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Message from the President

As I draft this letter each academic year, I get excited to welcome our new and continuing students to our institution. We continue to make great strides growing this institution.

During the Fall of 2013, our enrollment exceeded 5000 students! This is a great accomplishment. At that level, we now are the third largest institution, behind WVU and Marshall University. Growth means that we can continue to explore and expand our programs and services.

Such expansion in programs include the Associate of Science in Education. Our communities are always in need of great educators, and it is truly an opportunity to be training future teachers. This exciting program begins Fall 2014. This program is designed to transition easily to a four year institution. Speak to an Admissions Representative on how this program will work for you.

We continue to maintain our accreditation and received the designation this year to offer programs online. For years, we have offered courses but now programs can be extended to this convenient learning environment. This will help take Blue Ridge CTC even farther.

As an institution, we strive to make your educational experience rewarding and beneficial. We will continue to assess and grow our school to ensure student success and completion. Every graduate counts, every student matters. Thank you for choosing Blue Ridge CTC for YOUR educational path.

Best Wishes,

Dr. Peter G. Checkovich

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 curriculum is integrated directly 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. Blue Ridge Community and Technical College faculty and staff continuously analyze and modify the curricula and programs to meet the educational needs of an increasingly complex and technological society. Blue Ridge Community and Technical College intends to meet the educational challenges of the 21st century and to provide quality educational experiences for the population of the Eastern Panhandle.

Policy of Nondiscrimination

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of 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, sexual orientation, marital or parental status, financial status, veteran status, or disability, as defined by applicable laws and regulations.

Blue Ridge Community and Technical College is required by Section 904, Title IX, Education Amendments of 1972, not to deny admission on the ground 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 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 ground of race, color, or national origin. Blue Ridge Community and Technical College 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, American with Disabilities Act, and other applicable laws and regulations.

ADA Coordinator:

Michelle Smith
Blue Ridge Community and Technical
College
13650 Apple Harvest Drive
Martinsburg, WV 25403
304.260.4380 ext 2104
msmith@blueridgectc.edu

EEO Coordinator:

Justin Ruble, Vice President of
Human Resources
Blue Ridge Community and Technical
College
13650 Apple Harvest Drive
Martinsburg, WV 25403
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Academic Year

The academic year consists of two 15-week semesters offered in the fall and spring of each year. Additionally, a 10-week summer session is offered. (Dates are subject to change; please check the website for updated information).

Fall 2014		
08/15/2014	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
08/18/2014	Mon	Classes Begin
08/22/2014	Fri	Last Day to Add/Drop or Late Register via BRIDGE - ends @ 11:00 pm
08/29/2014	Fri	Last Day to Change a Course from Credit to Pass/Fail Status
09/01/2014	Mon	Labor Day Holiday – College Closed
09/08/2014	Mon	Last Day to Change a Course from Credit to Audit Status
10/03/2014	Fri	Last Day to Apply for May Graduation Last Day to Withdraw from First 8 Weeks Class
10/06/2014	Mon	First Day of Mid-Term Exams
10/11/2014	Sat	Last Day of Mid-Term Exams
10/13/2014	Mon	Mid-Term Grades due at 9:00 am for 16 Week Classes Final Grades due at 9:00 am for First 8 Weeks Classes Second 8 Weeks Classes Begin
10/15/2014	Wed	Grades Available on BRIDGE – Tentative
10/06/2014	Mon	First Day of Academic Advisement for Continuing Students for Spring
10/27/2014	Mon	First Day of Spring BRIDGE Registration for Continuing Students Spring Booklist Available (Tentative)
11/21/2014	Fri	Last Day to Apply for a Certificate for December
11/24/2014	Mon	First Day of Thanksgiving Recess
11/30/2014	Sun	Last Day of Thanksgiving Recess
12/05/2014	Fri	Last Day to Withdraw from Full Semester or Second 8 Week Class Last Day of Classes
12/08/2014	Mon	First Day of Final Exams
12/13/2014	Sat	Last Day of Final Exams
12/15/2014	Mon	Grades Due at 9:00 am

12/17/2014	Wed	Grades Available on BRIDGE - Tentative
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Spring 2015		
1/16/2015	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
1/20/2015	Tue	Classes Begin
1/26/2015	Mon	Last Day to Add/Drop or Late Register via BRIDGE – ends @ 11:00 pm
2/02/2015	Mon	Last Day to Change a Course from Credit to Pass/Fail Status
2/09/2015	Mon	Last Day to Change a Course from Credit to Audit Status
3/06/2015	Fri	Last Day to Apply for August and December Graduation Last Day to Withdraw from First 8-Weeks Class
3/09/2015	Mon	First Day of Mid-Term Exams First Day of Academic Advisement for Continuing Students Summer & Fall
3/14/2015	Sat	Last Day of Mid-Term Exams
3/16/2015	Mon	Mid-Term Grades due at 9:00 am for 16 Week Classes Final Grades due at 9:00 am for First 8 Weeks Classes Second 8 Weeks Classes Begin
3/18/2015	Wed	Grades Available on BRIDGE - Tentative
3/30/2015	Mon	First Day of Summer BRIDGE Registration for Continuing Students Summer Booklist Available (Tentative)
4/01/2015	Wed	First Day of Fall BRIDGE Registration for Continuing Students Fall Booklist Available (Tentative)
4/06/2015	Mon	First Day of Spring Recess
4/11/2015	Sun	Last Day of Spring Recess
4/17/2015	Fri	Last Day to Apply for a Certificate for May
5/08/2015	Fri	Last Day to Withdraw from Full Semester or Second 8 Week Class Last Day of Classes
5/11/2015	Mon	First Day of Final Exams
5/16/2015	Sat	Last Day of Final Exams
5/18/2015	Mon	Grades Due at 9:00 am
5/20/2015	Wed	Grades Available on BRIDGE - Tentative
5/28/2015	Thur	Commencement Tentative)

Summer 2015

5/22/2015	Fri	Add/Drop and Late Registration (Late Fee Applies) via BRIDGE
5/25/2015	Mon	Memorial Day Holiday – College Closed
5/26/2015	Tue	Classes Begin
5/29/2015	Fri	Late Registration Ends– ends @ 11:00 pm
6/03/2015	Wed	Last Day to Change a Course from Credit to Pass/Fail Status
6/08/2015	Mon	Last Day to Change a Course from Credit to Audit Status
6/19/2015	Fri	Last Day to Withdraw from a First 5 Weeks Class
6/27/2015	Sat	First 5 Weeks Classes End
6/29/2015	Mon	Mid-Term Grades due at 9:00 am for 10 Week Classes Final Grades due at 9:00 am for First 5 Weeks Classes Second 5 Weeks Classes Begin
6/30/2015	Tue	Grades Available on BRIDGE - Tentative
7/03/2015	Fri	Independence Day Holiday – College Closed
7/24/2015	Fri	Last Day to Withdraw from a Second 5 Week/10 Week Class
8/01/2015	Sat	Summer Classes End
8/03/2015	Mon	Grades due at 9:00 am
8/05/2015	Wed	Grades Available on BRIDGE - Tentative

Accreditation

In March 2005, CTC Shepherd was initially accredited for five years as an independent institution by The Higher Learning Commission (HLC) and is a member of the North Central Association (NCA). On July 1, 2006, CTC Shepherd officially became Blue Ridge Community and Technical College. Additionally, individual programs are accredited by their own respective organizations/accrediting bodies.

Blue Ridge Community and Technical College began an extensive self-study process in 2006 to prepare for the HLC comprehensive evaluation in October 2009. A significant part of the Self-Study effort is the preparation of a Self-Study Report which demonstrates that Blue Ridge CTC should be accredited. Blue Ridge CTC received ten year accreditation in Spring 2010.

The Higher Learning Commission (HLC) is an independent corporation and one of two Commission members of the North Central Association of Colleges and Schools (NCA), which was founded in 1895 as one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits, and thereby grants membership in the Commission and in the North Central Association, to degree-granting educational institutions in the North Central region: Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming. NCA contact information is as follows: (www.ncahlc.org, phone (312) 263- 0456, or 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504).

History of Blue Ridge Community and Technical College

Shepherd began offering 2-year programs in disciplines such as business in the 1960s. Officially, Shepherd Community College began in 1974 when the nursing department became the first official two-year program to be adopted by Shepherd. In 1989, the West Virginia State Board of Directors requested Shepherd to re-confirm its point of interest in operating a Community College. Dr. Pete Checkovich was chosen to become Dean of the Community and Technical College, he later was named Provost, and in 2004 became President of Community and Technical College of Shepherd (CTC Shepherd). CTC Shepherd was located on the basement floor of Gardiner Hall in Shepherdstown until August 2001. Meanwhile, the Martinsburg City Council contacted college officials about the possibility of bringing the Community and Technical College to Martinsburg. The City Council offered a grant for the college if it would relocate, and offered to help the college find a suitable location in Martinsburg. The site selected was the former Blue Ridge Outlets. Their offer along with the location of the building was presented to the West Virginia Higher Education Policy Commission in the fall of 2000 and the move to Martinsburg was approved. In June of 2001, renovation of the Berkeley Building of the former Blue Ridge Outlet Complex began. Classes began at the Community and Technical College on August 20, 2001. In early 2002, the Berkeley County Commissioners finalized the purchase of the Blue Ridge Outlets complex; negotiations resulted in the May 2003 relocation of the CTC Shepherd to the newly renovated Dunn Building. In March 2005, CTC Shepherd was accredited as an independent institution by The Higher Learning Commission and is a member of the North Central Association (NCA). On July 1, 2006, CTC Shepherd officially became Blue Ridge Community and Technical College.

The Dunn Building housed Blue Ridge Community and Technical College from 2003 – 2012 and accommodated the rapidly growing population. As enrollment continued to climb, College officials quickly recognized the need for a new headquarters building. In Fall of 2009, the College purchased 46 acres on Route 45 in Martinsburg, which now houses the new main campus. Construction began Fall of 2010 and the beautiful new campus was completed during the Spring of 2012. The 55,000 square foot building offers 18 classrooms, additional parking, and an on campus server to the student body. The gorgeous new building is a welcomed addition to the scenery and backdrop within Berkeley County West Virginia and will easily serve the thousands of students to come.

Workforce Development

Blue Ridge Community and Technical College is a resource for employers in Berkeley, Morgan, and Jefferson Counties. Its academic educational programs, together with strong business and industry training programs have created a learning organization whose students and graduates are among the best-prepared citizens and workers in the state.

Blue Ridge Community and Technical College provides educational solutions to the emerging and incumbent workforce that includes customized training design and delivery, support industry certification, and improve the workplace performance of our customers. For additional information, please visit our website (www.blueridgectc.edu) or contact Ann Shipway at (304) 260-4380.

Campus Locations

Headquarters

Blue Ridge Community and Technical College Headquarters is located at 13650 Apple Harvest Drive, Martinsburg, West Virginia 25403, and the phone number is (304) 260-4380. Blue Ridge Community and Technical College administrative and faculty offices are at this location.

Technology Center

Blue Ridge Community and Technical College opened its Technology Center in the Berkeley Business Park, located at 5550 Winchester Avenue, Martinsburg, WV 25405. The Tech Center held its ribbon cutting ceremony on June 18, 2008. Governor Joe Manchin, III gave the keynote address. This building was opened with a partnership of Allegheny Energy. The facility has an indoor and outdoor pole park, classrooms, and many office spaces. This site is approved by The Higher Learning Commission and the Department of Education. Please contact the College for more information.

The Pines Opportunity Center

Blue Ridge Community and Technical College began using the Morgan County Center during the Fall of 2012. The Center is located in the Pines Opportunity Center 109 War Memorial Drive, Berkeley Spring's former Hospital. Currently there are 5 standard classrooms along with several smaller rooms that can easily accommodate small groups and meetings. A Phlebotomy lab can also be found within the Center, allowing career specific training to occur on site. Please contact the College for more information.

Admissions

Admission Requirements

Students seeking admission to Blue Ridge Community and Technical College as degree-seeking students must have graduated from high school or passed the GED. The following items must be submitted to the EM Office:

1. Complete Blue Ridge Community and Technical College Degree Seeking Application
2. \$25 Application Fee
3. ACT/SAT/ACCUPLACER Scores (*Accuplacer is given to students without ACT/SAT scores; for cutoff scores to be placed in academic foundation classes, please review the Academic Support Services section of this catalog.*)
4. Official transcripts
 - a. High School or GED scores
 - b. Any and all other colleges attended

Admission to Limited Enrollment Programs

The following associate of science degree programs have additional requirements for admission into the program.

1. Board of Governors, A.A.S.
2. Emergency Medical Services
3. Medical Laboratory Technician, A.A.S.
4. Nursing
5. PTA

Types of Enrollment

First time Freshmen

Students who have never attended a college or university before are classified as freshmen and must:

1. Complete application
 - a. Pay the \$25 application fee
 - b. Provide official high school transcripts or GED scores
2. Complete separate Financial Aid paperwork (FAFSA) if interested in qualifying for Financial Aid
3. Complete Enrollment Reply Form upon notification of acceptance
4. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

Readmits

Students who have previously attended Blue Ridge Community and Technical College, have not attended another institution since prior enrollment, and would like to re-enroll are classified as readmitted students and must:

1. Complete application
2. Check BRIDGE to make sure you have no holds from previous attendance on your academic record. Holds or suspensions will prevent you from being admitted again.
3. Complete separate Financial Aid paperwork (FAFSA) if interested in applying for Financial Aid
4. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

Students who have not been registered for one or two semesters (not including summer), can meet with their academic advisor to obtain their alternate pin number and register for courses without reapplying for admission. (NOTE: This policy does not apply to students who have been suspended, attended another institution while not at BRCTC (see Transfer/Readmit below), or who have not been enrolled for longer than two semesters.)

Transfers

Students who have previously attended any other college (s) or university (ies) are classified as transfer students. Transfer students must:

1. Complete application
 - a. Pay the \$25 application fee
 - b. Provide previous official college transcripts from all institutions attended
 - c. Provide official High School Transcripts
2. Complete separate Financial Aid paperwork (FAFSA) if interested in qualifying for Financial Aid
3. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

For an associate's degree, a student must complete at least 24 credit hours of course work at Blue Ridge Community and Technical College. The last 12 hours of course work for an associate's degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors, Occupational Development and Technical Studies Associate of Applied Science degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Transfer/Readmits

Students who have previously attended Blue Ridge Community and Technical College and then attended any other college(s) or university(ies) during their absence are considered transfer/readmit students. Transfer/Readmits must:

1. Complete application
 - a) Pay the \$25 application fee
 - b) Provide official transcripts from schools attended during absence.
2. Complete separate Financial Aid paperwork (FAFSA) if interested in qualifying for Financial Aid
3. Sign up for and attend an Orientation/Registration Session (included with acceptance letter)

For an associate's degree, a student must complete at least 24 credit hours of course work at Blue Ridge Community and Technical College. The last 12 hours of course work for an associate's degree must be completed at Blue Ridge Community and Technical College. For the Board of Governors, Occupational Development and Technical Studies Associate of Applied Science degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

Non-Degree Seeking Students

Non-degree students are those who wish to take courses at Blue Ridge Community and Technical College but do not desire to enroll in any specific program or desire a degree.

- Non-degree students are not eligible for Financial Aid.
- Non-degree students are not assigned an advisor.
- Steps to enroll:
 - a. Complete the one page non-degree application (available at the Welcome Desk or online at www.blueridgectc.edu)
 - b. Submit ACT/SAT/ACCUPLACER scores or unofficial college transcripts for proper placement in certain courses, such as math, English, or chemistry
 - c. Student will receive an email with directions on payment, book(s), and confirmation of registration
 - d. Pay the required tuition fee after registration

Note: All of the above paperwork is required for each semester of registration. Non-degree students do not have an assigned academic advisor and do not have priority registration in Bridge.

High School Students

Students who are currently enrolled in high school and wish to take college level courses at Blue Ridge Community and Technical College are classified as high school students.

- Students must have at least a 2.0 high school GPA
- Students must have ACT/SAT/ACCUPLACER scores for placement in math or English. For specific score requirements, please refer to the Academic Support Services section of this catalog.
- The total number of high school and college instructional hours in one semester is not to exceed 19.
- Steps to enroll:
 - a. Complete the one-page non-degree application (available at the Welcome Desk or online at www.blueridgectc.edu)
 - b. Submit ACT/SAT/ACCUPLACER scores or unofficial college transcripts for proper placement in certain courses, such as math, English, or chemistry
 - c. Submit current transcript of high school courses taken
 - d. Submit letter of recommendation from the Guidance Counselor or Administrator
 - e. Pay the required tuition fee after registration

Note: All of the above paperwork is required for each semester of registration. Non-degree students do not have an assigned academic advisor and do not have priority registration in Bridge.

College Credit for Military Service

Students who have completed basic training in military service may be granted a maximum of four-semester hours of credit, which may be used to satisfy Liberal Arts physical education and/or elective requirements. It is the student's responsibility to request this credit and to verify this military experience to the registrar. If the student was not in the Army or other service branch that has basic training then Blue Ridge Community and Technical College will grant the same credit to individuals who present a certified copy of their DD-214 form after completing a minimum of one year of active military service. Correspondence work completed at accredited institutions of higher learning cooperating with the Armed Forces Institute is accepted by colleges in West Virginia. The amount of credit allowed by the institution where credit was earned, however, must not exceed 28 semester hours.

