



2011-2012 STUDENT HANDBOOK



BlueRidge
COMMUNITY AND
TECHNICAL COLLEGE



400 West Stephen Street
Martinsburg, WV25401

304-260-4380

www.BlueRidgeCTC.edu



Table of Contents

Welcome from the President	4
Emergency Information / Security	5
Contact Information	5
General Information	6
Mission Statement	6
Vision Statement	6
Policy of Nondiscrimination	6
Parking Regulations	6
Inclement Weather Policy	7
Attendance	7
Administration	9
Facility	9
Smoke-Free Environment	9
Classroom Assignments and Locations	9
Campus Offices/Services	10
Bookstore	10
Financial Aid Office	10
How to File for Financial Aid	10
Scholarships	10
Veterans Education Assistance	10
BRIDGE Financial Aid Procedure For Accepting Awards	11
Work Study	11
Summer Financial Aid	12
Satisfactory Academic Progress Policy	12
Academic Support Center - Services	13
Tutor Program	13
Mathematics Assistance Program	13
Writing Assistance Program	13
Early Alert Program	13
Martinsburg-Berkeley County Public Library Services	14
The Writing Center	14
Registrar Office	15
Class Schedule	15
Academic Advisement	15

	3
Enrollment Verification _____	15
Appealing a Grade _____	15
Advisor/Major Change _____	15
Transcripts _____	15
Grade Reports _____	16
Graduation _____	16
Academic Probation _____	16
Academic Suspension _____	16
Grading System _____	17
Withdrawal _____	18
Application for Graduation/Certificates _____	19
Petition to the Admissions and Credits Committee _____	20
Student Affairs Office _____	21
Student Activities _____	21
Clubs and Organizations _____	21
Blue Ridge – BRIDGE Student ID Card _____	21
Career Services _____	21
Services for Students with Disabilities _____	22
E2 Campus _____	22
User Support Services _____	23
BRIDGE _____	24
BRIDGE Login _____	24
E-mail Login _____	24
Computer Labs _____	24
Computer Accounts _____	25
WebCT Login _____	25
E-mail Login _____	25
Policies and Procedures _____	26
Blue Ridge Community and Technical College Community Expectations _____	26
Responsibilities of Citizenship _____	26
Student Bill of Rights _____	27
Code of Conduct for Clubs and Organizations _____	50
Frequently Asked Questions _____	52

Welcome from the President



So much has happened at Blue Ridge in the last few years it is incredible when we look back at our progress. Our administrative and academic departments have grown to meet the needs of our student body and in fewer than 5 years we have increased our student enrollment more than 65%. We have become only the third fully independent community and technical college in West Virginia, and our region is now well served by an institution that offers occupational and university parallel programs. Our initial building of 34,000 square feet at the Dunn Building has been outgrown and we have added 30,000 more square feet to our facilities in our new Tech Center, located on Route 11 South.

Occasionally when there are so many things going on from day to day, one loses sight of the larger scale issues that are approaching on the horizon. At Blue Ridge we have

kept our eyes on both the day to day and the longer term. Below are a few of the big picture items we are currently working on. As is often the case they involve people, finances, or facilities.

New Buildings. We are continuing the process of locating property and securing bonding for a building that will house many academic programs and administrative offices. At present we have narrowed the search for property to a couple of very promising sites, and the bond issue should be approved soon.

Accreditation. Blue Ridge was last successfully accredited in the spring of 2005. It was our initial independent accreditation with the North Central Association of Colleges and Schools. Our first accreditation was for five years, the maximum initial accreditation period. The faculty, staff, students, and community of Blue Ridge have been working on our Self Study for the past three years. The Self Study is our description and evaluation of our college and is presented to our accrediting body for our visitation by a representative committee. That visit takes place on October 5, 6, and 7 of 2009. Blue Ridge will be requesting a full ten years of accreditation from the North Central Association.

New Programs. Blue Ridge is undergoing a transformation and expansion of the certificate and degree programs that are offered. A decade ago, we had very few technical programs in our inventory. Over time we have been successful in starting new programs in technical areas such as power distribution, medical assisting, Cisco technologies, and a number of others. These new programs hold great promise for a growing region such as ours, and with a certificate or degree in many of these new areas, our graduates can earn a very competitive salary and engage in a fulfilling career. We are proud to be able to bring new technical programs to our area.

All of these items that we are working ensure access for students, produce quality graduates, maintain solid working relationships with our local employers, and develop well coordinated programs of study with our local public school systems. Our graduates are increasingly in high demand, either for placement directly into the workforce, or for transfer to another institution for further study. It is the students and outstanding faculty and staff that have made Blue Ridge one of the most successful community and technical colleges in our state. We have a lot to be proud of and for those of you considering becoming a student at Blue Ridge, contact our fantastic enrollment management office today to start your journey.

Sincerely,

Peter Checkovich
President

Emergency Information / Security

Ambulance, Fire, Police

911

Blue Ridge Community and Technical College Security Office
Security Desk (A Wing Hallway): 304-260-4380 ext. 2250

Martinsburg City Police:	(304) 264-2100
Jefferson Memorial Hospital (Charles Town)	(304) 728-1600
City Hospital (Martinsburg)	(304) 264-1000

Steps to Emergency Calls

1. When calling for emergency services, try to remain calm. Never leave a seriously injured person alone. You should shout for assistance. Only when it is obvious there is nobody around to help, should you leave the victim long enough to get assistance.
2. Identify yourself, the place and room where help is needed. The address for Blue Ridge is 400 West Stephen Street, Martinsburg, WV 25401.
3. DO NOT HANG UP-The operator/dispatcher will want to get further information from you and relay this data to the emergency vehicles in route to your location.

There are certain circumstances that are appropriate for the Security Officer to be the initial respondent. The officer is in the building from:

- 1:30 pm-10:00 pm on Monday/Tuesday/Wednesday/Thursday/Friday
- As needed due to class schedules on Saturday

These include public disturbances, drunk and disorderly conduct, physical fighting, etc. The officer on duty will evaluate the situation and proceed. The Security Officer will also escort you to your vehicle if you at anytime you do not feel safe.

WHEN IN DOUBT, CALL 911.

Contact Information

Enrollment Management

(Admissions, Financial Aid, Student Affairs, Registrar)

(304) 260-4380

Division of Business and Technology

(304) 260-4380 ext. 2320

Division of Liberal Arts and Transitional Studies

(304) 260-4380 ext. 2342

Division of Emergency Services and Allied Health

(304) 260-4380 ext. 2302

Workforce Development & Continuing Education

(304) 260-4380 ext. 2403

General Information

Mission Statement

Blue Ridge Community and Technical College is dedicated to providing a diverse student population with collaborative programs and support services to improve the quality of life and promote economic development in its service area. Its quality academic programs are learner centered and focus on career entry, university transfer, developmental education, and workforce development.

Vision Statement

Blue Ridge Community and Technical College (BRCTC) curriculum is directly integrated with the economic and workforce needs of the region. Programs of study are designed to meet the needs expressed by community members, advisory boards, employers, and workforce as reflected in on-going needs analysis of the region. BRCTC intends to meet the educational challenges of the 21st century and to provide quality educational experiences.

Policy of Nondiscrimination

BRCTC provides opportunity to all prospective and current members of the student body, faculty, and staff based on individual qualifications and merit without regard to race, sex, sexual preference, religion, age, national origin, or disability. The College neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual preference, national origin, or disability, as defined by applicable laws and regulations.

BRCTC is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the grounds of blindness or severely impaired vision; by 45 CFR 84, Subpart E, Section 84.42, and by Section 504 Rehabilitation Act of 1973, nor to deny admission on the basis of handicap; by 45 CFR 90, 91 not to discriminate on basis of age; and by 45 CFR 86, Subpart C, Section 86.21, not to deny admission on basis of sex. By Title VI of the Civil Rights Act of 1964, no person shall be subjected to discrimination on the grounds of race, color, or national origin. BRCC is an equal opportunity-affirmative action employer in compliance with Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Education Amendments of 1972), Section 504, Rehabilitation Act of 1973, Americans with Disabilities Act, and other applicable laws and regulations.

Parking Regulations

Students may park around the Dunn, Crawford, and Berkeley buildings with the following exceptions:

- Any area that is clearly marked restricted parking
- County councilmen designated areas
- Handicap parking without designation
- City streets painted yellow
- Any area business with reserved parking area.

Additional parking is available in the lower City National Bank lot.

Required Attendance in Academic Foundations courses ACFN

Students are expected to attend **ALL** classes. In the absence of student/instructor communication, all nonattendance is assumed to be unexcused. **Any student who accumulates two consecutive weeks of unexcused absence, in any state mandated course, will, without notification, be administratively withdrawn from the subject course.** Should such an event transpire, it may have financial aid, insurance, and college enrollment repercussions. **This institutional policy should be taken very seriously.** In the case of absence due to emergency or participation in official college functions, it is the student's responsibility to confer with the instructor about the absence and missed coursework. Students may discuss their individual circumstances with their instructor. In this case, the instructor's decision regarding the excused/unexcused nature of the absence will be final.

Inclement Weather Policy

In the event of inclement weather or other emergency, the following procedures will apply.

- 1) The President will consult with the Chief Financial Officer regarding the condition of campus streets and parking areas.
- 2) If a situation alters the normal schedule, the President, Chief Financial Officer, or designee will notify the Web designer concerning delay, cancellation, or closing of classes or offices.
- 3) The Web designer will post the announcement to the CTC website and telephone the media with the official College weather-related statement. The media list includes the following:

NBC 25
WUSQ-FM Q102.5
WFQX-FM 99.3 The Fox
WTFX-AM Sports Talk 610
WKSI-FM 98.3 KISS FM
WMRE-AM 1550
WRNR-AM 740
WINC-FM 92.5

Announcements of emergency plans will be communicated through the website and radio stations of the region as early as possible (presumably 6:30 a.m.) when the emergency condition precedes the start of the work and/or instructional day. If a delay is necessary, classes will begin at 11:00 am. If the College is operating on a delayed opening of 11:00 am and the weather worsens, the decision to close will be posted/announced by 9:00 am. Announcements concerning evening classes will be communicated by website and area radio stations by 4:30 p.m.

Attendance

Students are expected to attend class and to know and understand the specific attendance policies established by each of their instructors. Attendance policy for a given class is established by the instructor or by the program and stated in the course syllabus. Instructors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Instructors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their instructors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones. Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or verifiable instances of the following:

- death in the immediate family;
- incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times);
- field trips required for other classes, intercollegiate competitions, or activities entailing official representation of BRCTC;
- seriously hazardous, weather-induced driving conditions.

A student's evaluation in a course is the instructor's responsibility. A grade decision in a course must be made by the instructor prior to the initiation of a grade appeal. A student who believes his or her grade has been adversely affected by an instructor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

1) A student who has a documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g., exams, oral reports, lab assignments) should confer with his/her instructors and the Student Affairs Office as soon as possible after the semester begins. In consultation with the student (and with doctors or BRCTC staff when appropriate), the professor / Student Affairs Office can develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the instructor may create alternative assignments or otherwise determine the best means of assuring that the student's semester grade will not suffer should the student have to miss classes as a direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be equally expected to adhere to course policies and assignments established for all students. Students need to speak to the Student Affairs Office regarding disability services as soon as possible.

2) In rare instances, a student may suffer an unanticipated medical problem or must meet a military-service obligation requiring complete absence from school over an extended period (i.e., weeks rather than days). Such a situation will create the need to confer with instructors as soon as is feasible-possibly through a relative or other responsible surrogate. An instructor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered. In such circumstances, the BRCTC Admissions and Credits Committee will review any necessary requests for waivers regarding institutional deadlines regarding Withdrawals or Incompletes when:

- the student's petition clearly and fully explains the situation calling for the waiver,
- appropriate documentation is presented,
- the request is supported in writing by both the instructor and the student's advisor, and
- The student's request is made in a timely manner, but no later than the tenth class day of the following spring or fall semester.

Administration

The President of Blue Ridge Community and Technical College

The President serves as the chief executive of Blue Ridge Community and Technical College. Under the direction of the Blue Ridge Community and Technical College Board of Governors, the President supervises the implementation of Community and Technical College Education. The current President is Dr. Peter Checkovich.

Facility

Smoke-Free Environment

Recently, The United States Environmental Protection Agency released a report and findings regarding cigarette smoke, which is relevant to the health of every student and employee of Blue Ridge Community and Technical College. The EPA's findings establish a new understanding of how dangerous exposure to tobacco smoke really is. It is now clearly and scientifically established that non-smokers suffer serious exposure to unnecessary health risks on account of so-called "second-hand smoke."

Smoking or burning of any tobacco product (cigarettes, cigars, pipes, etc.) is prohibited within any administrative, academic, or any other building of Blue Ridge Community and Technical College.

A smoking area has been designated outside of the building at a location 25 feet from the doorway. Smokers are asked to respect the air space of students entering the building by remaining 25 feet from the doorway. Smokers are also asked to respect the environment of the Blue Ridge facility by properly extinguishing and disposing of cigarettes.

Classroom Assignments and Locations

The Blue Ridge Community and Technical College Administration, based upon recommendations of each Division, assigns classroom locations.

If after registration is completed, the classroom assigned for any class is insufficient in size or needs equipment, the instructor should request a change in classroom from the Blue Ridge Community and Technical College Registrars Office.



Campus Offices/Services

Bookstore

Blue Ridge Community and Technical College provides an on campus bookstore for students during the first week of classes each semester. Any student who cannot buy their books during that time period can stop by the Main Office/A07 for information about our online book store, or can access the bookstore through our website at www.blueridgectc.edu.

Financial Aid Office

How to File for Financial Aid

Step 1: Go to www.fafsa.ed.gov and complete the FAFSA online. You may print the FAFSA on the Web Worksheet for assistance with this process.

Step 2: During the initial FAFSA process, you will be prompted to apply for a pin. Please proceed in doing so. Your parent must also apply for a separate pin.

A PIN number is used for many things:

- Sign your FAFSA on the Web electronically
- Update your student aid report (SAR) online
- Electronically sign your Master Promissory Note
- Reapply for Financial aid each year online
- View information about federal loans and grants you've received

Be sure to keep your PIN. You will need it to complete a new FAFSA and to sign the above items.

Step 3: Once you have loaded the www.fafsa.ed.gov webpage, go to icon "FILL OUT A FAFSA". Use the FAFSA on the WEB worksheet as a guideline for detailed information. The FAFSA on WEB follows the online version question to question.

Remember to save your application often. Once you have completed the steps, it will prompt you to print a copy of the application for your records, it is recommended to do so.

Please note:

You are not finished with the application until it states **SUBMIT**. You will also receive a confirmation number once the application is submitted. **Print this out.** Keep this for your records.

If you already have your financial aid PIN, you (and your parents) may electronically sign. If not, go to step 3. –OR– print off the signature pages and mail them. Please remember that mail will delay your financial aid process.

Step 4: Two weeks after your application is submitted, please check the FAFSA website for any updates. Please check the BRCTC BRIDGE system for any additional information needed for the processing of your Financial Aid.

(YOU MUST COMPLETE THE FAFSA FOR EACH YEAR – July 1 – June 30)

You must submit a separate application for summer aid.

Scholarships

There are various scholarships available to Blue Ridge Community and Technical College students, please visit the website at (www.blueridgectc.edu/financial_aid.htm) for our current list of scholarships.

Veterans Education Assistance

The certifying officials for Veterans and beneficiaries that are entitled to educational benefits encourages and is open to any questions regarding benefits or eligibility. Please speak with the Financial Aid Office/A07. For more information in regard to Veteran educational benefits or to apply online, go to www.va.gov or call 1-888-442-4551.

