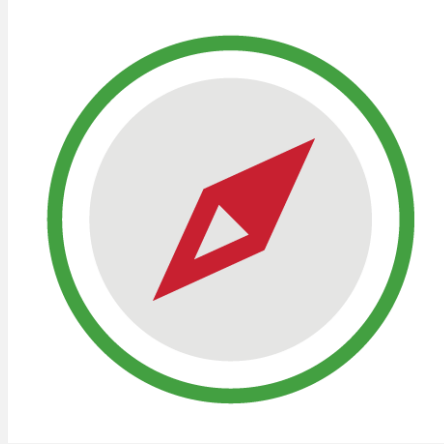


2021-2022



BRIDGEVALLEY
STUDENT
HANDBOOK





2021 - 2022 - Student Handbook

Welcome to the 2021 - 2022 academic year and to BridgeValley Community and Technical College! We are excited that you are here with us and have chosen to become a member of the BridgeValley Pathfinder family. The student handbook is designed to help you with getting familiar with services that are available to assist in your success at BridgeValley as well as the student code of conduct. Should you have any questions relating to this handbook, please contact the Associate Vice President for Student Engagement/Dean of Students for assistance.

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

304-205-6600

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

304-734-6600

www.BridgeValley.edu
FAFSA School Code 040386

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General Statements

Disclaimer

Although this handbook was prepared with available information at the time of publication, BridgeValley Community and Technical College reserves the right to amend, without notice or obligation, any information or statement in this publication as deemed necessary. It is the student's responsibility to abide by all policies and procedures within the Student Handbook. For more information on services, policies, or procedures, please contact the Associate Vice President for Student Engagement/Dean of Students Office.

Title IX

BridgeValley Community and Technical College is an equal opportunity/affirmative action institution and does not discriminate against any person because of race, gender, age, color, religion, disability, national or ethnic origin. For more information contact: Title IX Coordinator (304) 205-6606.

Video and Photograph Statement

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

All Students are required to complete the STOR course. STOR is designed to provide more details about services offered at BridgeValley that will aid in student success. For assistance or questions, please contact the Associate Vice President for Student Engagement/Dean of Students office or any member of the student services staff.



Academic Calendar

BridgeValley Community and Technical College

FALL Term Calendar, 2021

First Semester

Monday, August 2-----	Payment Due for Fall Semester
Monday, August 23 -----	Last Day for Fall Registration, except for Late Start Classes
Monday, August 30-----	First Day of Full Term, First 5-week, First 7- week, and First 10-week Classes
Tuesday, August 31 -----	Last Day to Add for registered students
Wednesday, September 01 -----	Last Day to Change Pass/Fail and Audit
Wednesday, September 01 -----	Last day to change major to be effective for Fall
Thursday, September 02 -----	Last Day to Drop for registered students
Monday, September 06 -----	Labor Day Recess
Friday, October 15-----	Mid-Semester
Friday, October 15 by noon-----	Mid-Semester Reports Due
Thursday, October 28-----	Last Day to Receive Partial Refund for Withdraw from College (<i>If enrolled in part of term or mini course, please check with cashier as it may change the student's eligibility, amount, or deadline to receive a refund</i>)
Monday, October 25-----	Priority Registration for Veteran Students for Spring Semester
Tuesday, October 26 -----	Registration for Spring Semester Begins
Tuesday, November 02 -----	Election Day – College Closed
Thursday, November 04-----	Last Day to Withdraw from Individual Classes
Thursday, November 04-----	Last Day to Withdraw from College
Thursday, November 04-----	Last Day to Resolve Incomplete Grades
Thursday, November 04-----	Last Day to Apply for Spring Graduation
Thursday, November 04-----	Portfolio Submission Deadline
Monday, Nov. 22 thru Saturday, Nov. 27---	Thanksgiving Recess
Thursday, December 09 -----	Last Day of Classes
Saturday, Dec. 11 thru Friday Dec. 17 -----	Final Exam Week
Saturday, December 18-----	Winter Recess begins
Monday, December 20 by noon -----	Grades due in Registrar's Office

Parts of Term (Mini-Courses)

If enrolled in part of term or mini course and withdraw from college, please check with cashier as it may change the student's eligibility, amount, or deadline to receive a refund

First Five Weeks (F5), August 30 - September 30

Monday, August 30 ----- First Day of Class
 Tuesday, August 31 ----- Last Day to Add
 Thursday, September 02 ----- Last Day to Drop
 Thursday, September 16 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, October 04 ----- Grades Due in Registrar's Office

Parts of Term (Mini-Courses) *continued*

If enrolled in part of term or mini course and withdraw from college, please check with cashier as it may change the student's eligibility, amount, or deadline to receive a refund

Second Five Weeks (S5), October 04 - November 04

Monday, October 04----- First Day of Class
 Tuesday, October 05 ----- Last Day to Add/Drop
 Thursday, October 21----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, November 08----- Grades Due in Registrar's Office

Third Five Weeks (T5), November 08 - December 16

Monday, November 08----- First Day of Class
 Tuesday, November 09 ----- Last Day to Add/Drop
 Thursday, December 02 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, December 20 by noon ----- Grades due in Registrar's Office

First Seven Weeks (F7), August 30 - October 14

Monday, August 30----- First Day of Class
 Tuesday, August 31 ----- Last Day to Add
 Thursday, September 02 ----- Last Day to Drop
 Thursday, September 30 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, October 18----- Grades due in Registrar's Office

Second Seven Weeks (S7), October 18 - December 09

Monday, October 18----- First Day of Class
 Tuesday, October 19 ----- Last Day to Add/Drop
 Thursday, November 18----- Last Day to Withdraw from Class
 Last Day of Class ----- Final Exam
 Monday, December 20 by noon ----- Grades due in Registrar's Office

First Ten Weeks (F10), August 30 - November 04

Monday, August 30----- First Day of Class
 Tuesday, August 31 ----- Last Day to Add
 Thursday, September 02 ----- Last Day to Drop
 Thursday, October 14----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, November 08----- Grades due in Registrar's Office

Second Ten Weeks (S10), September 27 - December 09

Monday, September 27 ----- First Day of Class
 Tuesday, September 28----- Last Day to Add/Drop
 Thursday, November 11----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, December 20 by noon ----- Grades due in Registrar's Office

Second Twelve Weeks (S12), September 13 - December 09

Monday, September 13 ----- First Day of Class
Tuesday, September 14----- Last Day to Add/Drop
Thursday, November 11----- Last Day to Withdraw from Class
Last Class Day ----- Final Exam
Monday, December 20 by noon ----- Grades due in Registrar’s Office



BridgeValley Community and Technical College

SPRING Term Calendar, 2022

First Semester

Monday, January 04 -----	Payment Due for Spring Semester
Monday, January 17 -----	Martin Luther King Day Recess
Tuesday, January 18-----	Last Day for Spring Registration, except for Late Start Classes
Monday, January 24 -----	First Day of Full Term, First 5-week, First 7-week, and First 10-week Classes
Tuesday, January 25-----	Last Day to Add for registered students
Wednesday, January 26 -----	Last Day to Change Pass/Fail and Audit
Wednesday, January 26 -----	Last day to change major to be effective for Spring
Thursday, January 27 -----	Last Day to Drop for registered students
Thursday, March 10 -----	Mid-Semester
Friday, March 11 by noon -----	Mid-Semester Reports Due
Monday, Mar 14 thru Saturday, Mar 19----	Spring Break
Monday, March 21 -----	Priority Registration Day for Veteran Students for Fall/Summer
Tuesday, March 22 -----	Registration for Fall/Summer Begins
Thursday, March 31 -----	Last Day to Receive Partial Refund for Withdraw from College (<i>If enrolled in part of term or mini course, please check with cashier as it may change the student's eligibility, amount, or deadline to receive a refund</i>)
Thursday, March 31 -----	Last Day to Withdraw from Individual Classes AND Last Day to Withdraw from College
Thursday, March 31 -----	Last Day to resolve Incomplete Grades
Thursday, March 31 -----	Last Day to Apply for Summer/Fall Graduation
Thursday, March 31 -----	Portfolio Submission Deadline
Thursday, May 05-----	Last Day of Classes
Saturday, May 07 thru Friday May 13 -----	Final Exam Week
Saturday, May 14 -----	Commencement
Monday, May 16 by noon-----	Grades due in Registrar's Office

Parts of Term (Mini-Courses)

If enrolled in part of term or mini course and withdraw from college, please check with cashier as it may change the student's eligibility, amount, or deadline to receive a refund.