Fee Waiver

Blue Ridge Community and Technical College recognizes the American College Test's or College Board's Application Fee Waiver Program for economically-disadvantaged students; the appropriate request for a fee waiver should be submitted by the high school guidance counselor with the admissions application form.

Advanced Placement Tests

To receive credit for Advanced Placement Tests, students must have the testing service send the AP results directly to Blue Ridge Community and Technical College.

Admission of Students with Disabilities

Some disabilities are considered a barrier to completion of admission into particular programs at Blue Ridge Community and Technical College. College officials desire to provide every possible accommodation to students with disabilities. To do this, however college officials must have reasonable notice of the special accommodations required. Proper documentation from an established medical professional may be required. The Coordinator of Student Success along with the student will develop accommodations for those students whom are in need. Inquiries or requests should be directed to the Student Success office.

Orientation/Registration

Blue Ridge Community and Technical College Orientation/Registration is required for all incoming degree seeking students.

1. Admitted students will receive an email with their acceptance letter indicating orientation/registration dates.
2. Prospective students who are seeking a degree and do not have ACT or SAT placement scores must contact the Office of Student Success to set up testing (prior to specified date of Orientation/Registration.)
3. Students contact Blue Ridge Community and Technical College (according to the instructions on the letter) and denote which date they will attend an Orientation/Registration Session.
4. Students attend their scheduled Orientation/Registration Session, meet with an Academic Advisor, register for classes for the upcoming semester, and make appropriate payment arrangements.

The purpose of the Blue Ridge Community and Technical College Orientation/Registration Session is to familiarize students with policies, procedures, online classes, campus services, and other academic and campus information to register for classes. Fees and dates will be provided to the student during the acceptance process.

Classification for Residency for Admissions and Fee Purposes

General

The institutional officer designated by the President shall assign students enrolling in a West Virginia public institution of higher education a residency status for admission, tuition, and fee purposes. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student. If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary action and will be charged the nonresident fees for each academic term theretofore attended. The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgment should be given strong consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

Residence Determined by Domicile

Domicile within the state means adoption of the state as a fixed permanent home and involves personal presence within the state with no intent on the part of the applicant or, in the case of the dependent student, the applicant's parent(s) to return to another state or county. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this state for admission of fee payment purposes. West Virginia domicile may be established upon the completion of at least 12 months of continued presence within the state prior to the date of registration, provided that such 12 months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than 12 months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently-occupied home in West Virginia, full-time employment within the state, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions should be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns or on the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

Dependency Status

A dependent student is one who is listed as a dependent on the federal state income tax return of his or her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he or she lives or to whom he or she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state. A nonresident student, who becomes independent while a student at an institution of higher education in West Virginia, does not, by reason of such independence alone, attain domicile in this state for admission or fee payment purposes.

Change of Residence

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he or she has established domicile in West Virginia with the intention of making a permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in section two above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

Military

An individual who is on full-time active military service in another state or a foreign country, or an employee of the federal government, shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals also shall be classified as in-state students for tuition and fee purposes. Persons assigned to full-time active military service in West Virginia and residing in the state shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Aliens

An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in section two, may be eligible for in-state residence classification, provided that person is in the state for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in section two. Any person holding a student or other temporary visa cannot be classified as an in-state student. Currently Blue Ridge Community and Technical College is not a SEVIS institution, we cannot accept students on an F-1 VISA.

Former Domicile

A person who was formerly domiciled in the state of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one-year period of time and satisfies the conditions of section two of these rules regarding proof of domicile and intent to remain permanently in West Virginia.

Appeal Process

The initial determination of residency classification by the registrar may be appealed to the institutional committee on residency appeals which is established by the President to receive and act on appeals of initial residency decisions. The decision of the institutional committee on residency appeals may be appealed to the president of the institution. The appeal shall end at the institutional level.

Academic Support Services

Academic Support Services offers a variety of services to assist students in achieving academic success. Located in room 1400, Academic Support Services provides a support staff of professionals learning resource specialists in the areas of mathematics, writing composition, reading, and critical thinking skills. Services include Peer Tutoring, Peer Mentoring, Early Alert Program and many more.

Academic Foundation Courses

Academic Foundation Courses are designed to remediate students who do not meet college admission standards established by the WV Higher Education Policy Commission. The following course focuses on a concentrated developmental curriculum:

- **Developmental Reading Program** – The Academic Foundations Developmental Reading Program consists of ACFN 095. The focus of this course is to develop college reading skills and vocabulary. Effective comprehension along with an emphasis on the application of these skills in college-level work is the goal. Tutors are available upon request. ACFN 095 - Developing College Reading Skills (3) is a non-credited course.

Attendance Policy for all ACFN Courses

Required Attendance in Academic Foundations (ACFN) course: Students are expected to attend ALL classes. In the absence of student/instructor communication, all nonattendance is assumed to be unexcused. In the case of courses that are delivered partially or fully online (e.g., 50%-100% online, web hybrid with proctored tests, etc.), submission of completed class assignments weekly is used to document attendance.

During a regular, 16-week term, any student who accumulates two consecutive weeks of unexcused absence (or in the case of an online instruction class [see above], who fails to participate in online class assignments) in a state-mandated course will, without notification, be administratively withdrawn from that course exactly ONE week later unless the student contacts the instructor and provides documentation deeming the absences excused. During terms other than the standard 16-week semester, such as courses offered in the summer or in first or second 8 weeks accelerated formats, five consecutive class hours of unexcused absence (or in the case of an online instruction course [see above], lack of participation in class assignments) will result in an administrative withdrawal exactly TWO DAYS later unless the student contacts the instructor and provides documentation deeming the absences excused.

Should such an event transpire, it may have financial aid, insurance, and college enrollment repercussions. This institutional policy should be taken very seriously. Excused absences include 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 entailing official representation of Blue Ridge CTC; or
4. Hazardous, weather-induced driving conditions.

In the case of any absence, it is the student's responsibility to confer with the instructor about the absence and missed coursework. With regard to absences outside of the narrowly defined circumstances above, a student may discuss his or her individual circumstances with the instructor; however, the instructor's decision regarding the excused/unexcused nature of the absence will be final.

Career Services

Students are encouraged to use Career Services early in their college experience to assess their interests and explore career options. Career Services works with area organizations to develop job opportunities. All of the services that are provided by this area are vital to assisting students and providing a springboard into today's very competitive workforce. Some of the many services that this area can provide to students includes the College Foundation Career Assessments, mock interviews, cover letter and resume assistance, College Central, Federal Work Study, and much more. Every year Career Services hosts a Career Fair, which is a wonderful opportunity for everyone who attends because it gives them an opportunity to market themselves and to practice their professional interviewing skills as well. For more information about Career Services, stop by office 1300 to talk with the Coordinator of Career Services.

Early Alert Program

The Early Alert Program is designed to identify students who are having academic difficulty at any point during their education at BRCTC. By identifying these students, the Student Success Specialist can attempt to address their needs, thereby increasing the likelihood of their graduation. Students may be identified for Early Alert for a variety of reasons, including frequent absences, accommodations, behavior, tardiness, test scores, language skills, and writing ability. For more information about the Early Alert Program contact the Student Success Counselor located in office 1300.

PASS Mentors

The Peer Advising for Student Success (PASS) Program was implemented in an effort to increase retention, student engagement, and success of first year students which will gear them towards graduation! The program targets new degree-seeking students who are attending part-time or full-time. PASS program mentors are employed to make phone calls, send emails, and conduct face-to-face meetings to all new students throughout their first semester of enrollment. These contact methods provide specific information about the college, academic and student support services, registration procedures, e-mail and BRIDGE, and student engagement activities. During these contact times, PASS mentors continuously encourage students to have contact with instructors and advisors. In addition to providing pertinent and valuable information, the contact methods serve as a personal connection between the students as well as the college. PASS mentors should establish professional relationships with their advisees. PASS mentors are trained and ready to make referrals to the appropriate campus division. By building so many positive relationships, students are able to participate in academic and student support services and be more engaged in the campus community as a whole.

Placement Testing/Assessment

Placement Testing / Assessment is a tool to determine a student's readiness for college level courses, specifically reading, English, and math. Students entering college for the first time without ACT or SAT scores should take placement testing/assessment in reading, English, and math prior to registering for a reading, English or math course or any course that has a reading, English, or math pre-requisite.

BRCTC students have the option of taking the assessments on computer (Accuplacer) or paper and pencil (Asset). Accuplacer is untimed and does not have a set number of questions. Asset is timed and has a set number of questions.

Students who do not meet any of the exemptions (see below) from placement testing/assessment will take the following four assessments:

1. Reading comprehension - determines if ACFN 095 - Developing College Reading Skills (3) course is needed. A score of 79 or higher on Accuplacer and 36 or higher on Asset will exempt students from taking this course.
2. Sentence Skills (Accuplacer) or Writing Skills (Asset) - determines placement into ENG 100 – English Essentials (3) or ENGL 101 - Written English (3) or ENGL 110 – Technical Writing and Communication. A score of 88 or higher on Accuplacer and/or 38 or higher on Asset places students into ENGL 101 - Written English (3) or ENGL 110 – Technical Writing and Communication. All scores below place students into ENGL 100 – English Essentials (3).
3. Arithmetic (Accuplacer) or Numerical Skills (Asset) Test AND

4. Elementary Algebra- The scores from BOTH assessments determine placement into MATH 100 – Math Essentials (3), or college level math using the following:

Subject	Course	Accuplacer	Asset
MATH	MATH 100 – Math Essentials (3)	78 on Arithmetic AND 79 on Elementary Algebra	38 on Numerical AND 36 on Elementary Algebra
	MATH 100A – Algebra Essentials (3), MATH 101 – Intro to Mathematics (3) and MATH 102 – Technical Math	79-84 on Arithmetic AND 80-83 on Elementary Algebra	39 on Numerical AND 37-39 on Elementary Algebra
	MATH 105 – Algebra (3), MATH 114 – Elem Probability & Statistics (3), and MATH 154 – Finite Mathematics	85 on Arithmetic AND 84 on Elementary Algebra	40 on Numerical AND 40 on Elementary Algebra
	MATH 106 - Trigonometry (3) MATH 108 - Pre-Calculus (4)	86 on College Math Test	N/A
	MATH 207 - Calculus I (4)	90 or above on College Math Test	N/A

5. Higher College Math Test (Accuplacer) – Students who place into college level math have the additional option of taking the Accuplacer College Math Test in an attempt to place into a higher college level math course. The score from this assessment determines placement into MATH 106 - Trigonometry (3), MATH 108 - Pre-Calculus (4), or MATH 207 - Calculus I (4).

Exemptions from Placement testing/assessment:

1. Students who already have a degree from an accredited college are exempt from placement assessment. (Official transcripts must be submitted to the Office of Admissions).
2. Students who have previously taken and received a passing grade in a college level English and math course from an accredited college are exempt from placement assessment. (Official transcripts must be submitted to the Office of Admissions).

3. Students who have SAT or ACT scores (official score report must be submitted to the Office of Admissions) may use them for placement into courses using the following:

Subject	Course	ACT	SAT
READING	ACFN 095 - Developing College Reading Skills (3)	16 or Below	410 or Below
	Exempt From Reading Course	17 or Above	420 or Above
ENGLISH	ENGL 100 – English Essentials (3)	15 or Below	390 or Below
	Concurrently/Co-Requisite, ENGL 110L – Technical Writing w/ Lab & ENGL 110 Technical Writing OR ENGL 100 – English Essentials & ENGL 101 – Written English	16-17	400-440
	ENGL 101 – English Essentials OR ENGL 110 – Technical Writing	18 or Above	450 or Above
MATH	MATH 100 – Math Essentials	17 or Below	420 or Below
	MATH 100A – Algebra Essentials MATH 101 – Intro to Mathematics MATH 102 Technical Math	18	430 - 450
	MATH 105 – Algebra MATH 114 – Elementary Probability & Statistics MATH 154 – Finite Mathematics	19 or Above	460 or Above
	MATH 106 - Trigonometry (3) MATH 108 - Pre-Calculus (4)	24 or Above	550 or Above
	MATH 207 - Calculus I (4)	28 or Above	600 or Above

4. Students who do not place into a higher level course in any or only some subject areas have the option of taking the placement tests/assessments in only that subject area in an attempt to place into higher level courses.
5. Students may choose not to take placement tests/assessments with the understanding that they must take the ACFN Reading course and begin with the ENGL 100 and MATH 100 level coursework. Students also have the option to take only one or two subject areas of the placement tests/assessments with the understanding that they must take lower course for the subject which they did not test.

Skills 101

SKILLS 101 is a free, week-long test prep boot camp for students who have taken the placement test/assessment but did not place into college level English and or math courses and want the option of intensive study and re-testing.

Students may choose to attend for one subject area (English or math) or both subject areas.

Students are given an intensive test prep workshop and are re-tested at the end of the week.

Although success rates are high for students who attend SKILLS101, attendance is not a guarantee of placing into college level English and or math when re-testing.

SKILLS101 is most recommended for, but not limited to students:

- who had placement scores close ENGL 101 or 110 or MATH 101 or higher
- who may have taken ACFN course(s) and did not complete it and/or failed it

SKILLS101 is based on enhancing skills for successful placement into college level English and math courses based on the placement test/assessment.

Tutor Program

The Peer Tutor Program is a free service to all students of Blue Ridge Community and Technical College. A self-serve program, the student submits a request for tutorial assistance by either sending the form electronically (see Peer Tutor Program on website) or completing a tutor request form in the Success Center, room 1400. Once the form is received, a tutor will contact the student via their Blue Ridge CTC e-mail address within two school days. Also, an on-line tutoring service, BRAINFUSE, is available to our students 24 hours per day.

If you would like to become a peer tutor, the following is required: currently enrolled at Blue Ridge CTC (six hours minimum during the fall/spring semesters); have at least a 2.4 cumulative GPA; have earned a 3.0 in the course(s) in which the student wishes to tutor; and attending an in-service workshop with the tutor coordinator once the student has received approval from the Office of Human Resources.

Students who wish to become tutors may also be referred by faculty from a specific field of study. Students who have a background/education in a specialized course are urged to contact the tutor coordinator.

Note: Tutor sessions can only be held on campus during business hours. There is no tutoring on Sundays or holiday breaks.

Scholarships and Financial Aid

Financial aid for Blue Ridge Community and Technical College students is part of Enrollment Management Services in the offices at 13650 Apple Harvest Drive in Martinsburg. To reach the office by phone, call (304) 260-4380 ext 2106 or visit the website at www.blueridgectc.edu/financial_aid. Current students can view and update financial aid status using BRIDGE.

Financial assistance is available based on scholastic achievement, special talents and abilities, and/or financial need. Awards are given for a period of one academic year, which begins in August, and students must apply for financial aid and/or scholarships each year. The following sections describe guidelines for application, financial aid programs, responsibilities of students and/or parents, and deadlines. More detailed information is available from the Financial Aid Office.

Application Process

Any student who wishes to apply for federal and/or state financial assistance must submit the Free Application for Federal Student Aid (FAFSA) and be admitted to the College in an eligible program. Some certificate programs are eligible for federal aid and the WV HEAPS (Higher Education Assistance for Part-time Students) Grant. All applicants are required to submit the FAFSA and are urged to begin the application process as early as possible after January 1, each year that they will be enrolled. If the student will be enrolled for the Fall, he/she is strongly encouraged to fill out a FAFSA by March 1.

Once the FAFSA is filed with the Department of Education, the application may be selected for a process called verification. The Department of Education randomly selects 30 percent or more of all applicants for verification. Students selected will be notified in writing of required documentation, which includes the verification form, signed copies of student and parent tax return transcripts (for dependent students) and W-2s. Any student with special circumstances, such as loss of employment, extraordinary medical/dental expenses, divorce/separation, or other situations, which could not be reported on the FAFSA, may write a letter to the Financial Aid Office asking for review of his/her circumstances.

Federal and State Grant Programs

Federal Pell Grant

A federal grant, which is based on income, family size, and other factors as determined by filing the FAFSA, is for first time undergraduate students only. The maximum award for 2014-2015 is \$5,730. Pell Grants do not have to be paid back and are available for full and part-time attendance.

Federal SEOG

The Federal Education Opportunity grant may be available to students demonstrating exceptional need. Awards are available for full and part-time attendance. Standard awards typically range up to \$750 per year, but can vary based on financial need.

West Virginia Grant Program

This is a need-based state grant program administered by the Higher Education Policy Commission. Awards are to West Virginia residents and amounts vary by institution. For 2014-2015, the grant amount will range up to \$2,600, based on the Expected Family Contribution and students must be enrolled full-time (12 credit hours or more) each semester. Since it is a need-based program, a FAFSA must be filed by April 15 each year.

PROMISE Scholarship

West Virginia PROMISE (Providing Real Opportunities for Maximizing In-state Excellence) is a merit-based scholarship program designed to keep qualified students in West Virginia by making college affordable. It pays 100% of mandatory tuition and fees at Blue Ridge Community and Technical College. It is the full responsibility of the student to ensure adherence to the PROMISE guidelines. For full program details, please refer to the College Foundation of WV website: www.cfww.com www.promisescholarships.org. The FAFSA must be completed by March 1.

Higher Education Assistance for Part-time Student Grant (HEAPS)

This is a need-based state grant for part-time students in degree, or eligible certificate programs. The award amount is based on tuition charges and is determined by individual schools. The usual semester award is equal to six hours of mandatory tuition and fees, which for 2014-2015 will be \$858. A FAFSA is required.