BRIDGE Financial Aid Procedure For Accepting Awards

1. Log onto at www.blueridgectc.edu using your student identification number and your BRIDGE PIN number (your 6 digit birth date). You will be notified of your student number. It will start with C00xxxxxxx.
2. Click on “Financial Aid”
3. Click on “Award”
4. Click on “Award by Aid Year”
5. Choose the proper Aid year and click “Submit”
6. Click on “Accept Award offer”
7. Make sure that you have no “Unsatisfied” Disbursement Requirements.

*** If something is showing as unsatisfied, please follow the steps necessary to complete the items needed. ***

You will need to complete the following items if applying for a student loan:

- Acceptance of Award (BRIDGE)
- Master Promissory Note (www.dlenote.ed.gov)
- Entrance Counseling (www.dl.ed.gov)
- Upon graduation or leaving college complete exit counseling (www.dl.ed.gov)

Work Study

What is the Federal Work-Study (FWS) Program?

Under the FWS Program, you can work part-time to earn money for your education. The FWS Program:

- Provides part-time employment while you are enrolled in school
- Helps pay your educational expenses
- Is available to undergraduate
- Is available to full-time or part-time students
- Is administered by schools participating in the FWS Program
- Encourages community service work

The FWS Program provides jobs for students demonstrating financial need.

If you work on campus, you'll usually work for your school. If you work off campus, your employer will usually be a private non-profit organization or a public agency, and the work performed must be in the public interest.

How much can I earn?

You'll earn at least the current federal minimum wage. However, the amount might be higher depending on the type of work you do and the skills required for the position.

Your total FWS award depends on:

- When you apply,
- Your level of financial need, and
- Your school's funding level. (We provide a certain amount of work-study funds; when all funds have been awarded, no additional work-study awards can be made for that year.)

How will I be paid?

- Undergraduate student – by the hour

BRCTC will pay you twice a month and your payments are direct deposited.

Can I work as many hours as I want?

No. The amount you earn can't exceed your total FWS award. When assigning work hours, your employer will consider your class schedule.

Summer Financial Aid

Students who are interested in taking classes during the summer are required to complete a financial aid summer school application in addition to the FAFSA. Since all students do not attend summer school, the application is used by the Financial Aid Office to process any unused aid from the prior academic semester.

You are required to submit the summer school application to the Financial Aid Office ONLY after you have registered for summer classes and met with your advisor. Also, completing this application does not guarantee aid eligibility. Please contact the Financial Aid Office, located in Enrollment Management, for further detailed information.

Satisfactory Academic Progress Policy

The Policy for Satisfactory Academic Progress is effective as of January 2008 and supersedes any previous policy. Any student receiving Title IV financial aid is required to maintain satisfactory academic progress according to The Compilation of Financial Aid Regulations (34 CFR, through 12/31/98 as published by the U.S. Department of Education, section 668.34). Every student is required to complete a certain number of hours attempted to show that he/she is progressing towards a degree in his/her program of study. Each student must also maintain a grade point average consistent with the regulations governing satisfactory academic progress. Satisfactory Academic Progress is required for students to receive financial aid in any of the following programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, Federal Direct Loan, or Parent Loan for Undergraduate Students (PLUS), and State Grant Programs including the West Virginia Higher Education Grant and Part-Time Programs. Students must satisfy both grade point and attempted hours standards for progress toward a degree:

Standards Measured by Grade Point Average

1. All associate's degree students must maintain a minimum of 2.0 GPA as of their 25th attempted credit hour of course work.
2. Any student admitted or readmitted on academic probation who does not meet grade point average standards may appeal to the Scholarship and Financial Aid Committee at BRCTC.

Standards Measured by Hours Attempted

1. Any student in a program leading to an associate's degree must complete his/her program within 96 attempted hours of course work.
2. As a student progresses through his/her program, he/she must pass 70 percent of all hours attempted.
3. Attempted hours for courses with a grade of failure (F), incomplete (I), incomplete/failure (IF), withdrawals (W), or repeat (R) are counted as hours attempted and combined with all passing grades in determining progress. It is strongly recommended that students limit withdrawals from classes. After two semesters of probation, a student who is not making progress will be suspended from financial aid. Only then an appeal to the committee is necessary. Students are permitted only one appeal. After that, they are no longer eligible for financial aid. If a student's appeal is approved, during the stipulations period when a student's cumulative GPA is below a 2.00 he or she may not be granted student loans until the 2.00 GPA is fulfilled. However, grants may be offered. If at any time a student is not grant eligible due to the FAFSA expected family contributions (EFC), student loans may be offered but only in the amount to cover tuition and books until the cumulative 2.00 GPA is

fulfilled. Students reinstated for financial aid as a result of an appeal may have limited loans at the discretion of the Financial Aid Office.

Academic Support Center - Services

Academic Support Services offers a variety of services to assist students in achieving academic success. Located in the Academic Support Center in the D Wing, Academic Support Services provides a support staff of professional learning resource specialists in the areas of mathematics, writing composition, reading, and critical thinking skills. Services include the Writing Center, Peer Tutor Program, Early Alert Program, and diagnostic testing including ACCUPLACER and ASSET. Computers are available for direct searches through the internet, writing papers, and checking e-mail. Two additional computers are designated for library use only to searching educational databases of other institutions. Developmental courses (ACFN/Academic Foundation courses) are offered to improve students' basic skills in reading, math, and/or writing. The credit hours for these courses apply toward hours needed for a fulltime student status but do not count toward fulfilling graduation requirements. The grade earned also does not affect the grade point average. These courses are mandated by the state of West Virginia if placement scores do not meet higher education policy standards.

Tutor Program

Peer tutors offer their skills in assisting with methods of study to help any Blue Ridge Community and Technical College student in becoming an independent and successful learner. Establishing a tutor session is a self-serve procedure. The student contacts the student for a tutor session. Contact information for each tutor is located on the tutor board in the Academic Support Center. Once a student completes a tutor request form for each subject for he/she is requesting tutorial assistance the student may contact the tutor via email or telephone depending upon the tutors preference. Peer tutors are available in most subject areas. To become a tutor a student must:

1. Be a student of Blue Ridge Community and Technical College registered for at least 6 hours
2. Have a 2.60 cumulative GPA with a 3.0 in the subject for which the student wishes to tutor.
3. Attend an in-service tutor training workshop by the Tutor Coordinator.

Students who have done well in a course are primarily referred by their instructors to become a peer tutor. After gaining approval for student employment through the Office of Human Resources, tutors may begin to tutor.

Mathematics Assistance Program

An ACFN mathematics assistance program is available to students taking ACFN math courses. Assistance is provided by student lab assistants specializing in usage of MyMathLab. Student lab assistants attend class lab sessions weekly to provide support. Sessions outside of class are available by appointment, but walk-ins are welcome on first come, first served basis. Students seeking ACFN mathematics assistance are encouraged to talk with the Developmental Mathematics Coordinator, located in the Academic Support Center.

Writing Assistance Program

A writing assistance program is available to all students who need help writing. Peer tutors work with students during all steps of the writing process from brainstorming to final editing. Writing tutors are recommended by professors. Tutoring sessions are available by appointment, but walk-ins are also welcome in the Writing Center, which is located in the B Wing outside of Room B-23.

Early Alert Program

Early Alert is a system of early warning and follow-up that allows faculty and staff to directly contribute to student success by identifying and assisting students who have demonstrated poor academic progress for any number of reasons. Students are put on course by meeting with the program specialist, to establish a "Pathway to Success", a goal-oriented program that includes completing all assignments, meeting with a peer tutor, practicing effective time management, and developing better study skills.

Martinsburg-Berkeley County Public Library Services

All students should request a public library card. Students may access available online databases using their library card account number and chosen PIN. You may access online databases at:

<http://www.youseemore.com/martinsburgberkeley/readyref.asp>

Students may also checkout laptop computers to use on the second floor of the library with a BRCTC BRIDGE ID card.

Contact Information for the Library:

Address:

101 West King Street here in Martinsburg.

Phone Number:

304-267-8933

Current Library Hours:

Monday- Friday 9:00am - 9:00pm

Saturday - 9:00am - 5:00pm

Sunday - 1:00pm - 5:00pm

The Writing Center

In operation since Blue Ridge CTC's beginning, the Writing Center offers free tutoring services to any students who need help writing. Tutors work with students during all steps of the writing process from brainstorming to final editing. Sessions are available by appointment, but walk-ins are also welcome.



Registrar Office

Class Schedule

Semester class schedules are available on the Blue Ridge website at www.blueridgectc.edu. Printed copies are available in the Main Administrative Office. Students are encouraged to refer to the website for the most-up-to-date version of the schedule.

Academic Advisement

Academic advising is a developmental process, which assists students in the clarification of their educational and professional goals and in the development of plans for the realization of those goals. It is an ongoing and multifaceted process by which students are assisted in realizing their maximum educational potential through communication and information exchanges with an advisor. An academic advisor is initially assigned based on academic interest expressed by the student. It is the responsibility of both the student and his/her academic advisor to participate in the advising process equally. The academic advisor serves as a resource for course/career planning and academic progress review and as an agent of referral to other campus services as necessary. The academic advisor is not authorized to change established policy of the College. After consultation with an academic advisor, it is ultimately the student's responsibility to choose and implement his/her academic program and to see that all specific requirements for that program and all general requirements for graduation from the College have been met in an acceptable and timely manner.

Enrollment Verification

Students who need enrollment verification should contact the Registrar Office in Enrollment Management. Please allow ample time for this to be completed.

Appealing a Grade

In order to successfully appeal a grade, a student must offer convincing arguments that good cause exists for mandating a change of grade. Please refer to section V, Appeals.

Advisor/Major Change

You can change your advisor or major by obtaining an Academic Change form at the BRCTC Main Administrative Office, securing the correct signatures and information, and then returning the form to the office.

Transcripts

Requests

Transcripts are released only upon written requests from the student with the student's signature and printed name plainly shown. E-mail requests cannot be accepted. A transcript may be requested from the:

Blue Ridge Community and Technical College - Registrar Office
400 W. Stephen Street
Martinsburg, WV 25401

The first transcript EVER requested is free. The FEE for each additional transcript is \$5. Transcripts require a minimum of three working days for processing. Emergency transcripts are \$15 each for 24-hour processing. Transcripts are sent first class mail. For FedEx, UPS, etc., you must include a pre-paid, pre-addressed mailing envelope. All fees are subject to change.

Approximately a month from the date of graduation is needed before a final transcript may be issued. However, a student may request a letter of verification to confirm that requirements for graduation have been met. All financial obligations to BRCTC must be reconciled before a transcript will be released; this includes the loan exit interview for all students who had a financial aid loan.

Grade Reports

Midterm and final grade reports follow the normal grading system. Midterm and final grades are available on BRIDGE. Please check the academic calendar for the dates of midterms and finals.

Graduation

Ultimately, it is the student's responsibility to initiate the graduation application and evaluation process. Failure to apply for graduation in a timely manner could result in the postponement of graduation for the student.

Academic Probation

At the end of each grading period, each student's BRCTC and cumulative grade point average are calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the BRCTC and cumulative grade point average, a grade of I will not be included in the quality hours. When the grade of I is replaced by a passing or failing grade, the student's grade point average will be revised by the Office of the Registrar.

Freshman/New Transfer Students: At the conclusion of the first semester of attendance at BRCTC, a student must attain a 2.0 GPA. If the student fails to achieve a 2.0 in the first semester of residency, the student will be placed on academic probation. A student must then attain a 2.0 on all course work numbered 100 or above attempted during the next semester at BRCTC. If the student fails to attain a 2.0 semester average during that next semester, that student will be suspended for the following semester.

Continuing Students: A student who has been enrolled for more than one semester and whose BRCTC GPA or cumulative GPA falls below a 2.0 in any semester will be placed on probation.

If the student fails to attain a 2.0 semester average during the next semester, that student will be suspended for the following semester. To be removed from probation, a student must attain BOTH a 2.0 BRCTC GPA and a cumulative GPA (includes course work attempted from other institutions).

Academic Suspension

During a period of academic suspension, no credits earned at another institution will be accepted at BRCTC. Summer School: Suspension will be waived temporarily for those who wish to attend any of the summer sessions (at BRCTC) immediately following notice of suspension. The student placed on probation at the beginning of the fall semester must attain a 2.0 institutional grade point average on his or her combined hours for the fall, spring, and summer session(s) to be eligible to return for the following fall semester. The student placed on probation at the beginning of the spring semester must attain a 2.0 institutional grade point average on his or her combined hours for the spring and summer session(s) to be eligible to return for the following fall semester. The student who has been suspended from the College for the first time may apply for readmission after one semester by completing an application for admission. The student who has been suspended from the College for the second time may apply for readmission after one academic year by completing an application for admission. The student who has been suspended from the College for the third time may apply for readmission after one academic year by completing an application for admission and petitioning the Admissions and Credits Committee. The BRCTC Admissions and Credits Committee will review the application and render a decision in writing to the applicant. The student on probation who withdraws from the College after the first five weeks of the semester will not be permitted to enroll in the College for the next regular semester or summer school. Any student who fails 50 percent or more of work attempted in any semester is subject to dismissal at the end of that semester. Appeals to the above regulations may be made to the BRCTC Admissions and Credits Committee. Students receiving federal financial aid must also adhere to a satisfactory academic progress requirement.

Grading System

Grade	Explanation	Point Value per Semester Hour
A	Superior	4
B	Good	3
C	Average	2
D	Below Average, lowest passing grade	1
F	Failure	0
I	Incomplete, must be completed by date registered on Incomplete form	
W	Withdraw without grade point penalty	
P	Pass*	
IF	Failure due to irregular withdrawal from college from a single class	
AU	Audit+	
CR	Credit only awarded	

* Not used in computation of grade point average.

+ Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (M-F) of a fall or spring academic session or within the first 3 days of a summer session. Any later change must be appealed to the BRCTC Admissions and Credits Committee.



Withdrawal

Add/Drop Period

The first five class days of the fall and spring semester is known as the Add/Drop period. During this period, classes may be added or dropped from the student's schedule via BRIDGE. A course dropped during this period will not appear on the student's transcript. The student is not required to gain the Academic Advisor's approval for any classes added or dropped from his or her class schedule.

Withdraw from a Course

Beginning on the sixth day of the fall and spring semesters until 4 p.m. on Friday of the twelfth class week, a student may withdraw from a class. During the summer sessions, any time prior to 4 p.m. of the second calendar day before the last day of classes of each summer term a withdrawal (W) will be permitted. A grade of W will appear on the student's transcript. A W grade does not affect the grade point average (see Grading System in this section). Too many W grades may affect a student's eligibility for future financial aid (see Satisfactory Academic Progress Policy in the Scholarships and Financial Aid section of catalog).

Procedure to Withdraw from a Course

A student wishing to withdraw from a course after the Add/Drop period must submit a completed Withdraw Form to the Registrar's Office. Withdraw Forms can be picked up in the Main Administrative Office.

A completed Withdraw Form from Classes form includes the signature of the student's Academic Advisor, Financial Aid Counselor, Student Affairs Counselor, the Student and the instructor of the course being dropped. Failure to submit the completed Withdraw Form from Classes by the deadline will result in the grade of IF or F (see Grading System in this Section). There is no refund available for a partial (dropping one or more, but not all classes) withdrawal.

Procedure to Completely Withdraw

A Request for Withdrawal from College form requires the signature of various campuses offices verifying that the student does not have any outstanding debt or obligation.

The completed Request for Withdrawal from College form must be returned to the Registrars Office in Enrollment Management by 4 p.m. on the last class day of each semester.

Students who discontinue attending class without following the proper withdrawal procedures will receive a grade of F or IF in the course(s) (see Grading System in this Section).

