

# STUDENT HANDBOOK

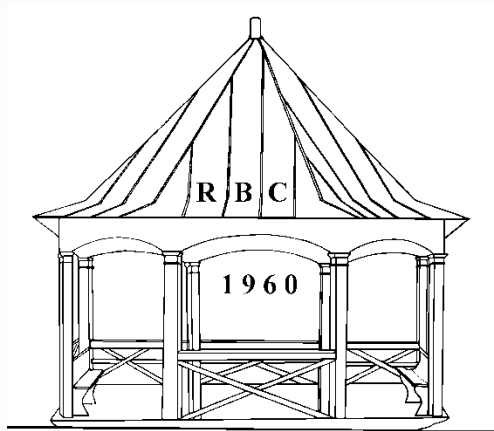


**Richard Bland College**  
*of The College of William and Mary*

**2011-2012**

<http://twitter.com/RBCdsa>  
facebook.com (Keyword: Richard Bland College)  
[youtube.com/richardblandcollege1](http://youtube.com/richardblandcollege1)

**Division of Student Affairs  
11301 Johnson Road  
Petersburg, VA 23805  
804-862-6225**



General Information: 804-862-6100  
Office of the Provost: 804-862-6115  
Registrar: 804-862-6185  
Library: 804-862-6208  
Office of Residence Life: 804-862-6161

Division of Student Affairs: 804-862-6225  
Financial Aid: 804-862-6260  
Cashier: 804-862-6213  
Bookstore: 804-863-4490  
IT Services Help Desk 804-862-6401

**Recorded Announcements & Closings 804-862-6283**

**Students,**

Please do not forget to sign up for the RBC Emergency Alert System. It is one of the quickest and most effective ways to find out if classes have been cancelled due to inclement weather. You may obtain additional information by going to <http://www.rbc.edu/RBCAlert.php>.

*The policies and procedures outlined in the 2011-2012 Richard Bland College Student Handbook are subject to change with the approval of appropriate college personnel. Due to limitations imposed by printing schedules, consult the on-line version of the Student Handbook on ([www.rbc.edu](http://www.rbc.edu)) for any revisions. The on-line version of this document serves as the College's Official 2011-2012 Student Handbook.*

## PRESIDENT'S MESSAGE



*Dear Students,*

*I extend my personal congratulations to you for having chosen to become a member of the Richard Bland College family.*

*For the past fifty years, students of all ages have benefited from faculty who dedicated themselves to the proposition that their primary responsibility is to teach students, and whose belief is that nothing is more important than providing the opportunity for daily dialogue between student and professor.*

*Our associate degree programs are designed to enable you to develop a strong liberal arts and science base, and to allow for a smooth transition to the four-year college or university of your choice. We further believe that technological literacy is a vital link to the new information age that is upon all of us.*

*We encourage you to become involved in the Student Assembly, Student Ambassadors, and in a great variety of extra-class clubs, organizations, and programs. Participation in the cultural and social life of the campus serves as a bonus to our strong academic program.*

*This past year we opened our new 52,000 square foot Science and Technology Center which includes state-of-the-art biology, chemistry, physics, and computer science laboratories. This year a recreation complex with tennis courts, outdoor basketball and volleyball courts, a softball field, and pavilion will be open for your enjoyment.*

*Please let me take this opportunity to welcome both our commuting and residential students to an exciting and challenging year. I wish you the very best as you prepare for your educational and career path. May 2011-2012 be a great year for each of you!*

*Sincerely,*  
***James B. McNeer***  
*Dr. James B. McNeer*  
*President*

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## WHERE TO GO FOR INFORMATION

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ADA (The Americans with Disabilities Act) Accommodative Services.....	Center for Student Affairs
Add/Drop a Class.....	Registrar – Maze Hall
Attendance Policy .....	Professor
Address Change.....	Registrar – Maze Hall
<i>Bon Homme Richard</i> (Student Newspaper) .....	Organizational Sponsor-H&SS Building
Bookstore.....	Student Commons – First Floor
Check Cashing.....	Cashier – Maze Hall
Clubs/Organizations.....	Center for Student Affairs
College Calendar.....	President’s Secretary – Maze Hall
Degree Requirements.....	Registrar /Advisor- Maze Hall
Emergency Assistance.....	RBC Police Department-804-863-4085 On-campus- dial 9-911
Work Study.....	Financial Aid – Center for Student Affairs
Evening/Summer Registration.....	Registrar – Maze Hall
Financial Aid and Work Study.....	Financial Aid Office – Center for Student Affairs
Graduation.....	Registrar – Maze Hall
Health.....	Admissions – Center for Student Affairs
Honor Code/Student Conduct.....	Associate Director for Student Services – Center for Student Affairs
Housing Assistance .....	Associate Director for Residence Life- Freedom Hall
Intramurals/Club Sports.....	Associate Director of Intramural & Athletic Facilities – Statesman Hall
Lost & Found.....	Cashier – Maze Hall
<i>Mnemosyne</i> (Creative Magazine).....	Organizational Sponsor
Non-Degree-Seeking Student Information.....	Registrar – Maze Hall
Parking.....	Cashier – Maze Hall
Photo I.D. Cards.....	Maintenance
Placement Tests.....	Admissions/Center for Student Affairs
Problems Regarding Classes or Professors.....	Division Chair Humanities & Social Sciences Science & Quantitative Methods
Schedule Changes.....	Registrar – Maze Hall Advisor or Computer Registration – Center for Student Affairs
Scholarships/Grants.....	Financial Aid Office – Center for Student Affairs
Student Clubs and Organizations.....	Coordinator for Student Activities
Transcripts.....	Registrar – Maze Hall
Transfer Information.....	ACT Center/Center for Student Affairs, 2 <sup>nd</sup> Floor
Veteran’s Affairs.....	Financial Aid Office – Center for Student Affairs
Withdrawal from College.....	Registrar – Maze Hall

## **MISSION**

Richard Bland College of The College of William and Mary in Virginia was founded in 1960. It is the junior college of the Commonwealth of Virginia. The College offers a traditional curriculum in the liberal arts and sciences leading to the associate degree and other programs appropriate to a junior college. The curriculum is intended to allow students to acquire junior status after transferring to a four-year college or to pursue expanded career opportunities. The College also recognizes its responsibility to serve the public by providing educational and cultural opportunities for the community at large.

## **ACCREDITATION**

*Richard Bland College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Richard Bland College.*

**Richard Bland College: The East Campus and West Campus are located on  
11301 Johnson Road, Petersburg, Virginia 23805**

## ***East Campus***

### **Maze Hall**

The Administration Building houses the offices of the President, the Provost/Director of Institutional Advancement, the Vice-President for Administration and Finance, and the Registrar. The Business and Human Resources Offices along with the Director of Institutional Effectiveness are also located in this white one-story brick building.

### **The Center for Student Affairs**

The first floor of this facility houses the Admissions Office and a registration computer center. The Advising, Career, and Transfer Center, (ACT Center) Financial Aid Department, and a conference room are on the second floor.

### **Humanities and Social Sciences Building**

The classrooms and faculty offices of the Division of Humanities and Social Sciences are located in this building, which is characterized by its arcade walkway and grassy courtyard.

### **Barn Theatre**

The Barn Theatre is the home of the Richard Bland College Players. The converted barn provides a unique backdrop for the annual series of theatre productions involving RBC students, faculty, staff, and community members.

**Richard Bland College Police Department.** The College Police Department is located in the white rectangular building behind the Center for Student Affairs and across the street from the Barn Theatre.



## **West Campus**

### **James B. McNeer Hall**

This 52,000 square-foot three-story building houses the academic computing, mathematics, physics, chemistry, and biology classes. Seminar rooms, laboratories, faculty offices/lounge, and a student lounge are also located in this building. The Science and Technology Building is LEED certified (Leadership in Energy and Environmental Design) and includes a green living roof on the lower roof level.

### **Ernst Hall**

Soon to be under renovation. Ernst Hall has the largest lecture hall on campus.

### **The Office of Residence Life - "ORL"**

The Office of Residence Life is located in 104 Freedom Hall. ORL oversees all administrative and programmatic functions for RBC's residence halls and the students who live there.

### **The Student Commons**

This building houses the cafeteria, the Student Activities Office, the main student lounge, the library, and the Student Health Clinic.

**Student Health Clinic** The Student Health Clinic is located in the Commons. The clinic is open 20 hours per week when classes are in session and is available to all full-time students as part of the student health fee. Part-time students may opt for access by paying the Student Health Fee. Contact the Cashier's Office in Maze Hall for information.

### **Statesman Hall**

Statesman Hall houses the gymnasium, locker facilities, a weight training center, a classroom for physical education and health courses, and a number of faculty offices.

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## **A STATEMENT OF RIGHTS AND RESPONSIBILITIES**

### **Preamble**

Each student has the right to expect the College to fulfill its educational mission. It is the responsibility of the College to establish and maintain high academic standards as well as the authority to adopt and implement standards of orderly conduct that will promote an environment conducive to learning and meaningful individual development.

The following mutual rights and responsibilities, institutional and student, are set forth with accompanying procedures for implementation.

### **Access to Education**

**Right:** Richard Bland College is an equal educational opportunity institution, and in keeping with this policy, the College makes no distinction in the admission of students or in any other of its official activities on the basis of race, color, national origin, gender, age, religion, political affiliation, handicap, veteran's status, or other non-merit factors. All standards and policies governing student employment, recruitment, admissions, financial aid, and support programs are applied accordingly.

**Responsibility:** The submission of an application for admission to Richard Bland College represents a voluntary decision on the part of the applicant to comply with and be governed by the rules and regulations as published in the Handbook and the

College Catalogue. The College fulfills its responsibility by requiring the withdrawal of a student whose conduct or academic performance is found unsatisfactory. This action is taken only after permitting the student an appropriate hearing and appeal.

**Implementation:** The admission standards are approved by the Board of Visitors of The College of William and Mary and administered by the Director of Student Affairs with advice from the Academic Standards Committee. Students who believe they are treated unfairly should submit their complaint in writing to the Provost of the College. If their complaints are not resolved, they may appeal to the President of the College.