Federal Work Study

Federal work study jobs help students earn money while attending Blue Ridge. Undergraduate students with work study jobs may work part time on or off campus while enrolled. Federal work study provides part time jobs for undergraduates with financial need, which allows students to earn money to assist with living expenses. The program encourages community service work and work related to a student's course of study.

If you are interested in obtaining a Federal Work Study job while you are enrolled at Blue Ridge, make sure you apply for aid early. It is encouraged that you complete the FAFSA by March 1 each year. The Financial Aid Office awards funds on a first come, first served basis. Please check your award on your BRIDGE account to verify that you are Federal Work Study eligible. If you feel you may be eligible and have not been awarded, please contact the Financial Aid Office.

You will earn at least the current federal minimum wage. However, you may earn more depending on the type of work you do and the skills required for the position. Students must also meet Satisfactory Academic Progress.

Your total work study award will depend on:

- when you apply,
- your level of financial need, and
- Blue Ridge's funding level.

For a list of Federal Work Study positions, please check our bulletin board located next to the Human Resources Office as well as on the Career Services Website, www.collegecentral.com/blueridgectc.

Student and Parent Loans

The Financial Aid Office processes student and parent loans through the William D. Ford Direct Loan Program funded by the Department of Education. Students must be enrolled in a minimum of six credit hours in an eligible program to qualify for a Direct Loan. Federal regulations require that a 1.0 percent origination fee, based on the loan amount, be deducted from every Direct Subsidized and Direct Unsubsidized Loan processed. The percentage is four percent for parent loans.

Federal Direct Loans

After the student has completed the FAFSA, any student interested in student loans will be processed for the maximum student loans for which he/she is eligible. Any student who wants a lower amount need only indicate that amount when the loan is accepted. The amount any student may borrow each academic year is based on:

1. Grade level
2. Length of academic program
3. Dependent or independent status
4. Enrollment status (full or part time) must be at least half time
5. Institutional budgets assigned to each student

Listed below are the maximum amounts per year a student may borrow under the Direct Loan Program as an undergraduate seeking a two-year degree:

Annual Loan Limits for Dependent Students		Annual Loan Limits for Independent Students			
<i>(effective July 1, 2009)</i>		<i>(and dependent students whose parents cannot borrow PLUS)</i>			
	Base Amount	Additional Unsubsidized Loan		Base Amount	Additional Unsubsidized Loan
First Year Students	\$3,500	\$2,000	First Year Students	\$3,500	\$6,000
Second Year Students	\$4,500	\$2,000	Second Year Students	\$4,500	\$6,000

No student seeking an associate's degree may borrow above \$10,500 each academic year. The amount and type of loan a student may receive varies by his/her total cost of education and the amount of other financial aid received. Any student borrowing under the Direct Loan Program for the first time is required to complete Entrance Counseling on-line at www.studentloans.gov. Grade level for transfer students for loan processing is based on the total number of hours accepted by Blue Ridge Community and Technical College.

When the loan is being processed, a first-time borrower must sign a Master Promissory Note (MPN). The promissory note should be signed electronically at www.studentloans.gov. The

electronic confirmation of entrance counseling and completion of an MPN are sent directly to the Financial Aid Office. All loans are disbursed in two payments, usually three weeks after the beginning of each term, and are applied to any outstanding obligations to the College before the student receives a refund.

Direct Parent Loan for Undergraduate Students (PLUS)

Applications for the Parent Loan for Undergraduate Students (PLUS) are available on the Blue Ridge Community and Technical College website. Parent loans are processed based on amount requested, on the student's cost of attendance, and on the amount of other financial aid received. A credit check by the Federal Loan Servicer is required for processing. If a parent's credit is denied, a student can apply for an unsubsidized loan in his/her name.

Alternative Loans

Other loans may be available to students with demonstrated need or special situations. These require credit checks and are made by outside lenders such as SallieMae and Campusdoor. Outside loan applications are available online at the lenders' websites.

Loan Repayment Information

William D. Ford Direct Loans do not have to be repaid until six months after the student graduates or ceases attending on at least a half-time basis. Any student who drops below six hours of enrollment must begin repaying his/her loan six months from that time. Only one six-month grace period is granted to each student. The repayment process for parent loans begins within 60 days after the last disbursement for the year, usually in March if the loan is for two semesters. Current minimum repayment amounts are \$50, depending on the repayment plan. Several repayment plans exist for all loan programs. To view repayment plan options go to www.studentaid.gov/repay-loans/understand/plans. Exit Counseling must be completed at the time of graduation or when the student goes below half-time enrollment.

Exit Counseling is done online at www.studentloans.gov. Academic transcripts will not be released until exit counseling is completed and results electronically received by the Financial Aid Office.

Other Types of Assistance

Veteran's Re-Education Act

Eligibility for funding by the Veteran's Re-Education Act is determined by the Department of Veterans Affairs, and awards are given to West Virginia residents who have exhausted all other veteran's benefits and must meet other criteria related to need. Applications may be obtained from the Financial Aid Office.

Military and Veterans Administration Education Assistance

The Veterans Administration provides a number of programs for veterans and service personnel seeking funding for education and/ or training. Please contact the Veterans certifying official at Blue Ridge Community and Technical College to inquire about available assistance. Apply for Veteran Education Benefits at www.va.gov or for questions regarding benefits call 1-888-442-4551.

Vocational Rehabilitation

Students with physical or learning disabilities may be eligible for assistance with education expenses through their state department of vocational rehabilitation. Students should contact the local Division of Rehabilitation Services to inquire about programs available.

Disbursements/Refunds

Disbursement of Funds

Financial aid is awarded for the full academic year; with half available for the fall semester and half for the spring semester. Student payment for tuition and fees is due prior to the start of each semester. Students receiving financial aid to assist with these expenses will have that aid applied first to institutional charges. Purchase of books and supplies through Blue Ridge Community and Technical College's bookstore official vendor, may be billed directly to the student account if the student has a credit balance. First disbursements are made thirty (30) days into the semester.

Refund of Excess Financial Aid

All financial aid, including loans, is applied to the student account to cover institutional costs. No refund is given to the student until all obligations to the College are met. All Title IV funds awarded (Federal Pell Grant, Federal SEOG and Direct Loans) are refundable according to program regulations. Refund checks for excess financial aid are normally available shortly after the first financial aid disbursement and on a weekly basis thereafter.

Refunds/Returns Due to Withdrawal

The Financial Aid Office is required by of federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. Federal Title IV financial aid program eligibility must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of aid earned using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him or her, the institution would owe the student a post-withdrawal disbursement which must be paid within 30 days of the student's withdraw.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Parent (PLUS) Loan
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant
6. Other Title IV assistance
7. Other State of West Virginia
8. Private and Institutional aid
9. The student

Satisfactory Academic Progress Policy

The policy for Satisfactory Academic Progress is effective as of July 1, 2011 and supersedes any previous policy. Federal regulations require Blue Ridge CTC to establish Satisfactory Academic Progress (SAP) standards for all students in eligible degree or certificate programs who wish to receive financial aid. 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 12/31/95 as published by the 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 Loans, 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 average and attempted hours standards for progress toward a degree.

Standards Measured by Grade Point Average

1. All Associate Degree and eligible certificate program students must maintain a minimum of a 2.0 grade point average (GPA). This includes transfers and re-admitted students.
2. Any student admitted or readmitted on academic probation who does not meet grade point average standards may appeal to the Financial Aid Scholarship and Appeals Committee at Blue Ridge Community and Technical College. Please refer to www.blueridgectc.edu/financial_aid for more information.

Standards Measured by Hours Attempted

As a student progresses through his/her program, he/she must pass at least 70% of credit hours attempted, including transfer and pass/fail hours and the following:

- F Failure
- I Incomplete
- IF Incomplete/Failure
- W Withdrawals
- R Repeat

The above types of attempted hours are combined with all passing grades in determining progress. Transfer credits accepted by Blue Ridge CTC will be added to institutional hours to determine total hours attempted.

Example 1	Example 2
Attempt 20	Attempt 25
Pass 15	Pass 15
$15 / 20 = 75\%$	$15 / 25 = 60\%$
Student is passing	Student is failing
Hours Attempted Standard	

Standards Measured by Maximum Hours

Any student in a program leading to an Associates Degree must complete their degree or certificate program in 96 credit hours or 150% of usual hours required by the program. Students who will be at maximum hours within 24 credits are also checked at the end of each semester for continued eligibility.

Students working on a second degree or certificate will receive financial aid ONLY for the coursework needed to complete the degree, even though they have passed less than 96 hours.

Satisfactory Academic Progress will be evaluated at the end of each semester, including summer term(s). Students must meet all Satisfactory Academic Progress standards. The GPA and percentage standards will be checked at the end of each semester and become effective immediately. Students not in compliance with grade point average and/or percentage standards for the first time will automatically be given a warning period of one semester, during which they will have eligibility for financial aid. Those who are given a warning period will be notified in writing. **Each student is offered only one warning period.** Students failing academic progress after the warning period are suspended from financial aid eligibility and will be notified in writing. Students may appeal suspension of financial aid based on special circumstances which include, but are not limited to, death of a close relative or injury or illness of the student. The student must provide documentation of the appeal circumstances. All appeals are considered on a case by case basis and a letter of appeal must be submitted, with documentation, to the Financial Aid Office at least one week prior to the appeal date listed in the suspension letter. Students are only permitted one appeal. A student can only regain eligibility by meeting the institutions current Satisfactory Academic Progress Standards,

Blue Ridge Community and Technical College Scholarships

There are various scholarships available to Blue Ridge Community and Technical College Students. Please visit the website at www.blueridgctc.edu/financial_aid

Registration and BRIDGE

BRIDGE is a secure online program that 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

To access BRIDGE, go to the Blue Ridge Community and Technical College Home Page and click the “BRIDGE” link. The User Log-on screen requires a “User ID” and “PIN”. The User ID is the 9-digit Student Identification Number. 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. Immediately after entering BRIDGE for the first time, the student is prompted to create a new PIN; this pin number is a 6-digit number of the student’s choice and cannot be retrieved by the faculty or staff at Blue Ridge Community and Technical College. This new PIN will be used with the User ID to access BRIDGE. From that point forward BRIDGE provides students’ access to “Student Services”, “Financial Aid” and “Personal Information” screens.

Class Schedule

Semester class schedules are available at www.blueridgectc.edu. Students are encouraged to refer to the website for the most-up-to-date version of the schedule.

Registration Information

General Information

To register for classes on BRIDGE, the student must log-on using his or her User ID and PIN number. After selecting the Student Services screen, the student will click on Registration and enter the CRN’s for the classes for which he or she wishes to register.

Alternate PIN

To register for classes a student must enter an “Alternate PIN” number. This Alternate PIN number must be obtained from the student’s Academic Advisor and is not to be confused with the PIN number used by the student to log-on to BRIDGE. The Alternate PIN is entered on the Registration screen of BRIDGE. This number changes from semester to semester and should be kept through the add/drop period.

Course Request Number (CRN)

Class registration on BRIDGE is conducted by entering the Course Request Number (CRN) for each class. The CRN for each class is listed in the Class Schedule. If special permission or approval is required to register for a course, students must see the appropriate person listed in the Schedule of Classes, prior to registering.

Registration Holds

BRIDGE will inform the student of any holds on their account. A student with outstanding financial or other obligations will not be permitted to register until all obligations are cleared up by the appropriate office(s).

Online Classes

Technology allows some classes to be taught online. Class formats vary as follows:

- Web-assisted or hybrid courses enable portions of the class and some materials to be available online
- Asynchronous classes meet primarily online allowing the student to perform the coursework at any time during the assignment period. The student may be required to meet face-to-face with the instructor or class. Face-to-face meetings will be clearly described in the course syllabus.
- Synchronous classes meet primarily online requiring the student to log onto the online program at a specified time. The student may be required to meet face-to-face with the instructor or class. Online and face-to-face meetings will be clearly described in the course syllabus.

Online classes are enumerated in both the printed schedule and at www.blueridgectc.edu. The specific format of an online class is defined by the instructor and is available during registration.

Special Topics Courses

The college offers courses which fulfill short-term needs not justifying permanent listing in the Catalog or which respond to requests received on short notice. Credit given will be from one to four hours, and the course may be repeated as needed by the department. Topics for these courses will be created as needed by each department. Special Topics courses vary in content with each offering. When offered, a Special Topics course title includes a subtitle describing that course's specific content.

Variable Credit Courses

Variable credit courses are listed in the Schedule of Classes with a range of hours the course may be taken for. To enter variable credit click on the underlined credit hours for each variable credit course or click on Change Class Options at the bottom of the screen. Enter desired hours (noting allowed range) and click on Submit Changes. Scroll down, check hours, or click Return to Menu, click on Student Detail Schedule and check hours.

Maximum of 19 Credits

Students may register for a maximum of 19 credit hours per semester. A student who wishes to enroll for more than 19 hours must have an overall grade point average of 3.0 or better and secure the written approval of the Academic Advisor and Program Coordinator. If the overall grade point average is less than 3.0, students must first petition the Admissions and Credits Committee for permission before proceeding to get required signatures. Approval forms to enroll for more than 19 hours and petition forms are available in the Enrollment Management Office. Admissions and Credits Petitions are available at the Enrollment Management Office or online under Student Forms.

Closed Class

BRIDGE will indicate if a course is closed by giving a registration error message on the screen. The student can then check other sections of the same course for available openings by scrolling down and clicking on class search. If a class is closed a student may add themselves to the waitlist (if it is not already at capacity).

Waitlisting

If a class is full or closed a student has the option to waitlist themselves in the registration screen in their Bridge account. Once they are notified the class is full or closed, choose waitlist from the drop down menu. A maximum of 10 students can be waitlisted for a class. At such a time when a seat becomes available in a course, the first student on the waitlist will be notified via their BRCTC email and they will then have 24 hours to register for the class in their Bridge account. Of the 24 hour time expires and the student has taken no action in Bridge they will forfeit their place on the waitlist and seat becomes available to the next student on the waitlist.

Time Conflicts

If a student requests two courses whose start and/or end time overlap, a time conflict is created. The student can then check other sections of the same course for available openings by scrolling down and clicking on class search. An override may also be obtained from a division dean or program coordinator. If the division dean or program coordinator placed the approval in the computer, the student will then be available to register on BRIDGE, if not the student should report to the Enrollment Management Office for processing. Time conflicts require written permission from the instructor of both courses.

Other Conflicts

Students cannot register by BRIDGE for two sections of the same course. This includes special topics courses with the same number, such as 199 or 299. Students should report to their advisor for approval.

Confirm Schedule

After all CRN numbers have been entered and if there are no registration errors, the student must click Submit Changes, when finished click on Confirm Schedule. Click on Menu then click on Student Detail Schedule to check accuracy.

Registration Process

Currently Enrolled, Degree-Seeking Students

Students who are degree seeking and currently enrolled at Blue Ridge Community and Technical College are the first to register for future semester classes. Early registration takes place in October and March. Students must meet with their Academic Advisor to discuss their class schedule and receive their “Alternate PIN” and assigned registration time. At the assigned registration time, currently enrolled students can log-on to BRIDGE, select Student Services and then select Registration to register for classes.

Special Non-Degree Seeking Students

Registration for Special Non-Degree Seeking Students is ongoing. This means that registration forms will be taken and held until a set processing date for each semester. There is no application fee, and the student is not eligible for financial aid. Students who have applied for admission and who have been admitted into a degree seeking program must register for classes during a scheduled advisement and registration session. Students who have not applied for admission and who have not been admitted will be required to complete a Special Non-Degree Seeking Student Application (this form may be picked up at the Enrollment Management Office or online at www.blueridgetc.edu) and return this form to the Enrollment Management Office along with payment.

Late Registration

Students who begin registering for classes on or after the Friday before the first day of classes of the semester will be charged a \$25 late registration fee. The student may still register via BRIDGE through the first week of classes. The late registration fee will be charged to the student’s account.

Payment

Students participating in early registration will receive a tuition e-bill. Student registering in person or registering late must pay tuition at the time of registration.

Add/Drop Period

The first five class days of the fall and spring semester, and the first four days of summer are 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. (More information on withdrawing from classes is located in the Academic Information section in this catalog).

Expenses

Payment

The West Virginia Higher Education Policy Commission regulations require the College to operate strictly on a cash basis with all payments and obligations being collected in advance.

If payment is made by check, registration will be considered incomplete until the check covering the required fees has cleared the bank on which it is written. The cashier's office will accept cash, credit cards, money orders, or approved personal checks written for the exact amount of the obligation. All checks must be payable to Blue Ridge Community and Technical College and third party checks will not be accepted. A student's registration may be cancelled when payment is made by a check which is dishonored by the bank. If the returned check is in payment of tuition and fees, the business office is required to declare the fees unpaid and registration cancelled. The return of a check for any reason constitutes late registration, and the applicable late-registration fee shall be assessed. In such case, the student may re-register upon redemption of the unpaid check, payment of the \$10 returned check handling charge, and payment of the applicable late fee of \$25. The returned check fee of \$10 will be collected for each check returned unpaid by the bank upon which it is drawn, unless the drawer obtains an admission of error from the bank.