First Five Weeks (F5), January 24 - February 24

Monday, January 24 ----- First Day of Class
 Tuesday January 25 ----- Last Day to Add
 Thursday, January 27 ----- Last Day to Drop
 Thursday, February 10 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, February 28 ----- Grades Due in Registrar's Office

Parts of Term (Mini-Courses)

If enrolled in part of term or mini course and withdraw from college, please check with cashier as it may change the student's eligibility, amount, or deadline to receive a refund.

Second Five Weeks (S5), February 28 – April 07

Monday, February 28 ----- First Day of Class
 Tuesday, March 01 ----- Last Day to Add/Drop
 Thursday, March 25 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, April 11 ----- Grades Due in Registrar's Office

Third Five Weeks (T5), April 11 – May 13

Monday, April 11 ----- First Day of Class
 Tuesday, April 12 ----- Last Day to Add/Drop
 Thursday, April 28 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, May 16 at noon ----- Grades Due in Registrar's Office

First Seven Weeks (F7), January 24 - March 10

Monday, January 24 ----- First Day of Class
 Tuesday, January 25 ----- Last Day to Add
 Thursday, January 27 ----- Last Day to Drop
 Thursday, February 24 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, March 14 ----- Grades Due in Registrar's Office

Second Seven Weeks (S7), March 21 – May 05

Monday, March 21 ----- First Day of Class
 Tuesday, March 22 ----- Last Day to Add/Drop
 Thursday, April 21 ----- Last Day to Withdraw from Class
 Last Day of Class ----- Final Exam
 Monday, May 16 at noon ----- Grades Due in Registrar's Office

First Ten Weeks (F10), January 24 – April 07

Monday, January 24 ----- First Day of Class
 Tuesday, January 25----- Last Day to Add
 Thursday, January 27 ----- Last Day to Drop
 Thursday, March 10 ----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, April 11 ----- Grades Due in Registrar’s Office

Second Ten Weeks (S10), February 21- May 05

Monday, February 21 ----- First Day of Class
 Tuesday, February 22----- Last Day to Add/Drop
 Thursday, April 14----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, May 16 at noon ----- Grades Due in Registrar’s Office

Second Twelve Weeks (S12), February 07 – May 05

Monday, February 07 ----- First Day of Class
 Tuesday, February 08----- Last Day to Add/Drop
 Thursday, April 14----- Last Day to Withdraw from Class
 Last Class Day ----- Final Exam
 Monday, May 16 at noon ----- Grades Due in Registrar’s Office



Welcome from the President

Greetings Students,

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

BridgeValley offers affordable tuition – usually covered by the State of West Virginia for career programs – and small classes when and where you want them (morning, afternoon, evening, weekends, and online). We are the ideal place to begin your college career. Our transfer programs let you complete the first two years of a bachelors degree. Our technical programs provide training in fields where job prospects are good and there is a long-term need for qualified, trained employees.

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

I look forward to meeting you.

Casey K. Sacks, Ph.D.

President, BridgeValley Community and Technical College



Student Services - Directory



Associate Vice President for Student Engagement, James McDougle

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

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

Program Assistant for Career Services & Student Affairs, Heather Proctor

heather.proctor@bridgevalley.edu, 304-205-6629, B2000 032A

- Career Assessment (WOWI)
- Resume and Cover Letter Development
- Career/Professional Development
- Don't Cancel Class Program

Assistant Dean of Students/Director of Counseling, Carla Blankenbuehler

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

- Community Resource Guide (Student Assistance)
- Counseling Services/Mental Health
- Campus Recovery Program Supervisor
- Housing Options
- CARES Team
- STOR Liaison for Students

Director of Accessibility and Support Services, Spencer Poling

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

- ADA Concerns
- Accessibility Services
- Temporary Accommodations (Students)
- TANF Services
- GEAR UP WV

Director of Career Services & Freshman Advising, Renee Lester

renee.lester@bridgevalley.edu, 304.205.6792, 032G / Davis Hall 401B

- Student Job Openings (Full, part-time, seasonal)
- Career and Transfer Events
- Industry Liaison for Jobs/Internships
- College Central Network
- Mock Interviews
- Advising Coordination

BRIDGEVALLEY

Department of Student Services

ACCESSIBILITY SERVICES | CAREER SERVICES | COUNSELING SERVICES | STUDENT LIFE
COLLEGIATE RECOVERY PROGRAM | STUDENT SUCCESS CENTER | VETERAN AFFAIRS | TANF



Director of Student Success Center, Tina Spaulding

tina.spaulding@bridgevalley.edu, 304-205-6670, B2000 031/ Davis Hall 401

- New Student Advisor
- Math and English Bootcamps
- Tutoring Services
- Testing Services / Registerblast

Director of Veteran & Military Affairs, Misi Lair

misi.lair@bridgevalley.edu, 304-734-6620, Davis Hall 401 / B2000 032J

- Certifying Veterans
- Veterans Club
- Family and Friends Orientation
- Veterans Advocate
- AmeriCorps Grant Supervisor

Coordinator of Retention/Advisor, Connie Keiffer

connie.keiffer@bridgevalley.edu, 304-734-6618, Davis Hall 401B / B2000 032J

- New Student Advisor
- Academic Success Probation Program
- Retention Programs

Coordinator of Student Engagement, Sara Price

sara.price@bridgevalley.edu, 304-205-6625, Davis Hall 105 / B2000 032F

- Student Organizations
- Student Government Association
- Community Service
- Student ID Discounts
- WV Invests Community Service
- Esports
- Leadership Programs

Peer Support Recovery Specialist, Michael Kute

michael.kute@bridgevalley.edu, 304-205-6726, B2000 012

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

Retention Specialist/Advisor, Erika Beezel

erika.beezel@bridgevalley.edu, 304-205-6631, B2000 032H

- New Student Advisor
- Early Alert Program

BRIDGEVALLEY

Department of Student Services

ACCESSIBILITY SERVICES | CAREER SERVICES | COUNSELING SERVICES | STUDENT LIFE
COLLEGIATE RECOVERY PROGRAM | STUDENT SUCCESS CENTER | VETERAN AFFAIRS | TANF



Student Success Center Specialist, Diann Simmons

diann.simmons@bridgevalley.edu, 304-205-6724, Davis Hall 401/ B2000 031

- New Student Advisor
- Assistance with MyBridge, Blackboard, Email
- Tutoring Services

Student Services Specialist - TANF, Mindy Adkins

mindy.adkins@bridgevalley.edu, 304-205-6754, B2000 012 / Davis Hall 401B

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

Student Services Specialist - TANF, Kevin Ellenberg

kevin.ellenberg@bridgevalley.edu, 304-205-6711, B2000 012 / Davis Hall 401B

- Assist TANF students assigned by DHHR
- Provide academic and career counseling support, resources and services to TANF Students
- Provide referral to BridgeValley and Community resources
- New Student Advisor

Life Bridge AmeriCorps Liaison to Veteran and Military Affairs, Tammy McClanahan

tammy.mcclanahan@bridgevalley.edu, 304-205-6609, B2000 012

- Recruitment of Veterans
- Assistance with VONAPP
- Assistant to Director of Veteran & Military Affairs