A refund of tuition may be available if the Request for Withdrawal from College form is processed during the designated refund period for each semester (see Refund Policy in the Expenses Section of the Catalog). A student wishing to completely withdraw from the College for all enrolled classes may do so until 4 p.m. on the last class day of each semester. Students will need to see the Student Affairs Office for an exit interview.

Summary of Withdrawal Dates

1. Withdraw from a Course during the Add/Drop Period
ACTION Drop a course via BRIDGE
DATE First five class days of the fall and spring semesters
GRADE Dropped course does not appear on the transcript
REFUND Potentially, depending on the total registered credit hours (full versus part-time tuition)
2. Withdrawal from a Course after the Add/Drop Period
ACTION Withdrawal from a course(s)
DATE Sixth class day through Friday of the twelfth class week of the fall and spring semesters
GRADE W
REFUND No refund
3. Complete Withdrawal
ACTION Completely withdrawal from the College for all classes
DATE Sixth class day through the last class day of each semester
GRADE W
REFUND Potentially, depending on the effective date of the Request for Withdrawal from College form

The withdrawal procedure is incomplete until all necessary signatures have been secured and the appropriate forms returned to the Office of the Registrar by the specified time stated in the current academic calendar. Any counseling provided to a student from any employee of the College, which is at a variance with established College policies, must be confirmed by the Dean of Academic Instruction or the Office of the Registrar. Although a student may receive advice from any agent of the College, the final responsibility for a decision concerning withdrawal rests with the student, in consultation with the course instructor and Academic Advisor, in accordance with College policies. Prior to withdrawing from a course, those students receiving financial aid must refer to the Satisfactory Academic Progress Policy in the Scholarships and Financial Aid Section of the Catalog.

Application for Graduation/Certificates

Students are encouraged to work with their advisor to assure graduation / certificate requirements have been met. Student can find their advisor on their BRIDGE accounts.

Application for Graduation for Associate Degrees

Students must apply for graduation. For associate degrees, students within two semesters of graduation should check with their academic advisor to begin the graduation application process. Generally, students wishing to graduate in May MUST apply for graduation by early October of the previous year. Students wishing to graduate in August or December MUST apply for graduation by early March of that same year. Specific deadlines for graduation application are listed in the Academic Calendar located in the BRCTC Catalog or online at www.blueridgectc.edu.

Application for Graduation for Certificate Degree Programs

Students must apply for graduation. For certificate programs, students within one semester of graduation should check with their academic advisor to begin the graduation application process. A graduation fee is due upon application for graduation.

Petition to the Admissions and Credits Committee

When to use this form:

- To add a class after the add/drop period has ended
- Drop a class after the add/drop period
- Apply for graduation late
- Anything else that a student is requesting special approval for that goes against policy
- Withdraw from classes after deadline

Who needs to sign?

- Student
- Advisor
- Instructor

How to complete:

- The student picks up the A & C Petition (or they can download it off the internet)
- The student fills out the top part of the form with their personal information (one petition for each instructor or class affected) and attaches a detailed letter of explanation
- They then get the instructor of the class affected to sign and approve/disapprove the petition (if necessary)
- Then, the student will takes the petition to their advisor and the advisor sign and approves/disapproves the petition
- The student returns the petition to the Chair of the Admissions and Credits Committee. The committee will then act on the petition (they meet the first and third Friday of the month)
- The student is then notified (through their school email) about the decision of their petition

Other Information:

- This form should only be used in extenuating circumstances



Student Affairs Office

Student Activities

Making sure our students have the best college experience possible is our top priority at BRCTC. Getting involved with student activities is a great way to make a network of friends. Activities are planned throughout the semester. Making a connection to the College community is one factor that may increase the success of students in their college career as well as in future endeavors. The Student Affairs Office facilitates the development of leadership, social, organizational, service and interpersonal skills through a variety of avenues.

Clubs and Organizations

Currently BRCTC offers 16 clubs and organizations to students.

- Student Government Association – voice of the student body
- Phi Theta Kappa – national honor fraternity for two year colleges
- Fitness Club – for anyone who is interested in exercising and fitness
- B GLAAD – gay, straight, alliance – open for all students
- Phi Beta Lambda – national business fraternity (not yet recognized)
- Lambda Alpha Epsilon – national criminal justice fraternity (not yet recognized)
- Emergency Medical Service – for students in the EMS field
- Single Parents of Blue Ridge – club for everyone, focus on single parents
- Residential Writers Club – for anyone who wants to be creative
- Student Nurses Association – open to all nursing students
- Blue Ridge Drama Club – for any student who enjoy theatrical engagement
- Campus Crusades for Jesus Christ – open for all religious allies
- Multicultural Club – open to all students to increase awareness of culture
- Skills USA – club that is open to all students who wish to compete on an academic level
- Golf Club – all students who enjoy and want to engage in golfing activities
- American Sign Language Club – open to all students who would like to learn the basics of sign language

All clubs and organizations must be approved through the Student Government Association. If you would like to form a new club or organization contact the Student Affairs Office for all the information and / or assistance you may need.

Blue Ridge – BRIDGE Student ID Card

BRCTC students, upon enrollment, are provided a BRIDGE Card. This Card must be presented upon request by administrators or faculty of BRCTC for identification purposes. A \$5.00 fee is charged for the replacement of this card. Students are required to carry this card at all times. The identification card is the property of BRCTC, is nontransferable, and must be presented to College officials upon request. Use of this card constitutes acceptance of the terms and conditions in effect at the time of use. Report lost, stolen, or found cards immediately to BRCTC Student Affairs Office at 304-260-4380.

Career Services

Blue Ridge Community and Technical College operates Career Services as a division of the Student Affairs Office. Career Services are available to all students who are interested in career counseling or are in need of assistance with their job search. Career Services provides various methods to prepare students that are entering

the work force. Services offered include resume and cover letter assistance, mock interviews, job placement in the form of on campus/off campus interviews, as well as resume submission. As a means of conducting a job search, Career Services offers College Central, a service that is free for students to search for job opportunities and post resumes for employers to review. Career Services also offers career inventory testing for individuals who would like to further explore the possibilities of their degree choice. To find out more about what Blue Ridge Community and Technical College's Career Services can do for you; contact the Student Affairs Office.

Services for Students with Disabilities

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, Blue Ridge Community and Technical College is committed to fulfilling its ethical and legal responsibilities to ensure equal educational opportunity for all students. In addition, the College prohibits illegal discrimination against any individual on the basis of her/his disability. A person with a disability is generally defined as any individual who **(1)** has a physical or mental impairment; **(2)** has a record of such impairment; or **(3)** is regarded as having such an impairment, and the impairment substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. Disabilities can include, but are not limited to, mobility impairments, visual or hearing impairments, systemic (medical) conditions, psychological disorders (as defined by the *Diagnostic and Statistical Manual of Mental Disorders*, Fourth Edition), and learning impairments.

Students with disabilities at Blue Ridge Community and Technical College have the right to the following:

- equal access to curricular and co-curricular programs across campus, including academic courses, student services, employment, and student activities;
- reasonable and appropriate accommodations;
- information available in a timely manner and in an accessible format;
- expect all disability-related information will be treated confidentially by all College employees; and
- appeal any disability-related accommodation decision.

Students with disabilities also must act as self-advocates. In order to obtain disability-related accommodations, students are responsible for completing all necessary forms and providing all requested documentation to the appropriate disability service provider (listed below) in accordance with posted deadlines. At a minimum, the documentation must be from an appropriate and authorized professional (e.g., physician, clinical psychologist), it must be timely, and it must verify the nature of the disability, the functional limitations it imposes, and the need for specific accommodations. The College will not be liable for any costs associated with obtaining such documentation. The ADA Coordinator will decide all accommodations on a case-by-case basis. Please note that the College has an obligation to provide reasonable and appropriate accommodations to ensure that students with disabilities have access to all campus programs, services and functions. However, if the College can provide an accommodation that is equally as effective as the one requested by the student but is less expensive or less extensive, the College is not required to provide the more expensive or extensive one.

E2 Campus

BE IN THE KNOW! Blue Ridge Community and Technical College offers the E2 Campus Alert System to notify students of emergent situations (emergency closings, etc). This system will not be used to notify students of campus events or the academic calendar. Students have the choice whether or not to participate in this system. Blue Ridge Community and Technical College highly encourages students to sign up for text messaging and / or email notifications. Visit our website for more information and to sign up for notifications (www.BlueRidgeCTC.edu).

User Support Services

For any user support services please speak with the Information Specialist in the Main Office/A07 who can direct you to the appropriate person or students may contact the IT Help Desk.

IT Services

BRIDGE

BRIDGE provides web-based services for students. BRIDGE can be used to:

- Register for classes
- Add/Drop classes
- Review Charges
- Review & Print Class Schedules
- Review & Print Unofficial Transcripts
- Apply & Review Financial Aid
- Email Instructors

BRIDGE Login

1. Go to the college website. (www.blueridgectc.edu)
2. Click on the “Current Students” link on the left side of the page.
3. On the next page under the “quick link” box, click on Log into BRIDGE
4. On the sign in page, enter your User ID and Pin Number
5. The User ID is the 9-digits Student Identification Number.
 - a. If a student does not know his or her Student ID, he or she can click on “look up my SID” on the BRIDGE Homepage. The PIN number is originally set as the student's birthday (MMDDYY) entered with no dashes.
 - b. Immediately after entering BRIDGE for the first time, the student is prompted to create a new PIN;
 - c. This pin number is a 6-digit number of the student's choice and cannot be retrieved by the faculty or staff at BRCTC. This new PIN will be used with the User ID to access BRIDGE.
6. From that point forward BRIDGE provides students' access to “Student Services”, “Financial Aid” and “Personal Information” screens.

E-mail Login

1. Go to the college website. (www.blueridgectc.edu)
2. Click on the “Current Students” link on the left side of the page
3. On the next page under the “quick link” box, click on Log into Email
4. Now, enter your User Name and Password to continue
** (NOTE: your User Name and Password is the same thing as you use to login to the computers at the College) **

Computer Labs

Computers labs located in Room B25 and D02 and are available for students to work on assignments in a quiet, study-like atmosphere. Computers are available on a first-come, first-served basis. Computer lab hours are posted on the door outside of the labs. The Academic Support Center also has 8 computers available to students.

Computer Accounts

All registered students are assigned a computer account upon registration. Students are required to obtain their account information over BRIDGE. Computers accounts allow students access and use of the internet, email and various software in computer labs. College computers cannot be accessed without a username and password.

Returning students: Please check for your new username and retrieve your password in BRIDGE. (Please note: ctc has been dropped from your username). To find your username and password -- Log into BRIDGE, go to Personal Information, scroll down to Password Management, select retrieve original password.

WebCT Login

1. Go to the college website (www.blueridgectc.edu)
2. Click on the “Current Students” link on the left side of the page.
3. On the next page under the “quick link” box, click on Log into WebCT
4. Then, on the next page, click where it says Log in to my WebCT
5. Now, enter your username and password to continue to WebCT.

** (NOTE: your WebCT login is the same name as you use to login to the computers at the college. students will use brs_COMPUTERACCTNAME for WebCT. For example, if your name is John Public, your WebCT user account name is brs_JPUBLIC01. (brs_ is for Blue Ridge Student). Your password is the password you first received from the school when you enrolled. If you do not remember the password, use the Retrieve Original Password under password management in BRIDGE. Your instructors will enter you into your WebCT courses. You will not be using the WebCT accounts you created in the past.)**

E-mail Login

1. Go to the college website. (www.blueridgectc.edu)
2. Click on the “Current Students” link on the left side of the page
3. On the next page under the “quick link” box, click on Log into Email
4. Now, enter your User Name and Password to continue

** (NOTE: your User Name and Password is the same thing as you use to login to the computers at the college) **



Policies and Procedures

Introduction

The submission of an application for admission to a public institution of higher learning represents a voluntary decision on the part of prospective students. Institutional approval of that application, in turn, represents an extension of a privilege to join the academic community, to participate in its activities, to be educated in the arts of citizenship, and to be graduated honorably from the institution upon fulfillment of the academic and behavioral expectations, which are stated in the policies, and regulations of the institution. Membership in the academic community accords to students certain freedoms and responsibilities. The following statements, which are subject to revision and amendment by the President's Executive Staff, define for students both their freedoms and responsibilities in the academic community of Blue Ridge Community and Technical College their participation in the governance of that community.

All policies and procedures found in this Blue Ridge Student Handbook apply to students attending classes at the Martinsburg campus of Blue Ridge Community and Technical College.

Blue Ridge Community and Technical College Community Expectations

Blue Ridge Community and Technical College was established according to West Virginia state mandate. The college provides instruction primarily to the population of Berkley, Jefferson, and Morgan Counties. Instruction at Blue Ridge serves a culturally diverse population with quality instruction, support services, technology, and community services programs. Through a broad range of curricula and supporting services Blue Ridge addresses the intellectual, societal, and emotional growth of its students and economic growth of the region Blue Ridge evaluated its effectiveness by assessing student learning and the environment in which it occurs.

Our community standards of behavior are intended to enhance and protect the College's general educational process, including research and public service activities, as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals regardless of their beliefs, ethnicity, gender, race, life experiences, nation-of-origin, disability, or sexual orientation. Through appreciation and respect of the rights of other individuals, we recognize the rights of individuals and groups to express dissent.

For any community to be self-governing, the rules under which it operates must be promulgated and understood by the members of the community. This Student Conduct Code is intended to codify and explain the rules for standards of behavior and responsibility, as well as the rights and remedies accorded to all members of our community.

Responsibilities of Citizenship

As is the case in the community at large, students on the Blue Ridge campus are held accountable for their conduct. For this reason, it is the students' responsibility to be cognizant of the rules and regulations contained in the Blue Ridge Community and Technical College Catalog and Student Handbook.

To establish its behavioral standards and rules, the College will endeavor to maintain a code that represents reasonable regulation of student conduct. The College will strive to impose only those limitations on student behavior that have relevance to the educational mission of the College, to the rights of others, to the protection of property, and to the maintenance of orderly group living.

Those students who fail to or refuse to comply with the behavioral standards and regulations of the College, including the directions and orders of faculty and staff members charged with administration of institutional affairs, are subject to disciplinary action, including suspension or expulsion.

Blue Ridge students are also expected to respect local ordinances and state and federal statutes both on and off campus. Violations of ordinances or statutes are matters of adjudication between the students and the civil authorities. However, campus authorities will take action in cases of off-campus incidents where the institution's interests as an academic community are involved.

Student Bill of Rights Freedom of Association

Individual students may join whatever associations they deem desirable and are entitled to affiliate with any group or organization with which they qualify for membership. Organizational constitutions, charters, and bylaws must be nondiscriminatory with reference to the beliefs, ethnicity, race, gender, life experiences, nation-of-origin, disability, or sexual orientation of prospective members. Fraternities, sororities, and religious organizations shall not be considered discriminatory in terms of sex or religious affiliation, respectively.

A Free and Independent Press

Blue Ridge Community and Technical College recognizes the right of students to operate a free and independent press. The student press shall be free of undue censorship and its editors and managers shall be protected from arbitrary suspension arising from student, faculty, administration, alumni, or community disapproval of editorial policy or content as long as its policy or content adheres to the canons of responsible journalism. The campus administration shall provide similar rights to any Blue Ridge radio station and television courses. Although Blue Ridge itself is charged with ultimate responsibility for the nature and content of its official publications, the editor-in-chief of each campus publication shall bear primary responsibility and accountability for the particular publication's operation.