All student charges are payable at the time of registration for each semester. Students in debt to the College from a previous semester or term will not be permitted to enroll until all obligations are paid. Any outstanding and unpaid financial obligation to the College can result in withholding the student's grades, transcript of credits, diploma, and official reports. Students will not be permitted to attend classes until registration has been completed.

Student employees will be required to pay tuition and fees at the same time as other students. The student employee will receive paychecks from the State of West Virginia for work performed during the previous month. All fees and expenses are subject to change without prior notice.

Enrollment Fees Per Semester—Fall 2014

West Virginia Students Enrolled at Blue Ridge Community and Technical College		Out-of-State Students Enrolled at Blue Ridge Community and Technical College	
Hours	Fee	Hours	Fee
1	\$143.00	1	\$258.00
2	\$286.00	2	\$516.00
3	\$429.00	3	\$774.00
4	\$572.00	4	\$1,032.00
5	\$715.00	5	\$1,290.00
6	\$858.00	6	\$1,548.00
7	\$1,001.00	7	\$1,806.00
8	\$1,144.00	8	\$2,064.00
9	\$1,287.00	9	\$2,322.00
10	\$1,430.00	10	\$2,580.00
11	\$1,573.00	11	\$2,838.00
12	\$1,716.00	12	\$3,096.00

Rates are subject to approval of the West Virginia Higher Education Policy Commission.

Explanation as to Use of Enrollment Fees—Fall 2014

	West Virginia Students (Full-Time Rate)	Out-of-State Students (Full-Time Rate)
Tuition Fee: Restricted for statewide capital improvement purposes by West Virginia Statute.	\$168.00	\$360.00
Technology Fee: Restricted to defray expenses for the development of college technology.	\$108.00	\$108.00
College Operation Fee: Unrestricted for general operating purposes.	\$1,440.00	\$2,628.00
TOTAL	\$1,716.00	\$3,096.00

Refund Policy

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedules outlined below. The refund calculation is based on the amount paid toward tuition and fees. **(No refunds on partial withdrawals)**. Refunds are determined from the first day of the school term, which officially begins with orientation and registration days. The official withdrawal date is certified by the registrar. Refund checks are issued through the State Treasury, and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

To get a 100% refund you must drop ALL classes by the end of add/drop.

Regular Session

During first and second weeks	90%
During third and fourth weeks	75%
During fifth through eighth weeks	50%
Beginning with ninth week	No Refund

Summer Session

During first 10% of the term	90%
From 11% to 25% of the term	75%
From 26% to 50% of the term	50%
After 50% of the term is completed	No Refund

Special Fees

Admission Application Fee (nonrefundable)	\$ 25.00
Board of Governors Transcript Posting Fee (per credit)	10.00
Diploma Replacement	20.00
Late Payment	25.00
Late Registration	25.00
Online Course Fees per credit hour	25.00
Orientation Fee	25.00
Returned Check Handling Fee	10.00
Science Lab Fee	25.00
Student ID Replacement	5.00
Transcript (24 hour emergency)	15.00
Transcripts—after first transcript	5.00

Additional fees may be assessed for individual courses. These fees are listed in the comments section in the schedule of classes.

Audit Fees Per Semester

Enrollment fees for students enrolled in courses for audit (without credit) are the same as if credit were given. (The only exception applies to students requesting the senior citizen discount and who are over age 65.)

Reduced Tuition and Fee Program

WV Residents who are at Least 65 Years of Age

1. To be eligible for this program the applicant must fill out the application/registration form completely and choose one of two options:
 - a) Register under this program for all classes for credit.
 - b) Register under this program for all classes for noncredit.
(A student cannot mix these two options or mix this program with regular tuition course registration.)
2. A student eligible for this plan may only register in person, following the same guidelines as other non-degree seeking students.
3. The total tuition and standard fees for the credit option will be 50 percent of the normal rates charged to state residents.
4. The total tuition and standard fees for the noncredit option will be \$12.50 per credit hour.
5. Students under this plan will be expected to pay full charges for special fees, including laboratory fees, which are required of all other students.
6. Students must pay at time of registration to avoid being dropped for nonpayment.
7. In lieu of a grade, an AU will be entered for courses in the noncredit option.
8. Students may withdraw according to established dates.
9. The standard refund policy applies, as do all other college policies not specifically addressed herein.
10. All College academic policies apply.
11. Students registered under this program cannot pre-register for the next term.

Currently Enrolled High School Students

Students currently enrolled in high school are eligible for reduced tuition rates. Contact Enrollment Management at (304) 260-4380 for the current rates.

Academic Information

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.

Academic Integrity/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. Students guilty of academic dishonesty on examinations in any course shall receive, as a minimum penalty, a grade of F in that course. Such action shall be taken by the instructor, with written notification to the VP of the division. Repeated offenses shall subject the student to suspension or dismissal from the College. Students involved in facilitating academic dishonesty among others, such as by the unauthorized dissemination of examination materials, will be subject to disciplinary action beyond that called for by their own cheating in a course. Plagiarism is "the act of stealing and using, as one's own, the ideas, or the expression of the ideas of another." Whether that other is another student or a published author, plagiarism is cheating. Detailed instructions on avoiding plagiarism will be provided in required English courses, and comments may be made by instructors in other courses for which papers are written. Guidelines and policies affecting dishonesty and most other aspects of student life may be found in the *Blue Ridge Community and Technical College Student Handbook*.

Academic Recognition

Dean's List

Blue Ridge Community and Technical College students eligible to be named to the Blue Ridge Community and Technical College Dean's List include both Associate Degree seeking and Non-Degree Special Students. To be named to the Blue Ridge Community and Technical College Dean's List, a student must earn at least 7 credit hours, maintain a 3.5 average for the semester, and have no Incomplete grades for the semester. ACFN courses do not count in the 7 earned credit hours.

President's List

Blue Ridge Community and Technical College students eligible to be named to the Blue Ridge Community and Technical College President's List include both Associate Degree seeking and Non-Degree Special Students. To be named to the President's List, a student must earn at least 7 credit hours, maintain a 4.0 average for the semester, and have no Incomplete grades for the semester. ACFN courses do not count in the 7 earned credit hours.

Admissions & Credits Petition Process

Students who need exception to College policies or procedures, due to extraordinary circumstances, may petition for special consideration. The petition packet is reviewed by a committee to determine if special consideration should apply.

Directions for Submission (incomplete submissions cannot be reviewed):

1. Pick-up copy of the Admissions & Credits Petition Form from Blue Ridge Community and Technical College Welcome Desk or print from www.blueridgectc.edu.
2. Complete the form (a separate form must be submitted for each course that may be affected by the petition).
3. Attach a typed letter to the committee explaining the circumstances of your petition and why you are asking for special consideration to challenge college policy.
4. Secure proper signatures.
5. If payment is required, attach payment or proof of financial aid.
6. Submit petition form and supporting documentation to the Welcome Desk. Students are notified of results via Blue Ridge email only. Although petitions are reviewed regularly, it may take up to two weeks for completion.

A Petition is considered incomplete if any of the required information requested on the form is missing. Incomplete petitions will not be reviewed.

Assessment

Blue Ridge Community and Technical College has an ongoing assessment program that is firmly rooted in its mission. The assessment initiative grew from both faculty and administration concerns for institutional quality and accountability. The assessment process provides the college and its programs with information regarding institutional effectiveness; all segments of the institution including faculty, staff, students, and the community are actively involved in this process. Blue Ridge Community and Technical College is constantly evaluating our effectiveness by assessing student learning and the environment in which it occurs. As a student, this implies that you are an important aspect in evaluating the institution as a whole and will be periodically asked to participate in assessments of various aspects of the environment.

While grades are one measure of student performance, grades do not provide the institution with the necessary data to assess areas of the curriculum that are strong and areas that need improvement. To assess student academic achievement, each program conducts its own

assessments of student learning. At the conclusion of every course, students have the opportunity to assess the class and their instructor by completing the Course and Instructor Evaluation; this evaluation is used to make courses more effective for future students. Other assessments are conducted as needed and will capture such data as demographics and students' career goals.

Assessment is an important part of continually growing and improving our college. Full participation in the assessment process by faculty, staff, students, and the community will most effectively lead the institution toward more effective teaching and learning. The information gathered is used to shape and guide Blue Ridge Community and Technical College, moving it in the direction that best suits the needs of our population.

Attendance

Students are expected to attend class and to know and understand the specific attendance policies established by each of their instructors. An 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:

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 entailing official representation of Blue Ridge Community and Technical College;
4. 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 the student affairs counselor as soon as possible after the semester begins. In consultation with the student, the counselor can develop a contingency plan to accommodate any absences that may occur because of the disability or illness: the counselor, with 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.

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 Blue Ridge Community and Technical College Admissions and Credits Committee will review any necessary requests for waivers regarding institutional deadlines regarding Withdrawals or Incompletes when:
 - a. the student's petition clearly and fully explains the situation calling for the waiver,
 - b. appropriate documentation is presented,
 - c. the request is supported in writing by both the instructor and the student's advisor, and
 - d. 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.

Attendance is mandatory in ALL Academic Foundations Courses (ACFN), refer to the Academic Support Services section of this catalog for more information. Non-compliance with this regulation will result in an automatic withdrawal from the course.

Credits From Other Sources

CLEP Tests

Credit may be awarded by Blue Ridge Community and Technical College for successful completion of many of the CLEP Subject Examinations. Information about CLEP Exams can be found at www.collegeboard.com/clep.

Courses Taken at Other Institutions

A Blue Ridge Community and Technical College student must apply for transfer approval to take a non-Blue Ridge Community and Technical College course prior to enrollment at another institution. To apply for transfer approval, the student must be in good academic standing (institutional and overall GPA of 2.0 or above). No course that a student has attempted at another institution while on suspension shall be accepted by Blue Ridge Community and Technical College as part of the credit hours necessary for graduation. A student who previously enrolled in a Blue Ridge Community and Technical College course may not petition to retake that course at another institution.

To receive credit for a non-Blue Ridge Community and Technical College course, the student must complete a transfer form making the request. The student will follow all procedures enumerated on that form including signatures of approval. After obtaining the appropriate signatures, the student must submit the completed form to the Registrar's Office.

Should any of the signatures not be secured, the student may file a petition with the Blue Ridge Community and Technical College Admissions & Credits Committee. The completed petition along with the completed the transfer form and the student's written justification for seeking the course elsewhere may be submitted Blue Ridge Community and Technical College Admissions and Credits Committee for final action. Articulation course agreements do not apply to any repeated Blue Ridge Community and Technical College course in which a student has received a grade of D or F. No D or F grade can be replaced by an equivalent transfer course.

EDGE Credit

EDGE is an acronym for **E**arn A **D**egree—**G**raduate **E**arly. This program was created to address classes in high school that meet curriculum requirements for community college credit. There is no charge for these credits. Upon acceptance and enrollment at Blue Ridge Community and Technical College, the student must request that the EDGE credits earned in high school be posted to his or her transcript. This may be done by contacting the high school Tech Prep counselor or the local Tech Prep Coordinator.

Special Examination for Course Credit

For certain courses a student may have the opportunity to take a special examination for course credit.

- Course credit may not be granted through special examination for courses previously attempted or resulted in a failing grade or withdraw.
- Course credit through special examination is only available to currently enrolled, degree-seeking students in good academic standing.
- Course credit through special examination may be attempted only once per course.
- Course credit through special examination is posted to the transcript as CR and will not affect GPA.
- The Special Examination for Course Credit assesses a fee of \$25 per credit hour. Periodically the college will hold workshops designed to prepare the student for Special Examination for Course Credit. Participation in these workshops requires an additional fee. Participation in these workshops is not required to take a Special Examination for Course Credit.
- Payment of the fee for Special Examination of Course Credit must be made prior to the administration of the exam.
- No money will be refunded if any examination is failed.
- For more information about **Special Examinations for Course Credit** see the Program Coordinator.

Enrollment

Absence from College/Readmission

Degree-seeking students in good academic standing who must discontinue their studies for a brief time will be considered eligible to re-enroll in future semesters, as long as they return after no more than two consecutive regular semesters (not including summer sessions), and do not take courses at another institution during that time without prior approval from the College. (For procedures to take courses with permission during a time of absence, see *Courses Taken at Other Institutions*.)

Students who are non-degree-seeking (special students), who are on suspension, who take courses at another institution without prior approval, or who are absent from studies for more than three consecutive regular semesters (not including summer sessions), must re-apply for admission to the College.

Students wishing to return after an absence of no more than two consecutive regular semesters should check the Semester Schedule of Classes for advisement dates, and make an appointment with their advisor.

Academic Load

A semester hour consists of one hour of recitation with two preparation hours per week. Twelve semester hours per semester constitute a minimum full-time academic load. The normal load is 15 hours per semester thus making 60 credit hours in four semesters (two years). The normal summer load is 8 semester hours of credit for full time students.

A student wishing to register for more than 19 credits during the fall or spring semester or 14 hours during the summer semester, including non-Blue Ridge Community and Technical College courses, must complete the Course Change Form and gain the signature of his or her Academic Advisor and Program Coordinator. The student must currently be carrying a 3.0 or higher overall grade point average and demonstrate evidence that current and previously enrolled courses have been successfully completed. In no case may a student enroll for over 23 hours per semester. Any exceptions to this rule must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee with documentation and support from the Academic Advisor and the student who desires this exception.

Academic Probation

At the end of each grading period, each student's institutional and cumulative grade point average is calculated. The calculation is determined by dividing the number of earned quality points by the number of quality hours. In the computation of the Institutional and cumulative grade point average, a grade of Incomplete 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 Enrollment Management. However, having a grade of "I" will result in the student not making the Dean's or President's List.

A student whose institutional GPA or cumulative GPA falls below a 2.0 in any semester will be placed on probation. If the student fails to raise their institutional and cumulative GPA's above 2.0 the student will be continued on probation. To be removed from probation, a student must attain BOTH a 2.0 institutional GPA and a cumulative GPA (includes course work attempted from other institutions).

Once a student is continued on probation, they are required to maintain an institutional semester GPA of above 2.0. If during any semester, their semester GPA drops below a 2.0 the student will be suspended for one semester (two semesters for second suspension and any other subsequent suspension). During a period of academic suspension, no credits earned at another institution will be accepted at Blue Ridge Community and Technical College. If students are suspended at the end of the spring semester, they are eligible to take summer courses to attempt to raise their GPA. The student will continue on probation for the summer term but will need to bring their institutional and cumulative GPA's above a 2.0 to be eligible to register for fall. Students wishing to register for the summer term must be able to raise both their institutional and cumulative to a 2.0 or higher.

The student who has been suspended from the College for the first time must re-apply for admission after one semester by completing an application for admission. The student who has

been suspended from the College for two or more times must apply for readmission after one academic year by completing an application for admission. All suspended students must pay a \$25 application fee. Students receiving federal financial aid must also adhere to a satisfactory academic process requirement set forth by Financial Aid.

Enrollment Verification

Students requiring verification of enrollment for insurance or other purposes can use the enrollment verification form and submit to the Welcome Desk.

Grading

Academic Forgiveness Policy

The academic forgiveness policy does not alter, change, or amend any other existing policies at Blue Ridge Community and Technical College and is formulated to be consistent with Series 22 of the West Virginia Council for Community & Technical Education and supersedes all previous academic forgiveness policies at Blue Ridge Community and Technical College.

Academic forgiveness is intended for the student who is returning to college with a grade point deficiency. This policy covers only those students who have not been enrolled as a full-time student (12 or more semester credit hours) at any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. This policy is limited to degree seeking students who have not yet been awarded their first academic degree. Academic forgiveness will be granted only once for any student. The academic forgiveness policy may be applied after a readmitted student has earned twelve credit hours that apply toward graduation with a minimum GPA of 2.0 (certain programs may have different standards, such as Board of Governors and Technical Studies). These twelve hours must be earned at Blue Ridge Community and Technical College. A student desiring academic forgiveness must complete an Academic Forgiveness Form and file it in the Registrar's Office. This request must certify that the applicant has not been enrolled as a full-time student (twelve or more credit hours) in any institution of higher learning during the four consecutive academic years immediately preceding the readmission semester. If the student has attended any institution of higher education on a part-time basis during the specified four-year period, the student must have earned at least a 2.0 GPA in all course work attempted.

The Academic Forgiveness Request form requires the student to indicate whether he or she wishes to exclude from the GPA calculation (1) all F and IF grades; or (2) all F, IF, and D grades earned prior to the four consecutive academic years immediately preceding the beginning of the readmission semester. This includes those grades appearing as transferred grades on the official transcript. If a student chooses to have all D grades excluded from the GPA calculation, it is with the understanding that the courses for which the D grades were earned cannot be used to satisfy any requirements for graduation. When and if all prerequisite conditions have been met, academic forgiveness will be granted upon the successful completion of twelve credit hours of courses numbered 100 or above with a minimum GPA of 2.0. The Registrar will then officially calculate the student's current GPA. However, no grade will be removed from the permanent

record. The College is not bound by the decision of any other institution to disregard grades earned in college courses. Similarly, students should be aware that other institutions may not recognize academic forgiveness extended by Blue Ridge Community and Technical College.

Final Examination

The policy of the College is to require that final examinations be given at the end of each semester. Final exams are to be given during finals week during the regularly scheduled meeting time.