The Academic Standards Committee administers the academic policies and regulations of the College. The Associate Director for Student Services administers the disciplinary policies and regulations. The Student Conduct Advisory Board upholds the College's conduct code, and the Council on Academic Integrity upholds the Honor Code. The Council on Academic Integrity cannot request or suggest a grade change on behalf of the student who has been accused of violating the honor code.

#### In The Classroom

**Right:** Students have a right to expect that professors in the classroom and in conferences will evaluate their performance in an objective manner and conduct themselves in a professional manner. Students have a right to request professors to interpret the specific criteria to be used in determining grades and, at reasonable intervals, to request and be provided information as to their progress in the course involved.

Students have a right to expect that information acquired by professors and all college officials in the course of their work as instructors, advisors, and counselors will not be indiscriminately disclosed.

College officials and professors reserve the right to make, under appropriate circumstances, judgments of ability and character.

**Responsibility:** For each course in which they enroll, students are responsible for achieving the standards of academic performance established by the professor and outlined in the course syllabus.

Professors have a responsibility to advise students of course expectations, criteria for grades, and to make themselves available for conferences with individual students who need counsel and advice.

With the student's approval, professors may respond to requests by the government, four-year institution, graduate schools, and prospective employers to evaluate character, personality, and ability. Such an evaluation should be given honestly and objectively.

#### Academic Appeal

When a student believes that he/she has been unjustly treated in the classroom, either by the denial of freedom of expression, improper evaluation, or on any other right enumerated above, he/she should discuss his/her grievance with the instructor, and may, if needed, appeal to the Chair of the Division, the Provost, and to the Academic Standards Committee.

#### Campus Environment

**Right:** Each student has a right to safety to person and belongings, to freedom from offensive, riotous, unruly, or disruptive conduct on the part of others, and to the maintenance of an environment conducive to study.

**Responsibility:** The student has the responsibility to respect the person and property of others, and to refrain from offensive or disorderly conduct.

**Implementation:** Any grievance or concern regarding the aforementioned rights and responsibilities will be reported to the Associate Director for Student Services who, with or without the assistance of Director of Student Affairs as the instance may require, will take immediate steps to resolve the matter. An appeal through the appropriate channels is allowed.

**Right:** Students are encouraged to examine and discuss questions and issues of interest to them within college-recognized organizations. In their public expressions it must be made clear that students speak only for themselves as individuals or as part of a student organization, and not for the institution, or any segment thereof, nor for the larger community. The right of peaceable assembly, being fundamental to an opportunity for free inquiry and expression, is assured.

**Responsibility:** The mutual responsibility of both the college and student organizations is to foster free inquiry, expression, and peaceable assembly. A reasoned approach to the resolving of issues through orderly procedures insures the rights that an academic institution fosters and protects.

The College is responsible for providing the place for student activities. The student organization involved is responsible for scheduling the event on the College's calendar sufficiently in advance to reserve a suitable facility. The College will, with the assistance of the organization, provide; (1) necessary arrangements for fire prevention and safety of participants; (2) speakers who are not under indictment for, nor have been convicted of, a criminal offense involving moral turpitude; and (3) attendance restricted to the college family when there is any reason to believe that the presence of the public in general might promote disorder. Outdoor assemblies will be located to avoid interference with (1) the rights of those who are not members of the assembly, and (2) the normal procedures of the College.

**Implementation:** The College will schedule meetings in accordance with the aforementioned rights and responsibilities, and will follow the procedures stated in the Student Handbook.

#### Student Publications

**Right:** Editorial freedom is granted to all college publications. These publications are recognized as valuable aids in establishing and maintaining an atmosphere of free and responsible discussion on campus. They serve to provide both journalistic and creative opportunities for students.

**Responsibility:** Since the student publications are not independent corporations financially and legally separate from the College, the College in effect serves as the publisher and from this standpoint bears a legal responsibility for the contents of the publications.

It follows, therefore, that in granting editorial freedom to student editors, the College, as publisher, must insist that they be responsible journalists who avoid libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

**Implementation:** The Student Affairs Committee, composed in membership of faculty, students, and administrators, will safeguard the rights of editorial freedom and expect responsible journalistic practices from student editors.

#### Student Involvement in Institutional Life

**Right:** The student has a right to become involved constructively in organizations and efforts to improve the processes of learning and to enhance the image of the College. The College will allow sufficient time to evaluate student proposals for change in regulations or procedures in order to avoid sudden, disruptive changes that might jeopardize institutional integrity or the College's obligations and commitments.

**Responsibility:** The College delegates self-government to students as evidenced by student membership on many college committees. The Student Affairs Committee is a particularly significant example that also allows students to be heard on matters pertinent to the life of the College.

The role of students in the operations of student affairs is set forth significantly in the constitution of the Student Assembly and the Honor Code.

The College has a responsibility to communicate as clearly as possible its educational mission and the duties of college officials. The College also should be receptive to communication from students and should provide organizational channels for the same.

When students, individually or organizationally, have a grievance or concern about some deficiency in maintenance of college services, they have a moral responsibility to convey these concerns to the appropriate college official. Those students having a concern for changes in student regulations or the procedures involved in their administration have a responsibility to present their concerns to the Student Affairs Committee. The committee has the responsibility to afford due consideration to these concerns.

**Implementation:** The Student Affairs Committee, which represents students, faculty, and administration, will endeavor to implement the rights and responsibilities mentioned above.

The committee will encourage forums and seminars for college officials, faculty, and students to promote a free exchange and discussion of ideas and concerns pertinent to the life of the individual and the institution. Constructive dissent should be allowed and expected in any worthy two-way communication process. Proposals involving policy changes in college regulations and requirements affecting student life will be carefully reviewed by the Student Affairs Committee for recommendation to the President.

### **College Police Department**

The mission of the Richard Bland College Police Department is to provide a safe and secure living, learning, and working environment for the students, faculty, staff, and visitors of the College by actively pursuing a positive relationship with the campus community, preserving public order, protecting the life and property of all, and providing education and training to law enforcement personnel and the College community. The police department is staffed by certified police officers 24 hours a day, seven days a week. The department enforces all traffic, parking, and criminal laws on campus. The police department should be the first contact for an emergency and any assistance involving the above mentioned enforcements. If counseling is needed after an incident, then police will assist the individual in contacting the necessary counseling service. There are several

emergency call boxes located at various sites across campus. If an emergency occurs, dial 911 and you will have contact with the Prince George County Police Dispatch. A dispatcher will contact a college police officer via radio to assist you. In non-emergency situations, please contact the College Police Department at (804) 863-4085.

### **Emergency Call Boxes**

Emergency call boxes are located strategically across campus. They are relatively simple to use but are only to be used for an emergency. Once a person presses the red button, the call box sends a message to the police officer's radio of the particular call box that was activated. The officer can communicate with the person until they arrive at the location via police radio. The individual has to press and hold the red button to talk and then release the button to hear the officer. If a student has any questions concerning the call boxes, please call the police department's non-emergency number for assistance.

### **Weapons**

#### Purpose:

This policy provides rules and regulations concerning the possession of weapons on campus and in all facilities and locations owned, leased, or controlled by Richard Bland College in an effort to provide a safe and secure learning and working environment for its students, employees, and visitors (See also the "No-Tolerance Policy and rules #17 & 43 on page 57).

#### Applicability:

This policy applies to all Richard Bland College faculty, staff, students, visitors, and contracted service representatives, regardless of whether a license to possess has been issued.

#### Definition of "Weapon":

Defined as, but not limited, to any kind of ammunition, firearms, explosives, fireworks, air rifles, air pistols, paintball guns, BB or pellet guns, mace, pepper spray, tasers, any knife other than a pocket knife with a blade no longer than four inches, bow

and arrow, crossbow, sling shot, blackjack, brass knuckles, nunchakus, throwing star, fighting chain, and/or any other potentially lethal instrument

Policy:

No person shall possess, store, display, or use a weapon on any property owned, leased, or controlled by Richard Bland College. Storage of weapons in vehicles while on Richard Bland College's property is also prohibited.

Exclusion:

This policy does not apply to law enforcement officials duly authorized to carry such weapons.

Sanctions:

Violators are subject to Richard Bland College's disciplinary policies and/or criminal charges.

***Alcohol and Illicit Drugs***

Richard Bland College takes violations of its alcohol and drug policies seriously. Offenders of such charges are subject to arrest. Drug violations typically result in expulsion. The College holds to the federal, state, and local laws, which penalize the possession, distribution, and use of controlled substances and illicit drugs. Virginia's Drug Control Act categorizes controlled substances under the act into Schedules I through VI, as defined in the Code of Virginia (1950), sections 54.1-3446. As required by the Federal Drug-Free Schools and Communities Act of 1989, the pertinent laws, including sanctions for their violations are articulated below:

- Possession of a controlled substance falling under schedules I or II of the Drug Control Act, upon conviction leads to a felony conviction for which the punishment is a term of imprisonment ranging from one to 10 years or, in the discretion of the jury or the court trying the case without a jury, either confinement in jail for up to 12 months, a fine up to \$2,500 or both.
- Possessing a controlled substance classified in Schedule III of the Drug Control Act, upon conviction leads to a misdemeanor conviction for which the punishment is either confinement

in jail for up to 12 months, a fine up to \$2,500 or both.

- Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction. The punishment is either confinement in jail for up to six months, a fine up to \$1000 or both.
- Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction. The punishment is a fine up to \$500.
- Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction. The punishment for this offense is a fine up to \$250.
- Possessing a controlled substance classified under Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the perpetrator to a felony conviction for which the punishment is imprisonment from five to 40 years and a fine up to \$100,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and be fined up to \$100,000.
- Possession of a controlled substance classified in Schedules III, IV or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is either confinement in jail for up to one year, a fine up to \$2,500 or both.
- Possessing marijuana exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to 30 days, a fine up to \$500, or both. Upon a second conviction, punishment is either confinement in jail for up to one year, a fine up to \$2,500, or both.
- Possessing less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, leads the violator

to a misdemeanor conviction for which the punishment is confinement in jail for up to one year, a fine up to \$2,500, or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to 10 years or, in the discretion of the jury or the court trying the case without a jury, either confinement in jail for up to one year, a fine up to \$2,500, or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to 30 years (see <http://www.abc.state.va.us/enforce/vacod> the Virginia Code).