Student Success Center Apprentice, Tammy Winters

tammy.winters@bridgevalley.edu, 304-205-6672, B2000 031

- Test Scheduling
- Test Proctoring
- Assistance with MyBridge, Blackboard, Email
- General SSC Assistance
- Bootcamps

Student Services Specialist Gear-Up, Janice Williams

janice.williams@bridgevalley.edu, 304-205-6729, B2000 021

- Assisting of Gear Up Students
- GEAR UP Grant Liaison through HEPC

Part-Time Professional Advisor, VACANT

- New Student Advisor
- Liaison to students for Eligible Perkins Programs
- Student Success Strategies Program

BRIDGEVALLEY

Department of Student Services

ACCESSIBILITY SERVICES | CAREER SERVICES | COUNSELING SERVICES | STUDENT LIFE
COLLEGIATE RECOVERY PROGRAM | STUDENT SUCCESS CENTER | VETERAN AFFAIRS | TANF



Student Services Specialist, Jeanne Smith

jeanne.smith, 304-734-6617, Davis Hall 401B

- New Student Advisor
- Student Success Strategies Program
- NSLS Coordinator / Advisor

Student Government President, Alex Harris

**sga@bridgevalley.edu, 304-205-6757 South Charleston, B2000 021 / 304-734-6717
Montgomery, Davis 105**

General Information

Mission Statement

BridgeValley Community and Technical College promotes student success, prepares a skilled workforce, and builds tomorrow's leaders by providing access to quality education.

Vision Statement

BridgeValley Community and Technical College will be the college of opportunity for a diverse learner population, offering leading-edge technology, innovative ideas, and dynamic service to our students and our communities.

Accreditation

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

Goal Statement

Goal One: Student Success

- Prepare students to become successful and independent contributors to society by providing transfer skills for future technical innovations
- Maintain a sound assessment program for student learning outcome measurement
- Ensure a student-centered learning environment and support services
- Increase retention rates
- Increase the number of graduates in certificate and associate degree programs

Goal Two: Institutional Success and Sustainability

- Promote faculty and staff excellence
- Increase headcount and FTE enrolment annually
- Pursue new revenue opportunities to support present and future programs and services
- Assess institutional effectiveness and continuous improvement through strategic planning
- Leverage the strengths and efficiencies of a multi-campus college
- Promote the college to community and industry through effective marketing, branding, and public relations opportunities
- Provide access to education, training, and enrichment opportunities on multiple campuses, off-site, or on line
- Promote sustainability principles throughout college operations
- Maintain a safe, secure, modern, and positive learning/working environment

Goal Three: Community and Industry Success

- Exhibit responsiveness and flexibility in course and program offerings to meet changing workforce needs of business and industry
- Build synergistic relationships with community, schools, and alumni
- Integrate community service and civic engagement opportunities into programming
- Forge strategic partnerships that advance community, workforce and economic development

History of BridgeValley

BridgeValley Community and Technical College was created in March 2014 with the merger of Bridgemont and Kanawha Valley Community and Technical Colleges.

Bridgemont Community and Technical College

- **1966-** Associate degrees offered at West Virginia Institute of Technology (WVIT)
- **2004-** Initial accreditation as independent community college- The Community and Technical College at West Virginia University Institute of Technology
- **2008-** Renamed Bridgemont Community and Technical College

Kanawha Valley Community and Technical College

- **1953-** Associate degrees offered at West Virginia State College
- **2004-** Initial accreditation as independent community college- West Virginia State Community and Technical College
- **2008-** Renamed Kanawha Valley Community and Technical College



Administration

BridgeValley Community and Technical College

- 🌀 Acting President: Casey K. Sacks
- 🌀 Interim Vice President of Academic Affairs: Suzette Breeden
- 🌀 Vice President of Student Affairs: Todd Jones
- 🌀 Vice President of Workforce: Laura McCullough
- 🌀 Vice President of Operations: Jason Stark
- 🌀 Chief Financial Officer: Cathy Aquino
- 🌀 Dean of Computer Science, Manufacturing and Engineering Technology: Norman Mortensen
- 🌀 Dean of Business, Legal, and Technical Occupations: Kelly Grose
- 🌀 Dean of General Education, Liberal Arts and Sciences: Kristi Ellenberg
- 🌀 Dean of Allied Health: Kent Wilson
- 🌀 Associate Vice President of Student Engagement/Dean of Students: James McDougle
- 🌀 Associate Vice President of Enrollment Services: Roy Simmons
- 🌀 Registrar: Jordan Atha
- 🌀 Director of Outreach and Communications: Michelle Wicks
- 🌀 Executive Director of the Institutional Advancement: Alicia Syner



Office of Student Services

Accessibility Services

BridgeValley is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act signed into law in 1990. Accessibility services assists the College in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at BridgeValley. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility and the provision of reasonable accommodations, auxiliary aids and services to students.

A qualified individual with a disability is one who can provide documentation of such a disability. Acceptable documentation includes an Individualize Educational Plan (IEP), 504 plan, psychological evaluation, or documentation from a licenced professional.

Students who are seeking information on these services should speak to the Accessibility Services Office in Student Services, suite 032 Main and Pathfinder Hall room 304. The most common accommodations offered at BridgeValley are, but are not *limited to*:

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

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

Advising

All incoming students are advised and registered by our Professional Advising Team, the advisor is determined based off of the major in which the student selects on their admissions application. The student is informed of who their advisor is once they receive their fully admitted acceptance letter, which outlines instructions to sign up for an advising and registration appointment. Advising for all new students begins approximately two weeks after continuing student registration for each semester has begun, this includes advising for First Time Freshman, Transfer, Re-Admits, and Transient students. All new students will need to provide the necessary paperwork prior to being advised and registered for classes, this includes ACT/SAT test scores,

ACCUPLACER test scores, high school and/or college transcripts. Students cannot be properly advised without test scores and transcripts on file, as they are required to determine placement and pre-requisite requirements.

Follow the steps below to schedule an advising appointment.

- Go to <https://trac.bridgevalley.edu/>
- Sign in with your campus email and password
- **You must activate and setup your campus email account in order to login to Advisor TRAC and schedule an advising appointment**
- **Your campus email address is listed at the bottom of your acceptance letter**
- Click on Search Availability
- Select the appropriate Center: Professional Advising Center South Charleston or Montgomery
- Select consultant from the drop down menu (Your advisor will be listed on your acceptance letter)
- Select the reason for the appointment from the drop down menu (schedule classes)
- Select the Location: Location indicates location of the advisor, ex. Remote indicates that the advisor is available via telephone or virtually via zoom on the days and times selected.
- Select the date and time you would like your appointment from the available options
- Once you complete the online signup, you will receive an email confirming your appointment

For question or concerns about advising, please contact Renee Lester at Renee.Lester@bridgevalley.edu or 304-205-6792. All continuing students are advised by their assigned faculty advisor. Advisors are assigned based off the student's major listed in BridgeValley's Banner system at the time registration begins for that semester. Faculty will notify students via email as registration is opening each semester with instructions on how to setup their advising and registration appointment. Advising, although traditionally completed with the advisor face to face can be conducted via telephone or email if the student is unable to come to campus or in the event that the campus is closed. After the initial advising session between the student and advisor, the student will be provided their alternate registration PIN so that they can make schedule adjustments through their MyBridge account within the add/drop period for that semester. Students may be provided their alternate registration PIN with instructions on how to register within their MyBridge account as an alternative to meeting with a faculty advisor during special circumstances. Continuing students can view the current class schedule online at <https://www.bridgevalley.edu/class-schedules>.

Career Services

Career services offers information and advice in the areas of career planning, job search assistance, and employment referrals. Career services also offers assistance with developing a resume and cover letter, mock interviews, and much more.