Grade Point Average

A student's grade-point average is computed on all work that a student has attempted for college credit (including Blue Ridge Community and Technical College credits and transfer credits). Courses with a grade of W, courses taken on a pass/fail or audit basis, and Academic Foundations courses are not considered courses attempted for college credit in the computation of a student's grade point average. Quality points are based on the point value per semester hour multiplied by the number of hours of course work attempted. A student taking a three-hour course and receiving a grade of C would earn 6 quality points. (C = 2 quality points times 3 hours.) To compute a grade point average, divide the total quality points accumulated by the total credit hours attempted for which college credit is given toward graduation (e.g., 220 quality points accumulated divided by 88 credit hours attempted for college credit = $(220/88) = 2.50$ GPA.

Grade Reports

Midterm and final grade reports follow the normal grading system. Midterm and final grades are available on BRIDGE.

Grading System

Summary of 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
AU	Audit+	0
I	Incomplete	
W	Withdraw without grade point penalty	
P	Pass*	
IF	Failure due to irregular withdrawal from college from a single class	
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 Blue Ridge Community and Technical College Admissions and Credits Committee.

Auditing Courses (AU grade)

A student may initially register for a course as an auditor. Declaration of a change in a course from credit status to audit status must be processed within the first 15 class days (Monday–Friday) of a fall or spring academic session or within the first three class days (Monday–Friday) of a summer session. Any later change must be appealed to the Blue Ridge Community and Technical College Admissions and Credits Committee. An auditor is expected to comply with the instructor’s attendance policy. Regular College fees are charged for persons auditing a course. No credit is awarded for an audited class.

Incomplete Grades (I grade)

A grade of incomplete may be given to a student who has satisfactorily completed most of the requirements for a course, but because of illness or other extenuating circumstances, has not completed all of the requirements. Students receiving an incomplete must confer with the instructor, prior to the end of the semester, to determine the exact deficiencies that are to be made up within the next semester. If the student is not available to meet with the professor prior to the end of the semester for which the incomplete grade is sought, the student must consult with the instructor early in the following semester to determine the requirements and the timetable for completing the work for the course. When the work has been completed, the instructor must complete and return a Grade Change form to the Welcome Desk with the new grade. Incomplete grades issued during the fall semester must be submitted no later than the day final grades are due for the following spring semester. Incomplete grades issued during the spring semester must be submitted no later than the day final grades are due for the following fall semester. Incomplete grades issued during any summer session must be submitted no later than the day final grades are due for the following fall semester. If the incomplete is not made up in accordance with this time schedule, the grade automatically becomes an IF. When an incomplete grade is changed, the student’s grade point average is recomputed. Any exceptions to these procedures must be submitted to the Blue Ridge Community and Technical College Admissions and Credits Committee.

Pass/Fail (P/F grade)

Students may choose to take elective courses on a pass/fail basis instead of the regular grading system, in accordance with the following:

1. Electives shall be defined as courses not directly required for a degree. Thus, required electives within the major field of concentration would be excluded from the pass/fail option. In the event of change in major fields, the course previously taken on a pass/fail option if applicable to the new major field shall be substituted by approved courses.

Required general study courses also will be excluded from the pass/fail option. The ultimate responsibility for correct scheduling rests with the student.

2. A passing grade in the pass/fail option will be equivalent to the normal passing range of A through D in the conventional system.
3. All students are eligible for the pass/fail option with the exception of those currently on academic probation.
4. Students will be limited to 24 hours of pass/fail options, with not more than one course to a maximum of four credit hours being taken during one session.
5. A student must make a declaration for the pass/fail option by the tenth class day of the semester. This decision will be final.

Withdrawal

Add/Drop Period

The first five class days of the fall and spring semester, and the first four days of summer are 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.

Withdrawal from a Course

A student may withdraw from a class during the dates posted on the Academic Calendar for each term or part of term. 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).

Procedure to Withdraw from a Course

1. A student wishing to withdraw from a course after the Add/Drop period must submit a completed **Withdrawal Form** to Blue Ridge Community and Technical College Enrollment Management Office.
2. A completed **Withdrawal Form** includes the signature of the instructor of the course being dropped, Student Affairs, and Financial Aid.
3. Failure to submit the completed **Withdrawal Form** by the deadline will result in the grade of IF or F (see Grading System in this Section).
4. There is no refund available for a partial (one or more, but not all classes) withdrawal.

Complete Withdrawal

A student wishing to completely withdraw from the College for all enrolled classes may do so until the date posted in the academic calendar.

Procedure to Completely Withdraw

1. A **Withdrawal Form** requires the signature of various campuses offices verifying that the student does not have any outstanding debt or obligation.
2. The completed **Withdrawal Form** must be returned to the Blue Ridge Community and Technical College Enrollment Management Office. **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*).**
3. A refund of tuition may be available if the **Withdrawal Form** is processed during the designated refund period for each semester (*see Refund Policy in the Expenses Section of the Catalog*).

Summary of Withdrawal Dates

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)

Withdrawal from a Course after the Add/Drop Period

ACTION	Withdraw 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

Complete Withdrawal

ACTION	Completely withdraw from the College for all enrolled 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 Enrollment Management 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 Director of Enrollment Management. 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 should refer to the *Satisfactory Academic Progress Policy in the Scholarships and Financial Aid Section of this Catalog*.

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. **A grade may be appealed exclusively for the following reasons: discrimination, error in calculation, or that the grade was awarded in an arbitrary or capricious manner.** A copy of the Blue Ridge Community and Technical College Grade Appeal Policy and procedures to follow in order to appeal a grade may be obtained from the Blue Ridge Community and Technical College Student Handbook available online at www.blueridgectc.edu.

Repeating Courses

A student may not repeat a course or courses for credit where the original grade was a C or better. Variable credit courses may be repeated until the maximum hours have been earned.

60 Hour Repeat Rule

A student who earns a D, F, or IF grade in any course completed no later than the semester or summer term that the 60th semester hour is attempted (including transfer hours) may repeat the course prior to receiving an associate degree. The course(s) must be repeated at Blue Ridge Community and Technical College. For each course, the original grade of D, F, or IF shall be disregarded from the GPA, and the subsequent grade shall be used for determining the student's GPA. The original grade shall not be deleted from the student's record. If the D, F, or IF is completed after the 61st semester hour is attempted (including transfer hours) both grades will be calculated into the student's GPA.

Transcripts

Transcripts are released only upon written request 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:

Office of the Registrar
Blue Ridge Community and Technical College
13650 Apple Harvest Drive
Martinsburg, WV 25403

The request must include your name, ALL previous names, address, phone number, social security number, dates of attendance, and graduation date (if applicable). Include the COMPLETE address to which the transcript should be sent. The first transcript EVER requested is free. The FEE for each additional transcript is \$5.00. A check should be made out to Blue Ridge CTC. Please do not send cash. Regular transcripts require a minimum of 3 working days for processing.

Emergency Transcripts

Emergency transcripts are \$15.00 each for 24 hour processing in our office: if we receive your \$15 payment no later than noon on a business day, we will have your transcript in the mail to its recipient on the very next business day.

Please note that the 24-hour time frame does NOT mean that the recipient will have it in 24 hours--we have no control over the U.S. Mail or other delivery systems. Transcripts are sent 1st class mail. For Fed Ex, UPS, etc., you must include a pre-paid, preaddressed mailing envelope.

24-Hour Faxed Transcripts

There must be a signed request by the student. Faxed transcripts are unofficial. Faxed transcripts are \$15.00 each. Payment must be received before the transcript is faxed. In addition to providing the fax number the transcript is to be sent to, provide a phone number for contact in case of problems!

Financial Obligations

All financial obligations must be reconciled before a transcript will be released.

Attention

Transcripts picked up by students will be stamped ISSUED TO STUDENT. Such a transcript may not be acceptable to the person or institution receiving it.

Graduation

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 Blue Ridge Community and Technical College 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.

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.

Minimum Grade Point Average

A minimum 2.0 grade point average (or a C average) is required for both: 1) all collegiate level course work attempted (overall GPA) and 2) all Blue Ridge Community and Technical College course work attempted (institutional GPA).

Minimum Semester Hours

The minimum number of semester hours for an associate's degree is 60 semester credit hours of courses numbered 100 and above. The required number of semester hours for each individual associate degree is listed in the Associate Degree Programs section of this catalog.

The minimum number of semester hours for a certificate degree program is 30 semester credit hours of courses numbered 100 and above.

Residence (College) Credit Hours Required

For an associate's degree, a student must complete at least 24 credit hours of course work institutionally, with the last 12 hours of course work being completed at Blue Ridge Community and Technical College.

For the Board of Governors, Occupational Development, and Technical Studies degrees, a student must complete at least 12 credit hours at a regionally accredited institution and at least 3 credit hours at Blue Ridge Community and Technical College.

For a certificate degree, a student must complete at least 12 credit hours of course work at any regionally accredited institution of higher education.

Student Support Services

Bookstore

Blue Ridge Community and Technical College has a dedicated bookstore located on the main campus. Students can purchase textbooks in the bookstore and can also order online through the website at www.blueridgectc.edu. Other items are also sold within the bookstore including Blue Ridge Apparel, software, study aids, etc. The current bookstore hours vary, extended hours may be available throughout the semester for book buy back and sales.

Barnes and Noble Blue Ridge CTC Book Order Website

Clubs and Organizations

Blue Ridge Community and Technical College has several clubs and special interest groups which meet the needs of a diverse student body. Getting involved with student clubs, organizations, and activities is a great way to make a network of friends. 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. If you are interested in forming a new club or organization you may do so by contacting the Office of Enrollment Management.

***Listing may include inactive clubs and organizations**

- American Sign Language Club
- Bi Gay Lesbians And Allies Against Discrimination (B GLAAD)
- Blue Ridge Drama Club
- Campus Crusades
- Emergency Medical Services (EMS)
- Fitness Club
- Golf Club
- Lambda Alpha Epsilon (LAE)
- Multicultural Club
- Phi Beta Lambda (PBL)
- Phi Theta Kappa (PTK)
- Residential Writers Group (RWG)
- Single Parents
- Skills USA
- Student Leadership Association (SLA)
- Student Nurses Association (SNA)
- And more

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. For more information, visit the Information Technology Services Web site at www.blueridgectc.edu.

Disability Support Services

Blue Ridge Community and Technical College is committed to “nondiscrimination” on the basis of disability in the areas of employment, program accessibility, admissions, treatment of students, academic adjustments, financial aid, employment assistance to students, and in nonacademic services. The Office of Student Success works with faculty and staff, as well as a number of community agencies, to arrange for assistance in obtaining appropriate accommodation. The College is committed to providing reasonable accommodations within local, state, and federal regulations to ensure that qualified students with disabilities are able to enjoy the same rights and assume the same responsibilities as any other student. Some programs have minimal physical requirements that must be met. Students with disabilities will need to provide the Student Success Coordinator with one of the following documentation in order to receive accommodations:

- 504 plan
- Individual Education Plan (IEP)
- Psychological Evaluation
- Medical Documentation

Questions about Disability Support Services should be directed to the Office of Student Success.

Michelle Smith
Student Success Coordinator
msmith@blueridgectc.edu
304-260-4380 ext 2117

BRIDGE Student ID

Card Blue Ridge Community and Technical College students, upon enrollment, are provided a BRIDGE Student ID Card. This card must be presented upon request by administrators or faculty of Blue Ridge Community and Technical College 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 BRIDGE card is property of Blue Ridge Community and Technical College and is nontransferable. 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 the Office of Student Success at 304-260-4380.

Martinsburg-Berkeley County Public Library

Blue Ridge Community and Technical College and the Martinsburg-Berkeley County Public Library have formed a partnership to provide library services for our students. Students must request a library card and create a PIN to use materials and databases.

Address:

101 W. King Street
Martinsburg, WV 25401

Phone Numbers:

(304) 267-8933
Children's Library: 304-267-8288
Fax: (304) 267-9720

*** Hours:**

Sunday: 1:00 p.m. - 5:00 p.m.
Monday - Friday: 9:00 a.m. -
9:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.

Web address: <http://www.youseemore.com/martinsburgberkeley/>

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

* Subject to change

Phi Theta Kappa

Established by Missouri two-year college presidents in 1918, Phi Theta Kappa International Honor Society serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through honors, leadership and service programming. Today, Phi Theta Kappa is the largest honor society in American higher education with more than 1.3 million members and 1,200 chapters located in 50 United States, U.S. territories, Canada and Germany. In 1929, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges.

The Beta Omicron Delta Chapter of Phi Theta Kappa at Blue Ridge Community & Technical College initiated its first members in the spring of 2006. To be eligible to join, a student must have a 3.5 GPA. The student must maintain a 3.25 GPA to remain in good-standing in the society.

Career Services

Blue Ridge Community and Technical College operates Career Services as a division of the Human Resources Office. Career Services is 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 workforce. Services offered include: cover letter and resume assistance, resume-building techniques and workshops, mock interviews, job placement in the form of on campus/off campus interviews and holding an annual career fair that is open to students, alumni, and the general public. To encourage and assist students with finding placement in today's very competitive job market, Career Services offers College Central, which is a free service for students to search for job opportunities and post resumes for employers to review. Career Services is involved with the Federal Work Study Program and places students at various non-profit organizations throughout the surrounding community. To find out more about

what Blue Ridge Community and Technical College's Career Services can do for you, please contact the Career Services Counselor.

Emergency Situations/Student Messages

Blue Ridge Community and Technical College will only contact students in class in emergency situation. Should a situation occur that you are not able to attend class for a long period of time; students are encouraged to contact the Office of Student Success to document the situation. The Coordinator of Student Success will work closely with instructors to ensure student success during the time of the emergency.

E2 Campus – Emergency Alert System

BE IN THE KNOW! Blue Ridge Community and Technical College offers the E2 Campus Alert System to notify students of emergency 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 under Safety & Security for more information and to sign up for notifications (www.BlueRidgeCTC.edu).

Inclement Weather Policy

In the event of inclement weather or other emergency, Blue Ridge Community and Technical College will post the announcement to the College website and telephone the media as early as possible (presumably 6:30 am) with the official College weather-related statement. 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 pm. 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

Evacuation Plan

In the event of an emergency evacuation, there are several different exits available to quickly exit the building. When evacuating, please use the emergency exit closest to your location. For a collection of several helpful diagrams that outline the exits at the main campus, visit ([Safety & Security » Blue Ridge Community and Technical College.](#)) Students, Faculty and Staff are

encouraged to review the evacuation plan for each floor to ensure safety and expediency during an evacuation.

Academic Freedom and Responsibility

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

- 1) Final grade challenges.
- 2) Academic dishonesty (e.g., plagiarism, cheating, falsifying records, etc.)
- 3) 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:
Instructor Imposed Sanctions:

- 1) 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.
- 3) The Registrar 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.
- 4) 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.
 - a) All petitions shall include required signatures on the appropriate petition
 - b) All petitions will include a written statement fully describing the reason that an exception to a policy is being requested.
 - c) All petitions must be submitted in a timely manner relevant to the request being made.
- 5) 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 invite 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 one 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.
 - i. The file should include a copy of the decision and all written materials include notes from oral investigations that were used for reaching the decision.
 - ii. 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:
 - i. Questions from members of the Academic Appeal Committee
 - ii. Cross examination of witnesses by both parties

- iii. 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.
 - i. 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.
 - ii. For a case of academic dishonesty, an instructor may impose a penalty no greater than a failing course grade.
 - iii. 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 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.
 - i. 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.

- ii. If the charges are denied, the accused student has five class days to contact the instructor's Program Coordinator to request a conference.
 - iii. 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.
 - i. A student must appeal a disagreement with an instructor-imposed sanction by following the grade appeal procedures.
 - ii. 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:
 - i. The student has the right to the presumption of innocence until responsibility can be established through a preponderance of evidence.
 - ii. The student has the right to being witnesses, to question the accuser, and to question any of the accuser's witnesses.
 - iii. 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:
 - i. The instructor-imposed sanctions shall be imposed.
 - ii. 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.
 - c) An instructor who has awarded the student found “not responsible” a lowered or 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.
 - d) 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.
 - e) The hearing may only rule on the factual questions of whether or not an act of academic dishonesty has occurred.
 - i. The Committee is not authorized to rule on the appropriateness of instructor-imposed sanctions once the student’s responsibility has been established.
 - ii. The Committee is not authorized to impose any sanctions on the student beyond those initially imposed by the instructor.
- 5) 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.

Student Rights and Responsibilities

The institution, guarantees to all students at the college certain rights and responsibilities subject to college policies and regulations. The college president is authorized to make, promulgate, issue, rescind, and amend reasonable rules, regulations, and procedures to carry out this policy.

A. Each student shall have the right of free inquiry, expression, assembly, and advocacy.

B. Students, while in the classroom, shall exercise their rights of free inquiry, expression, assembly, and advocacy in a manner that is relevant to the subject matter of the instructional

program and to the right of the instructor to maintain order and have authority over the conduct of the class.

C. Each student shall be free to form and join organizations for legal purposes.

D. Students may, individually and through representative organizations, express views on matters of instructional policy and issues of interest to the student body.

E. The rights of students to a student press free of censorship are guaranteed.

F. Students shall meet the obligations of responsible journalism in the student press.

G. Students shall have the right to participate on committees responsible for recommendations impacting allocation of funds derived from student fees.

H. Competent instruction, relevant to the subject matter at the times and places assigned for each course, shall be provided to all students.

I. Each student shall have the right to fair and unbiased academic evaluations based upon defined course-appropriate criteria. That criterion shall be set forth in writing and distributed by the instructor at the beginning of each course.