Students must be mindful of the health risks associated with the abuse of alcohol and drugs. The following are consequences of substance abuse:

- Risk of overall health and well being
- Impairment of judgment and coordination
- Decreased motivation
- Damage to the brain, heart, and liver
- Decreased attention, comprehension, and ability to recall information.
- Physical and psychological dependence
- Overdose and alcohol poisoning
- Fainting/Blackouts

Students are encouraged to visit the counselors in the Center for Student Affairs if they (or their peers) are struggling with alcohol or drug abuse. The Division of Student Affairs has a Community Service Referral Guide available online at [http://www.rbc.edu/PDFS/Community\\_Service\\_Guide.pdf](http://www.rbc.edu/PDFS/Community_Service_Guide.pdf). The guide provides a list of counseling agencies that assist individuals struggling with substance abuse.

### **Campus Parking and Traffic Regulations**

#### Purpose

1. To protect pedestrian traffic.
2. To assure access at all times for all emergency vehicles and personnel.
3. To control vehicular traffic on campus.
4. To insure orderly parking.
5. To facilitate the work of the College by providing for an equitable distribution of parking

space with appropriate priorities.

#### Registration of Vehicles

1. All motor vehicles, including motorcycles and scooters, operated on campus by a person associated with the College, must be registered for the current academic year with the College Police Department.
2. Parking decals will be available at the College Police Department once payment of tuition and fees have been received by the College.
3. Parking decals will be issued to students once they provide the vehicle registration card of the primary vehicle and secondary vehicle they plan to use on campus. Any changes of these two vehicles being used on campus, the student shall notify the Police Department immediately.
4. All parking decals must be obtained and displayed in accordance with the subsequent section on general parking regulations by the beginning of the third week of each semester.

#### General Parking Regulations

All parking decals are made to hang from the rear view mirror and shall be done in a manner in which the decal number can be viewed from outside the front windshield. All parking signs shall be obeyed. It is impossible to mark, with signs, all areas of college property where parking is prohibited. Parking is definitely prohibited on grass plots, tree plots, construction areas, sidewalks, or any place that will mar the landscaping of the campus, create a safety hazard, or interfere with the use of college facilities. Parking is prohibited on all campus roads at all times except as maybe otherwise indicated, at crosswalks, and all fire lanes whether marked by painting in the lane or by marked sign. Parking is not permitted for enrolled students in all parking locations marked with visitor signs and faculty and staff signs at any time. In parking areas, which have marked spaces and lanes, a vehicle must be parked in one space only, leaving clear access to adjacent spaces, and without blocking driving lanes or creating a hazard for other drivers. Any motor vehicle or trailer parked in violation of College parking regulations or abandoned

on campus is subject to removal and impounding at the expense of the owner or operator.

### Commuter Student Parking Areas

Commuter student parking areas are located in the large parking lots on each side of Johnson Road. Commuter students shall display a parking decal in their vehicle as described in the section on general parking regulations. Any commuter student parked in any other area and/or not displaying their parking decal will be subject to a parking citation and the penalties and fines as described later in the section on penalties and fines.

### Resident Student Parking Areas

Residential students shall only park at the residential village and shall display their parking decal in their vehicle as described in the section on general parking regulations at all times. Any residential student parked in any other area and/or not displaying their parking decal will be subject to a parking citation and the penalties and fines as described in the below section titled penalties and fines. There are a limited number of visitor parking spaces at the back of the residential village parking lot, designated by visitor parking signs that state "Visitor Parking By Permit Only". Resident student hosts must bring their guest(s) to the Office of Residence Life in Freedom Hall, room 104 during normal business hours, or contact the on-duty RA, after normal business hours, to obtain a visitor parking permit. The visitor permit must be displayed prominently on the front dashboard of the vehicle so that it is visible through the front windshield of the vehicle. Any visitor and/or nonresidential student who does not park in a designated visitor parking space with a permit will be issued a parking citation and is subject to the College parking penalties and fines as described in the below sections titled penalties and fines. Anyone who does not have a residential student parking decal or a visitor parking permit from residence life displayed in their vehicle is in violation of this section.

### Penalties and Fines

1. All parking violations - \$30.00
2. Additional delinquency penalty of \$10.00 for failure to pay fines within two weeks.

3. Failure to pay fines:
  - a. No academic credit.
  - b. No transcript or grades issued.
  - c. No re-admittance until settlement of account.
  - d. Repeat offenders and failure to pay fines can result in police using the wheel lock.
4. All wheel lock removals - \$50.00.

### Wheel Lock

The wheel lock is a device that is attached to any one tire on the vehicle so that the vehicle cannot be moved from its location. If an individual attempts to move the vehicle with a wheel lock in place, the individual takes the chance of this device puncturing and/or deflating the tire. The College Police will place a sticker on the driver window with instructions if a wheel lock is attached to an individual's vehicle. The College is not liable for any damages incurred to the vehicle if it is attempted to be moved with the device intact. The operator or owner of the vehicle is responsible for any damages to the wheel lock, if it is damaged by the attempt of moving the vehicle with the wheel lock in place. The wheel lock can be used in many instances but will primarily be used for those individuals who repetitively do not obey parking regulations, three or more citations in a semester, and those that are beyond the two week delinquency.

### Appeals

The appeal of a citation for a parking violation must be made in writing, within fourteen days of the issuance of the citation, and must be filed with the Business Office in Maze Hall. A hearing on each appeal will be scheduled before the Parking Appeals Committee. Students desiring to appear on their own behalf in person may do so. Decisions of the Parking Appeals Committee are final.

### General Traffic Regulations

All motor vehicles are subject to College traffic regulations and/or Virginia traffic laws while on campus. The College assumes no responsibility for loss or damage to private property. All traffic signs shall be obeyed. Operation of any motor vehicle in such a manner as to create excessive noise or smoke, or operation of any vehicle in a parking lot, which is in an unsafe condition, will result in

revocation of parking privileges. Pedestrians shall have the right-of-way at all times. The maximum speed for a vehicle, when classes are in session, on Johnson Road and Carson Drive is 25 miles per hour.

### **Policy on Intellectual Property**

The Richard Bland College *Policy on Intellectual Property Rights* can be found on the RBC website in the RBC faculty handbook.

Individuals may access the handbook by clicking on the following links on the RBC web page:

[http://www.rbc.edu/Faculty/Adjunct\\_Faculty\\_Handbook.pdf](http://www.rbc.edu/Faculty/Adjunct_Faculty_Handbook.pdf)

### **Residence Life Policy**

#### **Associate Director for Residence Life**

The Associate Director for Residence Life oversees all functions of the Office of Residence Life (ORL). The Associate Director is responsible for the direction and leadership of the Residence Life program including the development and implementation of the ORL philosophy, policies and procedures. The Associate Director supervises the Resident Advisors and the staff working in the ORL.

#### **Resident Advisors (RA)**

Resident Advisors (RAs) are community builders who live in designated areas of each residence hall. They are full-time students trained to help with most situations that may arise for residents including academic and personal concerns. During the year, RAs will plan programs and activities to provide students with social and educational opportunities outside the classroom. RAs will also assist residents with upholding RBC policies as well as any policies that individual floors may adopt.

#### **Hall Council (HC)**

The Hall Council functions as the programming and governing body for the residence halls. It plans programs and makes policy recommendations to improve the quality of life in the residence halls. At the beginning of the fall semester, hall-wide elections will take place during which the executive leadership of the Hall Council will be decided. At the same time, each floor elects or appoints a representative to cast official votes at Hall Council meetings. All residents are

considered members of their respective Hall Councils and are encouraged to participate.

### **RBC Residence Hall Policies and Procedures**

#### **Residence Hall Bill of Rights**

Each student, as a resident of Richard Bland College residence halls, has individual worth and possesses certain individual rights and responsibilities that must be held in high regard. This statement is intended to define minimal expectations of rights and responsibilities of hall residents, in actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her RBC life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. Primary rights of the individual include:

1. The right to read and study free from undue interference in one's room: One of the basic purposes of the College is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities, and the right to a certain environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
3. The right to identify and seek resolution of grievances: If the academic and residence hall communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanction apart from due process.



Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

1. The right to personal privacy: All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.
2. The right to host visitors: All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of hall residents and to adhere to all regulations.

Processes of mediation involving students and hall staff should be considered the first step as a means for resolving most conflicts. However, any abuse of these rights is subject to review and action in accordance with the adjudication procedures described in the RBC Student Handbook.

### **Community Statement**

Choosing to live in a RBC residence hall involves more than signing a lease for an apartment. Residence halls are ideal living environments for college students because residents are surrounded by others with similar goals and objectives. As such, when you live in the residence halls and share space with other people, you cannot help but have an impact on, and be impacted by, the people and community around you. Keeping this in mind, the ideal residence hall community is built on:

### **Personal Responsibility**

Residents take responsibility for their actions. They own up to their mistakes and try to make things better. They are aware of the effect their behavior has on the residence hall community and make a conscious effort to minimize any negative impact on others.

### **Respect**

All students have worth and deserve to be treated with civility and respect. Residents learn to respect and appreciate each other for their differences as well as

their similarities. The “Golden Rule”, treat others how you want to be treated, is practiced and basic rights are observed. Residents put the well being of others and the community before themselves.

### **Communication**

Residents connect with each other and build positive relationships. They openly express their thoughts and feelings. Problems are discussed and resolved constructively.

### **Trust**

Residents believe in each other. They are willing to share of themselves and rely on one another. Residents feel comfortable being open and honest with each other.

### **Commitment**

Residents feel a responsibility toward their community. They share a bond and a common identity. They stick up for each other. Residents take pride in and help maintain community standards and the appearance of their building.

### **Involvement**

Residents care about their surroundings and participate in the lives of their neighbors. They take an active role in the development of their residential community.

