd messages either in words or pictures.
5. Top and bottom coverings should be worn at all times. No bare feet in public venues.
6. No sagging – the wearing of one's pants or shorts low enough to reveal undergarments or secondary layers of clothing.
7. Pajamas, shall not be worn while in public or in common areas of the College.
8. Additional dress regulations may be imposed upon students participating in certain extracurricular activities of the College (e.g. athletic teams, the Band, Choirs, Forensics, PTL etc.).

- Speech and Conversation – members of the Bluefield College community seek to glorify God and build one another up through their conversation. Therefore, profane, slanderous, sacrilegious, obscene or suggestive language is inappropriate and is not acceptable.

- Cohabitation – living with a non-related person of the opposite sex outside the bonds of marriage is not allowed.
- Hazing – infliction of physical or emotional harm calculated to embarrass or harass; any activity that would jeopardize the well-being of an individual; activities which involve forcible restraint and kidnapping is not allowed.
- failing to comply or disruption of operation - failing to comply or showing uncooperative behavior with the directions of College officials, including but not limited to: resident assistants, residence hall directors, or campus security officers acting in the performance of their duties, or failure to comply with College rules, including without limitation, failing to appear and give testimony at College disciplinary meetings or hearings unless excused. Verbally threatening, abusing, or harassing any of the above in the performance of their duties. Intentionally or recklessly interfering with normal College or College sponsored activities, including but not limited to studying, teaching, research, College administration, coaching, or fire, police and emergency services.

Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code. Intentionally interfering with the freedom of expression of others on campus or at College sponsored events or activities.

Knowing presence of a violation of College policy, contributing to an atmosphere where College policies are being violated, or aiding, harboring, or engaging in behavior with a student who is in violation of College policies.

- violating the college regulations - Violations of other published College regulations or policies. Such regulations may include, without limitation, residence policies or the housing contract, or food service policies.
- the unauthorized entry or use of College facilities or premises. Copying keys, unauthorized possession or use of copied master keys is prohibited
- activity that annoys, disturbs, or otherwise prevents the orderly conduct of the residence halls, dining areas, activities, administration, or classes of Bluefield College, including but not limited to Residence Hall Quiet Hour policies.

Off campus incidents involving Bluefield College students – Bluefield College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and the students who compose it. It may become necessary for the College to take appropriate actions as a result of student incidents off campus that affect the ability for students to function well in the College community, at College sponsored events, in the classroom, or that are in direct conflict with the unique mission of the College.

Disciplinary Program

An in-depth *Discipline Guide* detailing the judicial process at Bluefield College is available from the Office of Student Development.

Amnesty policy – students who are struggling with issues that violate the community living standards are encouraged to seek support and help. Issues may include pregnancy, drugs, alcohol, pornography, sexual relationships and homosexual tendencies. We realize that college students may struggle with these issues and may be fearful of asking for help because of the potential consequences. To meet that need Bluefield College has established an Amnesty Policy. This policy allows students that want to receive help and support to work through these issues prior to disciplinary action, and also be held accountable for such behaviors without going through the discipline process. Students will be asked to abstain from the behavior and to sign a behavior contract. Amnesty request may be obtained in the office of Student Development or from the campus minister. Requests must be submitted before any disciplinary action takes place.

The disciplinary conference - is an informal, non-adversarial, and conversational meeting between a student and a Student Development staff member. The purpose of the meeting is to examine the complaint, listen to the student, discuss circumstances regarding the incident, and hear student concerns.

There are no formal charges prior to the conference. The disciplinary conference usually results in an agreement on the level of responsibility (the “charges”) and the type of action (sanction, educational program, or activity) that would match the level of responsibility.

Most conferences do not deal with the contested facts and will usually be resolved at the first meeting. However, the student may have an additional three (3) working days if he/she is unsure regarding choices. The student is encouraged to seek the assistance of an advisor if he/she wishes. In some situations, the student may wish to have statements submitted or additional investigations may be needed to clarify the behavior or circumstances surrounding the complaint.

When a student leaves a conference, he/she may request a copy of the original complaint, a written description of the charges, and an explanation of sanctions or other methods of resolution. If the case has been resolved, the student will receive a copy of the disposition and copies of any contracts or referral appointments. Any resolution of a Disciplinary

Conference is subject to review, reversal, or modification by the Associate Vice President for Student Development.

The administrative hearing - If a complaint has not been resolved through the disciplinary conference, an informal administrative hearing will be scheduled. The Vice President for Student Development or designee will conduct this informal hearing. The administrative hearing provides the elements of due process required for administrative sanctions and/or educational alternatives less than a separation from the College.

The student is encouraged to seek the assistance of an advisor, if they wish, to be with him/her at the administrative hearing. The student may present witnesses, ask questions, provide written statements, and explain his/her version of the event(s). The informal stage of the hearing could occur at one time or over several meetings to accommodate schedules. The administrative hearing would not be used in any case which may result in a separation from the College unless specifically requested by the student. Cases, with the potential for separation from the College would normally be referred to the Disciplinary Council.

The disciplinary council - The Disciplinary Council at Bluefield College determines the presence or absence or responsibility for Community Living Standards violations that may result in separation from the College. The Council may also hear cases referred by the Vice President for Student Development or designee. When the student is contesting a potential separation but accepts responsibility for the conduct violation, the Council will conduct a review rather than a formal hearing to determine the appropriate sanction. The review will consist of an examination of the records, the student's acceptance of responsibility, the student's written request for the review and a written or oral argument or rationale for the final decision as requested by the Council.