J. Students shall be able to take reasoned exception to the data or views offered in any course of instruction and reserve judgment about matters of opinion.

K. The institution guarantees the rights of students to participate in the evaluation of faculty performances.

L. Students shall be responsible for meeting the established requirements of the course(s) in which they are enrolled.

M. The institution guarantees protection against improper disclosure of information pertinent to students' views, beliefs, political associations, academic evaluations, and educational records without the express written consent or permission of the student concerned.

N. Students have the right to due process in disciplinary proceedings as prescribed in the Code of Conduct.

O. Students shall be responsible for complying with policies, rules, procedures, and regulations governing student conduct as well as the college operations.

Student Right to Know Act

In compliance with the Student Right to Know Act of 1990, Blue Ridge Community and Technical College provides information regarding the graduation/persistence rates of designated student population groups in degree and/or certificate programs.

Student Appellate Process

A student's alleged violation of his/her rights and alleged violation of a student's responsibilities, as above specified, are subject to redress or disciplinary action in accordance with the student appellate process. In all cases where the dispute involves a purely academic matter, the student appellate process will not be applicable. Academic matters will be handled through the academic appeals process.

Violation of Student Rights

Step 1- A student who believes his/her rights, as specified above, have been violated by a college employee will first make an informal appeal to that employee's immediate supervisor.

Step 2 - If an acceptable resolution is not reached, the student may continue informal appeals through organizational channels ending with a written decision from the appropriate vice president of Enrollment Management.

Step 3 - If an acceptable solution is not reached at Step 2, the student may, within 10 days after the date of the written decision, submit a written appeal to the chairperson of the Student Appellate Hearing Committee. The written appeal will state the circumstances pertaining to the case, the justification for appeal and the remedy sought. The committee may render a decision on the written petition, request further information and documentation, or conduct a hearing.

The committee will render its decision as soon as possible after completion of the hearing. Any affected party dissatisfied with the decision of the committee may make a written appeal to the campus president within 10 calendar days after the date of the committee's written decision. The campus president, or his designee, may, in whole or in part, affirm, reverse or modify the committee's decision. The president's decision will be rendered within 30 calendar days and will be final.

Americans with Disabilities Act (ADA)

Blue Ridge Community and Technical College makes every effort to accommodate individuals with disabilities. The college is committed to compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendment Act (ADAAA) and will provide opportunities for qualified persons with disabilities in all activities, programs, or services operated or sponsored by the college, including, but not limited to, employment, academic services and programs, and student services. The college recognizes that compliance with the acts requires the awareness of all employees and the commitment of institutional resources. Therefore, the administration will continuously evaluate compliance with the ADA and the ADAAA and take appropriate steps to rectify institutional deficiencies.

Grievance Process for Students with Disabilities

The college is committed to the elimination of arbitrary or unreasonable practices which result in discrimination. All groups operating under the policies of the college, including all employees,

student governments and programs sponsored by the college are governed by this policy of non-discrimination. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and policies, the college does not discriminate on the basis of disability.

Non-Discrimination Contact Information

For information or concerns relating to discrimination matters at a particular location, you may contact the appropriate person listed below or you may contact the Section 504/ Title II Coordinator for matters relating to disabilities or Title IX Coordinator for matters relating to sex discrimination.

Firearms on College Property

Except for licensed police officers, no person shall possess or carry any firearm, visible or concealed, on college property (including college buildings and grounds, leased or owned by the college, college athletic fields and parking lots) or in any college van or vehicle or at college sponsored events.

Drug and Alcohol Policy

Blue Ridge Community and Technical College believes that the illegal use of drugs and alcohol presents a serious health and safety hazard to the college community and interferes with educational and occupational success. The college fully complies with the Drug Free School and Communities Act of 1989 to prohibit the illegal possession, consumption and distribution of drugs and alcohol on college property, during classes and at activities officially sponsored by the college. Students, faculty and staff may not consume alcoholic beverages on College property, during classes, or in connection with activities officially sponsored by the college except by permission of the college President.

Blue Ridge Community and Technical College recognizes its employees and students as being adults and expects them to obey the law and to take personal responsibility for their conduct. This policy applies to the college community as a whole which includes faculty, staff, students, and visitors.

ALCOHOL AND DRUG-FREE ENVIRONMENT

The purpose of this policy is to assure compliance with the Drug-Free Schools and Communities Act of 1989 and the Drug- Free Work Place Act of 1988. This policy applies to the entire college community, including students, faculty, staff and visitors to any of the campuses or classroom buildings.

Standards of Conduct: The unlawful manufacturing, distribution, dispensing, possession or use of illicit drugs and unauthorized use of alcohol on Blue Ridge Community and Technical College property or as a part of any College activity are prohibited. It is prohibited to come to work, class or any College-sponsored function under the influence of alcohol or illicit drugs. Legally

prescribed medications taken properly are excluded from prohibition and permitted only to the extent that such medications do not adversely affect a person's work ability, job performance, or the safety of others.

Disciplinary Sanctions: Any person who violates the policy shall be subject to disciplinary action. The College may impose disciplinary sanctions on students and employees consistent with institutional policies, and local, state, or federal laws for violation of the standards of conduct outlined above and prohibited in the Drug-Free Schools and Communities laws.

All persons should be aware that violations could result in expulsion from school, termination of employment, or referral for prosecution. Students who violate this policy are subject to a judicial hearing and possible referral to law enforcement agencies. Visitors who violate this policy may be referred to law enforcement agencies and will immediately be escorted off college campus. The Director of Human Resources will impose appropriate sanctions for employees who violate this policy. College sanctions will be imposed consistent with procedures used in disciplinary actions listed in the Student Handbook and/or Faculty Handbook.

Counseling and Referral Assistance

All students who violate this policy are required to attend 5 hours of drug and alcohol counseling before being able to participate in the classroom again.

Help and referral are available to students and employees. Services are confidential. A listing of some available community resources can be found in the enrollment management office. There are many resources to help you or anyone you care about find treatment.

Sexual Discrimination/Harassment

Blue Ridge Community and Technical College is committed to providing its faculty, staff and students with a work and educational environment free from all forms of sexual discrimination and harassment. Therefore, sexual discrimination or harassment, in any manner or form, is a violation of College policy and expressly prohibited.

Definition—Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) such conduct has the purpose or effect of unreasonably interfering with an individual's work or education, or (3) such conduct creates an intimidating, hostile or offensive work or education environment. Sexual discrimination is defined as any derogatory action, words or sensory input based upon gender or gender orientation.

Reporting—Sexual discrimination or harassment complaints should be reported as soon as possible, to enable investigation and resolution, to the supervisor, advisor, counselor, or Human Resources Department. Any employee who knows, or should know, about a sexual harassment or discrimination problem has the responsibility to bring it to the attention of her/his supervisor or other College official.

Resolution Procedures—All complaints will be taken seriously and addressed in a confidential manner in the least disruptive, most informal manner possible, suited to individual circumstances. Every effort will be made to allow alleged offenders and complainants an opportunity to resolve their difficulties informally in a manner which preserves the reputation and integrity of the involved individuals. If the complainant does not feel it is possible to talk with the alleged offender or to write to the alleged offender, then, with written permission of the complainant, the College employee to whom the report was made, may make contact with the offender or an appropriate College official in an attempt to resolve the situation.

If informal procedures are unsuccessful, or formal action is determined to be appropriate, the complainant must initiate formal action by submitting a written complaint with sufficient specificity. Formal procedures have the purpose of allowing both parties an opportunity to pursue a resolution. The person filing the complaint founded in good faith has the opportunity to pursue the allegation without fear of retribution and to seek relief from proved sexual harassment or discrimination. The alleged offender will be promptly notified and provided the opportunity to defend him/her self and to clear him/her self of the complaint. A finding of sexual harassment or discrimination will result in appropriate counseling, and/or disciplinary action or dismissal from the College consistent with the degree of seriousness of the offense. Acts of sexual harassment that constitute sexual battery or other violations of criminal law will be referred to the appropriate authorities for prosecution.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords you, the student, rights with respect to your education records. They are:

- A.** The right to inspect and review the education records within 45 days of the day PGCC receives your request for access. You must submit to the director of access and records a written request that identifies the record(s) you wish to inspect. The director will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the Office of the registrar, the director will advise you of the college official to whom the request should be addressed.

- B.** The right to request the amendment of education records that you believe are inaccurate or misleading. You must write the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested, the college will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you at that time.

- C.** The right to consent to disclosures of non-directory, personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college

has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information is information which may be released to a third party without your written consent. Directory information includes, but is not limited to, name, address, telephone number, e-mail address, date and place of birth, dates of attendance, degrees earned, and previous colleges attended. While the college does not routinely release such information to anyone who inquires, it may legally do so if the third party demonstrates a legitimate need to know such information. You may refuse to permit such disclosure without your written consent by notifying the director of admissions and records in writing of your wish to be excluded from such a release of information.

D. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: **Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW**

Student Code of Conduct

The Student Code of conduct reflects the college community's expectations and standards established for each of its members. The code and student judicial system are founded on principles of fairness and due process, and a commitment to the educational development of students, and are designed to balance the interests of the College community as a whole with the protection of students' individual liberties.

Disciplinary action on campus deals administratively and developmentally with prohibited or unacceptable student behavior in the College community. Any complainant may refer any student or organization to the Office of Student Success. Official College action will be taken when a student's or student group's behavior violates community standards, interferes either with the College's educational purpose, or with its duty to protect and preserve individual health, welfare, and property. When the behavior is aggravated or presents a continuing danger to the College community, accused students are subject to separation from the institution.

Thus, the primary purpose of this Code is to serve the interests of both the BRCTC community and the individual student by: (1) establishing the College's authority to discipline students; (2) outlining the general rights and responsibilities of students; (3) asserting the specific standards of conduct expected of students; (4) describing actions which can be taken when misconduct occurs; (5) establishing procedures which ensure due process in the adjudication of complaints concerning students; and (6) imposing sanctions and/or providing conflict resolution in the College setting to protect, deter, and educate.

Student Code of Conduct: Standards, Proscribed Conduct, and Sanctions

The following standards and sanctions express Blue Ridge Community and Technical College's expectations for student conduct, and are essential to the College's educational mission. Participation by students in activities that violate the standards, including the proscribed

behaviors listed under each standard, may result in referral to the Office of Student Success or to another college office responsible for examining and upholding standards of conduct in accordance with the due process guarantees and procedures defined in this handbook. The maximum sanction applicable to each proscribed behavior is noted in parentheses following the description of the behavior: P= Probation; SP= Suspension; EX= Expulsion.

STANDARD I: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE STUDENTS AND STUDENT GROUPS OBSERVE THE HIGHEST PRINCIPLES OF HONESTY AND INTEGRITY AND SUPPORT A CAMPUS ENVIRONMENT CONDUCTIVE TO TRUST AND SCHOLARSHIP. *Violations of this standard include but are not limited to:*

- 1) All forms of academic misconduct, wherever committed, as defined in Statement of Academic Integrity. Such misconduct includes cheating, plagiarism, misrepresentation or falsification of data, or collaboration with others on an academic assignment unless specifically permitted by the instructor. Disciplinary action for academic misconduct will, in most cases, be the responsibility of the academic unit in which the misconduct occurred. (EX)
- 2) Unauthorized taking or possession of academic records, College documents, academic documents, or the academic work of others.(EX)
- 3) Unauthorized alteration of academic records, College documents, academic documents, or the academic work of others. (EX)
- 4) Furnishing false information to the College by forgery, alteration, or misuses of documents with the intent to deceive. (EX)
- 5) Furnishing to a College office or official a written or oral statement known to be false (EX)
- 6) Falsification, distortion, or misrepresentation of information before a College judicial officer or hearing panel. (EX)
- 7) Complicity with others in violation of this standard. (EX)

STANDARD II: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE STUDENTS AND STUDENT GROUPS RESPECT AND PROMOTE THE HEALTH, SAFETY, AND WELFARE OF ALL PERSONS, INCLUDING THEMSELVES.

Violations of this standard include but are not limited to:

- 1) Hazing, which is defined as any act that injures, frightens, endangers or degrades an individual (EX)

- 2) Inflicting bodily harm or coercing or restraining any person. (EX)
- 3) Threatening to inflict bodily harm or to coerce or restrain any person. (EX)
- 4) Sexual assault, abuse, or misconduct, including any sexual acts committed without the legitimate consent of the victim and any other violation of College policies concerning sexual misconduct. (EX)
- 5) Brandishing of weapons. (EX)
- 6) Possession or storage of any weapon, dangerous devices, or substances, including, but not limited to, any firearm, pellet gun, illegal knife, sling shot, ammunition, dangerous chemicals, fireworks or explosive device, or other dangerous weapon. [See the weapons policy elsewhere in the Student Handbook] (EX)
- 7) Fighting. (EX)
- 8) Intentionally initiating or causing to be initiated any false report, warning, or threat of impending fire, explosion, or any emergency. (EX)
- 9) Intentionally causing the evacuation of a College building for reasons known to be false. (EX)
- 10) Tampering with, misusing, abusing, or altering any safety equipment or devices, including but not limited to, fire extinguishers, emergency telephones, AED equipment, or cameras. (EX)
- 11) Intimidation: Committing, conspiring to commit, or causing to be committed any act directed toward a specific person or persons with the intent and/or effect of stigmatizing, frightening, coercing, or demeaning that person. This includes retaliation or threatened retaliation against any person who files a complaint or testifies in a campus judicial case. (EX)
- 12) Stalking: engaging in an intentional course of behavior directed at a specific person or persons, which frightens, intimidates, or harasses and which serves no legitimate purpose. (EX)
- 13) Negligent Bodily Harm: Failure to exercise reasonable care, thereby causing bodily harm. (EX)
- 14) Throwing objects from or causing objects to fall from College buildings. (EX)
- 15) Interference with Emergency Services and procedures. This includes obstructing or hindering the maintenance, provision, or function of such emergency services as fire department, police department, security, first aid or rescue, and obstructing or hindering

emergency or practice evacuation or similar procedures announced from any building or facility. (EX)

16) Violation of College policies regarding smoking and tobacco use on College property [Refer to smoking policy].

17) Complicity with others in violation of this standard. (EX)

STANDARD III: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE STUDENTS AND STUDENT GROUPS RESPECT AND HONOR THE HUMAN RIGHTS AND DIGNITY OF OTHER PERSONS, GROUPS, AND ORGANIZATIONS.

Violations of this standard include but are not limited to:

1) Harassment: Committing, conspiring to commit, or causing to be committed any act directed toward a specific person or persons with the intent and/or effect of causing physical or mental harm, injury, fear, stigma, disgrace, degradation, or embarrassment. This includes but is not limited to racial, sexual, or peer harassment. (EX)

a) Racial Harassment (EX)

b) Sexual Harassment (EX)

2) Incivility or disrespect of persons. (SP)

3) Lewd, indecent, or obscene conduct or expression. (SP)

4) Unlawful discrimination based on the basis of race, sex, color, national origin, religion, political affiliation, handicap, age, or sexual orientation. (EX)

5) Complicity with others in violation of this standard. (EX)

STANDARD IV: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE STUDENTS AND STUDENT GROUPS UPHOLD THE MISSION OF THE COLLEGE BY PROTECTING AND PRESERVING A CAMPUS ENVIRONMENT CONSONANT WITH THE COLLEGE'S EDUCATIONAL AND ACADEMIC GOALS. *Violations of this standard include but are not limited to:*

1) Unauthorized possession or use of drugs or narcotics. This includes any drug for which the required prescription has not been validly obtained. (EX)

2) Unauthorized possession, use, or distribution of alcoholic beverages. (EX)

3) Behavior that evinces underage consumption of alcoholic beverages. (SP)

4) Actual, attempted, or intended manufacture, cultivation, distribution and/or sale of drugs, narcotics, or marijuana or other controlled substances. (EX)

- 5) Disruptive or disorderly behavior attributable to use of alcohol or other controlled substance(s), including public intoxication. (EX)
- 6) Misbehavior at any Blue Ridge CTC sponsored event. (EX) This includes but is not limited to:
 - a) Throwing any article into a crowd, classroom, or stage.(EX)
 - b) Displaying any unauthorized or obscene, offensive, or obstructive banner or sign.(SP)
 - c) Inappropriate yelling at or harassment of students, faculty, or staff. (EX)
 - d) Unauthorized animals on campus or other violation of the College's animal policy as presented in the Student Handbook. (P)
 - e) Disruptive or disorderly conduct; disturbing the peace through noise, rowdiness, or pranks. (P)
- 7) Obstructing or interfering with the orderly conduct of College affairs including teaching, research, administrative and disciplinary procedures, commencement, or any College sponsored event. (EX)
- 8) Obstructing the free flow of vehicular or pedestrian traffic on College premises. (SP)
- 9) Failure to comply with direction of College security or College officials in the performance of their duties. (EX)
- 10) Complicity with others in violation of this standard. (SP)

STANDARD V: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE STUDENTS AND STUDENT GROUPS RESPECT THE PROPERTY OF OTHERS, AND THE PROPERTY, FACILITIES, AND RESOURCES OF THE COLLEGE. *Violations of this standard include but are not limited to:*