### **Personal Responsibility for Residence Hall Room and Other Spaces**

Students are responsible for ensuring that the condition of and activities occurring within their assigned residence hall rooms/apartments are in compliance with all conduct standards and other expectations outlined in both the Student Handbook and the RBC Housing Contract. Residents will be held accountable for any disciplinary infractions occurring within the confines of their designated living space, regardless of whether or not they were present at the time of the incident, if it can be established that their action(s), or lack thereof, contributed directly or indirectly to the violation. This responsibility also applies to other areas that include, but are not limited to, adjacent living spaces,

apartment living rooms, lounges, residence hall entrances, and the residence hall community in general. Students should, therefore, use common sense and remember to lock their doors in order to prevent unwanted, prohibited or illegal intrusions, visitors, events or incidents; avoid giving their personal room key to others; avoid allowing anyone who should not be in the residence hall to enter; report all suspicious activities and/or security liabilities such as lost keys, propped doors, broken windows, etc; and ensure that guests/visitors understand and abide by all RBC conduct standards, policies, and regulations outlined in the Student Handbook. RBC is not liable for any personal items that are lost, misplaced, or stolen.

### **Citizenship in the Residence Halls**

Students living in the residence halls are expected to display appropriate behavior on and off campus. Residents who repeatedly violate the College's on and off-campus conduct policies, while enrolled at Richard Bland College will be evicted from their apartments indefinitely (see the College's On-Campus Behavior Policy on page 55 and Off-Campus Behavior Policy on page 59).

### **Facilities/Damages**

The student is individually responsible for the proper care of the student's assigned room/apartment and its furnishings and equipment. In addition to individual resident responsibility for damage to room accommodations (beyond normal wear), residents, as a group, are liable for damages to common areas of the residence hall when individual responsibility cannot be assigned. The "group responsibility" may include apartment mates, floor mates, or hall mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident.

ORL recognizes that reasonable wear and tear is to be expected in residential facilities. Any damage considered to be in excess of reasonable wear and tear will be billed to the responsible student(s) on an individual basis. Determination of what constitutes

"reasonable wear and tear" will be conducted on a room by room basis.

### **Prohibited Items in the Residence Halls**

- Air Conditioners
- Alcohol (regardless of age)
- Antennas or Satellite Dishes
- Blocks to elevate bed (cinder blocks or bunking blocks)
- Bunsen burners or hot plates (including but not limited to griddles or electric skillets, electric woks, fondue pots or chocolate fountains, S'Mores makers, waffle irons, and sandwich or quesadilla makers)
- Candles, candle warmers (including plug-in style air fresheners)
- Chin up/pull up bars that mount to the door frame
- Curtains, draperies, hangings, and other suspended decorative materials that are NOT treated to be flame-resistant
- Deep fryers (Fry Daddy)
- Double-sided foam tape or duct tape
- Electric heaters
- Empty alcohol containers of any type
- Extension cords
- Fireworks, explosives, unsafe and/or flammable chemicals/liquids (including charcoal lighter fluid)
- Fog machines
- Halogen lamps (any model or type)
- Illegal Drugs
- Individually owned (personal) large appliances including stove ranges, washer/dryers, freezers, dishwashers
- Incense
- Lanterns
- Lava lamps
- Lighter fluid or charcoal that contains starter fluids
- LP (propane) gas grill canisters
- Multi-plug adapters
- Oil lamps
- Oil popcorn poppers
- Personal ceiling fans/lights or dimmer switches
- Personal door locks

- Pets (other than non-carnivorous fish). Fish tanks limited to no more than ten (10) gallons
- Pressurized canisters (CO2 or scuba equipment, spray paint cans and helium tanks). Exclusions are approved medical equipment (oxygen cylinders)
- Space heaters
- Toaster Ovens
- Wall-mounted shelving, furniture, or fixtures
- Wall-mounted televisions
- Waterbeds
- Waxing elements
- Weapons (including martial arts practice equipment)

#### **Permitted Items**

- Air popcorn poppers
- Air purifiers
- Blenders or mixers
- Bread machines
- Crock pots
- Dehumidifiers
- Electric blankets
- Electric can openers
- Gaming Systems (Nintendo Wii, X Box, etc.)
- George Foreman Grills (please keep in mind that grease from these grills is NOT to be poured down the sinks or garbage disposal – grease must be disposed of properly with trash)
- Hot Pot/Soup Warmer
- Microwave (less than 1000 watts)
- Musical equipment and amplification devices (of an acceptable level), surround sound speakers, flat screen TV (may NOT be wall-mounted)
- Power strips or Multi-plug devices with circuit breaker/surge protector
- Refrigerator (not to exceed 4.2 cubic feet)
- Rice cookers
- Steamers
- Stereo (with headphones)
- Toasters (up to four slots)
- Vacuum cleaner, electric broom sweepers
- Vaporizer

#### **Permitted Items IF they are UL Approved Appliances equipped with Auto Safety Shutoffs**

- Coffee pots
- Clothing iron or steamers
- Curling irons
- Hairdryers

#### **Other suggested items to bring**

- Alarm clock
- Backpack
- Bathrobe
- Bicycle with durable lock
- Bedspread/Blanket
- Camera
- Can Opener
- Carpet or Scatter Rugs
- Cleaning supplies (students are expected to clean their own bathrooms and apartments – housekeeping will NOT perform these duties)
- Clothes Drying Rack
- Coat Hangers
- Coaxial cable
- Computer
- Desk lamp (any non-halogen)
- Fan
- Flashlight (with extra batteries)
- Ironing Board
- Laundry Basket and Detergent
- Pictures/Posters
- Pillow(s)
- Plants
- Postage Stamps
- School supplies
- Shower Shoes
- Storage Boxes or Foot Locker
- Television (cable-ready)
- Toiletries
- Towels/Washcloths
- Twin EXTRA LONG sheets (80")
- Umbrella
- Utensils

#### **General Residence Hall Procedures and Regulations Academic Standing**

*Residents of the RBC residence halls must be in*

*good academic standing. Students who are placed on academic probation while living in the residence halls may submit a letter of appeal to the Associate Director for Residence Life in order to continue living in the residence halls. Exceptions are made on a case by case basis.*

### **Access to Residence Halls**

When moving into a residence hall, each resident receives the key to his/her room. They will also receive the key to his/her mailbox, and an ID card, which provides electronic access to the residence hall and the student's apartment. All locks, keys, and ID cards are property of Richard Bland College and are intended to be used only by the person to whom they are issued. Residents may not allow others, whether student or guest, to use their designated ID card or room key. Residents who lose their key(s) or ID cards are urged to report the loss immediately to ORL. Residents will be held financially responsible for the replacement of lost, stolen, or damaged ID cards and/or keys. They may not have their keys duplicated. Anyone found doing so will be referred for disciplinary action. Residence hall entrances remain locked at all times. Students may gain entry to the residence hall only by using their own access card. Residents are not permitted to prop open exit doors as this places all residents of the building at risk. Persons who are found to have propped open or to have tampered with a locked apartment or exit door will be referred for disciplinary action.

### **Advertising and Solicitation**

Bulletin boards are provided in hallways and common areas to keep residents informed of Residence Life and RBC activities. Residents may post information in approved posting areas on their floor. Posting on other floors, in the lobby, and throughout the building must be approved by the Associate Director for Residence Life.

Nonresidents, clubs/organizations and outside groups wishing to post in the halls must submit flyers to the Associate Director for Residence Life for approval prior to posting. Student Government-approved flyers must also be approved by the Associate Director for Residence Life before posting. Residence Life Staff will then post the flyers within two days. Posting on main

lobby doors, community windows, floors, ceilings, and building exteriors are prohibited. Material that is inappropriately posted will be taken down.

Door-to-door solicitation in the residence halls is prohibited. This includes solicitations for charitable donations or door-to-door advertising and solicitation by RBC student organizations. Solicitation in the lobby or lounge areas requires prior approval from the Associate Director for Residence Life or designee. Student rooms may not be used as places of businesses.

### **Air Conditioners**

All RBC residence halls are air-conditioned. Therefore, personal air conditioners are not permitted in student rooms.

### **Alcohol**

Students and/or their guests, regardless of age, are not permitted to consume or possess alcoholic beverages in RBC residence halls. Alcoholic beverage containers and beer funnels are also prohibited. Empty alcohol containers may be considered evidence of prior alcohol consumption in the residence halls and result in judicial action. Any alcohol found in the residence hall will be disposed of on the spot under staff or RBC Police observation, or may be confiscated by RBC Police as evidence to be disposed of at a later time. Alcohol that is confiscated will not be returned to the student or to legal age guests. Guests who bring alcohol into RBC residence halls put their host at risk for judicial action and the guest(s) may be prohibited from visiting the residence halls in the future.

Parents or legal guardians will be notified in writing when students are found responsible for violating the alcohol policy. Students who are found responsible for three (3) alcohol violations, regardless of how long they have lived in the RBC residence halls, are subject to immediate removal from housing and will forfeit any refund in rent charges.

### **Amplification**

Placing stereo speakers or other sound amplification devices in windows, doorways and common areas is

prohibited unless for an approved event. Volume should be maintained at a reasonable level so as not to disturb other residents or people outside the building. This includes musical instruments and amplifiers.

### **Antennas**

Radio, television, or any other type of antenna or reception dishes may not be mounted outside of a student room or apartment.

### **Bicycles**

Residents are encouraged to lock their bicycles to the racks outside the residence halls. Bicycles are permitted in residence hall bedrooms as long as they are not stored in a manner that impedes safe entrance and exit or causes damage to the facilities.

Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, or stairwells. They may not be hung from ceilings or other RBC furnishings. Bicycles or equipment found in the hallways, stairwells or lounges may be confiscated. Tire streaks, handle bar marks, mud, debris or other signs left by a bicycle will result in extra cleaning or damage charges to the individual or the community. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building.

### **Bomb Threats**

All bomb threats will be considered real. Should such a threat be received over the phone, the person receiving the call should dial \*97 immediately after terminating the call. By dialing \*97, this allows the call to be traced. The person receiving the bomb threat call should then immediately call **911** and then evacuate their building or area. Suspicious packages, boxes or other containers containing possible explosive devices or contaminants should not be tampered with or handled by students. In such cases, during normal business hours (8AM-5PM Monday-Friday) students should keep the area clear and RBC Police should be contacted immediately at 804-863-4085. At all other times, students should call 804-720-9179.

### **Checking into Your Room**

**Keys** - Each resident will receive a key which will open their individual bedroom as well as a key to their residence hall mailbox. The residents' ID cards will provide access to the exterior doors of the residence halls, as well as to the residents' apartment door. Residents will complete a key receipt at check-in indicating that they have obtained their keys. Residents may not change or add locks (including chain locks, deadbolts, etc.). Duplication of room keys is prohibited.