Right to Privacy

Blue Ridge Community and Technical College students are entitled to the same safeguards of their rights and freedoms of citizenship as are afforded their peers outside the academic community. Blue Ridge recognizes its responsibilities to protect the interests of its students in preservation of privacy. Privacy rights exist under institutional policy, as well as under federal law, the Family Education Rights and Privacy Act (FERPA).

I. Student Records

All policies and practices concerning student records shall respect the privacy of the individual students. Records will be kept only on matters relevant to the educational process. Even these minimum records will not be disclosed except with the student's written consent or as otherwise stated in the following policies.

A. Maintenance of student's records:

1. Separate files will be maintained for academic records and supporting documents, such as, disciplinary, medical, financial aid, counseling and credential records, and other official personnel records.
2. The official student academic record, supporting documents, and other student files are confidential. They are to be maintained only by members of Blue Ridge staff. All persons who handle confidential records shall be instructed concerning the confidential nature of such information and their responsibilities regarding it.
3. Student academic records shall be limited to information about academic status. No disciplinary information will be recorded on these records.
4. Blue Ridge reserves the right to withhold academic records of students who are financially indebted to the institution.
5. Disciplinary Files: All disciplinary records except for record involving suspension and expulsion will be kept by the Student Affairs Office for no more than ten years from the date of the sanction. Students in good behavior may request removal of disciplinary files after two years. This request must be made in writing to the Director of Enrollment Management.

B. All students will be permitted to examine their own academic records and supporting documents, records of disciplinary proceedings, and other official personnel records. If students obtain a copy of any of these records, Blue Ridge may charge a nominal fee for

this service.

1. Medical, financial aid, counseling, and credential records contain information that will be available to students, as explained below:

a) Records created or maintained by a physician, psychiatrist, psychologist, counselor, or other paraprofessional are normally available only to persons providing such help or treatment. Students are permitted, however, to designate a qualified third party to review such records on their behalf for accuracy. A qualified third party would be a competent professional in the area of concern. Nothing in this request will alter confidentiality of information otherwise protected by law.

b) Students will not have opportunity to examine the financial resources of their parents without parental consent in writing.

c) Former students will not have the right to see confidential letters and statements of recommendations placed in their educational records before January 1, 1975. Students will be permitted to waive their rights of access to confidential recommendations in these three areas: admissions, credential files, and receipt of awards. In these cases, students will be made aware of the names of persons making confidential recommendations on their behalf. Letters or statements of recommendations will be used only for their intended purposes.

d) Other than the expectations listed above, students may have access to information in their admissions, financial aid, and job placement records.

e) The Office of Enrollment Management, and its designees, is charged with the exclusive responsibility for releasing official grade reports, transcripts, and grade point averages. Students who want documentation of this information for themselves or for transmission to third parties must obtain the documentation from the Enrollment Management Office.

2. Former students will have the same rights of access to their records as currently enrolled students. Applicants to Blue Ridge who are not admitted will not have these rights.

C. Students have a right to prior written consent for the release of personally identifiable information from the student's records to individuals other than the student referred to in the records, but prior consent is not required in the instances outlined below:

1. Employees or agents of Blue Ridge Community and Technical College, including but not limited to faculty and staff, who need access to the record in order to fulfill a Blue Ridge-related responsibility;

2. Parents/guardians of dependent students, as defined for income tax purposes, in which case Blue Ridge may but is not required to make non-consensual disclosures;

3. Parents/guardians, in instances of alcohol and drug infractions by the student;

4. When records are subpoenaed under a lawful court order;

5. The following directory information about individual students may be released or made public unless a student makes a written request to withhold such information: name, address, e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletics teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended. All students who do not wish the release of the directory information should file a written statement to that effect in the Office of Enrollment Management; and

6. All other instances in which FERPA does not mandate prior written consent.

D. Students have the right to challenge or contest any part of their education record, which they believe contains inaccurate or misleading information.

1. Students should try to resolve the inaccuracy or the need to eliminate misleading information with the faculty or staff member responsible for the entry of the information on their record.

2. If resolution cannot be achieved in the above manner, a challenge to the accuracy of academic records should be submitted in writing to the Admissions and Credits Committee, stating the nature of the

complaint and the evidence, which seeks to prove that the entry is in error. This committee has the power to uphold or change any entry on students' records, which is challenged.

II. Confidential Communication

The matter of confidential communication frequently presents a problem between student and professor or administrator. When the problem under discussion could lead to administrative action, the student should seek an understanding regarding confidentiality before the counseling session.

Student Code of Conduct

Blue Ridge Community and Technical College does not tolerate violations of any of the following policies. Should investigations of violations of these policies and regulations warrant a hearing, violations will be processed, through the Blue Ridge Judicial System, in the following manner:

Class I offenses: May be heard by the Campus Judicial Board for any offense. This class of offense could carry a suspension or expulsion penalty.

Class II offenses: May be handled by a judicial officer in the Enrollment Management Office.

An accumulation of Class II offenses may result in a hearing before the Campus Judicial Board with suspension or expulsion as a possible sanction. Blue Ridge Community and Technical College faculty and staff participate on the Campus Judicial Board when dealing with Blue Ridge students or facility issues.

I. General Requirements (Class I or Class II Offense):

All students are subject to and are required to comply with the following:

- A.** Laws of the United States.
- B.** Laws of the State of West Virginia.
- C.** Town and county ordinances.
- D.** Policies, rules, and regulations of Blue Ridge Community and Technical College and its governing boards.
- E.** While on campus, students are required to carry a Blue Ridge ID card at all times.

II. Disruptive and disorderly conduct, which endangers the safety or well being of others, is prohibited. (Class I or Class II Offenses)

A. Harassment, verbal abuse, physical abuse, intimidation, or any other conduct (including the use of any form of media) which threatens or endangers the health or safety or educational opportunity of another person on campus.

B. Disorderly conduct or disturbing the peace on Blue Ridge property or at functions sponsored by Blue Ridge; actions which disrupt or interfere with the instructional program or threaten the orderliness, operation, or well being of the campus.

C. Hazing by individuals or organizations. Hazing is defined as imposing demeaning or dangerous activities on any person including members and prospective members of campus organizations.

Prohibited activities include:

- 1.** Subjecting an individual to cruel horseplay.
- 2.** Harassing or punishing an individual by the imposition of excessively heavy or disagreeable tasks.
- 3.** To frighten, scold, beat, or annoy by playing abusive tricks upon an individual.
- 4.** Hazing is further defined as individual or group behavior, which results in:
 - a.** Disorderly conduct.
 - b.** Physical or mental harm or shock to an individual.
 - c.** Forcing an individual to act against his/her will.
 - d.** Interference with academic work.
 - e.** Interference with the liberty and comfort of others, either with or without their consent.

D. Storage or use of firearms, firecrackers, explosives, blank pistols, air rifles, air pistols, archery equipment, swords, knives with blades in excess of four inches in length, or any other item that may constitute a weapon on campus, except as required for an academic class.

E. Placing a false bomb threat or fire alarm; unauthorized use, tampering, or discharge of fire extinguishers.

III. Sexual Assault is prohibited. (Class I Offense)

A. Sexual assault is defined as sexual intercourse, sexual intrusion, or any form of sexual touching with another person without the consent of that person. Incapacity of the victim does not constitute consent on the part of the victim. A person is determined incapable of consent when such person is less than sixteen years old; or mentally defective; or mentally incapacitated; or physically helpless. Mentally defective means that the person suffers from a mental disease or defect, which renders such person incapable of appraising the nature of his or her conduct. Mentally incapacitated means that a person is rendered temporarily incapable of appraising or controlling his or her conduct as a result of the influence of a controlled or intoxicating substance administered to such person without his or her consent or as a result of any other act committed upon such without his or her consent. Physically helpless means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act. (West Virginia State Law)

B. It is the position of Blue Ridge that a sexual assault also occurs against the victim who willingly takes a controlled or intoxicating substance if the sexual contact occurs after the victim becomes temporarily incapable of appraising or controlling his or her conduct as a result of the controlled or intoxicating substance.

C. A student charged with sexual assault can be prosecuted under West Virginia law AND disciplined in accordance with Blue Ridge policies and regulations. A student found guilty of sexual assault through the campus judicial system may be subject to suspension or expulsion.

IV. Sexual Harassment is prohibited. (Class I Offense)

It is the policy of Blue Ridge Community and Technical College to maintain a learning and living environment free from all forms of sexual harassment of any student, employee, or applicant for employment or admission.

A. Sexual harassment is a violation of Federal Law Section 703, Title VII, Civil Rights Act of 1964 and the West Virginia Human Rights Act.

B. Sexual harassment is defined as:

1. Unwanted sexual advances.
2. Unwelcome requests for sexual favors.
3. Other behavior of a sexual nature where:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a Blue Ridge sponsored educational program or activity.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

C. Students who believe they have been the target of sexual harassment may lodge formal complaints to the Director of Enrollment Management if the perpetrator is a student or group of students. If the perpetrator is a faculty/staff member, students may lodge formal complaints with the Director of Human Resources or the President's designated Ombudsperson. Lodging a formal complaint will result in a thorough and timely investigation of the reported incident; Blue Ridge will hold individuals found responsible for sexual harassment appropriately accountable. Support, advocacy and/or assistance with lodging a formal complaint may be obtained the Director of Enrollment Management. A student who

does not feel that an informal complaint has been satisfactorily resolved or mediated may then elect to lodge a formal complaint through the designated channels.

V. Discrimination is prohibited. (Class I Offense)

A. Promoting or demanding any action on the part of a member of the campus community that would constitute unlawful discrimination on the basis of their beliefs, ethnicity, race, gender, life experiences, nation-of-origin, disability, or sexual orientation. Any individuals who feel that they are a victim of discrimination should file a complaint with the Affirmative Action Officer of Blue Ridge.

B. Engaging in hate crime activities that demean, ridicule, and/or endanger other members of the campus.

VI. Damage, theft, unauthorized use of Blue Ridge property is prohibited. (Class I Offenses)

A. Unauthorized entry into Blue Ridge facilities. This includes being in a building after the building is officially closed or entering an area of a building that is locked.

B. Unauthorized use, possession, or duplication of Blue Ridge keys.

C. Damage or impairment of Blue Ridge property or of another person's property.

D. Theft or attempted theft of Blue Ridge property or another person's property including unauthorized use of property.

VII. Misrepresentation is prohibited. (Class I Offenses)

A. Submitting false or misleading information on applications, registration forms, or other Blue Ridge records. This includes failing to update change of address on registration forms during class registration periods.

B. Submitting false or misleading information to campus police or to other staff or faculty members when they are acting in an official capacity.

C. Dishonesty on class work, examinations, or other academic work.

1. Generally academic charges are processed by the academic administration.

2. These cases are processed by the judicial system only at the request of the President of Blue Ridge Community and Technical College or designated Program Coordinators.

D. Submitting false, incomplete, or misleading testimony at a judicial board hearing.

VIII. Failure to Comply is prohibited. (Class I or Class II Offense)

A. Failure or refusal to respond to a summons to testify at a judicial board hearing.

B. Violations of disciplinary probation or other restrictions imposed in previous judicial board or administrative actions.

C. Failure or refusal to comply with directions and orders of the officers, faculty, and staff of Blue Ridge who are charged with the administration of institutional affairs. This includes showing, on request, a valid ID to any of the aforementioned staff members. Failure to pick up a written disciplinary decision by the designated deadline and at the place designated by a judicial board or administrator.

IX. Computer Misuse is prohibited. (Class I Offense)

A student who is found guilty of any of the following acts involving misuse of Blue Ridge computer resources shall be subject to the maximum sanction of expulsion or any lesser sanction authorized by and/or its governing board as specified in the Blue Ridge Community and Technical College Student Handbook and/or other institutional or governing board policy documents, including but not limited to potential restrictions as to further use of institutional computing resources. Information Services reserves the right to perform the initial investigation of the computer misuse:

A. Intentionally compromising the privacy of computer files or attempting to breach the security of any computer system to which the individual has not been authorized to access;

B. Violations of law, including but not limited to copyright or other intellectual property law, obscenity law, defamation law, etc.;

C. Violations of software licensing agreements;

D. Harassing or threatening other users (e.g. sending abusive, voluminous, obscene or unwanted messages or files, loud/disruptive conduct in or near computer labs or the library computer resources, etc.);

E. Using Blue Ridge computing resources for personal profit;

F. Use of Blue Ridge computing resources in the furtherance of any act listed as prohibited in the Student Code of Conduct;

G. Disruption, destruction, defacement, damages to, unauthorized possession or use of, or other abuses of Blue Ridge-owned or controlled computing facilities, property, equipment, or resources.

X. Fraudulent Telecommunications Use (Class I Offense)

It is unlawful to obtain or attempt to obtain telecommunications services by a false, fictitious or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit number of another person or Blue Ridge without valid authority. Avoiding or attempting to avoid payment for telecommunications services by use of any fraudulent or legally prohibited scheme, device, means or method. Criminal prosecution and/or disciplinary action may be taken.

Other carriers offer special promotional rates not honored by Blue Ridge. Students are not permitted to establish long distance or calling card service of any kind that would be charged to a campus phone line.

XI. Blue Ridge Alcohol Policy

Blue Ridge Community and Technical College supports students and employees in demonstrating responsible conduct in the best interest of their personal health and well being, the community's general welfare, and the rights of others. Persons are responsible for their own behavior and must understand that being under the influence of alcohol in no way lessens their accountability; moreover, students are responsible and will be held accountable for the behavior of their guests. Blue Ridge campus is subject to state and federal laws concerning use and possession of alcohol. Individuals must be aware of and abide by these laws. At no time should alcohol become the primary focus of an event. No student under the legal drinking age may possess or consume beer, wine, or any other alcoholic beverages. Please note that signs or symptoms that might reasonably indicate use of or intoxication by alcohol, or the presence of alcohol beverage containers, may be construed as proximate indicators of alcohol possession or consumption. (Class II, First Offense; Class I, Subsequent Offenses) Sale of beer on campus by any vendor except as expressly authorized is prohibited. (Class I Offense)

A NOTE ABOUT ENFORCEMENT:

- 1.** Students who are first or second time violators of the Alcohol Policy will be required to attend an alcohol education session(s) conducted by a Enrollment Management staff member.
- 2.** Students who repeatedly violate the Alcohol Policy or whose behavior could have serious consequences may be required, at their own expense, to attend an alcohol education program conducted by an outside counselor or agency.
- 3.** See Organizational Code of Conduct for Group policies.

XII. Blue Ridge Community and Technical College Drug Policy

Illegal use, possession, manufacture, cultivation, conveyance, purchase, sale or distribution of marijuana, narcotics, controlled substances, or other illegal drugs in any amount is prohibited. Illicit drugs include all drugs for which possession is illegal under federal or state law, including prescription drugs for which the individual does not have a valid prescription.

A NOTE ABOUT ENFORCEMENT:

Blue Ridge holds a strict zero-tolerance policy for illegal drug use and possession. Specifically, students who are convicted or found responsible for use, possession, manufacture, cultivation, conveyance, purchase, sale, or distribution of illegal drugs will be administratively withdrawn, suspended, or expelled from Blue Ridge with no refund of tuition or any other fees. Please note that signs and symptoms which might reasonably indicate use of or intoxication by an illicit substance, or the presence of drug-related paraphernalia, may be construed as proximate indicators of illegal drug use or possession and therefore may be used as the basis for pursuing disciplinary action. Please be aware that students convicted of drug offenses may also be barred from receiving federal financial aid for one year and/or permanently under federal financial aid regulations.

Campus Judicial Board

I. Introduction

Blue Ridge Community and Technical College is committed to order and due process. To accomplish this Blue Ridge has established a Judicial System, which is administered by a Judicial Coordinator. The Campus Judicial Board conducts due process hearings. Blue Ridge Community and Technical College faculty and administrators participate on the Campus Judicial Board.