- 1) Defacement, damage, destruction, or interference with any property, property right, or service belonging to other persons, groups, or organizations. (EX)
- 2) Theft or unauthorized possession of, or misuse of property belonging to other persons, groups, or organizations. This includes possessing, receiving, or storing property known to have been wrongfully taken from the College or from any person or group. (EX)
- 3) Theft or unauthorized use of, misuse of, or interference with, services provided by or for other persons, groups, or organizations. This includes but is not limited to telephone services, credit services, mail services, and photocopying services. (EX)

- 4) Negligent Destruction or Impairment of Property or Services: Failure to exercise reasonable care, thereby causing damage, defacement, destruction, theft or loss of property belonging to the College or any person or group. (EX)
- 5) Negligent Risk of Destruction or Impairment of Property or Services: Failure to exercise reasonable care, thereby creating a risk of damage, defacement, destruction, theft or loss of property belonging to the College or any person or group. (EX)
- 6) Misuse of College keys: The unauthorized duplication, attempted duplication, use, loan, or possession of any key to any building, room, property, or facility owned or controlled by the College. (EX)
- 7) Forcibly breaking into and/or entering, or attempting to break into, any building, room, vehicle, or other facility. (EX)
- 8) Misuse of computing networks, services, systems, or equipment, including but not limited to, unauthorized accessing of accounts, sharing of passwords, and all other provisions of the College's information technology environment. This includes using computer services to violate or aid in the violation of any other provision of this code. (EX)
- 9) Unauthorized presence or trespassing in or use of any College building or facility. (EX)
- 10) Improper or unauthorized usage of any College building or facility. (EX)
- 11) Misuse of College telephones, including charging or causing to be charged any long distance or other toll telephone call to a College telephone without proper authorization. (P)
- 12) Misuse of any College identification material, including loaning, transferring, altering, or borrowing. (SP)
- 13) Complicity with others in violation of this standard. (EX)

STANDARD VI: BLUE RIDGE COMMUNITY AND TECHNICAL COLLEGE STUDENTS AND STUDENT GROUPS UPHOLD THE MISSION OF THE COLLEGE BY BEING RESPONSIBLE CITIZENS. BRCTC STUDENTS AND STUDENT GROUPS COMPLY WITH THE POLICIES, PROCEDURES, AND PROGRAMS OF THE COLLEGE AND THE COMMUNITY AND TECHNICAL COLLEGE SYSTEM OF W.V., AND OBEY ALL FEDERAL, STATE, AND LOCAL LAWS. *Violations of this standard include but are not limited to:*

- 1) Passing worthless checks or failing to promptly redeem a worthless check submitted to any unit within the College. (SP)

- 2) Violation of Federal, State, local, county, or municipal laws or ordinances. To be charged under this section, the student will, in most cases, have been found guilty or declined to contest charges in a court of law. (EX)
- 3) Violation of Board of Governors' Policies not covered in this code. (EX)
- 4) Repeated or Multiple Violations, Violations of Probation or Judicial Agreements. This applies to students who have demonstrated a history of violating College regulations, and/or who commit any violation of the terms of any College-imposed sanction or judicial agreement, and/or who fail to comply with the terms and conditions of sanction(s) imposed under the student code. (EX)
- 5) Knowingly providing false information to any College representative including but not limited to: application for admission, financial aid, registrar, career services, or human resources. (EX)
- 6) Failure to comply with a directive or request issued by a duly constituted campus judicial or College official.(EX)
- 7) Failure to report to College officials a violation of College policies. (SP)
- 8) Complicity with others in violation of this standard. (EX)

Reporting Violations

Any member of the BRCTC community may refer a student or student organization suspected of violating the Code of Conduct to the Office of Enrollment Management. Complainants and other persons making referrals are expected to cooperate with the Office of Enrollment Management to provide all information relevant to handling and investigating the case. Complaints should be made within a reasonable timeframe to the alleged offense.

Students and employees who witness violations of the Code of Conduct are expected to cooperate in campus judicial proceedings if needed. Accused students have the right to know the identity of people who testify against them, and to ask questions about witnesses' testimony in campus judicial proceedings. By filing a formal, written complaint or Incident Report with the Office of Enrollment Management, the complainant give permission for his or her name to be so included in the disciplinary record of the accused student.

The Office of Enrollment Management strives to respect and uphold the safety and privacy concerns of complainants and witnesses. The educational judicial records of all students are subject to complex regulations for confidentiality. Information about witnesses, complainants, and the accused is generally restricted to those persons directly involved in deciding the outcome of the case or who have a bona fide educational need to know. Complainants, witnesses, and members of the public are not usually entitled to information about a student's campus judicial proceedings and educational record. However, victims of sexual assault and/or violence are in

most circumstances entitled to know the final outcome of judicial proceedings against their alleged attackers.

Complaints filed with the Office of Enrollment Management are not criminal complaints and campus judicial proceedings are not offered as substitutes for criminal prosecution. Persons who witness criminal acts by students should report those acts to the appropriate law enforcement agency.

Pending Charges

During the period in which Judicial charges are pending, a student under charges, unless suspended, or when his/her continued participation or presence would serve to disrupt the purpose of the College, shall continue to have the rights and privileges accorded other students. However, grades, records, transcripts, or diplomas may be withheld pending determination of the charges.

Authority for Student Discipline

The President of the College is responsible for all matters of student discipline, including the preservation of due process procedures. This responsibility is normally delegated to the Vice President of Enrollment Management and the Director of Access for the purpose of implementing approved policies and regulations. However, the President's ultimate authority in the regulation of student conduct, including direct intervention by the President when appropriate, is presumed by this Code. All Presidential decisions regarding student sanctions are final.

The President(or designee) may invoke emergency authority to impose the sanction, among other things, of suspension to a student or group of students whose conduct is non-peaceful or is disruptive or constitutes a danger to health, safety, or property, provided that a judicial hearing is held within a reasonable time frame of the decision to suspend.

Disciplinary Actions for Violation of Student Code of Conduct

Sanctions: The purpose of a sanction, in addition to protecting others, is primarily to educate an individual by increasing his or her awareness of the importance of responsibility to the College community for one's actions. This will ordinarily be the guiding force behind imposition of sanctions by the College. In some instances, however, the community's need to properly function outweighs the College's ability to so educate an individual. In such a case, for the benefit of both the student and the community, suspension from the College may result.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may temporarily be suspended pending final action charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations. A student who is expelled

from another institution will not be considered for admission until one year has elapsed after the student was expelled.

The following sanctions may be imposed for violation of this code:

A. Expulsion: Expulsion is defined as the termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification. Conditions for re-admission may be established only through written appeal to the President no sooner than one complete calendar year from the date the expulsion was placed in effect. During the expulsion, the person is barred from coming onto or using College property or facilities. The action will appear on the student's official transcript until such time as an appeal is made to and granted by the President to terminate the expulsion.

B. Suspension: This action involves separation of the student from the College as specified by the Judicial Committee for a definite stated period of time up to one academic year. Condition on resumption of activities, if any, also may be imposed. Notification appears on the student's official transcript until the expiration of the sanction. A suspended student may apply for re-admission to the College through the Office of Enrollment Management at the end of the suspension period specified by the judicial action. The Office of Enrollment Management may deny re-admission in those instances where the suspended student fails to demonstrate a positive change in behavior which indicates that the suspended student is prepared to become again a responsible member of the BRCTC community. Numerous resource persons and agencies may be used to assist the student in identifying and clarifying experiences, goals, educational and career choices, and other personal objectives.

C. Probation: This action involves a specified period of time determined by the Judicial Board or Office of Enrollment Management during which a student in violation of one or more BRCTC regulations is given an opportunity to prove that he or she can become a responsible and positive member of the BRCTC community. A student violating any College regulation or the terms of probation while on probation may be subject to disciplinary action as specified under this code. When a student is placed on probation, the Office of Enrollment Management will notify appropriate College offices of that action.

Probation may include one or more of the following:

- 1) **Loss of Participation:** The student may not represent the College or participate in any extracurricular activities including informal activities of a recreational nature sponsored by the College.
- 2) **Self-Improvement:** A program of self-development will be planned in conjunction with a faculty or staff person assigned to assist in a counseling/guidance capacity. Numerous resource persons and agencies may be used to assist the student in identifying and clarifying experiences, goals, educational and career choices, and other personal objectives.

- 3) **Loss of Privilege of Participation in Advanced Registration:** The student will relinquish his/her advanced registration privileges for one year and therefore will register at the end of advanced registration for currently enrolled students. Exceptions may be granted by the Office of Enrollment Management in those instances where the student is in need of a required course in order to progress academically.

D. Additional Sanctions: In addition to the above sanctions, students may be required to comply with the following:

- 1) **Restitution:** Reimbursement by the student for damage to or misappropriation of property, if offered by the college and accepted by the student.
- 2) **Compensatory Service:** Assignment to perform specific duties for the college for a specified period of time, if offered by the college and accepted by the student.
- 3) **All Campus Locations:** A student sanctioned at one college location is under sanction at all other BRCTC locations. Any student who is currently under sanction and who is found to have violated the terms of the sanction will be suspended or expelled.

Violation of Student Code of Conduct

Step 1: Any person may request initiation of disciplinary proceedings against a student suspected of violation of any law, Board policy, administrative procedure, or Regulation. In the event of alleged non-violent offenses, the director of Access will initiate a preliminary investigation. In the event of alleged violent offenses, the Director of Security will initiate a preliminary investigation. ****Students suspected of offenses which threaten the health or safety of the BRCTC community may be barred from all campus locations and activities.****

Step 2: Upon receipt of the findings of the investigation (violent or non-violent), the director of Access will inform the student of the disposition of the matter which may include disciplinary action. If the student agrees with the findings and proposed sanction, the student may sign an agreement to initiate the agreed upon sanction and will avoid a judicial hearing.

Step 3: If a student does not agree with the findings and proposed sanction, a judicial hearing will take place within a reasonable amount of time from the report of the offense. The judicial committee will be comprised of a 3 person panel of faculty, staff, and student representative. The Director of Access/Judicial Coordinator will present the findings and proposed sanction to the Judicial Committee during the time of the Judicial Hearing. The accused student will be granted ample time during the judicial hearing to respond to the accusations and present his or her side of the case. ****Students who wish to bring legal council must notify the Director of Access 48 hours prior to the judicial hearing. Council may be present but is not permitted to participate in the judicial hearing.**** The student will receive written notification of the judicial committee's decision within 5 business days.

Step 4: In the event that the accused student wishes to appeal the decision of the judicial committee, a written appeal may be made to the President within 5 business days. The President

may decline to hear the appeal if the sanction by the Vice President of Enrollment Management is less severe than suspension or dismissal. If the President decides to hear the appeal he will then make the final decision. The decision will be rendered within 15 calendar days. All Presidential decisions are final and are not subject to an appeal process.

Title IX / Sexual Conduct Policy

I. INTRODUCTION

We encourage members of the campus community who experience any form of sexual misconduct discussed in this policy to contact one of the persons/offices listed in Section II below – regardless of when or where the act occurred. These resources can assist the student in recovering from the experience and in deciding what options may be available, such as the student conduct process, the criminal justice system and the civil courts. Some of these resources may also be available for non-students.

For more information on sexual misconduct, see the Title IX/Sexual Harassment & Discrimination page on the Blue Ridge CTC website.

As a recipient of federal funds, Blue Ridge Community and Technical College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq., which prohibits discrimination on the basis of sex in education programs or activities. Sexual misconduct, as defined in this policy, is a form of sex discrimination prohibited by Title IX.

In compliance with Title IX, the College provides a procedure (described below) for reporting, investigating and adjudicating sexual misconduct committed by students. Although the College encourages students to use College procedures, students may also file a Title IX complaint with the Office of Civil Rights of the U.S. Department of Education. Contact for the WV region is:

Office for Civil Rights, Philadelphia Office
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541*
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

A. Anonymity and Confidentiality; Students Who Do Not Want to Take Formal Action or Pursue Conduct Charges

Students or others who are not sure whether they want to make a complaint should still seek help from the resources listed below. Contacting the Title IX Coordinator or another campus resource does not mean that the student must file an official report with the College or report the assault to law enforcement. These resources are provided to

offer non-judgmental support and information to help the student decide what is best for him or her as he or she recovers.

The College makes every effort to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis, and after consultation with the reporting student. The College also takes steps to protect students against further misconduct, including retaliation, as described below. If a student (or other person) informs a campus resource of an incident of sexual violence or other form of sexual harassment, the College may need to investigate and take appropriate action to fulfill its Title IX obligation to provide a non-discriminatory environment, even if the student wishes to remain anonymous or not to pursue a conduct charge.

Title IX requires the College to provide a non-discriminatory environment for all students. Accordingly, if a reported act of sexual misconduct indicates that this environment may be compromised, Title IX Coordinator may conduct a preliminary investigation into the alleged sexual misconduct and may weigh a student's request for anonymity against the following factors: the seriousness of the alleged conduct; whether there have been other complaints of sexual misconduct against the same student; and the right of the student alleged to have committed sexual misconduct to receive information about the allegations if the information is maintained by the College as an "education record" under FERPA. The Title IX will inform the reporting party if the College cannot ensure absolute privacy.

B. Amnesty from Student Discipline for the Reporting Party

Assisting students who are reporting sexual misconduct is the College's primary interest. In order to facilitate reporting, the Associate Dean of Students may choose not to charge students who report sexual misconduct and any material witnesses with Code of Conduct violations for behavior that otherwise would be considered violations (for example: consuming alcohol underage or consuming illegal drugs).

C. Protecting Students Reporting Sexual Misconduct

When a student reports sexual misconduct to any campus resource, that resource will work with the Title IX Coordinator to make sure the reporting student is protected (such as against further misconduct). The Coordinator will consult with the reporting party regarding protective measures such as changes to College academic schedules, removing the student's information from the College directory, and issuing a "no contact order." The College will enforce protective measures under the Code of Conduct.

II. RESOURCES

A. On-Campus Resources

1. Title IX Coordinator

The Title IX Coordinator's duties and responsibilities at Blue Ridge Community and Technical College (BRCTC) include;

- a. Monitoring and oversight of overall implementation of Title IX compliance at BRCTC.
- b. Coordinate training and education
- c. Manage communications
- d. Administer grievance procedures for all members of campus community
- e. Serve as liaison to state and federal agencies
- f. Identify potential patterns or repeat offenders
- g. Partner with all parts of the institution to ensure safeguard to students' rights and responsibilities.

Title IX Coordinator at BRCTC – Assistant to the Vice President of Enrollment Management

Ann Paull
13650 Apple Harvest Drive, Suite 2300
Martinsburg, WV 25403
304.260.4380 ext 2126
apaul@blueridgectc.edu

2. Title IX Deputies

To be able to provide consistent and immediate response, BRCTC names three Deputy Coordinators. Deputies will assist persons alleging sexual harassment or discrimination in filing their grievance(s) and/or oversee the step by step procedure to be sure that the appropriate time frames are met.

- a. Title IX Deputy Coordinator – Faculty and Staff: VP of Human Resources
Justin Ruble
13650 Apple Harvest Drive, Suite 1210
Martinsburg, WV 25403
304.260.4380 ext 2234
jruble@blueridgectc.edu
- b. Title IX Deputy Coordinator – Students: Associate Dean of Students
Brenda Neal
13650 Apple Harvest Drive, Suite 1300
Martinsburg, WV 25403
304.260.4380 ext 2109
bneal@blueridgectc.edu
- c. Title IX Deputy Coordinator – Director of Security

Brian Kleptach
13650 Apple Harvest Drive, Suite 1002
Martinsburg, WV 25403
304.260.4380 ext 2251
bkleptac@blueridgectc.edu

d. Title IX Compliance Administrator – Vice President of Enrollment Management

Leslie C. See
13650 Apple Harvest Drive, Suite 2300
Martinsburg, WV 25403
304.260.4380 ext 2107
lsee@blueridgectc.edu

3. Sexual Assault Response Coordinator

The Sexual Assault Response Coordinator integrates and oversees all services for survivors of sexual assault, ensuring that a student's needs are being met. She also consults with service providers, faculty and staff, friends of survivors, parents, and individuals who have been accused of sexual assault. The Coordinator can also be a safe contact to discuss potential reporting. This is a safe and confidential environment.

Sexual Assault Response Coordinator – Student Development Coordinator

Michelle Smith
13650 Apple Harvest Drive, Suite 1300
Martinsburg, WV 25403
304.260.4380 ext 2117
msmith@blueridgectc.edu

*****Please note that while an individual may remain anonymous, record of event may be made. All reports are monitored and maintained in the Title IX Coordinator's office.***

B. Off-Campus Resources

1. EastRidge Mental Health Services

EastRidge Health Systems is the comprehensive behavioral health center that serves the citizens of Berkeley, Jefferson, and Morgan Counties, West Virginia and provides mental health, substance abuse, and intellectual/developmental disability services and programs for all age groups. EastRidge provides services without regard to race, color or national origin. EastRidge offers the majority of services out of three outpatient clinic sites located in Martinsburg, Kearneysville, and Berkeley Springs. The College maintains a contract with this service. This provides unlimited counseling at no cost to students who do not qualify for charity services.

24 hour Crisis Number: 855-807-1258

2. Shenandoah Women's Center

Shenandoah Women's Center, (SWC), is a non-profit, community based agency founded in 1977 by community volunteers who established a crisis hotline for battered women. Since then, SWC has grown into a comprehensive resource and counseling center offering multiple services to women and men and children of the tri-county area. SWC is committed to providing services that address the needs of sexual assault and domestic violence victims / survivors and their non-offending family members.