Career planning assists students with academic and career decisions through self-evaluation, career exploration and research, and the development of personal and professional goals.

Career services also offers workshops throughout the year. During these workshops, students have the opportunity to meet with local employers to gain knowledge of trends in career development and expertise on how to “land the job”. A career fair is held each semester to assist students with job placement and to give students a chance to enhance their communication skills.

College Central Network: (CCN) Career Services enables students to search for job listings posted to the BridgeValley site, post a resume or online portfolio, read career-related announcements and literature, and learn job search tips from over 100 free career videos. Using your BridgeValley ID B#, students can set up an account and begin using the CCN system. Try the following steps to set up your account:

- Go to www.collegecentral.com/bridgevalley
- Click the Students icon
- Click “forgot your Password” link in the “sign in” area
- Enter your Student ID number – B# - in the ID field
- Enter your BridgeValley email address
- Click the Find Account Button
- An email will be sent to you to establish a password and finish your registration

World of Work Inventory (WOWI):

A career assessment that combines career interests and work styles to match to careers that meet your needs. This assessment is meant to open potential career options to students and provides details on each career, allowing students to make an informed decision on which career path would suit them best. WOWI Career Assessment is required for all degree seeking freshman, transfer, and re-admit students.

Follow the steps below:

1. Once admitted to BridgeValley Community and Technical College, students will receive their individual log-in credentials via email.

2. Go to the WOWI website to log in.
<https://www.wowi.com/#close>
3. Click the log-in button on the top of the home page.
4. Enter the log in name and password provided.
5. Once logged in, you will be able to start and stop the assessment as needed, including closing the window and resuming where you left off on a later date.
6. Results will be discussed with students during their initial advising appointment at BridgeValley CTC.

Students may contact the Career Services Office via email at CareerServices@bridgevalley.edu or 304-205-6792/304-205-6629.

Collegiate Recovery Services

Are you looking for someone to talk and walk with you as you choose your pathway to recovery from addiction, or another crisis? We all have something to recover from. We can recover from substance abuse, gambling, over eating, smoking, grief, trauma, co-dependency... the list is endless. Recovery is a process of change through which individuals improve their health and wellness, live a self-directed life, and strive to reach their full potential.

A trained, Recovery Coach with the BridgeValley CTC Collegiate Recovery Program, will walk with you without judgement and promote your recovery by helping you remove barriers and obstacles to recovery, and form better connections to services and community. If you are not in recovery, and want to work on improving your life, we can connect you to a Counselor that can help you with goal setting and finding the resources to achieve those goals.

A Collegiate Recovery Community offers support to students who are in recovery from any kind of addiction and/or mental illness including but not limited to, substance use, eating disorders, sex addiction, or depression. This community assists in each individual's unique recovery, encouraging autonomy, providing support, increasing academic success, and offering a safe space on campus to process, grow and reflect.

Counseling Services

The goal of BridgeValley Counseling services is to provide helpful and effective counseling to currently enrolled students. The Counseling Center works collaboratively with students, academic divisions, departments, faculty members, enrollment services, and other pertinent departments of the institution to enhance academic, personal, and career success. Counseling services are free of charge to BridgeValley students. Counseling sessions consist of a short-term basis (*9 sessions per semester*). If it is determined that long-term mental health counseling services are more appropriate to address your need(s), the BridgeValley counselor will provide a list of community resources to better assist you. Counseling appointments are made in one-hour increments.

The actual length of time for a counseling appointment is 45 minutes. This allows the counselor time for documentation of the previous appointment, and for centering before the next appointment.

Making Counseling Appointments

BridgeValley students may make appointments to see the counselor by going to the Counseling Services' home Web page, <http://www.bridgevalley.edu/counseling-services> and click on the link that says request counseling appointment and follow instructions. Students may also email the counselor at Carla.Blankenbuehler@bridgevalley.edu or visit the office. Students are required to give a name, contact phone number, and contact email address.

Hours of Operation

Generally, Counseling Services are available Monday through Thursday from 8:30 AM to 6:00 PM at the South Charleston Campus and Montgomery Campus. Hours are limited during breaks such as winter break and spring break.

After Hours Emergencies

If you experience a mental health crisis after business hours, you may contact:

Thomas Behavioral Health Connections (304) 766-3553 or 1-800-992-3010

National Suicide Hotline: 1-800-273-TALK (8255)

Help 4 WV: 1-844-HELP4WV (435-7498)

REACH, The Counseling Connection 24HR Hotline: 1-800-656-HOPE (4673)

Pathfinder Student ID

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

Retention & Academic Probation Program

The Retention Office's mission is to assist students and inform them of the resources and services available to them at BridgeValley and to ensure that they are successful both in and out of the classroom. To ensure that every student takes full advantage of the educational opportunities, the College has implemented an Early Alert retention program, coordinated by the Retention Office. Through the Early Alert system, the students are identified through referrals from faculty and staff to provide customized services for those students early in the semester. The Student Services support personnel will contact student(s) to discuss issues that may require attention and resources to support them. We also assist students who are on academic suspension/probation and/or financial aid probation with goal setting, time management skills and learning styles assessment so that the student can achieve academic success in the future. In addition, students who have an academic standing of probation are required to attend a Mandatory Academic Success Workshop during the semester in which they are on probation.

For more information, please contact Director of Career Services and Freshman Advising, Renee Lester at Renee.Lester@bridgevalley.edu or 304-205-6792 or Coordinator of Retention, Connie Keiffer at Connie.Keiffer@bridgevalley.edu or 304-734-6618.

Student Life

Student life is designed to provide all students with the total college experience! Student life supports student opportunities for learning, involvement, leadership, community services, and creative expression that go beyond the classroom. Join a student organization, start a new student organization, volunteer in the community, or take advantage of the many events planned around campus! For more information on student life, contact the Coordinator of Student Engagement at 304-205-6625.

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

Student Success Center

The Student Success Centers (SSC) are located in room 031 on the South Charleston campus and room 313 Pathfinder Hall on the Montgomery campus. The SSC is open to any BridgeValley student who may need assistance with class assignments in various subject areas, test taking and study skills, computer assistance, and logging into your MyBridge/BlackBoard account. We also offer free tutoring to all students registered for a BridgeValley course, exam proctoring, CLEP testing, TEAS testing, PSI testing, Accuplacers and exam reviews. For further information on our services please refer to our webpage at: <https://www.bridgevalley.edu/student-success-center>.

We look forward to serving each student from the first day of class until graduation.

Our Mission:

The mission of SSC is to provide effective academic assistance, professional testing, student assessment services, and tutorial services on our South Charleston and Montgomery campuses that will ensure success for all students at BridgeValley.

Our Services:

1. Tutoring

The SSC offers tutoring in most academic subjects. This service is free to all BridgeValley students. The schedule and list of subjects are available in the SSC and can be viewed on the SSC website.

2. Exam Proctoring

The SSC offers free exam proctoring for your online course exams. Exam proctoring can be scheduled via Register Blast <https://www.registerblast.com/bvctc/Exam/List>. You may use this link to schedule your online tests 24/7 using your tablet, smartphone, or computer. The Register Blast link (<https://www.registerblast.com/bvctc/Exam/List>) can be accessed in your MyBridge, on the SSC website, and in your Blackboard course. Once you complete your registration you will receive an acknowledgement of your test proctoring date and time, in addition to a reminder 24 hours prior to your exam proctoring date.

3. CLEP Testing:

The SSC is an authorized CLEP Center. Students have an opportunity to CLEP out of certain classes offered at BridgeValley as well as other colleges. The cost and schedule is available in the SSC, and can be scheduled via Register Blast <https://www.registerblast.com/bvctc/Exam/List>

4. TEAS Testing:

For those students applying to the ADN (Nursing) program or DMS (Sonography) program, the SSC offers the TEAS examination, designed to assess a student's readiness for admission to the nursing program.