**Early Check-In** - Residents must abide by the appointed schedule for check-in. Early arrivals will be limited to those students approved, in advance, by ORL. Individual residents who are approved by Residence Life to arrive early will be assessed an additional charge payable in advance. Early arrivals must abide by all College rules, regulations and policies.

**Late Check-In** - Spaces will be held only until 5:00pm on the second day of classes, unless prior written notification of late arrival is received by Residence Life.

**Room Condition** - RBC will provide each resident, upon arrival, with an opportunity to note missing or damaged items, and the condition in his/her room on a Room Condition Report (RCR). At departure, a staff member will review the condition of the room and furnishings with the resident using the completed form. In addition to the check out inspection facilitated by the residence hall staff, maintenance staff and professional staff will check the room for cleaning/damages, charges for which will be assessed to the responsible individuals. Conditions not previously noted on the RCR or that are beyond normal wear and tear will be billed to the resident. The resident's presence is encouraged, but not required, at the departure inspection. All appeals of room damage charges are encouraged to be made in writing, to the Associate Director for Residence Life, at the time of receipt of any billing charges.

### **Checking out of a Room**

**Keys** - Residents who change rooms, withdraw or otherwise leave College housing must return their keys to ORL within 48 hours. If a key is lost or not

returned by the stated deadline, a \$150 lock change charge will be assessed for each key not returned. Unauthorized copies of keys will not be accepted. At final check-out, keys must be received by ORL by noon on the day following Commencement.

**Express Checkout** – An “Express Checkout” option is available for campus residents. **Using the “Express Checkout” option, residents are not required to be present at the time of the room check-out inspection, but choosing the “Express Checkout” option indicates that the student is consenting to abide by the inspection results, and therefore forfeits the right to any appeal of subsequent charges.**

Failure to check out with a staff member automatically defaults the student to the “Express Checkout” option. Students that fail to properly check out will automatically forfeit their opportunity to appeal any damage assessments.

**Late Check-Out** - Non-graduating residents who are approved by Residence Life to remain beyond the stated deadline will be assessed an additional charge payable in advance.

**Withdrawals/Room changes during the semester**  
Should the resident change rooms, withdraw or be separated from the College or its residences for any reason, the resident will remove all personal belongings from the College premises, vacate the residence and return key(s) within 48 hours. All residents are expected to meet with a Residence Life staff member once they have moved all of their belongings from their room. The staff member will collect the room key and mailbox key and evaluate the condition of the student’s bedroom and apartment, noting any damages, missing items or cleaning concerns on the RCR. Residents who fail to check out with a Residence Life staff member are subject to charges for any or all damages/loss to the room. Exceptions to the 48-hour provision may be authorized for good cause by Residence Life.

**Withdrawals/Room Changes at the end of the Fall semester** - Students who will not continue to live in the

same room during the Spring semester are required to remove all their belongings from their room at the end of the Fall semester. The resident must meet with a Residence Life staff member who will collect the room key and mailbox key and evaluate the condition of the room and note any damages, missing items or cleaning concerns on the RCR.

**Abandoned Property** - The College will not be responsible for damage or loss of any personal property not removed within 48 hours after a student withdraws, separates from the College or after the residence halls close in the spring. A room-cleaning charge will be assessed, depending on the quantity of items, against any student who fails to remove his/her items of personal property within 48 hours of withdrawal or separation. The minimum room cleaning charge will be \$25.00. A \$100.00 removal/storage fee will be assessed for any items left in a student apartment. Abandoned property will be kept in storage for one year from the date of storage. Any property still in storage after one year will be disposed of.

### **Cleaning and Housekeeping**

Each resident is expected to complement the efforts of RBC personnel by maintaining cleanliness in both public and private areas of the residence halls and throughout campus. Lounges, stairwells, public bathrooms, and hallways are cleaned by the housekeeping staff. Resident cooperation in keeping these areas as neat as possible is expected and appreciated.

The noise generated by vacuum cleaners necessitates that their use be prohibited during quiet hours. Residents are responsible for cleaning their own rooms, apartments, and bathrooms. Charges may be assessed if residents do not maintain these areas in a clean and hygienic manner. All personal trash must be tied-up in trash bags and deposited in the outside dumpsters. Residents should not place personal room trash in the hallway or in common area receptacles.

### **Drugs**

State law prohibits the possession and/or use of illegal drugs and drug paraphernalia. Violation of the drug policy may result in immediate removal from the residence hall. The interim suspension will occur before a hearing date has been set. Removal from the residence halls for violation of the drug policy will include forfeiture of any refund in rent charges. Offenses in this area fall under the College's "No Tolerance" policies see page 56.

Parents or legal guardians will be notified in writing when students are found responsible for violating the RBC Drugs policy.

### **Elevators**

Elevator doors should not be blocked or held open manually. Doing so damages the elevators and may inconvenience the community. Elevator malfunctions should be reported to ORL immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell and the phone in the elevator are designed to alert staff and RBC Police should an individual become entrapped. They should not be used in jest or for pranks. Misuse of the elevators will result in disciplinary action.

### **Fire Safety Regulations**

High importance is placed by RBC on promoting fire safety in the residence halls and encouraging all students and student groups to take leadership in this area. Students are expected to participate in regular residence hall fire drills and attend periodic fire safety programs in order to understand how to manage the risks and respond appropriately in case of emergency. There are serious sanctions for those who, through violation of fire codes, create a danger for others. This includes setting off false alarms, tampering with firefighting equipment, or failing to leave a building when a fire alarm is activated. Sanctions will range from loss of privileges to dismissal from RBC.

Each student room will be inspected at least three times a year to determine whether fire safety regulations are being followed. Also, RBC personnel

retain the right to conduct additional room inspections to ascertain safety conditions.

In general, when students present concerns or ideas that could result in safer residence halls, the ORL will consider those suggestions.

1. Curtains, draperies, hangings, and other decorative materials suspended from walls shall be flame resistant or non-combustible.
2. Decorative materials shall not exceed 10 percent of the aggregate area of walls and ceilings.
3. No decorations or other objects shall be placed to obstruct exits, access thereto, egress there from, or visibility thereof.

All residents are expected to observe the following regulations critical to the prevention of residence hall fires:

1. The use or possession of any dangerous chemical or explosive material, such as fireworks, gun powder, gasoline, etc., is prohibited within the residence halls.
2. The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all student residences.
3. The possession or burning of oil lamps, other flammable items, or substances that produce an offensive odor is prohibited.
4. The possession or use of halogen lamps is prohibited.
5. Residents found to be tampering with fire alarms, smoke detectors, or fire extinguishers are subject to RBC disciplinary action and/or legal prosecution. The same sanctions apply to calling an ambulance or fire-fighting apparatus without just cause.
6. The hanging of any object or item from ceilings or fire sprinkler heads is prohibited.

7. Room doors, corridors, stairways, and building exits should be kept clear of obstructions at all times. Fire doors on corridors and in stairways should be kept closed at all times.

8. All residents and guests must evacuate any building in which a fire alarm sounds. Persons refusing to evacuate constitute a hazard to fire officials and will be subject to disciplinary action.

### **Additional Fire Safety Policies**

#### **Room Decorations and Modifications**

Room decorations and modifications are important in personalizing student rooms, but students should make plans that enhance their personal safety.

Wall hangings, posters, or other hanging room decorations must be affixed to and flush with the wall using products approved by the ORL. Wall hangings or beads cannot cover exit routes. The indiscriminate use of nails, tacks, or screws is not permitted. Students should not hang objects from the ceiling, sprinkler system, or any component of the fire alarm system. Because of the importance of ceiling tiles in preventing the spread of fire, students are prohibited from removing or replacing ceiling tiles or storing items above the ceiling tiles.

All decorative materials shall be non-combustible or flame resistant. These materials must have a tag stating that they are non-combustible or have a certificate of flame resistant treatment.

Fresh cut trees or cut greenery are not permitted in campus residence halls.

String lighting cannot be strung from wall to wall across hallways, exit routes, or fixture to fixture. All lights must be flush to the wall.

#### **Electrical Appliance Regulations:**

Students are not permitted to have in their residence hall rooms any appliance with open flame, including, but not limited to, hot plates, electric grills, and space heaters. Refrigerators must be no larger than 4.2 cubic

feet and/or 2.0 amperes. Ceiling fans and dimmer switches are also not permitted. Extension cords are not permitted for any reason. Any length UL listed multi-plug devices are permitted only if they have a built-in circuit breaker (surge protector). The College reserves the right to reject any electrical appliance that it considers as potentially hazardous to the safety of students and others.

#### **Trash Policy**

All trash is to be placed in the proper waste removal containers (dumpsters outside the residence halls) immediately. Trash should not be left unattended in public areas such as hallways or outside the designated receptacle.

Improperly stored garbage attracts stray animals, pests, vermin, and disease. In addition, unattended or improperly disposed of refuse is an eyesore and discourteous to the community, grounds workers, and neighbors.

#### **Fire Evacuation Procedures**

Students are required to know and understand the following procedure for evacuating a residence hall or building when the fire alarm is activated. Richard Bland College will not be held liable for students demonstrating noncompliant evacuation behaviors.

1. General rules for fire evacuation:
  - a. When the fire siren sounds, everyone must leave the building immediately.
  - b. No one is to return to the building until the RBC College Police gives permission.
  - c. All persons must stand 50 feet away from the buildings.
  - d. All persons must stand clear of roadways to allow fire-fighting equipment to reach buildings.
2. In case of an actual fire:
  - a. Pull alarm and evacuate building.
  - b. Call Fire Department (911).
  - c. Call College Police (804-863-4085 during normal business hours and 804-720-9179 during all other times).
3. Fire alarm pull stations are to be used only for fire and fire drills.



## **Furniture**

RBC-owned and personal furniture must be positioned and used in a manner consistent with their intended purpose and design. Raising the height of a bedspring by "flipping" head and footboards or positioning them on blocks of any kind is also prohibited. In addition, students are not permitted to remove any RBC-issued furniture from the room to which it is assigned.

## **Gambling**

Gambling in the residence halls where a "buy-in" is required or people must "pay-to-play" is prohibited.