Shenandoah Women's Center

236 West Martin Street
Martinsburg, WV, 25401
Phone: 304-263-8522

24 Hour Hotline: Berkeley County 304-263-8292

24 Hour Hotline: Jefferson County 304-725-7080

24 Hour Hotline: Morgan County 304-258-1078

Fax: 304-263-8559

Website: <http://www.swcinc.org>

3. *National Sexual Violence Hotline*

Rape, Abuse, and Incest National Network (RAINN) operates the National Sexual Assault Hotline.

Call toll free: 1-800-656-HOPE

U.S. Department of Education

Office for Civil Rights

400 Maryland Ave. SW
Washington, DC 20202-1100

Customer Service: 800-421-3481 Fax: 202-453-6012

TDD: 877-521-2172*

E-mail: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

4. The Blue Ridge CTC website contains a full list of available resources:

<http://www.blueridgectc.edu/current-students/title-xisexual-harrassment-discrimination/>

III. OVERVIEW AND PURPOSE OF SEXUAL MISCONDUCT POLICY.

Our community of trust requires that students treat one another with respect, dignity and fairness. In an intimate relationship, these values are of paramount importance. Sexual misconduct, as defined by this policy, includes a broad range of behavior such as inappropriate physical touching, sexual exploitation, and sexual intercourse without consent and other forms of sexual violence. Any type of sexual misconduct is considered sexual harassment. Sexual misconduct may be a crime.

The College is committed to maintaining an environment that is free from sexual violence and in which the freedom to make individual choices regarding sexual behavior is respected by all. Sexual intimacy requires effective consent (as defined in Section III.B). Sexual misconduct by anyone is unacceptable and will be addressed in a timely fashion and with serious consequences by the College.

This policy and procedure are the College's grievance procedure required by Title IX. This policy and procedure are designed to provide students charged with sexual misconduct with due process while ensuring a reporting party's protections under Title IX and providing prompt and equitable resolution of charges.

A. Violations

1. **Sexual Assault** is an act of interpersonal violence that occurs at alarming numbers on college campuses. Victims can be male, female, straight, gay, bisexual or transgender. Sexual Assault includes unwanted sexual intercourse, unwanted sexual intrusion or any form of sexual touching with another person without the consent of that person.
2. **Discrimination** is the unequal treatment of a person based on that person's gender. This prohibition covers any term or condition of employment, academic program, student service, activity, benefit or opportunity.
3. **Sexual Misconduct** is a category of behavior that includes actual or attempted sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation. Sexual misconduct can occur between strangers or non-strangers, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by males or by females, and it can occur between people of the same or different sex. Sexual violence is also sexual misconduct.
4. **Sexual Harassment** is defined by College policy as unwelcome conduct including sexual violence, when

- a. Submission to such conduct is made or threatened to be made a term or condition of employment, education, or participation in a College activity, such as admission into a class or program
- b. Submission to or rejection of such conduct is used or threatened to be used as a factor in a decision affecting employment, education, or participation in a College activity, such as a student's grade. This form of sexual harassment is known as "quid pro quo" harassment.
- c. Another form of sexual harassment is unwelcome conduct based on sex or gender that unreasonably interferes with a student's academic (or work) performance or living conditions, or creates an intimidating, hostile, or offensive environment. This form of harassment may include conduct based on sex that is not sexual in nature. Each situation is considered in context to determine if sexual harassment has occurred. Conduct must be severe or pervasive in order to create a hostile environment; conduct may be inappropriate, offensive or hurtful yet not be sexual harassment.

****Harassment can be verbal, physical, or written, and if written, may be communicated in different ways such as email or text messaging. Harassment can also occur over social media.**

- d. **Non-Consensual Sexual Contact** is either of the following without effective consent (see below for the definition of consent):
 - 1. deliberately touching a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or
 - 2. using force or threat of force to cause a person to touch his or her own or another person's intimate parts.
- e. **Non-Consensual Sexual Intercourse** is the penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object without effective consent.
- f. **Sexual Exploitation** is taking sexual advantage of another person without effective consent and includes, without limitation, causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

B. Effective Consent and Incapacitation

1. Effective Consent for Sexual Activity

Students choosing to engage in any form of sexual activity – from touching or kissing to intercourse – must obtain consent from their partner(s) prior to engaging in such activity.

Consent for sexual activity can only be obtained in situations where all people involved have equal power in deciding what will and will not happen during an encounter. Getting consent is an active process that involves clearly communicating intentions and desires. Consent for sexual activity is based on the mutual understanding and respect of all people involved for the desires and wishes of their partner(s). Consent is informed, with all people involved having the information relevant to the sexual activity in question. Consent:

- a. Is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested an understandable agreement between them to do the same thing, in the same way, at the same time and with one another.
- b. Is not merely the absence of a verbally stated “no”
- c. Is never final or irrevocable
- d. Is time-limited and situation-specific; even if someone obtained consent from a partner(s) in the past, this does not mean that consent is automatically granted again
- e. Can only be given by someone who is free from verbal or physical pressure, coercion, intimidation, threat, or force
- f. Can only be given by someone in an unimpaired state of mind who is able to understand what is happening; consent is not valid if the party from whom consent is sought is impaired by the use of alcohol or drugs, if the party is asleep, passed out or unconscious.

*****The use of drugs or alcohol is not an excuse for failing to obtain consent for sexual activity.**

2. Incapacitation

One who is incapacitated cannot provide effective consent. Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is a state beyond drunkenness or intoxication, and is defined with respect to how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make fully informed judgments.

3. Examples of Sexual Misconduct

- a. Amy and Peter have been in an ongoing relationship for a year-and-a-half and have engaged in consensual sexual intercourse. One night while becoming intimate, Amy stops and says she doesn't feel like having sex that night. Peter continues to touch her, saying that she got him excited and it wasn't fair of her to lead him on like that. Again Amy tells him she does not want to have sex, and then is silent. Peter decides she has given in, and proceeds to have sexual intercourse with her. This is a violation of the Sexual Misconduct Policy. Peter had sexual intercourse with Amy against her will. The fact that Amy has freely consented to sexual intercourse with Peter in the past does **NOT** mean he has her consent in this situation.
- b. Raquel is dancing with Carlos, a student she knows from her Human Growth class, at a crowded party. After dancing for a while, Carlos kisses Raquel, and she kisses him back. A short time later, Carlos moves his hands to Raquel's buttocks. She tells him to stop, saying she doesn't want to be touched in that way and that he should have more respect for her. He laughs, tells her she takes herself too seriously, and again begins to grope her. This is a violation of the Sexual Misconduct Policy. Carlos touched Raquel in a sexual way without her consent, and continued to do so after she told him to stop. Even though Raquel appears to have consented to kissing, this consent does not extend to other sexual contact. This behavior is a form of non-consensual sexual contact.
- c. Michelle and Vera have been intimate for a few weeks. One night, Vera calls Michelle and asks her to come over. When she arrives, Vera kisses Michelle passionately and leads her into the bedroom. They each express their excitement and desire to "hook up," and are soon making out heavily in Vera's bed. After a while, Michelle tries to engage in oral sex with Vera. Vera tells Michelle that she really likes her, but that she doesn't feel ready for that. Michelle tells Vera she's just being shy, and ignores her when she repeats that she doesn't feel ready. Finally, Michelle threatens to reveal on the Internet that Vera is a lesbian. Because Vera has not yet come out to her friends and family, she becomes frightened and silent. Michelle proceeds with oral sex. This is a violation of the Sexual Misconduct Policy. Because of Michelle's manipulative and threatening arguments, Vera was afraid and unable to freely give her consent. Michelle did not receive consent from Vera and has committed non-consensual sexual intercourse.
- d. April and Tre have been together for six months. She often tells her friends stories of Tre's sexual prowess, and decided to prove it to them. One night, she and Tre

engage in consensual sexual intercourse. Without Tre's knowledge, April sets up her digital camera to videotape them having sex. The next evening, she uploads the video to an online video-sharing site and discusses it with her friends online. This is a violation of the Sexual Misconduct Policy. Tre's consent to engage in sexual intercourse with April did NOT mean April had obtained his consent to videotape it. This is a form of sexual exploitation.

- e. Michael and Hector have been flirting with each other all night at a party. Around 1:30 a.m., Hector excuses himself to find a bathroom. Michael notices Hector slurring his speech. Michael wonders if Hector went to the bathroom to vomit. When Hector returns, the two begin flirting more heavily and move to a couch. As the conversation continues, the two become more relaxed and more physically affectionate. Michael soon suggests they go back to his room, and Hector agrees. As they walk down the stairs, Michael notices that Hector looks unstable and offers his arm for support and balance. When they get back to his room, Michael leads Hector to the bed and they begin to become intimate. Hector becomes increasingly passive and appears disoriented. Michael soon begins to have sexual intercourse with him. The next morning, Hector thinks they had sex but cannot piece together the events leading up to it. This is a violation of the Sexual Misconduct Policy. Hector was clearly under the influence of alcohol and thus unable to freely consent to engage in sexual activity with Michael. Although Michael may not have known how much alcohol Hector had consumed, he saw indicators from which a reasonable person would conclude that Hector was intoxicated, and therefore unable to give consent. Michael in no way obtained consent from Hector for sexual intercourse.

IV. PROCEDURAL CONSIDERATION

A. Who May Report an Alleged Violation - Any person may file a report of sexual misconduct against a Blue Ridge student, student organization, Blue Ridge Staff or Faculty, or Third Party vendors associated with Blue Ridge Community and Technical College under this Policy.

B. How to File a Report - Any person in immediate threat or harm, should call 9-1-1 for emergency assistance. A person may make an anonymous report to the Title IX Coordinator or any persons at Blue Ridge CTC. Please note that all parties of the College, with the exception of the Sexual Assault Response Coordinator, are required reporters and therefore must notify the Title IX Coordinator of any incident. Reports may be submitted via the website or by using the Official Complaint Form. All cases will be investigated. The reporting party may elect to remain anonymous, however, there may be cases where the College may not be able to secure anonymity. Such cases may involve serial offenders.

C. Geographic Jurisdiction - This policy applies to any allegation of Sexual Misconduct against a student, regardless of where the alleged misconduct occurred. It is considered applied if the conduct negatively affects a victim's school experience or the overall school environment.

D. Timing of Reports and Availability of Procedures - As long as the College has jurisdiction over the reported student, there is no time limit to invoking this policy in cases of alleged sexual misconduct. Nevertheless, persons are encouraged to report alleged sexual misconduct as soon as possible in order to maximize the College's ability to respond promptly and effectively.

E. Retaliation - It is a violation of College policy to retaliate against any person making a report of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct. "Retaliation" includes intimidation, threats, or harassment against any such reporting party or third party. Retaliation should be reported promptly to the Associate Dean of Students and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.

F. Standard of Proof - The Department of Education's Office of Civil Rights has interpreted Title IX to require schools to evaluate reports of alleged sexual misconduct under a "preponderance of the evidence" standard and that is the standard adopted by this Policy. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude a violation has occurred and the student/organization charged is responsible for the violation.

G. Sanctions - Primary Sanctions for Sexual Harassment, Non-Consensual Sexual Contact and Sexual Exploitation will likely range from probation to permanent dismissal.

Primary Sanctions for Non-Consensual Sexual Intercourse/Sexual Assault range from Suspension to Permanent Dismissal. Mediation between the parties will not be conducted, permitted, or listed as a sanction.

H. Related Misconduct - In accordance with this Policy, the Sexual Misconduct Hearing Board is empowered to hear allegations of, and to impose sanctions for, sexual misconduct and any violations of the College's Student Code of Conduct pending against the charged party directly related to the alleged sexual misconduct or any alleged violations of this Policy.

Students who appear before the Sexual Misconduct Hearing Board, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony in accordance with the College's Honor Code.

I. Effect of Criminal Proceedings - Because sexual misconduct may constitute both a violation of College policy and criminal activity, the College encourages persons to report alleged sexual misconduct promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute sexual misconduct under this Policy even if it is not a crime or law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the reporting party may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The reporting party in such cases may request that the Director identify a campus Title IX Deputy to assist him or her in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a report of sexual misconduct under this Policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the reporting party and the College community, if necessary.

J. Modified Procedures for Alleged Violations of the Sexual Misconduct Policy -

With the exceptions below, the investigation and adjudication of reports of sexual misconduct is governed by the policies set forth in the Student Code of Conduct.

1. For sexual misconduct cases, the College's investigation of the report (including all investigation required to prepare formal charges, if any) will be completed within 60 days of the complaint, unless the Title IX Coordinator or Administrator grants an extension for good cause. If a case of sexual misconduct is not resolved, the matter will be scheduled for a hearing before the Sexual Misconduct Hearing Board.

2. The Sexual Misconduct Hearing Board is comprised of two members of the faculty or staff appointed by the Vice President of Enrollment Management or designee, one male and one female. Both parties will review the Board members and identify prior to the hearing any conflict of interest. In the event of a conflict, alternate members will be chosen.

3. Both parties may have a silent supporter of his/her choosing present at the hearing. The supporter (even if supporter is an attorney at law) will not participate in the hearing

process and will be bound by the rules of confidentiality governing the hearing. All supporters must be named and reported 2 days prior to the hearing date.

4. The reporting party is permitted, but not required, to be present throughout the hearing. The reporting party, the charged party, and case administrator may not ask repetitive questions of any witness. Upon prior consultation, either the reporting party or the case administrator may make summary comments in the hearing.

5. Both parties have a right not to have their unrelated past sexual histories discussed in the hearing. The hearing officers or chair of the Conduct Board will determine whether proposed testimony regarding past sexual history between the parties is related to the case at issue and may be introduced during the hearing. Direct questioning of either party is not permitted.

6. The reporting party may choose to be physically separated from the charged party during hearing proceedings. This choice should be made at least two working days prior to the hearing. Review of the complaint may be allowed and can be done in a proxy environment.

7. A Title IX Deputy Coordinator will review all evidence submitted to the Sexual Misconduct hearing Board to determine whether remedial or protective action (such as changes to a student's class schedule) is appropriate.

8. The Title IX Coordinator will provide the reporting party with notification of the outcome of a conduct proceeding and any sanction(s) imposed at approximately the same time notice is provided to the charged party. This shall be conducted within five days of the decision.

9. Either party has the right of appeal.

VI. Appeals

A. Right of Appeal - In cases of Sexual Misconduct both the student found responsible and the reporting party have the right to appeal.

B. Timeline and Form of Appeal

1. Appeals must be submitted to the Vice President of Enrollment within five working days following written notification of the decision.

2. All appeals must be in writing and must clearly cite the grounds for the appeal and the evidence supporting it.

C. Grounds for Appeal

1. A charged party may appeal the resolution on the ground of an excessive or inappropriate sanction.
2. The appeal must be based on the following grounds:
 - a. Procedural irregularity severe enough to have denied the student a fair hearing. Procedural deviations will not be sufficient to sustain an appeal unless they are found to be severe enough to have denied the student a fair hearing.
 - b. Discrimination in the hearing on a basis prohibited by College Policy which caused an unfair hearing.
 - c. Lack of sufficient evidence to support the decision.
 - d. New material evidence that is not merely corroborative or repetitive, unknown by the student at the time of the hearing and pertinent to the case.
 - e. An excessive or inappropriate sanction.
3. Appeals for cases in which the primary sanction issued is Probation with Loss of Privileges, Suspension, or Dismissal are considered by the President or designee.
 - a. "Upon receipt of a timely appeal," the Vice President of Enrollment Management will present all original hearing material to the President or designee to hear the appeal.
 - b. The President may decide one of the following:
 - i. There is **no basis for the appeal**. The appeal then is dismissed, and the original decision stands.
 - ii. An **incorrect finding of responsibility was reached**. The President or designee then will dismiss the case.
 - iii. The **sanction administered is excessive or inappropriate**. The President or designee then determines a sanction that is fair to the facts and circumstances of the case. The President or designee will not increase the level of the sanction.
4. Continued Enrollment During Appeal
 - a. If the sanction being appealed includes suspension or dismissal from the College, the student will not take part in any College function except scheduled classes while the appeal is pending. Where appropriate, the VP EM also may restrict the student from parts of the campus or specific functions or activities during the appeal period.

- b. In those cases where the VPPEM determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others, the VPPEM may prohibit the student from attending classes until the appeal is complete.
5. Although the College encourages students to use College procedures, students may also file a Title IX complaint with the Office of Civil Rights of the U.S. Department of Education. Contact for the WV region is:

Office for Civil Rights, Philadelphia Office
U.S. Department of Education
100 Penn Square East, Suite 515
Philadelphia, PA 19107-3323
Telephone: 215-656-8541*
Fax: 215-656-8605
E-mail: OCR.Philadelphia@ed.gov

D. Notification and Access to Record During Appeal

The individual or committee hearing an appeal will have access to the full record of the case and may invite the appealing party to make a personal appearance to discuss the appeal. In such instances, the case administrator or the chair of the student conduct committee whose decision is being appealed may also be invited to be present to respond to the appeal.

The student and the administrator or board that heard the original case will receive written notification of the decision regarding the appeal, including the reasons for the decision if appropriate. The entire case file is maintained by the Vice President of Enrollment will include a copy of investigation, hearing, evidence, findings and all correspondence.

(20) As currently defined in Section 16 of Title 18 of the U.S. Code

VII. AMENDMENTS

This Policy may be amended, in writing, by the President.