5. Exam Reviews:

The SSC offers Midterm and Finals review for most Math classes. We also offer reviews for other classes upon request.

**** For a complete list of testing services, please contact the student success center at 304-205-6670.*

Veteran Affairs

BridgeValley Community and Technical College extends its gratitude to our Veterans for their service. It is our goal to repay you as best as we can for your sacrifices and serve your

educational needs in every way possible. The College offers a wide range of majors and programs that can help lead to your success.

To start the process for benefits, complete the application for VA Education Benefits Application at: www.va.gov. Once you are approved, the Veterans Administration will send you a “Certificate of Eligibility”. You will need to bring a copy of your “Certificate of Eligibility” to Misi Lair, Director of Veteran & Military Affairs or James McDougle, Associate Vice President for Student Engagement/Dean of Students.

Benefits Available

Post 9/11 GI Bill: The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. Apply at www.gibill.va.gov

Yellow Ribbon Program Participant: Those receiving the maximum benefit from the Post 9/11 GI Bill can receive additional funding to cover the difference between in-state and out-of-state tuition and fees. BridgeValley Community and Technical College has agreed to waive 50% of this difference, and the Veterans Administration will pay the remaining balance. This means that those students eligible for the maximum Post 9/11 GI Bill should not have to pay any tuition and fees out-of-pocket.

Montgomery GI Bill/Chapter 30: (active duty or non-active duty) must have served in the United States Armed Forces for period of two to four years and have been HONORABLY discharged prior to returning to school.

Montgomery GI Bill/Chapter 1606: (selected reserve) must have completed Basic Training and AIT and are now assigned to a Reserve and/or West Virginia National Guard Unit. Please submit copy of DD214 and NOBE (Notice of Basic Eligibility). The NOBE is available from your assigned unit.

Montgomery GI Bill Chapter 1607: Reserve Educational Assistance Program (REAP) called or ordered to active duty in response to war or national emergency (Contingency Operation) as declared by the President or Congress. This new program makes certain reservists, who are activated for at least 90 days after September 11, 2001, either eligible for education benefits or eligible for increased benefits.

VA Vocational Rehabilitation/Chapter 31: (disabled Veterans) must apply with their case worker and have their disability rated. The Veterans Certifying Official will receive Authorization and Certification of Entrance or Re-Entrance into Rehabilitation and Certification of Status.

Survivors' and Dependents' Educational Assistance Program/Chapter 35: (for dependents and spouses of 100% disabled or deceased Veterans) must complete Form 22-5490 and submit to

Department of Veterans Affairs. Once a claim is established a Certificate of Eligibility will be issued to the dependent/spouse. The student should then make an appointment to see the Veterans Certifying Official.

VA's One Year Retroactive Award Rule:

VA's one year retroactive rule is available to students/trainees/apprentices that are considering using the GI Bill. The VA will only pay retroactive one year back from the date of the claim. For VA education and OJT/Apprenticeship programs, that's generally the date of the certification of enrollment/training. If the student/trainee/apprentice is pursuing several terms of education or months of training/employment before actually coming to you to get certified, that student/trainee/apprentice runs the risk of the VA not paying for any term beginning more than one year prior to your certification.

Work-Study Program:

All students eligible for benefits in Chapter 30, 31, 33, 33T, 35, 1606, 1607, STEM Scholarship recipients, National Call to Serve are eligible to apply for VA Work Study. Required forms can be found at: <https://www.va.gov/education/about-gi-bill-benefits/how-to-use-benefits/work-study/>

Reserve or National Guard Tuition Assistance:

Apply for the WV National Guard assistance at <https://www.wv.ng.mil/Education/>

Apply for the Army Reserves at <https://www.armyignited.com/app/>

VA Certifying Officials

Misi Lair, Director of Veteran and Military Affairs

Room 302, Pathfinder Hall

304.734.6620

Misi.lair@bridgevalley.edu

James McDougle, Associate Vice President for Student Engagement/Dean of Students

B2000 032D

304.205.6710

James.mcdougle@bridgevalley.edu

TANF Services at BridgeValley

Temporary Assistance for Needy Families (TANF) is a program sponsored by West Virginia Department of Health and Human Resources. This program through WV Works provides

Temporary Assistance to Needy Families. This is a cash assistance program with a sixty (60) month lifetime limit that also provides funds for support services to aid students in overcoming barriers while completing their education.

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

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



Campus Offices and Services

Campus Police and Emergency Information

The safety of our students, faculty, staff, and visitors is a top priority at BridgeValley Community and Technical College. The Department of Campus Safety works diligently to ensure a safe work and academic environment for the BridgeValley community. Administration and the Campus Safety Committee have implemented several services that will allow everyone to play a vital role in security on campus. In addition, there are campus police officers to assist students in the parking areas and in other helpful ways around campus.

For all emergency and medical emergencies, you should first call 911. Remember when calling from a campus phone, you will need to dial 9 for an outside line.

All other non-emergencies, contact:

Chief Basra Fakhir
Office: Room 011
Phone: (304)205-6630
Cell: (216)571-3969

SEE SOMETHING SAY SOMETHING!
Help Keep Campus Safe!

BVConnect

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

Information Technology – Student Accounts

MYBRIDGE Portal

Your **MyBridge** portal provides access to your class schedule, on-line courses, academic records, billing and financial aid information, email and Blackboard!

To access your **MyBridge** portal:

- Go to **www.bridgevalley.edu**
- Click on the **MyBridge** portal icon at the bottom of the page
- Enter your Username and password

Username:

PIN: The default is your six-digit birthdate in the **mmddy** format

Click **Login: BridgeValley campus email** If you are a new student who has never logged in, the default password will be BVctc + 6 digit birthdate. (Ex. BVctc010203)

If you need assistance with your student email, please contact helpdesk@bridgevalley.edu.

ONLINE CLASS LOGIN INSTRUCTIONS - BLACKBOARD

- Go to **www.bridgevalley.edu**
- Click on the **MyBridge** portal icon at the bottom of the page
- Log into your **MyBridge** account (instructions above)
- Click on the **Blackboard Learn Icon**
- Click the name of the course you wish to access

If you experience any trouble accessing your course(s), call 304.293.5192 anytime (24 hours a day/seven days a week).

HOW CAN I TELL IF A CLASS IS ONLINE OR NOT?

- At BridgeValley a Web course is defined as 100% online with no face to face meetings. You cannot be required to come to campus. The course will be taught with instructor mandated deadlines.

Web courses are identified on the schedule with a **W** before the section number of the course (1234 ENGL 101-**W1**)

- A Blended course is defined as 50-99% online with up to 24% of the time in a traditional classroom. In a traditional semester the averages is approximately 4 – 5 on-campus meetings. The class can be taught either synchronously or asynchronously.

Blended courses will be identified in the schedule with a B before the section number (1234 ENGL 101-**B1**).

- Anything less than 50% online is considered Traditional. The primary delivery method will be in the traditional face-to-face classroom. All computer work required during scheduled course meetings use institutionally provided computer resources.

WHAT TYPE OF WEB BROWSER DO I NEED ON MY COMPUTER?

Only Mozilla Firefox and Chrome are supported web browsers. Use of Internet Explorer is NOT recommended. There is a complete listing of computer requirements in an “Online Help” link on the BridgeValley website.

TIPS FOR SUCCESS IN YOUR ONLINE COURSE

1. Familiarize yourself with the course’s online delivery system. Find the course syllabus, schedule, calendar, requirements, methods of communication, where you go for help, etc.
2. Participate! Whether you are working alone or in a group, contribute your ideas, perspective and comments on the subject you are studying, and read about those of your classmates.
3. Log on to your course every single day (at least 5-6 days/week). You are expected to give to and take at least as much from an online class as you would from a traditional face-to-face class.
4. Be polite and respectful. This is not only common sense, it is absolutely obligatory for a productive and supportive online environment. And your own work will have greater value as well.
5. Speak up if you are having problems. Be absolutely explicit with your comments and requests. If you are having technical difficulties, or problems understanding something about the course, you **MUST** speak up. This is the only way the instructor will know that something is wrong.