II. The Campus Judicial Board

- A.** The Board consists of two students, two faculty and / or staff, and a faculty/staff presiding officer.
- B.** The Judicial Board hears all cases requiring judicial review. The Board may convene as needed or on a weekly schedule.
- C.** Sanctions assessed by this Board may include suspension or expulsion from Blue Ridge.
- D.** The Judicial Coordinator presents evidence to this Board.
- E.** If a student is found responsible for violating a regulation, it will be based on the “preponderance of evidence” submitted rather than “responsible without a doubt” as used in civil proceedings.

III. The Judicial Coordinator

The Judicial Coordinator is an administrator designated by the Director of Enrollment Management with the responsibility for the overall administration of judicial process at Blue Ridge Technical and Community College.

IV. Rights of the Accused Student

- A.** The accused student in any case has the right:
 - 1.** To be presumed not responsible (innocent).
 - 2.** To face all witnesses in the hearing
 - 3.** To question any witness at the conclusion of his or her testimony.
 - 4.** To bring witnesses to the hearing.
 - 5.** To seek counsel from any member of the campus community or legal counsel.
 - 6.** To appeal for cause.
- B.** Pending the outcome of initial charges or results of an appeal, the student will not have his or her student status altered, except for reasons relating to the safety and well-being of students, faculty, staff and Blue Ridge property.
- C.** If, in the judgment of the Judicial Coordinator, there is probable cause to believe that the continued presence of the accused on campus might constitute an unreasonable risk to campus personnel, students, or property, the Judicial Coordinator will, on the next regular class day, convene a special committee consisting of three

individuals appointed by the Judicial Coordinator to review the evidence to determine whether a temporary suspension or restriction is warranted. The student will be given an opportunity to address the committee. The committee has the authority to suspend or restrict the student from campus until the student has a campus Judicial Board hearing and the results of that hearing are announced to the student.

V. Judicial Process Flow Chart

- A.** After a violation of a campus policy is alleged, a written incident report is submitted to the Judicial Coordinator.
- B.** The Judicial Coordinator meets with the accused student and reviews possible charges with the student. The student may request a hearing, or in incidents where guilt is not contested, take an administrative sanction.
- C.** If a hearing is needed, the Judicial Coordinator sets the date and notifies the student or the charges five days prior to the hearing.
- D.** Prior to the hearing (at least 48 hours prior), the student needs to notify the Judicial Coordinator if he or she plans to have legal counsel present at the hearing.
- E.** The Judicial Coordinator will call three faculty or staff (one of whom will be chair) and two students from the Campus Judicial Board pool to serve as members of the Campus Judicial Board. Additional members will also be called to serve as backups.
- F.** At the hearing the members convene and meet the accused student. Board members who think that prior knowledge of the student or the incident would keep them from being impartial are excused and a substitute board member takes his or her place. Once the board is convened, the chair swears in the board.
- G.** The Judicial Coordinator reads the charges and presents the case.
- H.** Witnesses are called and asked to give statements. The accused student has the opportunity to question witnesses.
- I.** The accused student may present his or her case and call witnesses if desired.
- J.** After all testimony is introduced the chair will excuse all parties except the board members from the room.
- K.** Campus Judicial Board reviews the evidence and decides whether the student is responsible for the violation.
- L.** The Judicial Board informs the student of its decision. If the student is not responsible, the student is excused.
- M.** If the student is found responsible, the board will hear in the presence of the student any prior disciplinary record. The student will have the opportunity to raise questions regarding the previous disciplinary record and offer an explanation if desired.
- N.** The chair will schedule a date and time for the student to receive sanctions.
- O.** The board will determine the appropriate sanction for the chair to communicate to the student.

VI. How the Judicial Process Works

- A.** A written violation of policy may be received from faculty, students, and other administrative units, or any member of the campus community.
- B.** Upon reviewing the incident reports, the Judicial Coordinator:
 - 1.** Reviews and investigates the incident.
 - 2.** As part of the investigation the Judicial Coordinator meets with the accused student/s to discuss the incident.
 - 3.** Determines the charges (when warranted) to be filed against the accused student/s.
 - 4.** In cases where the student admits to the charges or does not wish to contest the case, he/she may elect to waive a hearing and take an administrative sanction from the Judicial Coordinator and/or the Director of Enrollment Management after conferring with Blue Ridge administrators.

5. Assigns cases to the Campus Judicial Board or administrator as appropriate.

C. Hearing Procedures

1. Cases are investigated by the Judicial Coordinator, who will interview the defendant and all relevant witnesses.
2. If the evidence warrants a hearing, the Judicial Coordinator will notify the student of the date, time, and place of the hearing in writing. The notice will be delivered by a member of the Student Affairs Office, or mailed to the student's off-campus address.
3. Notice of hearings must contain the charges, including pertinent policy sections and a brief description of the incident.
4. Five days' notice must be given prior to the hearing date.
5. Failure of the accused student to appear on the hearing date after proper notification is not grounds to postpone a hearing and the hearing will continue.
6. In cases identified as having the potential for suspension or expulsion, the student will be informed of the right to have legal counsel present at the hearing. (In such cases, students retain legal counsel at their own expense and must notify the Judicial Coordinator at least two days (48 hours) prior to the hearing of their intent to have an attorney present at the hearing.) An advisor, whether it is legal counsel or a member of the campus community, may consult and advise the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings. When the accused student retains an attorney, Blue Ridge may also elect to use legal counsel in an advisory capacity.
7. If a student is a victim of an offense for which the accused student goes to a hearing, the victim may be present throughout the hearing and may have an advisor or legal representative in the same manner as the accused student in the hearing.
8. A taped transcript will be taken at all Campus Judicial Board hearings.
9. If the accused student is found guilty and the sanction includes public service, the case is forwarded to the Judicial Coordinator who administers the public service assessed by the Judicial Board.
10. Written sanctions, issued by the Campus Judicial Board, will be formulated and delivered by the Campus Judicial Board Chair to Enrollment Management Office.
11. The accused student will pick up the written results of the hearing in the Student Affairs Office at a time prescribed by the Court.
12. The Judicial Coordinator maintains a file of all cases heard by the Campus Judicial Board.

VII. Disciplinary Sanctions

The sanctions listed below shall be imposed upon students when the circumstances clearly indicate that a campus regulation has been violated. The sanction for a violation may be one or a combination of those set forth below:

- A. Admonition: an oral statement to the student offender that he/she has violated Blue Ridge rules.
- B. Warning: written notice to the student that continued or repeated violation of Blue Ridge regulations will be cause for more serious disciplinary action.
- C. Restitution: reimbursement for damage to or misappropriation of property.
- D. Restriction: limited freedom to move about, to use campus facilities, and/or to participate in campus activities.
- E. Disciplinary Probation: period of time during which full compliance with policies, rules, and regulations is required. Noncompliance would make the student on probation subject to immediate suspension or expulsion. Disciplinary probation may also include certain restrictions when so stated in the decision of the hearing body.
- F. Suspension: restriction from campus, exclusion from class attendance and other privileges or activities as set forth in the notice of suspension for a stated period of time. The conditions of readmission, if applicable, will be stated in the order of suspension.

This sanction shall also be effective at all other state colleges and universities in West Virginia. During a period of suspension, no credits earned at another institution will be accepted at Blue Ridge.

G. Expulsion: complete termination of student status for an indefinite period of time. The conditions of readmission, if applicable, will be stated in the order of expulsion. This sanction shall also be effective at all other state colleges in West Virginia. During a period of expulsion, no credits earned at another institution will be accepted at Blue Ridge.

H. Organizational sanctions may include, but are not limited to: denial of the use of institutional facilities, institutional recognition, and/or a recommendation to regional or national headquarters that the organizational charter be revoked.

I. In cases where the penalties listed above are inappropriate, a penalty especially suited to the offense may be imposed.

VIII. Appeals

A. An accused student may appeal a decision of the Campus Judicial Board on the following grounds:

1. The hearing was not conducted in a fair (impartial) manner.
2. New evidence became available after the hearing.

B. To effect an appeal, the defendant must notify the Director of Enrollment Management, in writing, within three working days after the receipt of the sanction letter.

C. Should the Director of Enrollment Management determine there are appropriate grounds for appeal, after conferring with Blue Ridge Community and Technical College administration; the Director of Enrollment Management shall render an appellate decision which shall be final except in case of suspension or expulsion.

D. The decision of the Director of Enrollment Management may take one of the following forms:

1. Affirm the original verdict.
2. Reverse the decision of the original board based on the appeal grounds.
3. Void the decision of the original board and order a new hearing.

E. In the case of suspension or expulsion the student may appeal the decision of the Director of Enrollment Management to the President of Blue Ridge Community Technical College. This must be done in writing, within three working days of the decision. The President's decision is final.

F. Sanctions imposed by the Judicial Process are suspended during the time in which a matter is on appeal. Should the appeal fail, all work completed during the time of appeal is forfeited and the sanction begins at once. If it is too late in the semester to impose the sanction, it applies to the next regular semester. In any event, a student may not graduate during the process of appeal.

The Judicial System and Student Groups

I. Introduction

Blue Ridge Community Technical College is committed to order and due process. To accomplish this Blue Ridge has established a Judicial System, which is administered by a Judicial Coordinator. The Campus Judicial Board conducts due process hearings. Blue Ridge Community Technical College faculty and administrators participate on the Campus Judicial Board when dealing with Blue Ridge Community Technical College students or facility issues.

II. The Campus Judicial Board

A. The Board consists of two Student Government Association members, two faculty and/or staff, and a faculty or staff presiding officer.

B. The Judicial Board hears all cases requiring judicial review. The Board may convene as needed or on a weekly schedule.

C. Sanctions assessed by this Board may include, among other things, denial of institutional recognition for organizations, denial of the use of institutional facilities for organizations, restrictions on social activities, recruitment, and any other kind of proceeding, formal or informal, mandatory education, reparations, and recommendations to regional or national headquarters that organizational charters be revoked.

D. The Judicial Coordinator presents evidence to this Board.

III. The Judicial Coordinator

The Judicial Coordinator is an administrator designated by the Director of Enrollment Management with the responsibility for the overall administration of judicial process at Blue Ridge Community and Technical College.

IV. How the Judicial Process Works

A. A written violation of policy may be received from Enrollment Management professionals or student staff, from faculty, students, and other administrative units, or from any member of the campus community.

B. Upon reviewing the incident reports, the Judicial Coordinator:

1. Reviews and investigates the incident.
2. As part of the investigation the Judicial Coordinator meets with the officers and/or members of accused club or organization to discuss the incident.
3. Determines the charges (when warranted) to be filed against the club or organization.
4. In cases where a majority of the officers or the president of the club or organization admits to or does not contest the charges, he/she/they may elect to waive a hearing and take an organizational administrative sanction from the Coordinator and/or from the Director of Enrollment Management. In cases where two, three, or more other officers oppose in writing the president's position, the case will go before a hearing board. In such a situation, the officers have 24 hours after the charges are delivered to present their written, signed letter of opposition (to the president's position) to the Judicial Coordinator.
5. Assigns cases to the Campus Judicial Board or administrator as appropriate.

C. Hearing Procedures

1. Cases are investigated by the Judicial Coordinator, who will interview members of the accused group relevant to the investigation and all relevant witnesses.
2. If the evidence warrants a hearing, the Judicial Coordinator will notify the officers and members who need to be present of the date, time, and place of the hearing in writing. The notice will be delivered by a member of the Student Affairs Office, or mailed to the students' off-campus address.
3. Notice of hearings must contain the charges, including pertinent policy sections and a brief description of the incident.
4. Five days' notice must be given prior to the hearing date.
5. Failure of the officers and/or members to appear on the hearing date after proper notification is not grounds to postpone a hearing and the hearing will continue.
6. In cases identified as having the potential for denial of institutional recognition, the officers will be informed of the right to have legal counsel present at the hearing. (In such cases, the club or organization retains legal counsel at its own expense and must notify the Judicial Coordinator at least two days prior to the hearing of the intent to have an attorney present at the hearing.) An advisor, whether it is legal counsel or a member of the campus community, may consult and advise the officers and/or members of the organization, but may not speak on behalf of those students or otherwise participate directly in the proceedings. When the organization retains an attorney, Blue Ridge may also elect to use legal counsel in an advisory capacity.

7. If a student is a victim of an offense for which the organization goes to a hearing, the victim may be present throughout the hearing and may have an advisor or legal representative in the same manner as the club/organization in the hearing. The victim has the right to know the outcome of the hearing.
8. A taped transcript will be taken at all Campus Judicial Board hearings.
9. If the club or organization is found guilty and the sanction includes public service, the case is forwarded to the Judicial Coordinator who administers the public service assessed by the Judicial Board.
10. Written sanctions, issued by the Campus Judicial Board, will be formulated and delivered by the Campus Judicial Board Chair to the Enrollment Management Office.
11. The president or designated officer of the organization will pick up the written results of the hearing at the Enrollment Management Office at a time prescribed by the Court.
12. The Judicial Coordinator maintains a file of all cases heard by the Campus Judicial Board.

V. Appeals

A. A club/organization may appeal a decision of the Campus Judicial Board on the following grounds:

1. The hearing was not conducted in a fair (impartial) manner.
2. New evidence became available after the hearing.

B. To effect an appeal, the president or another officer, acting on behalf of the club or organization, must notify the Director of Enrollment Management, in writing, within three working days after the receipt of the sanction letter.

C. Should the Director of Enrollment Management, after conferring with Blue Ridge Community and Technical College administration, determine there are appropriate grounds for appeal, the Director of Enrollment Management shall render an appellate decision which shall be final except in cases where institutional recognition is withdrawn/denied.

D. The decision of the Director of Enrollment Management may take one of the following forms:

1. Affirm the original verdict.
2. Reverse the decision of the original board based on the appeal grounds.
3. Void the decision of the original board and order a new hearing.

E. In the case where institutional recognition is withdrawn/denied, the organization may appeal the decision of the Director of Enrollment Management to the President of Blue Ridge Community and Technical College. This must be done in writing, within three working days of the decision. The President's decision is final.

Academic Freedom and Responsibility

I. Academic Rights and Responsibilities

A. All students, faculty, and staff are responsible for understanding and complying with the Blue Ridge stated academic requirements.

1. Student grades are to be based solely on academic performance as measured by the standards set forth in the course syllabus.
2. Students should feel free to express their thoughts and opinions in an academic forum without fear of punishment or retribution.
3. Assignments must be completed by the student for who the work is assigned and in the absence of unauthorized aid of any kind.
4. Instructors shall encourage honest effort by exercising care in planning and supervising academic work.
5. A student who does not comply with the Blue Ridge honesty standard may be subject to appropriate penalties imposed by the instructor, and even to academic probation, suspension or dismissal.

6. The policies regarding both academic standing and academic dishonesty are outlined in the Blue Ridge Community and Technical College Catalog.

B. Students who choose to enroll at Blue Ridge Community and Technical College have the following academic rights:

1. The right of access to the Blue Ridge Community and Technical College Catalog, which describes all academic program requirements including: required courses, total credit requirements, residence requirements, special program requirements, minimum grade point average requirements, probation standards, professional standards, and other pertinent information.

2. The right to a written syllabus containing the academic requirements of, and the instructor's expectations for the course.

a. Course syllabi will be distributed by instructors or record and should contain information on attendance policies, grading procedures, course information, along with any special requirements including field trips, extra costs, and other pertinent information.

b. Students have the right of appeal if they are discriminated against due to: race, color, national origin, age, gender, familial or associated status, disabilities, religion, or sexual orientation.