## **Hall Sports and Pranks**

Ball playing (e.g., baseball, football, soccer, frisbee, hacky sack, etc.) is prohibited inside all residence halls. These activities not only have the potential to create excessive noise or inflict damage upon RBC property, but can also cause physical injury. For similar reasons, skateboarding, roller-blading, bicycle riding, participating in shaving cream, water, food (or other substances) fights, discharging water guns or engaging in any other activity which might disturb or endanger the safety of others or damage RBC property, are also prohibited in residence halls. Throwing, dropping or shooting any object, including NERF, dart and other toy guns into or from within the residence halls is strictly prohibited. Any violations of the above may result in disciplinary action, as well as a charge for damages to RBC or personal property.

## **Housing over Breaks**

If a student needs to remain on campus during the fall break, he/she may stay in the residence hall if a registration form is submitted before the advertised deadline. The residence halls close for Thanksgiving, Winter Break, and Spring Break. Housing and dining services for students are not provided during these times.

## **Lofts**

Lofts are not permitted in RBC student apartments.

## **Lounges**

Residence hall lounges are intended for use by building residents and guests only. Lounge spaces may be reserved for limited use. Reservations can be made by contacting ORL.

## **Mail Services**

All residents living in the RBC residence halls will be assigned a mailbox in the lobby of the residence hall in which they reside. Once a student is assigned a mailbox, they will keep that same mailbox for the entire time they reside in that particular building. Room changes to another residence hall will result in a new mailbox. Incoming mail should be addressed as follows:

Student's Name  
11301 Johnson Road  
(Residence Hall Name) Hall (Box Number) ex.:  
Freedom Hall Box 101  
Petersburg, VA 23805

Students must return their mailbox keys when checking out of their building or will be charged for the lock change for the mailbox key.

## **Maintenance**

For room maintenance, residents should submit a work request by contacting the ORL. Repairs will be made as quickly as possible. Emergency maintenance personnel are on-call after hours and on weekends for maintenance issues that cannot wait until normal working hours. Immediately contact ORL if you experience any of the following emergencies:

- Sparking or smoking outlets or fixtures
- No lighting in stairwell or bathroom
- No water
- No hot water
- Leaking sprinkler head
- Inability to lock room door
- Inability to open room door
- Loss of heat or air-conditioning
- Jagged or shattered glass in the room
- Major leak causing flooding
- Buzzing smoke detector

**Residents should report Internet and cable problems directly to Apogee. For assistance or support, call Apogee's Customer Support Call Center toll-free at 1-888-478-8870. Live representatives are available 24 hours a day, 7 days a week.**

Submitting a maintenance request gives RBC personnel permission to enter a student room to make repairs.

### **Maximum Occupancy**

Due to the unique nature of these apartment complexes, it is important to maintain a guest policy which allows students a reasonable amount of guests/visitors while maintaining an adequate level of safety.

At no time should there be more than four (4) guests per resident per apartment. Therefore, the following maximum occupancies should not be exceeded in various apartment types:

- 1 Bedroom Apartments - 5 maximum occupancy
- 2 Bedroom Apartments - 10 maximum occupancy
- 3 Bedroom Apartments - 15 maximum occupancy
- 4 Bedroom Apartments - 20 maximum occupancy

The permanent residents of the apartment are responsible for the actions of their guests at all times. Reasonable noise levels are expected. The permanent residents of the apartment will be held accountable accordingly, and incidents and violations will be documented and referred to the RBC Honor and Judicial System.

### **Minimum Credit Hour Requirement**

Residential students are required to maintain a class load of 12 credit hours. This policy is designed to maintain the commitment to an educational residence hall environment. Except for medical reasons, service-connected commitments, or family emergencies, there are very few exceptions to this policy. Requests for exceptions that fall into one of the above categories should be addressed to the appropriate academic dean, together with supporting documentation. Final

approval is required from the Director of Student Affairs or designee. The information is then communicated to ORL as well as to the Business Office.

### **No Candle/Open or Enclosed Flame Policy**

The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all RBC residence halls. Exceptions to this policy may occur only under the following conditions: 1) written approval is provided by the Director of Student Affairs or 2) a designated building or area permits use for a specific purpose.

### **Noise**

The residence halls exist to support and complement the academic mission of the College. Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study, and sleep. For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule.

Twenty-four hour Courtesy Hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day, or night.

Quiet Hours are in effect 9:00 p.m. through 9:00 a.m. Sunday -Thursday and midnight to 9:00 a.m. Friday - Saturday. Residents should keep their doors closed when playing music or creating noise that could disturb others. The standard for acceptable noise levels during quiet hours is that noise should not be heard outside the room or through walls.

During finals week, quiet hours are in effect twenty-three-hours-a-day, beginning at 10:00 p.m. Friday during the last week of classes. A nightly "relax hour" will be held from 7:00p.m.-8:00p.m. during Exam Week. Relax Hour is defined as being less strict than standard Quiet Hours, but still observing courtesy towards all residents. Relax Hours may be cancelled

at the Associate Director for Residence Life's discretion if this privilege is abused by residents. Residents who repeatedly violate quiet hours and disrupt the community during finals may be immediately suspended from the residence hall pending a judicial hearing.

Failure to observe quiet hours or courtesy hours is considered conduct infringing on others and is a violation of residence hall policy.

### **Overnight Guests Policy**

Students are responsible for insuring that their guest(s) comply with housing policies and general campus rules and regulations. Within the restrictions of the RBC visitation policy, overnight guests are limited to no more than two consecutive nights in any seven-day period. This seven day period begins with the registered guest(s)' first night on campus. Individual guests may stay overnight no more than ten (10) nights per semester. Consent to host a guest in an individual student room must be obtained from the apartment-mate(s) in writing and submitted to ORL at least twenty-four (24) hours prior to their arrival. The Associate Director for Residence Life must approve extended visits beyond two (2) days. The guest policy is in no way intended to provide the opportunity for, or encouragement of, cohabitation. Failure to gain apartment-mate(s) consent and to appropriately register one's guest(s) may result in removal from one's current room and/or disciplinary action. For further information, please contact ORL.

### **Pest Control/ Extermination**

Bug problems should be reported via a work request submitted through ORL. To reduce problems, residents are reminded to keep areas clean and not to leave food or dirty dishes lying around. Trash should be bagged, tied up and taken to the outside dumpsters.

### **Pets**

Students are permitted to have non-carnivorous, non-poisonous fish, in tanks no larger than ten gallons, as pets in their rooms. No other type of animal or insect is permitted in the residence halls. Persons possessing pets in violation of this regulation face disciplinary

action. The only other animals allowed in the halls are assistance or service animals that have been approved by the Associate Director of Student Affairs or designee.

### **Posting**

Posting of profanity or obscenities is not permitted in public areas. This includes but is not limited to room doors, windows, and common areas. Posting determined to be reasonably offensive to others must be removed from publicly viewable areas when asked by either fellow members of the residential community or RBC staff.

### **Propping Doors**

For safety and security reasons exterior, stairwell, and fire doors must not be left propped or intentionally unsecured at any time. Violation of this policy may result in judicial action and fines.

### **Removal from the Residence Hall**

"Residents may be removed from their housing assignment and prohibited from entering other residential facilities on an interim or permanent basis, without a hearing, if the Director of Student Affairs, or his/her designee deems the student to be an immediate threat or disruption to the community. The student removed in this situation will not be permitted to return to their housing assignment or visit other residential facilities until approved by the Director of Student Affairs.

### **Room Changes**

Residents desiring to make a room change should contact the ORL. No room changes will be permitted during the first ten (10) class days at the beginning of each semester. Changes are permitted only following approval by the Associate Director for Residence Life. Failure to complete the room change process properly or to obtain the appropriate approval prior to moving will result in an improper/illegal room change charge and/or disciplinary action. Room changes done for student convenience will result in a \$25.00 fee which must be paid to the Business Office before being allowed to complete the room change.

### **Room Entry Policy**

Students can expect to have a reasonable degree of privacy in their apartments, rooms and in the community at large. However, when circumstances warrant it, RBC staff is authorized to enter a student's room utilizing a master key for reasons related to safety, security, health, legal or disciplinary concerns. At all times, students are expected to cooperate with those conducting a search and/or carrying out their duties as specified by the College. The conditions under which room entry and/or search and seizure may occur are described below:

### **Safety and maintenance inspections, reviews, or repairs**

Over the course of the academic year, residence life and/or maintenance staff are permitted to enter student living areas in RBC-managed properties during scheduled fire, health, and safety inspections, emergency evacuations, fire drills, and for reasons related to general repairs or maintenance. When students depart for vacation periods (Fall Break, Thanksgiving, Winter and Spring Break), staff conduct routine safety and health inspections of each residence hall room. RBC also reserves the right, for reasons related to safety, security, maintenance or emergency, to enter student rooms during the above and other scheduled periods.

### **Emergencies**

Staff authorized by RBC may enter student living areas without permission in response to attempted or suspected suicide, fire, significant physical injury,

medical emergency, or situations where there is a potential or actual threat to the security, health or welfare of the resident(s) of the room, apartment, or surrounding community.

### **Prohibited or Illegal Items in Plain View**

Prohibited, illegal or stolen items, materials, substances or possessions that are in plain view may be seized by RBC staff and used as evidence in an RBC disciplinary and/or legal proceeding. If staff members encounter illegal items during execution of their normal duties, they may contact the RBC Police. If probable cause exists, police may request a search warrant. RBC staff members are limited to observing and seizing what is only in plain view, and cannot open drawers, closets, closed doors, refrigerators or any sealed area or property owned by the student(s) without permission from the student or the RBC President, Provost, Vice-President of Administration and Finance, or the Director of Student Affairs.

### **Voluntary Search**

Students have the option of providing written or verbal consent to have their room or personal area(s) searched when there is probable cause to believe they are in possession of prohibited, illegal or stolen items, materials, substances or possessions, or aware of or involved in a violation that is criminal in nature. Such searches shall be conducted by an RBC police officer, or local law enforcement official accompanied by an RBC police officer. Any evidence seized may be used in an RBC disciplinary and/or legal proceeding.