***** ALL STUDENTS WHO ARE TAKING AN ONLINE CLASS ARE REQUIRED TO REGISTER AND COMPLETE THE STUDENT ORIENTATION (STOR).**



Library Services

BridgeValley is the first community college in West Virginia to have a solely virtual library. It is packed with useful resources, which are completely digital and can be accessed 24/7 with a few taps of your fingertips. You never have to worry about closing times, due dates, or fines. Located in a computer lab, the library offers traditional information retrieval services along with technology assistance and campus life events each semester.

You have access to the same quantity and quality of information as any other library, just in a different medium. With access to a variety of resources including 21 EBSCO hosted databases like Academic Search Complete, CINAHL Complete, and a community college oriented eBook collection, the Digital Commons Network, and a collection of reliable websites to help with research for your class assignments and job applications. As our services continue to grow, so will our virtual presence.

The campus library offers instructional sessions on topics such as career research, database searching, plagiarism, and copyright, and has created handouts and online tutorials as an accompaniment. The librarian is happy to work with you and will be visiting your classes to do group instruction tutorials. The library also offers proofreading services of English papers, cover letters, and resumes. The library can be found in Room 119 Main in South Charleston. The librarian can be reached at library@bridgevalley.edu or 304.205.6697. The virtual library is located within your MyBridge account under the Library Resources tab. Additionally, the library has a community in Blackboard titled BridgeValley Library Online, which houses information about the library, helpful research, citation, and writing handouts, video tutorials, and an Ask the Librarian discussion board.

Policies and Procedures

Students Rights and Responsibilities

BOARD OF GOVERNORS POLICY D-1

Section 1. General

- 1.1. Scope — Policies, rules and regulations regarding student rights, responsibilities and conduct at BridgeValley Community and Technical College (BridgeValley).
- 1.2. Authority — W. Va. Code § 18-26-81.3
- 1.3. Effective Date — July 12, 2013

Section 2. Purpose

- 2.1. Purpose - The purpose of these policies, rules and regulations includes, but is not limited to, the following:
 - 2.1.1. To establish a general policy on student life, including a statement on student rights and responsibilities, at BridgeValley;
 - 2.1.2. To identify behavioral expectations of students and certain prohibited acts by students at BridgeValley;
 - 2.1.3. To prescribe penalties and sanctions for such prohibited conduct;
 - 2.1.4. To define generally the powers, authority and duties to be exercised under the control of the BridgeValley Board of Governors (Board), by the President of BridgeValley in applying these policies, rules and regulations;
 - 2.1.5. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules and regulations.

Section 3. Definitions

- 3.1. Board of Governors - The BridgeValley Board.
- 3.2. Institution - BridgeValley.
- 3.3. President - The chief executive officer of BridgeValley.
- 3.4. Property - Any property, whether owned, rented or otherwise held or used by the Board, by BridgeValley or by the institutional community.

- 3.5. Activity - All or any operations conducted, sponsored, promoted, operated or otherwise engaged in by BridgeValley, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
- 3.6. Facility - Any and all property of BridgeValley used or usable in any activity of the institution.
- 3.7. Campus - All the property and facilities of BridgeValley serving as the locus in quo of any activity of the institution.
- 3.8. Faculty - Those employees of the Board who are assigned to teaching or research or service functions at BridgeValley, and who hold academic rank.
- 3.9. Staff - Those employees of the Board who are assigned to teaching or research or service functions at BridgeValley, and who are not members of the faculty.
- 3.10. Student - Any person who has been admitted to BridgeValley to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board or BridgeValley.
- 3.11. Member of the institutional community - Any officer, administrator, faculty member, staff member, employee, student of or at BridgeValley, member of the Board of Governors, as well as any person authorized to participate in an institutional activity at the time applicable.

Section 4. Policies Regarding Student Rights and Responsibilities

- 4.1. The submission of an application for admission to BridgeValley represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules and regulations of the Board and the College. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules and regulations of the Board and the institution.
- 4.2. Freedom of expression and assembly: The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:
 - 4.2.1. To have access to College resources and facilities;

- 4.2.2. To espouse causes;
 - 4.2.3. To inquire, discuss, listen to and evaluate;
 - 4.2.4. To listen to any person through the invitation of organizations recognized by the institution;
 - 4.2.5. To have a free and independent student press, which adheres to the canons of responsible journalism;
 - 4.2.6. To not violate the rights of others in matters of expressions and assembly; and
 - 4.2.7. To abide by policies, rules and regulations of the Board and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.
- 4.3. Freedom of association: Students may organize whatever associations they deem desirable and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the College.
- 4.4. Right to privacy: The student is entitled to the same safe-guards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:
- 4.4.1. Confidential communication on a one-to-one relationship with faculty, administrators, counselors and other institutional functionaries;
 - 4.4.2. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters;
 - 4.4.3. Confidentiality of academic and disciplinary records;
 - 4.4.4. Legitimate evaluations made from student records.
- 4.5. Responsibilities of citizenship: The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the BridgeValley campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.
- 4.6. Disciplinary proceedings: Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven responsible of any charge. BridgeValley shall have authority for promulgating rules and regulations, consistent with policies, rules and regulations of the Board.

Section 5. Standards of Conduct; Rules and Regulations

- 5.1. Conduct required in general: All students at BridgeValley are subject to, and are required to comply with, observe, and obey the following:
 - 5.1.1. The laws of the United States;
 - 5.1.2. The laws of the State of West Virginia;
 - 5.1.3. Local city, county and municipal ordinances;
 - 5.1.4. The policies, rules and regulations of the Board and the institution; and
 - 5.1.5. The directions and orders of the officers, faculty and staff of the institution who are charged with the administration of institutional affairs at BridgeValley.
- 5.2. Prohibited; disorderly conduct: Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such violations in local, state or federal courts:
 - 5.2.1. Fights;
 - 5.2.2. Assaults or battery;
 - 5.2.3. Public disturbances;
 - 5.2.4. Unlawful assembly; and
 - 5.2.5. The violation of any municipal, state or federal law, or the rules and regulations of the Board or the institution.
- 5.3. Prohibited conduct; theft or damage of property: No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in BridgeValley property or facilities of the institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions or conduct in local, state or federal courts.
- 5.4. Prohibited conduct; disruption: No student shall, individually or by joining with one or more other persons, do any of the following:
 - 5.4.1. Disrupt or interfere with any BridgeValley activity, program, meeting or operation;
 - 5.4.2. Interfere with the rights of any member of the institutional community;

- 5.4.3. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property or facilities; or
 - 5.4.4. Seize, hold, commandeer or damage any property or facilities of BridgeValley, or threaten to do so, or refuse to depart from any property or facilities of the institution upon direction, pursuant to policies, rules and regulations of the Board or the institution, by an institutional officer, faculty or staff member, or other person authorized by the President.
 - 5.4.5. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.
- 5.5. Prohibited conduct; hazing: No student shall, individually, or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The President shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:
- 5.5.1. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities;
 - 5.5.2. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts;
 - 5.5.3. Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the College shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations; and
 - 5.5.4. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing, as provided in Section 7.4 of these policies, rules and regulations.
- 5.6. Prohibited conduct; discrimination: No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap or age. Students involved in any such action or

activities shall be subject to institutional disciplinary action which may result in probation, suspension or expulsion, whether or not there is prosecution for such actions in local, state or federal courts.