II. Academic Actions Imposed by Blue Ridge Community and Technical College

A. Blue Ridge will take appropriate academic action when a student fails to maintain the academic standards of Blue Ridge or when there is evidence that a student has violated an academic policy. Students, in turn, have the right to appeal academic actions.

B. Examples of situations requiring academic action would include the following:

1. Infraction of institutional academic standards, rules, and regulations (required grade point averages, etc.) as stated in the Blue Ridge Community and Technical College Catalog.

2. Final grade challenges.

3. Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.)

4. Failure to meet the standards required to continue in a program of instruction, thus leading to dismissal from that program.

C. For failure to maintain academic standards, Blue Ridge may impose the following sanctions:

1. **Instructor Imposed Sanctions:** Sanctions such as the reduction of a grade, the failure of a course, or expulsion from a class, all of which are may be applied by an individual instructor. The maximum penalty a professor may impose is a course expulsion.

2. **Academic Probation:** Sanction imposed for failure to meet academic standards imposed according to criteria printed in the Blue Ridge Community and Technical College Catalog.

3. **Academic Suspension:** Exclusion from all institutional activities for a definite stated period of time not to exceed one calendar year.

4. **Academic Dismissal:** Termination of student status from some or all programs, including any right or privilege to receive any benefit or recognition or certification.

III. Academic Actions Concerning Admissions and Credits

A. Institutional procedures for administering admission policies are detailed in the Blue Ridge Community and Technical College Catalog.

1. The Office of Enrollment Management shall be responsible for administering admissions policies in the Blue Ridge Community and Technical College Catalog. Prospective students who wish to challenge or seek an exception to an admission's policy may petition the Blue Ridge Admissions & Credits Committee for an exception to the rules in particular cases.

2. The Office of Enrollment Management is responsible for administering the institutional academic standards as outlined in the Blue Ridge Community and Technical College Catalog.

- a. The Director of Enrollment Management or appropriate designee will notify a student who has deficiencies and thus fails to meet the minimum academic standards necessary for remaining in a given program.
- b. Students wishing to challenge or seek an exception to a Blue Ridge policy may petition the Blue Ridge Admissions & Credits Committee for an exception to the rules in particular cases.
 - 1) All petitions shall include required signatures on the appropriate petition
 - 2) All petitions will include a written statement fully describing the reason that an exception to a policy is being requested.
 - 3) All petitions must be submitted in a timely manner relevant to the request being made.
3. Decisions of the Blue Ridge Admissions & Credits Committee may be appealed to the President of Blue Ridge Community and Technical College whose decision is final.

IV. The Academic Appeal Committee

- A. "The faculty pool" utilized in this process consists of faculty nominated by the Blue Ridge Curriculum & Instruction Committee.
- B. At its last meeting of the academic year, the Blue Ridge Faculty Council shall confirm the Committee's nominees to serve in the following year, for a term from July 1 to June 30.
- C. The faculty pool shall be selected annually.
- D. Members of the committee will hear cases involving grade appeals, academic dishonesty, and program dismissals.

V. Student Grade Appeals

- A. In any grade appeal, the student has the burden of proof in establishing that there is "good cause" for changing a final grade.
- B. Unless the student can offer convincing arguments to the contrary, good faith on the instructor's part is presumed.
- C. When supported by sufficient evidence, any of the following reasons shall constitute "good cause" for changing a final grade.
 1. The grade was the result of discrimination
 - a) A successful appeal must demonstrate that a professor did not apply a consistent standard to all the students in the classroom.
 - b) The student making the appeal must show that the instructor did not apply the same grading standard to the student making the appeal that was applied to other students in the course.
 2. The grade was awarded in an arbitrary or capricious manner.
 3. The grade was the result of an error on the part of the professor in calculating, recording, or reporting a final grade.
- D. None of the following shall constitute "good cause" for changing a final grade.
 1. Disagreement with the course requirements established by the professor.
 2. Disagreement with the grading standards established by the professor.
 3. Disagreement with the instructor's judgment when applying grading standards assuming that the instructor has made a reasonable effort to be fair and consistent in exercising that judgment.
 4. The desire or need for a particular grade.
 5. Consequences that a student might face as the result of a grade award.
- E. What constitutes standing in a grade appeal case?
 1. In the grade appeal process, standing is defined as those parties who are directly linked to this action procedurally.
 - a. Those parties who have standing include: the instructor and the student desiring a grade change.

- b.** Those parties who do not have standing include: classmates, other instructors, other administrators, and family members
- 2.** Parties with standing shall be allowed to present oral testimony to the appeals committee in the grade appeal process.
- 3.** Relevant testimony from parties who do not have standing in the grade appeal process should be presented in the form of written statements that shall be made part of the official appeal file.
 - a.** Committee members may invited other parties to be interviewed or to give testimony based on the written statements.
 - b.** All written statements shall become part of the appeal file.

VI. Grade Appeal Procedures

A. Step I: Scheduling a Faculty-Student Conference.

- 1.** A student wishing to appeal a grade shall first confer face-to-face with the instructor of record (hereafter referred to as instructor) who assigned that grade.
 - a.** The instructor-student conference shall take place within the first 10 class days of the regular semester immediately following the semester in which the disputed grade was assigned (summer sessions are not considered to be regular semesters).
 - b.** At the request of the student or instructor, the Program Coordinator shall assign another division faculty member to witness the conference.
 - c.** The reasons for questioning the grade shall be explained by the student, and the reasons for assigning the grade shall be explained by the instructor.
- 2.** In a case where the instructor is not available for this conference (non-reappointment, retirement, death, extended absence from the area, or other debilitating circumstances), the instructor's Program Coordinator shall act as the instructor of record.
- 3.** Outcome of the conference between instructor and student.
 - a.** If the instructor finds that no grade change is justified, the student shall be so notified at the end of the conference.
 - b.** If the instructor does decide to change the grade, the instructor shall complete a Change of Grade form and file it with the Registrar Office within five class days of the time that the conference occurs.

B. Step 2: The Student Appeals to the Program Coordinator

- 1.** Following the instructor-student conference, a student receiving an unfavorable decision may file an appeal with the instructor's Program Coordinator.
 - a.** The appeal to the Program Coordinator must be in writing and filed within five class days of the instructor-student conference, or within the first 15 class days of the semester that the grade is eligible for appeal.
 - b.** If the student fails to contact the Program Coordinator within 15 class days of the beginning of the appropriate semester, the instructor's grade award shall be considered final.
- 2.** The student's grade appeal to the Program Coordinator must be in the form of a written memo or letter.
 - a.** The appeal memo or letter must be copied to the instructor.
 - b.** The student's written statement must include justification that should conform to at least on of the criteria listed above for making a grade appeal.
 - c.** The appeal must include all completed assignments that have been returned to the student.
- 3.** The instructor shall submit a written justification for the assigned grade with supporting documentation that includes any assignments that have not been returned to the student.

4. In order to make an equitable decision, the Program Coordinator may hold a hearing between the instructor and the student desiring a grade change.
5. If the instructor is the Program Coordinator, the appeal will proceed directly to Step 3.
6. Within 10 class days of receiving the student's appeal, the Program Coordinator shall provide both the student and the instructor with a written notice of the decision.
 - a. The written notice should give the reasons for the decision and may be given to the parties directly or mailed by certified mail.
 - b. Following notification of the Program Coordinator's decision to all parties, the Program Coordinator shall forward the original grade appeal file to the Curriculum and Instruction Committee.
 - 1) The file should include a copy of the decision and all written materials includes notes from oral investigations that were used for reaching the decision.
 - 2) The Program Coordinator shall retain a copy of these files for five years.
7. Both the student and the instructor have the right to appeal the Program Coordinator decision to the Academic Appeal Committee.

C. Step 3: Appeal to the Blue Ridge Academic Appeal Committee.

1. The final step in the grade appeal process is the Blue Ridge Academic Appeal Committee. A student or an instructor may appeal the decision of a Program Coordinator to the Blue Ridge Grade Appeal Committee by filing a written statement to the Chair of the Curriculum & Instruction Committee within five days of receiving the Program Coordinator report.
2. Within five class days of receiving the written appeal, the Chair of the Blue Ridge Curriculum and Instruction Committee shall notify the Program Coordinator and the non-appealing party (instructor or student) that an appeal has been filed.
3. Within five class days of receiving an appeal, the Chair of the Blue Ridge Curriculum & Instruction Committee shall provide the student with a list of five Blue Ridge faculty chosen from "the faculty pool" as described previously.
 - a. The student shall be instructed to strike one name within three class days.
 - b. The Chair of the Blue Ridge Curriculum & Instruction Committee shall submit the four names to the instructor asking that the instructor strike one name within three class days.
4. The three remaining names shall constitute the Blue Ridge Academic Appeal Committee for the current grade appeal.
5. The Chair of the Blue Ridge Curriculum & Instruction Committee shall appoint one of these three faculty members as chair for this appeal process.
6. The Blue Ridge Grade Appeal Committee may consider all materials in the appeal file constructed by the Program Coordinator, i.e., the student's original appeal, the faculty member's written justification, , the Program Coordinator's written report, the student's written work for the course, and all other items the Program Coordinator may have used in reaching the decision. (In the event that the appeal relates to a Program Coordinator's grade, the Blue Ridge Academic Appeal Committee should compile the appeal file.)
 - a. The student and the instructor shall each be entitled to submit additional written statements for consideration by the Blue Ridge Academic Appeal Committee.
 - b. The Blue Ridge Academic Appeal Committee shall hold a formal hearing including all parties having standing (see above), and should address the following:
 - 1) Questions from members of the Academic Appeal Committee
 - 2) Cross examination of witnesses by both parties
 - 3) Additional inquires that the Academic Appeal Committee feels are necessary or beneficial to determine a successful outcome.

7. The Blue Ridge Academic Appeal Committee shall reach a decision no later than the last day of regular classes before the final exam period of the semester in which the appeal has been filed.
 - a. Within three days following the decision, the student, the instructor, the Program Coordinator and the Chair of the Blue Ridge Curriculum & Instruction Committee shall be given written notice of the Committee's decision
 - b. If the Academic Appeal Committee decides that a grade change is justified, and with the instructor's agreement, the instructor shall complete and submit a Change of Grade form to the Enrollment Management Office within five class (or business) days following the decision.
 - c. If the Academic Appeal Committee decides that a change in grade is warranted, but the instructor does not consent to the change, the Academic Appeal Committee will meet in discussion with the instructor with regard to its decision. If the instructor again will not consent to the grade change, the Academic Appeal Committee will instruct the Registrar Office to make the appropriate grade change.
8. A decision of the Academic Appeal Committee may be appealed to the President of Blue Ridge Community and Technical College, whose decision will be regarded as final.

D. Unusual Circumstance in Processing Grade Appeals

1. Some grade appeal cases may present practical obstacles for pursuing the procedures precisely as outlined above
 - a. An instructor may be absent from campus during the applicable appeal period or the student may have an overwhelmingly compelling reason for a rapid decision.
 - b. Qualification for graduation may depend upon the outcome of a currently received grade.
2. In such circumstances, the Chair of the Blue Ridge Curriculum & Instruction Committee has the discretion to modify the procedures as little as possible, to accommodate the special requirements of the situation.
 - a. In exercising this discretion; however, the Chair of the Blue Ridge Curriculum & Instruction Committee should attempt to adhere to the spirit of the regular procedures.
 - b. The Chair of the Blue Ridge Curriculum & Instruction Committee shall commit to writing and distribute these exceptional rules to parties having standing.

VII. Academic Integrity Procedures

A. Academic dishonesty includes but is not limited to, cheating on examinations, falsifying records, submitting plagiarized work of any kind, or providing or receiving assistance in course work in a manner not authorized by the instructor.

B. Any student, administrator or faculty member may bring charges of academic dishonesty against a student.

1. A student charged with academic dishonesty shall be accorded the presumption of innocence.
2. The instructor should carefully evaluate the evidence of academic misconduct and the severity of the offense prior to imposing sanctions on a student.
 - a. The instructor of record should make a charge of academic dishonesty directly to the student involved and decide the sanctions to be imposed.
 - 1) Instructor-imposed sanctions for academic dishonesty include: requiring work to be rewritten and resubmitted, lowering a grade, reducing the grade on the assignment, even to zero, advising the withdrawal of a student from a class, and assigning a student a failing grade for the course in which the academic dishonesty occurred.
 - 2) For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.
 - 3) If an instructor believes that a student penalty greater than a failing course grade is warranted by a particular case of academic dishonesty the instructor should either:
 - a) Arrange a conference between the student, the Program Coordinator and the instructor, or

b) Submit a statement, in writing, to the Chair of the Blue Ridge Curriculum & Instruction Committee requesting a hearing to consider suspension or expulsion.

b. The instructor should inform the student, orally or in writing of the sanctions to be imposed, the reasons for those sanctions, the availability of the appeal process, and the need to file an appeal within five days.

1) If the student admits responsibility and accepts the instructor-imposed sanctions, the instructor should submit a written description of the offense and the sanctions to the Program Coordinator, the Director of Enrollment Management and the Chair of the Blue Ridge Curriculum & Instruction Committee.

2) If the charges are denied, the accused student has five class days to contact the instructor's Program Coordinator to request a conference.

3) If the student does not respond to the instructor's charges of academic dishonesty by contacting the Program Coordinator within five days, the instructor-imposed sanctions shall be imposed.

c. When dealing with a case of academic dishonesty, the instructor may request a conference with the Program Coordinator, Program Director and the student charged with the offense.

d. A student who accepts a failing grade because of academic dishonesty shall not be permitted to withdraw from that course, even if the failing grade is given prior to that semester's official withdrawal deadline.

e. A student who receives a failing grade in a course as the result of a charge of academic dishonesty and chooses to appeal the grade shall not be allowed to withdraw from the course unless the appeal is resolved in the student's favor.

f. A student who is in the process of appealing a charge of academic dishonesty has the right to remain enrolled in the class in which the charge was made until the completion of the appeal process.

3. When brought by anyone other than the instructor of record, a charge of academic dishonesty involving a student or students in a specific course should be made to the instructor's Program Coordinator who may take one of two actions.

a. The Program Coordinator may refer the matter to the course instructor for appropriate action following the procedures outlined above.

b. The Program Coordinator may contact the student and the instructor directly and initiate a conference (explained below).

4. A charge of academic dishonesty that does not involve a specific course (e.g., falsifying records, cheating on a standardized test) should be made to the Chair of the Blue Ridge Curriculum & Instruction Committee or any Program Coordinator who will refer the matter to the Chair.

5. A student who is guilty of more than one incident of academic dishonesty while matriculating at Blue Ridge will be referred to Chair of the Curriculum & Instruction Committee who together with the Judicial Coordinator will decide upon further disciplinary sanctions.

6. Any individual making a charge of academic dishonesty has the responsibility to demonstrate that a preponderance of evidence indicates that a violation has occurred.

C. Charges of academic dishonesty in a specific course that cannot be resolved by the instructor and the student involved should be referred to the instructor's Program Coordinator. In situations where the instructor is the Program Coordinator, another Program Coordinator will be asked to participate in the process.

1. A Program Coordinator conference can be initiated by a request from either the student or the instructor involved, or by the Program Coordinator acting on a complaint from any member of the academic community.