### **Involuntary Search**

When there is probable cause to believe that a student is in possession of prohibited, illegal or stolen items, materials, or substances, or has knowledge of/or involvement in a violation that is criminal in nature, College police or local law enforcement officials may request a search warrant. College police will serve as the supervising agency during the execution of any search warrant on the campus.

The Director of Student Affairs or a senior administrator may authorize an involuntary

administrative search of a defined area for specific reasons. A copy of the permission to search form will be provided for the student(s) involved at the time of the search. Selected administrative personnel will conduct the searches. Evidence secured as a result of an involuntary administrative search may be used in an RBC disciplinary and/or legal proceeding.

### **Room Selection**

During the spring semester, students intending to return for the next year have the opportunity to select their apartment-mates, apartments, and residence hall. The ORL will publicize the room selection procedures immediately following Winter Break.

### **Screens and Windows**

Window screens may not be removed or cut. In addition to facing judicial action, residents may be charged to re-install, repair or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at anytime. Climbing through windows may result in a \$100 fine. Signs may not be hung from residence hall windows without the Associate Director for Residence Life's approval. Requests to secure loose screens should be submitted via an online work request.

For security reasons, if a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen.

### **Smoking**

Smoking is not permitted in any RBC residence hall. Additionally, individuals smoking outside of these facilities are encouraged to be aware of the smoke-free lifestyle of others and not place tobacco smoke in the path of entry to the residence halls. Therefore, students and their guests are forbidden from smoking within 20 feet of building entrances.

Residents may not have Shisha pipes or Hookahs in College housing.

Fog machines may not be used in the residence halls.

### **Tornado Warnings**

In the event of a tornado warning, ORL and/or RBC staff will knock on apartment doors to inform residents. Residents should take these notifications seriously and should immediately proceed to the north or south stairwell in their respective residence hall and should remain there in the stairwell until notified by ORL or RBC Police personnel. Residents should not, under any circumstances, walk through or remain in the center stairwell during a tornado warning.

### **Guest Visitation Policy**

Residents are responsible for insuring that their guest(s) comply with housing policies and general campus rules and regulations. Residents will be held responsible and accountable for any violations of RBC rules and regulations committed by their guest(s). All nonresident guests must be registered and must carry their visitor's pass with them at all times. Visitor passes are available in the Office of Residence Life during normal office hours (Monday-Friday, 8a.m.-5p.m.) and from a Resident Advisor when the ORL is closed. Guests who do not have a visitor's pass may be escorted from the halls and trespassed by RBC Police.

Permitted hours for visitation by members of the opposite sex in individual student rooms will be as follows:

Sunday-Thursday: 10a.m.-10p.m.

Friday-Saturday: 10a.m.-12:00a.m. unless an "Overnight Guest Form" has been submitted.

### **Overnight Guest Policy**

Within the restriction of the RBC visitation policy, overnight guests are permitted on Friday and Saturday nights. Residents may not have more than two (2) overnight guests at any time. Unanimous consent to host a guest in an individual student room must be obtained from the apartment-mate(s) in writing prior to their (the guest [s]) arrival using the "Overnight Guest Form" available in ORL at least twenty-four (24) hours prior to the guest's arrival on

campus. Individual overnight guests are limited to no more than two (2) consecutive nights in any seven (7) day period. This seven day period begins with the registered guest (s)' first night on campus. Individual guests may stay overnight no more than (10) nights per semester. The Associate Director for Residence Life must approve extended visits beyond two (2) days. The guest policy is in no way intended to provide the opportunity for, or encouragement of, cohabitation. Failure to gain each apartment-mate(s) written consent and to appropriately register one's guest (s) may result in the removal from one's current room and/or disciplinary action. For further information please contact ORL. Any residence hall area may choose to have a more restrictive visitation policy than the stated policy. Residence hall areas will vote on final visitation hours during the first week of classes.

#### **Waterbeds:**

Waterbeds are prohibited in residence halls because of their excessive weight and the danger to personal and public property from possible water leakage.

#### **Weapons and Explosives:**

Please refer to the College-wide policy on weapons starting on page 11.

#### **Residence Life Judicial Process**

The Associate Director for Residence Life is the administrator responsible for overseeing all functions of RBC residence halls. The Associate Director for Residence Life processes disciplinary hearings stemming from alleged incidents occurring in or involving residence hall students, and has the authority to issue the following sanctions: loss of privilege, educational assignment, restitution, fines, alcohol/substance abuse risk assessment, admonition, disciplinary probation, or permanent removal from the residence halls. The Director of Student Affairs has final approval authority for sanctions. If a resident student wishes to pursue judicial charges against another resident, the student is strongly encouraged to consult with the Associate Director for Residence Life prior to filing charges.

#### **Referral of Cases Involving Failure to Comply with Sanctions**

Individual students failing to complete or meet fully the requirements of an assigned sanction by the Associate Director for Residence Life will be charged with non-compliance and referred to the Associate Director for Student Services for a disciplinary hearing.

#### **Definitions**

For clarification, the terms associated with the RBC residence hall disciplinary system are defined below:

- **Charge:** A specific judicial or honor conduct violation.
- **Complainant:** Individual responsible for filing the initial complaint and/or charges.
- **Due Process:** Administrative procedures, as outlined in this handbook, intended to provide for fundamental fairness when dealing with disciplinary issues.
- **Hearing:** A proceeding held to determine whether a student is responsible for an alleged violation of the conduct standards. A hearing may consist of one or more students charged with alleged infractions, and is processed by a hearing officer or a board.
- **Respondent:** The student accused of an alleged violation.

#### ***Procedures for Judicial Board and Honor Board***

*RBC Residents are encouraged to view the College's Student Disciplinary Policy on page 55 along with the procedures for the Student Conduct Advisory Board in Appendix A.*

#### **Filing of Disciplinary Charges and Notification of Hearing**

Any person, whether staff or student, alleging that a resident has violated a Richard Bland College policy, conduct standard, or regulation may file a complaint in writing to include all violations. Complaints directly related to the residence halls must be submitted to the Associate Director for Residence Life and must be filed within (10) days of an incident. The person

alleging that a student has violated an RBC policy, conduct standard, or regulation will present relevant details of the violation in writing to the Associate Director for Residence Life, who may consult with the Associate Director for Student Services when necessary.

The Associate Director for Residence Life will review the charges to determine the authenticity of the allegation(s), whether or not there are grounds for a formal charge, and the initiation of disciplinary proceedings.

Absence due to extraordinary circumstances allow a complaint to go forward where the incident (s) complained about occurred more than ten (10) working days prior to the date of the filing of the complaint. If the complaint is one of sexual misconduct, charges may be filed within 180 days of the incident. RBC reserves the right, in its sole discretion, to make exceptions where violations are of a criminal nature or where there is harm or threat of harm to a person or persons.

In instances where the alleged violation carries a possible sanction of suspension or expulsion, jurisdiction of the case will be conducted by the Director of Student Affairs and/or the Associate Director for Student Services.

If the review produces sufficient cause to believe that grounds for a hearing exist, the student will be notified by e-mail and/or to the residents' campus mailboxes. Failure on the part of the resident to check his/her RBC email account or to check his/her campus mailbox will not be accepted as an excuse for failing to attend a scheduled hearing.

#### Prehearing Procedures for an Administrative Hearing

The Associate Director for Residence Life will inform the accused student ("respondent") of his or her rights as a student. The Director will also inform the accused, as well as the complainant and any complainant witness(es) of the date, time, and location of the hearing, with at least three (3) business days' notice.

Proper notification shall consist of email to the student's rbc.edu address on file with the College. Failure to read one's email does not void the fact that the notice was delivered. This shall apply to all notifications of disciplinary hearings and decisions.

All disciplinary hearings will be closed to the public unless both parties (the accused and the accuser) agree in writing, no less than twenty-four (24) hours in advance, that their hearing will be open.

For students charged with conduct violations carrying a minimum recommended sanction of suspension or dismissal, withdrawal from RBC prior to the formal disciplinary hearing will result in an interim suspension until such time as the student may return to RBC. Students leaving RBC under these conditions will have a permanently active disciplinary file until they return to RBC.

Once it is determined that grounds for a hearing exist, the hearing must be held. With the exception of sexual misconduct cases, charges may be withdrawn or dropped after a hearing has been scheduled. Proper notification shall consist of email to the student's rbc.edu address on file with the College. Failure to read one's email does not void the fact that the notice was delivered. This shall apply to all notifications of disciplinary hearings and decisions.

All disciplinary hearings will be closed to the public unless both parties (the accused and the accuser) agree in writing, no less than 24 hours in advance, that their hearing will be open.

#### *Hearing Procedures*

To provide an orderly procedure for handling disciplinary cases, which gives the student due process and justice, the following safeguards will be available:

- The student will receive written notification of the time, place, and date of any hearing at least three (3) business days before the hearing to allow the student reasonable time to prepare a defense. Students may waive

their right of three (3) working days delay by submitting a written request to the Associate Director for Residence Life.

- The student will receive a written statement of the charges brought and will be allowed access, upon request, to any and all materials which will be introduced by the College as evidence at the hearing.
- When an alleged infraction takes place, all records of the alleged infraction and materials pertaining to and resulting from the hearing (and appeal, if applicable) of the case will be retained in the Office of Residence Life.
- If the student elects not to appear at a hearing, the hearing will still be held in the student's absence.
- The student may have an advisor, parent/relative, or legal counsel (at the student's expense) present at any hearing. Any such advisor, if present, shall only be present as moral support and may not participate in the hearing in any way.
- Hearings will be closed to the public and press. All procedures and decisions will be considered confidential unless the student expressly requests that they be open.
- All evidence will be presented in the student's presence.
- In the hearing, the charges will be read and the complainant will present his/her testimony, along with any testimony from his/her witness(es). The respondent will have the opportunity at this time to ask any questions he/she may have regarding the presented testimony of the accuser and his/her witness(es). The Associate Director for Residence Life may also ask questions of the complainant and his/her witness(es).
- The respondent will be given the opportunity to speak for and present witnesses on his/her behalf. The complainant will have the opportunity to ask any questions he/she may have regarding the presented testimony of the respondent and his/her witness(es). The Associate Director for Residence Life may also ask questions of the respondent and his/her

witness(es).