Section 6. Powers, Authority and Duties of the President

- 6.1. General powers, authority and duties of the President: The chief executive officer of the institution shall be the President. The President shall be responsible for the entire administration of the institution, subject to the control of the Board. It shall be the President's duty to attend to and administer the laws of the State of West Virginia which may be applicable on the campus; the policies, rules and regulations of the Board; and policies, rules and regulations of the institution. The President is hereby vested with authority requisite to that end, subject to the control of the Board.
- 6.2. Powers, authority and duties of the President; delegation of authority and responsibility: Any authority, responsibility, or duty granted to or imposed upon the President by these policies, rules and regulations may be delegated by the President, subject to the control of the Board, to another person or persons on the faculty, staff or student body of the institution.
 - 6.2.1. All persons dealing in the matters so delegated by the President shall be required to deal with the persons to whom the President shall have delegated such authority, responsibility or duty and such persons shall be required to deal with the institution or the President through such designees, except on appeal to the President as specified by the President.
- 6.3. Powers, authority and duties of the President; promulgation of institutional regulations for student discipline: The President of the College shall have authority and responsibility, subject to the control of the Board, for the discipline of all students at the institution.
 - 6.3.1. The President, with the advice of faculty and students and subject to the control of the Board, shall develop, promulgate and use disciplinary regulations and channels at the College not inconsistent with the policies, rules and regulations of the Board.
- 6.4. Powers, authority and duties of the President; activities on, and use of, institutional property or facilities: The use by any person of the property or facilities of the College shall be controlled and governed by the policies, rules and regulations of the Board.
 - 6.4.1. Regulations governing the use of such property or facilities at the College shall be promulgated by the President thereof, with the advice of faculty and students and shall conform to these policies, rules and regulations and be subject to the control of the Board.
- 6.5. Powers, authority and duties of the President; public use of institutional property or facilities and restrictions imposed: Subject to the control of the Board, notwithstanding any rule, regulation, policy or express or implied permission for the use of, or presence in or on, the property or facilities of the institution, any person who (a) is not a student presently registered for current classes or course work at the College or is not an employee

of the Board currently on duty at the College and (b) by his or her conduct or speech or expressions, causes or, in the opinion of the President of the College or the President's delegate of authority, may be reasonably expected to cause harm to persons, property or facilities or disruption of, or interference with, any activity of the College, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the President or the President's delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the College. The President or delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

- 6.6. Powers, authority and duties of the President; use of institutional property or facilities; activities which interfere with, disrupt or inhibit institutional operations: The assertion by any person or persons of rights of speech, assembly, press or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation or permission express or implied notwithstanding.
- 6.7. Powers, authority and duties of the President; limitations of assembly and student use of institutional property or facilities: Subject to the control of the Board, when, in the judgment of the President, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities or interference with or disruption of activities, such President or his or her delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.
- 6.8. Powers, authority and duties of the President; limitation of activities and emergency measures: When there has been harm or damage to persons, property or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board, when the President deems it necessary to end or to control such occurrences and the circumstances caused thereby, the President shall take any or all of the following actions or other appropriate actions:
 - 6.8.1. Declare a state of emergency to exist on the BridgeValley campus; and
 - 6.8.1.a. Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property or facilities to certain persons at certain times.
 - 6.8.1.b. Impose curfews on the presence of persons in or on institutional facilities or property;
 - 6.8.1.c. Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or

- 6.8.1.d. Enlist the aid of any public authority, police or otherwise, as may be necessary to restore order, protect persons, property, health, safety or welfare;
- 6.8.1.e. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations;
- 6.8.1.f. See to the enforcement of the laws of the State of West Virginia; the policies, rules and regulations of the Board or the West Virginia Council for Community and Technical College Education (Council) and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

Section 7. Disciplinary Action; Proceedings

- 7.1. Application to students: Any person who is a student as defined in these policies, rules and regulations shall be subject to disciplinary action if that person is involved in any of the actions or conduct prohibited by these policies, rules and regulations, notwithstanding the fact that at the time the student is also an employee of the Board. In taking disciplinary action against a student, as defined herein, the institution may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from BridgeValley.
- 7.2. Sanctions in disciplinary action: The following sanctions may be imposed upon students as a result of disciplinary actions by BridgeValley:
 - 7.2.1. Probation - exclusion from participation in certain institutional activities, property or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules and regulations, or specified required activity during the period of probation.
 - 7.2.2. Suspension - exclusion from all institutional activities for a definite stated period of time up to one (1) academic year, and any condition on resumption of activities, if any, also may be imposed.
 - 7.2.3. Expulsion - termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.
 - 7.2.4. Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student

may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself or herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules and regulations.

- 7.2.5. Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the President of the College.
 - 7.2.6. BridgeValley shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.
 - 7.2.7. A sanction of expulsion imposed by BridgeValley under the jurisdiction of the Board shall disqualify the student from being considered for admission until one (1) year has elapsed after the student has been expelled.
 - 7.2.8. When a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event that a sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.
- 7.3. General requirements for disciplinary channels: Rules and regulations establishing disciplinary channels at BridgeValley, promulgated pursuant to Sections 4.5 and 6.3 of these rules, or any of the policies, rules and regulations, shall provide, among other things, at the least for the following:
- 7.3.1. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three (3), and, in any event, on any panel hearing a case, shall be odd.
 - 7.3.2. The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.2, 5.3, 5.4, 5.5 and 5.6 of these policies, rules and regulations, and of cases involving students suspended pursuant to Section 6.8.1.e of these policies, rules and regulations.
 - 7.3.3. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
 - 7.3.3.a. To hear evidence;
 - 7.3.3.b. To make findings of fact from the evidence presented;

- 7.3.3.c. To make recommendations to the President of the College, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
- 7.3.3.d. To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases).
- 7.3.4. The hearing board shall have such appellate jurisdiction as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
- 7.3.5. The student may then object or take exception to the recommendations of the hearing board under such procedures as the President may deem appropriate.
- 7.4. Procedural standards in disciplinary proceedings - In any disciplinary proceedings before a hearing board established pursuant to Section 7.3 of these rules brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed.
 - 7.4.1. Written charges of violation shall be presented to the accused student which shall include at least:
 - 7.4.1.a. A statement of the policy, rule or regulation which allegedly has been violated;
 - 7.4.1.b. A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
 - 7.4.1.c. A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time and place of the hearing; and
 - 7.4.1.d. In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his or her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight (48) hours prior to the hearing if the attorney will be present at the proceedings).
 - 7.4.1.e. It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further

amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.

7.4.2. Said written charges shall be served upon the student charged by one (1) of the following means:

7.4.2.a. Handing a copy to the student in person, if he or she can be found, with reasonable diligence in the town where the institution is located and the hearing is to take place; or

7.4.2.b. Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his or her official records at the institution; or

7.4.2.c. If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his or her last known permanent or home residence as disclosed by official records at the institution.

7.4.2.d. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his or her current address while attending the institution or of the current permanent home address, and the hearing may proceed without hindrance or delay.

7.4.3. A hearing shall be held at the date, time and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five (5) days' notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such a manner as to do substantial justice and shall include at least the following:

7.4.3.a. The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or a member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.4(a)(4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings unless there is the potential for expulsion. University Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings unless there is the potential for expulsion and the accused student is also represented by counsel;

- 7.4.3.b. All material evidence may be presented subject to the right of cross-examination of the witnesses;
 - 7.4.3.c. There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required; and
 - 7.4.3.d. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.
- 7.4.4. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.
- 7.4.5. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the President of the College. Within ten (10) working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.2 of these policies, rules and regulations, the decision of the President shall be final.
- 7.5. Review by the Board - The Board may, from time to time, require from the President reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board may require.
- 7.5.1. In disciplinary cases where the institutional sanction is expulsion, the Board may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of the President on the record of the case submitted and on leave of the Board first obtained. A student desiring to appeal the sanction of expulsion must, within three (3) working days, indicate to the President in writing an intent to appeal the decision to the Board.
 - 7.5.2. If the Board determines that the petition will not be heard, the decision of the President is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.
 - 7.5.3. If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board.