- a. The conference should take place in person within ten days of the Program Coordinator first receiving a request from either a student or an instructor to hold it.
 - b. This conference does not constitute a hearing on the student's responsibility for academic dishonesty.
 2. The purpose of the Program Coordinator conference shall be to clarify judicial procedures and possible sanctions for both the student and the instructor and to coordinate further appeals.
 - a. The Program Coordinator may review the evidence and recommend particular courses of action that are acceptable to both the student and the instructor.
 - b. The Program Coordinator may not overturn an instructor-imposed sanction without the instructor's consent.
 - c. The Program Coordinator conference cannot result in any penalties being imposed on a student beyond those previously described as "instructor-imposed sanctions."
 3. If, at the end of the conference, the student admits responsibility for the act of academic dishonesty and agrees to accept the sanctions proposed by the instructor, no further action will be taken.
 - a. The Program Coordinator should obtain a written statement from the student who agrees to the sanctions that will be imposed as a result of the conference.
 - b. The Program Coordinator shall forward copies of this written statement, along with a description of the offense and the instructor-imposed sanctions, to the Director of Enrollment Management and the Chair of the Blue Ridge Curriculum & Instruction Committee.
 4. If, at the end of the conference, the student denies responsibility for an act of academic dishonesty, the Program Coordinator shall contact the Chair of the Blue Ridge Curriculum & Instruction Committee to schedule a hearing by the Academic Appeals Committee.
 - a. The student may only appeal the charge of academic dishonesty itself and not the sanctions imposed for academic dishonesty once responsibility has been established.
 - b. A student who admits responsibility in a case of academic dishonesty but disagrees with the instructor-imposed sanctions cannot appeal under the Academic Integrity policies.
 - 1) A student must appeal a disagreement with an instructor-imposed sanction by following the grade appeal procedures.
 - 2) The student's initial meeting with the instructor shall count as the meeting with the instructor under the grade appeal policy.
 5. At the end of the conference if either the faculty member or the Program Coordinator deems that the case warrants further disciplinary procedures, the Program Coordinator shall contact the Chair of the Blue Ridge Curriculum & Instruction Committee to initiate judicial action.
 6. If the instructor involved in the academic dishonesty dispute is a Program Coordinator Chair, another Program Coordinator shall act in the capacity of the first Program Coordinator for the purposes of the conference.
 - D. Academic dishonesty disputes that are not resolved by the conference with the Program Coordinator should be referred to the Chair of the Blue Ridge Curriculum & Instruction Committee.
 1. Upon receiving a request for a hearing the Chair of the Blue Ridge Curriculum & Instruction Committee shall constitute a three-member hearing board from the pool of faculty members composing the Academic Appeal Committee following the procedure outlined in Section IV Grade Appeal Procedure, Step 3.
 2. One of the three members shall be elected to act as Chair of the proceedings. The Chair of the Academic Appeal Committee shall present to the student and to the person making the charge of academic dishonesty, written notification of the charges, including at least the following items:
 - a. A written enumeration of the charges.

- b.** A statement that a hearing will be held together with a notice of the date, time, and place of the hearing.
 - c.** A clear statement of the information, data, and evidence directly supporting the proffered charges.
 - d.** A statement advising the student of that student's rights, to include the following:
 - 1)** The student has the right to the presumption of innocence until responsibility can be established through a preponderance of evidence.
 - 2)** The student has the right to being witnesses, to question the accuser, and to question any of the accuser's witnesses.
 - 3)** The student has the right to bring an advisor to the proceedings to monitor due process.
 - a)** The advisor may consult with the student but may not speak on behalf of the student.
 - b)** The advisor may not otherwise participate directly in the proceedings unless given specific permission to do so by the Academic Appeal Committee.
- 3.** The Academic Appeal Committee shall review all relevant evidence in the case to determine if the student is "responsible" or "not responsible" for the act of academic dishonesty.
- a.** The Academic Appeal Committee shall interview the original instructor and the student against whom the charges have been brought.
 - b.** The Committee may seek additional information any may interview witnesses whose testimony is relevant to the charge of academic dishonesty.
 - c.** The student and the instructor have the right to being witnesses and to questions witnesses brought by the other party or by the Committee.
 - d.** All proceedings in the hearing must be tape-recorded, and either party to the dispute may request a copy of the tape recording at their own expense.
- 4.** Within ten days after the conclusion of the hearing, the Academic Appeal Committee shall send a written notice of its decision to both parties in the dispute, the Chair of the Blue Ridge Curriculum & Instruction Committee, and the appropriate Program Coordinator.
- a.** If the Committee determines that the student is "responsible" for the act of academic dishonesty:
 - 1)** The instructor-imposed sanctions shall be imposed.
 - 2)** The Committee chair shall send written notification to the Director of Enrollment Management.
 - b.** If the Committee determines that the student is "not responsible", then the instructor shall be required to reevaluate the student's work with the assumption that it is not the result of an act of academic dishonesty.
 - 1)** An instructor who has awarded the student found "not responsible" a lowered for failing grade based on the charge of academic dishonesty shall be instructed to reevaluate the student's final grade and, if necessary, submit a Grade-Change form.
 - 2)** A student found "not responsible" for an act of academic dishonesty shall be permitted to withdraw from the course in which the charge was made, even if the withdrawal deadline has passed or a final grade has been awarded.
 - 3)** The hearing may only rule on the factual questions of whether or not an act of academic dishonesty has occurred.
 - a)** The Committee is not authorized to rule on the appropriateness of instructor-imposed sanctions once the student's responsibility has been established.
 - b)** The Committee is not authorized to impose any sanctions on the student beyond those initially imposed by the instructor.

Either the student or the faculty member may appeal the decision of the Academic Appeal Committee to the President of Blue Ridge Community and Technical College, whose decision shall be final.

VIII. Academic Progress within a Program

A. Several divisions at Blue Ridge offer programs requiring a student to meet certain academic and professional standards in order to continue enrollment in the program.

B. When a point is reached in the programmatic study when a student might not qualify to continue in the program, the following procedures shall be followed.

1. The student shall be counseled about his or her lack of progress by one or more faculty members responsible for the program.

2. When it appears to one or more instructors that a student has failed to meet the standards for continuing in the program, that instructor or those instructors shall notify the Program Coordinator and a formal review of the student's status shall be conducted by the division faculty, who shall determine whether the student may continue in the program.

a. If the division decides upon programmatic retention, the student shall be advised in writing of the necessary steps, if any that will be required as a condition of retention.

b. If the division decides upon programmatic dismissal, the following procedures will be followed:

1) The student will be informed of the division's decision in writing.

2) The student will be notified of the available procedures for appealing the decision.

3) The student will be allowed to complete coursework begun before the programmatic dismissal but will not be permitted to enroll in any further courses in the program unless permitted to do so by a successful appeal.

C. The student may appeals to decision for programmatic dismissal to the Chair of the Blue Ridge Curriculum & Instruction Committee.

1. The Chair of the Blue Ridge Curriculum will convene three members of the Academic Appeal Committee.

2. The procedure will follow the same guidelines outlined in Step 3 of the Grade Appeal Procedures.

Attendance Policy

Students are expected to attend class and to know and understand the specific attendance policies established by their professors. The professor establishes the attendance policy for a given class. The professor will state the attendance policy in the course syllabus. Professors will make reasonable accommodations for occasional, unavoidable absences based on highly legitimate grounds. Professors will determine the most appropriate means of compensating for work unavoidably and legitimately missed in their classes. To be eligible for such substitute evaluation, students are responsible for discussing any absences with their professors: such discussions must occur in advance of foreseeable absences and as soon as possible following unpredictable ones.

Students are expected to plan their class, work, and personal schedules to avoid potential conflicts. Legitimate reasons for class absences include documented and/or instances of the following

1) death in the immediate family;

2) incapacitating illness or injury (not including any non-emergency doctors' appointments that could be scheduled at other times);

3) field trips required for other classes, intercollegiate competitions, or activities initialing official representation of Blue Ridge;

4) hazardous, weather-induced driving conditions (for commuter students only).

A student's evaluation in a course is the professor's responsibility. The professor prior to the initiation of a grade appeal must make a grade decision in a course. A student who believes his or her grade has been adversely affected by a professor's inappropriate implementation of the attendance policy may pursue a grade appeal at the close of the semester.

Special Circumstances

A student who has a documented medical disability or chronic illness that may affect his/her ability to attend class regularly and/or to complete scheduled in-class, graded activities (e.g., exams, oral reports, lab assignments) should confer with his/her professors as soon as possible after the semester begins. In consultation with the student (and with doctors or staff when appropriate), the professor can develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the professor may create alternative assignments or otherwise determine the best means of assuring that the student's semester grade will not suffer should the student have to miss classes as a direct result of his/her disability or medical condition. To the greatest extent consistent with the particular disability involved, a chronically ill or disabled student will not only be treated equally with other students, but will also be equally expected to adhere to course policies and assignments established for all students. In rare instances a student may suffer an unanticipated medical problem or military service obligation requiring complete absence from school over an extended period (i.e., weeks rather than days). Such a situation will create the need to confer with professors as soon as is feasible-possibly through a relative or other responsible surrogate. A professor may be able to design alternative assignments that can be done independently. However, some courses by their nature do not lend themselves to compensation for prolonged periods of missed classes and assignments: for such classes, the alternatives may be limited to either a Withdrawal or an Incomplete specifically mandating that the student actually take some or all of the relevant course when it is next offered. In such circumstances, the Blue Ridge Admissions and Credits Committee will generally be agreeable to any necessary waivers regarding institutional deadlines regarding Withdrawals or Incompletes so long as

- 1) the student's petition clearly and fully explains the situation calling for the waiver,
- 2) appropriate documentation is presented,
- 3) the request is supported in writing by both the professor and the student's advisor, and
- 4) the student's request is made in a timely manner (i.e., as soon as possible given the circumstances and not substantially after the fact).

Code of Conduct for Clubs and Organizations

I. Introduction

Membership in the academic community accords students certain freedoms and responsibilities. Groups on campus reflect the values and attitudes of our academic community. It is the responsibility of each registered student organization to adhere to the mission of the College and its supporting bylaws, statutes, and policies. Blue Ridge Community and Technical College students participating in groups, clubs, or organizations are expected to adhere to the Student Code of Conduct outlined in the Blue Ridge Community and Technical College Student Handbook.

Groups that violate policies run the risk of losing recognition on campus and may face charges/sanctions under the Campus Judicial system.

II. Planning and Scheduling a Blue Ridge Community and Technical College Campus Activity

In order to reserve a room at Blue Ridge, the organizer of the event is required to contact the Blue Ridge Community and Technical College Administration Office at (304) 260-4380. It is essential for the organizer to contact the College at least two weeks in advance to secure the room. The organizer must provide exact times and dates that the room will be needed. A small fee may be associated with reserving the room, depending on the organization.

III. Policy Regarding Publicity for Events held at Blue Ridge Community and Technical College

As is recognized by state and federal law Blue Ridge reserves the right to regulate the time, place, and manner of flyer and media distribution on its campus. All recognized student clubs/organizations and off-campus entities who wish to post signs/flyers on campus either publicizing events they will be sponsoring or providing information about themselves must have the sign/flyer approved by Blue Ridge Community and Technical College Administration prior to posting it anywhere on campus. The approval process ensures that the sign is in compliance with College policies and is in no way intended to inhibit the "marketplace of ideas." The Student Affairs Office reserves the right not to approve flyers, which fail to meet flyer guidelines or violate community standards with regard to their content.

IV. Policy on Media Distributed by Student Groups

All printed media distributed or posted by recognized campus groups should comply with the Community Expectations outlined in the Student Handbook which states: "Our community standards of behavior are intended to enhance and protect the College's general educational process, including research and public service activities as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals regardless of their beliefs, ethnicity, gender, race, life experiences, nation-of-origin, disability, or sexual orientation."

One of the College's crucial goals is to promote the "marketplace of ideas" via free speech. However, long-standing, recognized legal limits exist with respect to the First Amendment's guarantee of freedom of speech. Campus groups as well as individual students must abide by such limitations. Specifically:

- A.** In accordance with U.S. Supreme Court and other court precedents and national and state laws, College officials can restrict the time, place, and manner of flyer and media distribution.
- B.** In accordance with U.S. Supreme Court and other court precedents and national and state laws, the content of flyers and other media:
 - 1. Must not be legally obscene.
 - 2. Must not be legally defamatory - i.e. libelous or slanderous.
 - 3. Must not create a "hostile environment" that violates the 1964 Civil Rights Act and the WV Human Rights Act or that clearly impairs individuals' rights under the 14th Amendment.
 - 4. Must not present a clear and present danger to the institution and its community.

5. Must not constitute seditious speech which advocates action to overthrow the government or any part of the government or poses a clear threat to national security.
6. Must not constitute "fighting words."
7. Must not endanger the safety and health of the campus community.
8. Must not advocate actions that violate local, state, or federal law (although advocating in a clear, non-deceptive manner the change of laws through the political process is permissible).

Campus clubs and organizations, as well as individuals, will be held accountable and may be disciplined by College officials for violations of Items 1 through 8 above.

- C. In accordance with U.S. COURT and other court precedents and national and state laws, College officials may regulate commercial speech and advertising.
- D. Depending upon the seriousness of an offense, students or student organizations distributing media that violate the policies above may face disciplinary action through the campus judicial system. No group or individual will be compensated for the costs of media removed by College officials under this policy.

V. Off-Campus Events

The liability and responsibility of the College does not extend to off-campus locations; therefore, officers of student groups should realize that the student group stands alone in its assumption of risk at these programs.

Officers must take "reasonable care" to insure that local, state and federal laws are upheld. Officers must make every effort to care for the safety and security of guests. Whether held off-campus or on-campus, officers, members and guests may be held liable for violations of the Student Conduct Code or local, state, and federal laws.

Since student groups represent the College, off-campus fundraisers must be approved in advance by Student Affairs. (NOTE: For assistance planning events on or off-campus, contact the Student Affairs Office.)

Frequently Asked Questions

What is the Academic Calendar and where does a student get one?

The Academic Calendar is a yearly calendar published at the beginning of each fall semester. It shows all the important dates such as when classes begin, last day to Add/Drop a class, change from credit status to audit status, official holidays, recesses, beginning of exam week, etc. You can find the Academic Calendar on our website at www.BlueRidgeCTC.edu.

What is an Academic Change form?

An Academic Change form is used to change and/or add the following: degree, major, advisor, minor, or concentration. A student can get a copy of the Academic Change form in the Blue Ridge Community and Technical College Administration Office/A07 or visit our website at www.BlueRidgeCTC.edu.

What are the consequences of plagiarism and other forms of academic dishonesty?

Cheating in all its forms, including plagiarism and cheating on visual work, is considered an academic matter to be controlled and acted upon by the individual faculty member. Refer to the Blue Ridge Community and Technical College Catalog and the Blue Ridge Community and Technical College Student Handbook for specific guidelines and regulations regarding academic dishonesty.

What is the Academic Foundations Program?

It is a program designed to assist under-prepared students to bridge the gap between high school and college. The Program offers courses in mathematics, reading, and composition. ACFN courses do not count toward graduation. Grades received from an ACFN course are not calculated into a student's GPA nor do they count towards graduation. ACFN courses do not count toward a student's eligibility for the Dean's or President's List.

Do Academic Foundation courses (ACFN) count toward full-time student status and financial aid?

Yes, if the student is required to take the Academic Foundation course(s).

When must a student register for Academic Foundations courses?

According to the WVCCTCE (West Virginia Council for Community and Technical College Education) , any student who places into an Academic Foundation course must register for the course(s) his/her first semester on campus and must satisfactorily complete the required course(s) prior to enrollment in the course(s) for which the ACFN course is a prerequisite.

Can the College cancel a class in which a student is enrolled?

Yes, if there are 10 or fewer students enrolled.

Are tutorial services available to students?

Yes, student may inquire about tutorial service at Blue Ridge Community and Technical College in the Academic Support Center located in Room D-09. Tutorial services are free. Math assistance programs are available in the Academic Support Center, and writing assistance is provided in the Writing Center in the Academic Support Center.

When is the ADD/DROP period?