Appeals - A student may only appeal a sanction of deferred suspension or separation from the College. Appeals shall be only to the President. The student must submit a written request for an appeal within five (5) business days of notification of results of the original hearing. The Office of Student Development may administer the notification of hearing results either personally or by certified mail to the last known address as maintained by the College. The appeal is submitted to the Office of Student Development. A student may request an appeal on one or more of the following grounds: (1) the student has been deprived of his/her rights as defined herein; (2) new evidence discovered; and/or (3) the sanction(s) to be imposed was not justified by the nature of the offense.

The President will review the records from the Disciplinary Conference, Administrative Hearing, or Council Hearing and such written submission or oral arguments as may be requested by the President. The original decisions may be sustained, modified, or reversed.

Reviews - The Vice President for Student Development may request a review of the decision(s) of the Council within five (5) business days of notification of results of the original hearing being given to the student. The VP for Student Development will inform the student that a review is being considered or requested.

The VP for Student Development may request a review of a discipline case on one or more of the following grounds: (1) the decision of the Council does not adequately account for all available evidence; and/or (2) the decision of the Council does not provide for adequate sanction(s) or intervention for the violation.

Disciplinary sanctions - the following is a listing of the disciplinary sanctions that may be imposed for the prohibited conducts of Bluefield College:

- disciplinary warning
- disciplinary probation
- disciplinary suspension
- disciplinary dismissal
- disciplinary expulsion

Additionally, the College reserves the right to impose alternative requirements or conditions at its discretion in the disciplinary or judicial process. Such requirements or conditions may include, but are not limited to:

- restitution or fines
- work or community projects
- counseling evaluations by BC or off-campus professionals
- educational program sessions
- restrictions on participation in campus activities, residence visitation, or parking privileges
- residence hall contract cancellation

Alternative requirements or conditions may be imposed in addition to other disciplinary sanctions (i.e., warnings, probations, suspensions). If these alternative requirements are violated by the student, or if he/she fails to meet conditions set for him/her in the disciplinary or judicial process, a more serious sanction, up to and including suspension or dismissal, may be imposed at the discretion of the Dean of Students without further hearing or review.

Loss of financial aid given for Christian character Scholarship - Students involved in major community life violations such as possession or use of alcohol on campus, drinking under the age of 21, illegal activity, sexual impropriety, and other inappropriate behaviors may lose financial aid awarded on the basis of Christian character. Students may appeal to the financial aid office for replacement of funds and may reapply for the lost scholarship after the probationary time.

SUBSTANCE POLICY

Alcoholic Beverages - Possession, consumption, and/or distribution of alcoholic beverages is prohibited on the Bluefield College campus. This includes areas of public access within the bounds of the Bluefield College campus or on the grounds of any properties leased or controlled by Bluefield College. As well, these same are prohibited at locations of college- sponsored activities or events sponsored by any college organization, department or group or by any individual in the name of an organization, department, or group. Underage drinking is expressly prohibited. Any student who returns to the campus while intoxicated shall be subject to full disciplinary action.

A state of being causing a person to experience a loss of normal use of his/her mental and/or physical faculties. 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.

Tobacco Policy

Effective August 15, 2005 Bluefield College will be a tobacco free campus. Tobacco use of any kind is prohibited on the Bluefield College campus. Please note, the College desires to assist those who need help with tobacco use. The Vice President for Student Development, the Campus Minister, and Health Services may be contacted for assistance. Students who violate this policy will be subject to disciplinary sanction.

* This policy applies to all Bluefield College off-campus sites and Bluefield College sponsored events.

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 required to be drug tested at the student's expense.

Possession, consumption, and/or distribution of illegal or illegally obtained drugs are prohibited on the Bluefield College campus. This includes areas of public access within the bounds of the Bluefield College campus or on the grounds of any properties leased or controlled by Bluefield College. As well, these same are prohibited at locations of college- sponsored activities or events sponsored by any college 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 College makes continuous efforts to keep students, faculty, and staff aware of the on-campus and off-campus programs which provide information and professional services on matters related to the abuse of alcohol and drugs. Students are encouraged to contact the Office of Student Development for information and appropriate referral.

Disclaimer - Bluefield College reserves the right to apply discipline sanctions or take other appropriate actions when deemed necessary. The term "College" referred to in this document refers only to Bluefield College.

Additionally, you must be aware that any member of the College staff may enter your room if there is reason to believe you are in possession of alcohol or drugs. If any substance is found it will be immediately confiscated and turned over to the proper authorities.

Values Violations

Minimum Disciplinary Responses

Values violations are behaviors, actions, or attitudes of individuals or groups, on or off campus that are inconsistent with the Community Living Standards. The list that follows identifies common responses. It is neither complete nor all-inclusive; yet it provides examples of the types of responses given for violations. Bluefield College reserves the right to biblically demonstrate both grace and accountability in handling disciplinary situations.

Disciplinary Responses for alcohol and other drugs

First Offense – May include sanctions of any, or the combination of the following:

- parental notification (if student is underage)
- alcohol and other drug (AOD) education/intervention program.
- residence hall contract review (for residents only)
- community service (20 - 40 hours)
- restitution (if damage occurred)
- disciplinary probation

Second Offense: Suspension

All related city, county, state, and federal laws will be upheld.

A student's property may be searched when the college believes there are drugs, including alcohol, drug paraphernalia, or other prohibited items. The penalty for sale or distribution of drugs will be immediate expulsion, no review.

Notice of changes in student life policies - All changes in, additions to, and deletions from existing Student Life policies, including the Standards of Conduct, will be announced through the Office of Student Development. These announcements will be posted in selected high-traffic areas of the College on campus, the residence halls, and will be publicized through the RAMPAGE newspaper and announced at chapel when appropriate. All changes are applicable to all students when announced, and will be implemented according to the time table advertised.