- 7.5.4. In reviewing student appeals involving the sanction of expulsion, the Board will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

Student Organization Code of Conduct / Club Handbook

Membership in the college community accords students certain freedoms and responsibilities. As student organizations reflect the values and attitudes of our community, it is the responsibility of each registered student group to adhere to the mission of the College and its bylaws, statutes, and policies. Therefore, all student groups are expected to be familiar with and conduct themselves in accordance with the *Student Code of Conduct* as outlined in the *Student Handbook* and the policies outlined here. Groups that violate policies may face charges/sanctions under the campus judicial system including deactivation.

GUIDELINES FOR MAINTAINING A RECOGNIZED STUDENT ORGANIZATION

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

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

Groups that do not adhere to the policies above run the risk of losing recognition and may face charges/sanctions under the campus judicial system.

GUIDELINES FOR STARTING A NEW STUDENT ORGANIZATION

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

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

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

SCHEDULING CLUB MEETINGS

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

The following policies have been established for the orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.
2. Classrooms may be used for normal meetings free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Meetings must be scheduled during normal operating hours when staff is available.

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

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

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

PLANNING & SCHEDULING AN ON-CAMPUS EVENT

All club-sponsored events must be registered with the Office of Student Life. The event coordinator is required to submit an **Event Registration Form** to the Director of Student Life at least five (5) business days before the planned activity. Events requiring extensive set up or extended hours must be scheduled at least fifteen (15) working days before the event. A copy of the event registration form may be found on the Student Life page of the college website. The following policies have been established for the orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.

2. Classrooms may be used free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Events must be scheduled during normal operating hours when staff is available.

If the College officially closes due to inclement weather or other circumstances, all student activities planned by student organizations will be cancelled. The Event Coordinator should contact the Director of Student Life if the organization wishes to reschedule the event.

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

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

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

PLANNING & SCHEDULING AN OFF-CAMPUS EVENT

All club-sponsored events and activities, including those held off campus, must be registered with the Office of Student Life. An **Event Registration Form** must be submitted to the Office of Student Life at least ten (10) business days before the event. A copy of the form may be found on the Student Life page of the college website.

It is important to note that the liability and responsibility of the College does not extend to off-campus locations. Therefore officers of student groups must realize that the group stands alone in its assumption of risk at these events. The Event Coordinator and organization officers must take reasonable care to insure that local, state, and federal laws are upheld and the safety and security of guests is maintained. As with on-campus events, officers, members, and guests may be held liable for violations of the *Student Code of Conduct* or local, state, and federal laws.

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

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

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

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

PLANNING & SCHEDULING A FUNDRAISER OR CHARITABLE EVENT

Recognized student clubs or organizations desiring to conduct sales, raffles, or other charitable events or fundraisers must submit an **Event Registration** form to the Director of Student Life at least five (5) business days before the event. Events requiring extensive set up or extended hours must be scheduled at least ten (10) working days before the event. A copy of the form may be found on the Student Life page of the college website.

On campus: The following policies have been established for the orderly scheduling and use of facilities:

1. Room requests will be granted on a first-come, first-served space available basis.
2. Classrooms may be used free of charge. However, a clean-up and/or set-up fee will be assessed to groups that do not leave the room in an orderly fashion after use.
3. Events must be scheduled during normal operating hours when staff is available.

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

Off campus: It is important to note that the liability and responsibility of the College does not extend to off-campus locations. Therefore, organization officers must realize that the group stands alone in its assumption of risk at these programs. The Event Coordinator and organization officers must take reasonable care to insure that local, state, and federal laws are upheld and the safety and security of guests is maintained. As with on-campus events, officers, members, and guests may be held liable for violations of the *Student Code of Conduct* or local, state, and federal laws.

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

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

5. Included in the weekly CONNECTION email sent to faculty and staff from the President's Office

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

STUDENT GROUP FINANCES

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

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

FUNDING FROM THE STUDENT GOVERNMENT ASSOCIATION

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

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

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

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

The amount of eligible funding will be reduced by 10% for every SGA Leadership Team meeting held after September 1 at which the club does not send a representative. If the infraction

occurs after the club has received maximum funding for the year, the penalty will be assessed to the organization during the following academic year.

Process: Fund request applications are presented to the SGA Leadership Team for approval. Applications may be dropped off at a SGA office (008 B2000 in South Charleston or 210 Davis Hall in Montgomery) or sent electronically to sga@bridgevalley.edu. Notification of receipt will be sent to the club member who completed the form and the organization’s advisor. The SGA Leadership Team determines funding based upon the potential benefit to the participants, the potential benefit to the college, the equitable distribution of funds to student organizations, and the availability of student activity funds in each budget year. Awards may be made in full or in part depending upon the availability of funds.

Deadline for submission: Fund requests must be submitted at least five (5) business days prior to the SGA Leadership Team meeting at which the organization wishes to have their request presented. The dates of all SGA Leadership Team meetings may be found on the BVCTC website calendar and on the SGA webpage. The final day to apply for funds is February 28.

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

STUDENT GROUP WEBSITE PAGES

All recognized student organizations have their own page on the BVCTC website. These may be found under Student Life in the STUDENT section of the site. The group pages include a description of the organization and contact information for the Advisor(s). Additional information may be added to the page by contacting the Director of Student Life.

MARKETING

As recognized by state and federal law, BVCTC reserves the right to regulate the time, place, and manner of marketing on its campus. The approval process ensures that marketing materials are in compliance with BVCTC policies and is in no way intended to inhibit the “marketplace of ideas.” The Director of Student Life reserves the right to deny approval for materials which fail to meet marketing guidelines or violate community standards with regard to their content.

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

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

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

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

GUEST SPEAKERS

BVCTC confirms its commitment to academic freedom that encourages the free flow of ideas on subjects including controversial issues, and to the opportunity of subjecting all ideas to objective, critical analysis. The College shall not adopt any policy or practices of censorship and shall protect the rights of all speakers guaranteed under the United States Constitution, the West Virginia Constitution, and the court decisions interpreting both documents.

College-recognized student organizations may select persons they wish to invite as guest speakers with no restrictions to control the point of view expressed by speakers other than those imposed by law. An invitation to an outside speaker does not imply approval or sponsorship of the speakers views by the College or necessarily by the organization which extended the invitation. As with all events, the activity must be registered with the Office of Student Life through the completion of the **Event Registration** form.

ANTI-HAZING POLICY

BVCTC has taken the position of being unequivocally opposed to all forms of hazing, as well as any pre-initiation activities which do not contribute to the positive development and welfare of our students. Any actions that subject a new or current member of a student organization to activities that are personally demeaning or involve a substantial risk of physical injury are prohibited. This includes both organized rites of initiation and informal activities.

Hazing is defined in the West Virginia Anti-hazing Law (1995) as:

"To cause any action or situation which recklessly or intentionally endangers the mental or physical health or safety of another person or persons or causes another person or persons to destroy or remove public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any recognized student organization. The term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual or individuals, and includes any activity which would subject the individual or individuals to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual or individuals,

or any willful destruction or removal of public or private property: *Provided*, that the implied or expressed consent or willingness of a person or persons to hazing shall not be a defense under the section." **The Anti-hazing Law further states:** "Any person or persons who causes hazing is guilty of a misdemeanor and, upon conviction thereof, shall be fined no less than one hundred dollars nor more than one thousand dollars, or confined in a county or regional jail, not more than nine months, or both fined and imprisoned."

Students involved in hazing activities are also subject to institutional disciplinary action that may result in the sanctions of suspension or expulsion. Student organizations involved in hazing activities are subject to disciplinary action which may result in the loss of institutional privileges or recognition.

POSSIBLE SANCTIONS

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

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

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