During the first five days of a regular semester or the first two days of each summer session, students are permitted to change their original schedule. The adding and dropping of classes will be permitted via BRIDGE. Please check the Academic Calendar for the add / drop period.

How are advisors assigned? How do I change my advisor?

Deans are responsible for assigning all advisors. If a student wishes to change his/her advisor, the student should contact the Dean or the Program Coordinator of the new major. This change can take place anytime after the third week of a semester. The student must complete and return an Academic Change form available in the Blue Ridge Community and Technical College Main Administration Office.

Will a course taken through Blue Ridge Community & Technical College apply to a four-year bachelor's degree?

Generally, yes. However, the student should check with the college or university he or she wishes to transfer to be sure. All courses on the statewide transfer agreement are accepted at public colleges and university in West Virginia.

What is the class attendance policy?

Each professor determines attendance policies individually. The attendance policy is usually outlined in the syllabus, which is generally handed out the first day of classes. Policies and procedures concerning attendance at the college can be found in the Blue Ridge Community and Technical College Student Handbook. There is; however, a detailed attendance policy for all state-mandated ACFN courses.

How can a student Audit a class?

The student may register for the class for Audit during the regular registration period or, in accordance with the College Calendar, go to the Office of the Registrar, located in A07, and change the registration from credit status to audit status. The deadline to make the change is listed in the Academic Calendar. Note: A student may not be able to audit a class within his/her own major/degree.

Where does a student go to change name/address and/or SS#?

A student wishing to change his/her name, address, and/or correct SS # should complete a Personal Information Change form available in the Main Office/A07. .

What is a "full-time" student?

Blue Ridge Community and Technical College defines a "full-time" student as one taking 12 or more credit hours per fall/spring semester. A student taking 6 hours in one summer session is defined as "full-time." Twelve (12) semester hours constitutes a full-time FTE student.

What is a "part-time" student?

Blue Ridge Community and Technical College defines a "part-time" student as one taking 11 or fewer credit hours per fall/spring semester. A student taking fewer than 6 hours in one summer session is defined as "part-time."

Does a student need a computer account?

Absolutely! Many professors make assignments based on a student's ability to email answers and questions to the instructor. All Blue Ridge Community and Technical College students are assigned a computer account at the beginning of their college career. Students can obtain their account information by logging onto BRIDGE, going to Personal Information, then Password Management, and then to Retrieve Original Password. If students have trouble they should visit the Administration Office/A07 (304) 260-4380.

May an instructor give an "early" final exam?

Exceptions may be granted for medical, military, or unusual circumstances as determined by the instructor.

Where does a student go to inquire about/apply for financial aid (scholarships, grants, etc.)?

A student should go to the Financial Aid Office located in the Main Office/A07.

Is there an academic progress requirement for a student receiving Financial Aid?

Yes. Academic progress is measured once each year to determine that a student is making progress toward completion of his/her academic program. Federal regulations require the student to successfully complete a given percentage of the courses for which he/she is registered. A complete description of the requirement is sent to each student receiving financial aid and is printed in the Catalog in the “Scholarships and Student Financial Aid” section.

What is the Academic Forgiveness Policy?

Any student who is returning to college with less than a 2.0 GPA and has not been enrolled as a full-time student during the past five years may apply for Academic Forgiveness after the student has earned 12 credit hours that apply toward graduation with a minimum GPA of 2.0.

Application for Academic Forgiveness must be made during the 1st re-admission semester. To apply for Academic Forgiveness, the student must complete and return the Academic Forgiveness form to the Office of the Registrar/A07.

How are mid-term grades distributed?

Mid-semester grade reports are available for all students on BRIDGE.

How does a student receive a grade of W?

A student receives a grade of W by withdrawing from any class after the first five days of class (Add/Drop period) through the Friday of the 12th week of classes. See the Academic Calendar for the specific date each semester.

The form used to withdraw from a class is available in the Enrollment Management Office or on our website at www.BlueRidgeCTC.edu. The form must be signed by the Academic Advisor and the instructor of the dropped class and then turned into the Office of the Registrar/A07 by the deadline listed in the Academic Calendar.

Under what circumstances would a student receive a grade of I?

A grade of I may be given to a student who has completed the majority of requirements for the course but because of extenuating circumstances may be unable to complete all stated requirements of the course.

How does a student request a grade of Incomplete (I)?

A student must communicate with the professor of the class for which the student wishes to request an Incomplete. If the professor is in agreement, the professor will submit the proper form to the Office of Registrar with the final grade roster containing the incomplete grade.

How does a student have an Incomplete (I) removed?

A student must confer with his/her professor about the necessary requirements and the timetable for the work to be completed to have the grade of I removed. The Office of the Registrar/A07 must receive the form from the professor no later than 10 days before the date the final grades are due for the spring semester (to change an I grade from the previous fall) and no later than 10 days before the date of the final grades are due for the fall semester (to change an I grade from the previous spring or summer sessions). If the I is not made-up in one semester, the grade will become an F.

When is a student given a grade of IF?

An IF is received if a student does not attend class and does not officially withdraw from a class by the deadline listed in the Academic Calendar. A grade of IF is computed as an F in the student’s GPA.

May a student take courses on a Pass/Fail basis and what is the process?

Courses that are deemed general electives may be taken on a pass/fail basis. General Studies courses, required courses and electives in the major, or required courses and electives in the minor may NOT be taken for a pass/fail grade. Students must complete and return a Pass-Fail Option form to the Office of the Registrar by the dates listed in the Academic Calendar.

How is a student named to the Dean's / President's List?

Blue Ridge Community and Technical College students eligible to be named to the Blue Ridge Community and Technical College Dean's / President's List include both Associate Degree seeking and Non-Degree Special Students. To be named to the Blue Ridge Community and Technical College Deans' List a student must earn at least 7 hours, maintain a 3.5 average for the semester, and have no Incomplete grades for the semester. To be named to the President's List, a student must earn at least 7 hours, maintain a 4.0 average for the semester, and have no Incomplete grades for the semester.

How does a student appeal a final grade?

A student must offer convincing arguments that good cause exists for changing a grade. See the Blue Ridge Community and Technical College Student Handbook for definitions of "good cause."

Does the College require a student to pass a comprehensive exam as a graduation requirement?

No. The College does not require such an exam; although some programs may. However; the College is required to give all graduates a Work Keys exam for basic mathematics, reading, and English skills prior to graduation.

When does a student apply for graduation?

The student must apply for graduation two semesters prior to graduation. This means that a person wishing to graduate in May must apply for graduation the previous September. Deadlines for graduation application are listed on the Academic Calendar. The application process for graduation begins in the Office of the Registrar/A07 where the student receives a packet which he or she will complete with his or her academic advisor prior to returning the completed forms along with the graduation fee to Enrollment Management Office.

What if a student misses the deadline to apply for graduation?

First, the student must complete the necessary paperwork with his or her academic advisor and pay the graduation fee. Second, the student must complete a Petition to the Blue Ridge Community and Technical College Admissions and Credits Committee. This Petition is available in the Office of the Registrar or in the Main Office/A07. Third, the student must attach to the Petition a letter stating the reason why the policy for graduation was not followed and then secure the signatures of his/her advisor and Program Coordinator in his/her major. Lastly, the student returns the completed and signed Petition form and attached letter to the Main Office. Blue Ridge Community and Technical College Admissions & Credits Committee will notify both the student and the advisor of approval/denial of the request.

What GPA is required to graduate?

The GPA required for graduation is a 2.0 minimum in these areas: overall GPA (transfer work and Blue Ridge work), Blue Ridge GPA, and major field GPA.

Can a student graduate with 2 degrees simultaneously?

Yes. A student can earn two degrees by meeting all the requirements listed in the Catalog for both degrees. The student's transcript will reflect the additional degrees completed.

However if a student completed the requirements for the A.A.S. Business and the A.A. Liberal Arts, the student is eligible to apply and pay to graduate with both degrees. Since these degrees are distinct and separate, the student is eligible to receive two printed degrees at graduation.

What is Blue Ridge Community and Technical College Academic Residency requirement?

A student must complete at least 24 semester hours of course work at Blue Ridge Community and Technical College to graduate with an associate's degree. The Admissions and Credits Committee must approve any exceptions to these requirements. The last twelve hours of the degree must be earned at Blue Ridge Community and Technical College.

What does it mean to be placed on Academic Probation; and how does a student get off of Probation?

Freshman/New Transfer Students: If a student fails to earn a 2.0 GPA in the first semester of attendance, a letter will be sent stating that the student is on Academic Probation. To be removed from Academic Probation, the student must attain a 2.0 in all course work, excluding Academic Foundations courses. Continuing Students: A student who has been enrolled for more than one semester and whose Blue Ridge GPA or cumulative GPA falls below a 2.0 in any semester will be placed on probation. To be removed from probation, the student must attain BOTH a 2.0 Blue Ridge GPA and cumulative GPA (includes course work attempted from other institutions).

When is a student placed on Academic Probation?

A student is placed on Academic Probation when the student's Blue Ridge and/or cumulative average falls below a 2.0 GPA.

How does a student get a copy of his/her current class schedule?

A schedule of classes will be sent with the student's bill. A student may also access BRIDGE using his/her PIN number to secure that information.

What is a subject/course number?

A subject/course number is a number that represents a specific course within the appropriate department. For example, the subject/course number for Written English I is ENGL 101. Students use this number during the registration process. Courses numbered 300 and above are referred to as upper division courses. Generally, 100 level courses are for freshman; 200 level courses are for sophomores.

What is a CRN?

CRN refers to "course request number." This five-digit number is found at the far-left column of the Blue Ridge Community and Technical College Schedule of Classes. It is an identification number for each section of a course and required for BRIDGE or in-person registration.

What is BRIDGE?

BRIDGE enables students to register by web, add and drop classes during the Add/Drop period, access their class schedule, access mid-term and final grades, view their financial aid, and review an unofficial transcript. BRIDGE can be accessed at www.BlueRidgeCTC.edu.

What is a PIN?

PIN stands for Personal Identification Number and is the student's birthdate (ex. 01/18/80) —unless previously changed. A student's advisor during academic advisement provides a "Term Personal Identification Number" after the student's schedule has been approved. A student will not be able to register without a PIN and a Term PIN.

If a student misses the November/April registration, how does he/she register for classes?

A student who misses the November/April registration may register late during the first three days of classes (Add/Drop period). However, the BRIDGE system remains available for registration for an extended period of time after the November/April registration periods for those students who missed their assigned registration time.

Where does a student get a Schedule of Classes?

Copies of the Schedule of Classes are available at the Blue Ridge Community and Technical College Main Office/A07. The schedule is also available on the web at www.blueridgectc.edu. Additionally, the website will indicate the number of available spaces remaining in each class.

When is late registration?

Late registration takes place during the first three days of classes. Specific dates may be found in the Blue Ridge Community and Technical College Schedule of Classes. Late registration is for those returning students who missed registration in November/April.

Can a student repeat a class (60-Hour Rule)?

Yes. A student may repeat any Blue Ridge class in which he/she received a D, F or IF within the first 60 hours of coursework attempted prior to receiving a baccalaureate degree. The grade received in the course the student is repeating will be substituted for the original grade received in that course. If the student repeats a course taken after 60 hours, both grades will remain on the transcript and count in the overall GPA. The original grade will not be deleted from the transcript. A student may not repeat a course or courses to improve a GPA where the original grade was a C or better.

What determines in-state residency?

In-state residency is determined by living a period of at least 12 months in West Virginia prior to the date of college registration, excluding attending an institution of higher education in West Virginia. Consideration will be given to factors such as ownership or lease of a permanently-occupied home, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia.

What is the inclement weather policy?

Blue Ridge Community and Technical College does not normally cancel or delay classes due to snow. However, in the event of severe inclement weather or other emergency, if a decision is made to cancel or delay classes, announcements are made on local radio and television stations as well as posted on our website at www.BlueRidgeCTC.edu. Students are also encouraged to sign up for E2Campus.

If a student is on Academic Suspension, how does he/she enroll?

If this is the first time on Academic Suspension, the student may apply for readmission after sitting out one semester by completing an application for admission. If this is the second suspension, the student may apply for readmission after sitting out one full academic year by completing an application for admission.

When is a student placed on Academic Suspension?

The student is first placed on Academic Probation when his/her GPA falls below a 2.0. The student on Academic Probation at the beginning of the fall semester must attain a 2.0 institutional GPA on the combined hours for fall, spring, and summer session(s) to be eligible to return the following semester. The student placed on Academic Probation at the beginning of the spring semester must attain a 2.0 institutional GPA on the combined hours for the spring and summer session(s) to be eligible to return the following fall semester. If the student does not meet the above stipulations, he/she is placed on Academic Suspension. A student suspended for the 1st time is not eligible to enroll for one semester. The student must re-apply to the college for readmission. A student suspended for the second time is not eligible to enroll for a full academic year. The student must re-apply to the college for re-admission.

Who evaluates transfer courses?

The Registrar's Office completes evaluations of transfer courses. If there is no articulation agreement, evaluations for the major or minor are completed by Program Coordinators and/or Deans.

How does a student get a transcript of grades?

A student must fill out an application requesting an official transcript in the Office of the Registrar/A07. The request must have the student's signature. Copies of transcripts will be available after three working days. The first copy is free; the cost for each additional copy is \$5.00. When time is of the essence, a student may request a transcript to be available in 24 hours. The cost is \$15.00.

Can a student take courses elsewhere after enrolling at Blue Ridge Community and Technical College?

A student wishing to take course work at another institution after enrolling at Blue Ridge must obtain permission before enrolling at another institution for courses. The Permission/Approval to Take Courses at another Institution form (more commonly known as the "Green form") is available in the Main Administrative Office/A07 at Blue Ridge.. When the appropriate signatures have been obtained, the form must be returned to the Office of the Registrar/A07. Courses in a major or teaching field or courses failed at Blue Ridge may not be taken elsewhere. Please see the Blue Ridge Community and Technical College Catalog for more specific information regarding choice of courses.

Where does a student go to withdraw from Blue Ridge Community and Technical College?

Complete withdrawal from the College is processed through the Office of the Registrar. The procedures on the Withdrawal form must be followed. Unauthorized withdrawals from school are reported as failures.

After withdrawing, must a student re-apply to the college to attend the next semester?

If it has been less than one full year, the student is eligible to register on Rail for the upcoming semester after meeting with their previous advisor and obtaining an alternate pin number. If the student has been out of school for longer than one year, it is then required to reapply as a readmit student.

Is there a deadline to withdraw from a course?

Yes. Deadline dates are listed in the Academic Calendar and are also published in the Record. If the Withdrawal form is not submitted to the Office of the Registrar by the deadline, the grade of IF will result.

Must a student offer any reason for withdrawing from a course?

No.

How is one class substituted for another one?

All substitutions require the completion of a Substitution/Waiver form signed by the Academic Advisor and Program Coordinator/Dean of the required course.

Is there a class a student can take about Career Planning?

Yes. Blue Ridge offers a one credit hour class each semester called CGEN 101 Career Transition. Any student is eligible to register for this class; this is also a required general education course.

What is the difference between a Drop and a Withdrawal from a class?

A Drop must be completed within the first five (5) days of classes and will not be reflected on the transcript and this will generate a refund. A Withdrawal must be completed by the Friday of the 12th week of classes. A withdraw may not generate a withdraw, this will depend on the refund dates that you can find on our website at www.BlueRidgeCTC.edu or in the front cover of the scheduling book located on the wall outside of the Enrollment Management Office. See the Academic Calendar for specific dates. A grade of “W” will be reflected on the transcript.

Is there a Graduation Ceremony for December and August graduates?

No. However graduates are encouraged to participate in the following May ceremony.