- A student may remain silent if the student chooses to do so.
- The burden of proof (using preponderance as the standard of proof) will rest with those bringing the charges.
- All decisions will be based only on evidence presented during the hearing.
- After both sides have presented their testimony, the Associate Director for Residence Life may ask any follow-up questions of either side. Both parties will then be excused from the hearing room while deliberations take place.
- Both parties will be brought back into the hearing room and the decision will be announced. If the respondent is found guilty, sanctions will be announced and the appeal process will be explained. The hearing will then adjourn.
- The student will receive written notification of the decision of the Associate Director for Residence Life within ten (10) days after the conclusion of the hearing.

#### Parking at Residence Halls

Parking in the RBC residence hall parking lot is for resident students only. There are a limited number of visitor spaces at the back of the lot, designated by visitor parking signs that state "Visitor Parking by Permit Only." Resident hosts must bring their guest(s) to the Office of Residence Life in Freedom 104, during normal business hours, or contact the on-duty RA, after normal business hours, to obtain a visitor parking pass, which is good only for the time designated on the pass. The visitor pass must be displayed prominently on the dashboard of the vehicle so that it is visible through the front windshield of the vehicle. Any visitor and/or nonresidential student who does not park in a designated visitor parking space with a permit will be issued a parking citation and is subject to the College's parking penalties. Also, anyone who does not have a residential parking permit or a visitor parking permit will be issued a parking citation and is



subject to the College's parking penalties.

#### Confidentiality

1) *Student disciplinary cases are part of the official educational record of the student and, hence, are confidential except as otherwise permitted by law. Examples include release of directory information and notification of victims of crimes of violence (such as crimes involving, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense).*

2) Upon the conclusion of a case (i.e., the appeal period has expired), faculty members who are direct parties to the case will be informed of the outcome in writing.

4) When appropriate, other members of the Richard Bland College community directly affected by the decision and/ or sanction may also be informed of the final outcome.

This information may also be given to those persons essential for insuring compliance with the sanctions.

#### Appeals Procedures

1. All appeals must be submitted to the Director of Student Affairs in writing within ten (10) working days of the decision made by the hearing officer(s). The student must indicate the basis for the appeal.

2. The decision of the Director of Student Affairs may be appealed, in turn, at the following levels: (a) The Provost and Dean of Faculty, and (b) The President of the College. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the President, in writing, within thirty (30) calendar days of the date of the decision to impose the penalty.

3. The possible bases for appeal include:  
(a) The original hearing was not conducted in conformity with established procedures; (b) The original findings were not supported by the evidence;

(c) There is new evidence that was not brought out in the original hearing and which was not known or available to the appellant prior to the conclusion of the hearing.

#### **Honor Code**

*Students are expected to conform to a strict standard of academic honesty as defined by the Honor Code. Specifically, any act of lying, cheating, plagiarism, or stealing of an academic nature is a violation of the Honor Code. Explanation of the Honor Code appears in Appendix (B) on page 68 of this handbook.*

#### **Policy on Sexual Assault and Misconduct Involving Students**

Richard Bland College desires to provide a safe, discrimination-free education and working environment that promotes a relationship among students and employees based on mutual trust and courtesy. In this spirit, sexual harassment and sexual misconduct as defined below are prohibited and will not be tolerated.

Sexual harassment is a form of sex discrimination and is defined as unwelcome sexual advances, request for sexual favors, and/or other verbal or physical conduct or written communication of an intimidating, hostile, or offensive nature, or action taken in retaliation for reporting such behavior, regardless of where such conduct might occur, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an employment or academic performance; or
2. submission to or rejection of such conduct by an individual is used as the basis for the decisions such as: employment, promotion, transfer, selection for training, performance evaluation, or the basis of academic evaluation; or
3. such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment or substantially

interfering with an employee's work performance or a student's academic performance.

Sexual Harassment is illegal under Section 703 of Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Educational Amendments of 1972 for students.

Sexual misconduct is defined as sexual contact without consent and includes: intentional touching, either of the victim or when the victim is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape; sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim's mental incapacity or physical helplessness.

All students and employees of the College will be held accountable for compliance with this policy. Violators will be disciplined under the appropriate College conduct code and may be prosecuted under Virginia criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College may pursue disciplinary action, which may result in dismissal from the College.

#### Sexual Assault Offenses and Prevention

Sexual Assault is a serious and inappropriate sexual behavior that is not tolerated at Richard Bland College. Rape, sexual assault and/or battery, and other forcible and non-forcible sex offenses are criminal acts and punishable by both civil and criminal legal action. The Student Disciplinary System administered through the Center for Student Affairs adjudicates, at the request of the victim, all cases involving sex offenses or sexual harassment in which the alleged perpetrator is a student of Richard Bland College.

Richard Bland College Police Department is always available and ready to assist in any of these cases that a victim wants to come forward with information. Victims are many times hesitant to tell anyone of a sexual assault because they tend to feel a variety of

conflicting emotions. Victims need to remember the assault is not their fault and the college is ready to help. A victim may receive assistance from staff at the Center for Student Affairs, an outside counseling resource, or when criminal charges are filed, a victim witness coordinator is available through the local Commonwealth's Attorney's Office.

If a Victim of Sexual Assault:

- Contact the police for assistance, information, or to report the incident. Richard Bland College Police should be contacted for on-campus incidents and the local police should be contacted for off-campus incidents.

#### **Enforcement**

Students who believe that they have been subjected to sexual harassment or sexual misconduct are advised:

1. When the alleged incident involves students only, please use the procedures described under the Student Conduct Policy in this Handbook.
2. When the alleged incident involves students and an employee of the College, please contact the Associate Director of Student Services. The Associate Director for Student Services will assist students in using (a) the Grievance Procedure for State Employees for complaints against classified employees, and (b) the procedures described in the Faculty Handbook for complaints against instructional, administrative, or professional faculty. The Associate Director for Student Services will also be available to assist the victim with reporting the incident to the police (if they have not already done so).

#### **Policy on Sexting**

Sexting is essentially "cyberflashing." Trading full or partially nude and sexually explicit images is illegal and against college policy. What appears to be innocent texting may lead to charges of sexual harassment and in some cases, charges of possession of child pornography. Regardless of the gender of the sender or receiver, obscene references of a sexual nature create an environment that is

perceived as hostile. Students should report instances of sexting to the Associate Director for Student Services or the Director of Student Affairs.

### **Policy on Stalking**

Stalking is defined as the continuing or repeating harassment of another individual that would cause a reasonable person to feel terrorized, fearful, intimidated, etc. The continuing harassment of a stalker causes another person to fear or alter his/her activities in response to the repeated conduct. Stalking includes, but is not limited to, following or approaching a person or a member of that person's family or household, contacting a person or a member of that person's family or household under surveillance.

### **Policies on Planking and Owling**

Planking or the game of planking occurs as individuals engage in lying face down with arms to the side motionless in unusual places for the purpose of uploading photos on social network sites such as facebook or twitter. While the act or the game itself does not appear to be dangerous, the challenge of the act can become risky as individuals in planking competitions seek to position themselves on some of the most daring physical structures or objects that may not support one's body weight.

Owling is the act of crouching in an owl-like position in bizarre locations. Much like planking, some of the most daring owlers position themselves on physical structures that may not support their weight. Because of the potential dangers of planking and owling, these acts are prohibited on the campus of Richard Bland College.

## **The Computing Policy**

### **Acceptable Use Computer Policy**

Use of the computing facilities at the College is a privilege enjoyed by all college members. In order for everyone to be able to use these computing resources, it is necessary for everyone to share resources equitably.

### **Account Security**

In order to fully utilize technology services available to students, students shall have a Blackboard account, an electronic mail and EZ Proxy (off-campus access to Library resources) account, and a Banner account. The first three accounts (Blackboard, email, and EZ Proxy) share the same user ID while Banner utilizes an R number user ID.

Students are responsible for safeguarding their log in information and passwords and any subsequent activity using their accounts. As a result, account sharing of any kind is a violation of College policy and expressly forbidden. If a student forgets his/her password, it must be reset. This activity will only be performed if the identity of the account owner is verified in person with a valid student ID. A student may request a password change at the library, Admissions, or Registrar's office during normal business hours.

Students may log into various technology services on campus PCs. However, students must remember to log off before leaving the PC. Unscrupulous persons may take advantage of unwary users, accessing their email or Banner account information.

### **Account Privacy**

In order to protect the interests of Richard Bland College and its data, the college reserves the right to access and/or examine individual personal files and/or emails on any RBC maintained system when there is sufficient cause to suspect that those files compromise the security of the system involved or the files themselves constitute a violation of any prohibited item in this policy document. Investigations of suspected security or policy violations which require the examination of files must receive prior approval from the Director of Information Technology or his/her designee. In such situations, the users whose files required examination shall be informed of the reasons and purpose for the search.

No computer security system, no matter how elaborate, can provide 100% security. Therefore, while IT makes every effort to provide a reasonable level of confidentiality for information stored on the network, we cannot guarantee the privacy or confidentiality of that stored information. Therefore,

all users should be advised NOT to store confidential, financial, or personal information on a computer network.

It is important that all users understand that email is NOT private and users should not maintain any expectation of privacy while using emails systems. Information passing through or stored on Richard Bland College email servers may be monitored to insure adherence with Richard Bland College policies and guidelines.

### Computing Resources

Computer resources of the college are provided to support and enhance the educational objectives of the college. For that reason, certain activities which access the campus network or the on-campus Internet connection may be prohibited or blocked in computer labs, classrooms, and public areas when they consume scarce resources and thereby inhibit educational pursuits of other members of the college community. Typical prohibitions are gaming and playing Internet radio. For more information consult the Prohibited Applications page of the RBC IT Services area of the RBC web site. <http://www.rbc.edu/ITS/contraband.php> Individuals under the age of 18 are not allowed to use campus computers unless they are currently enrolled as a student at Richard Bland College.

The following activities are also prohibited:

- Transmitting unsolicited messages which contain obscene, indecent, lewd or lascivious material or other material which explicitly or implicitly depicts, encourages or solicits illegal or indecent sexual conduct;
- Transmitting unsolicited messages which contain profane language or which pander to bigotry, sexism or other forms of discrimination;
- Sending messages that contain a threatening or violent message.
- Communicating any information concerning any password, identifying code, personal identification number or other

confidential information without the permission of the controlling authority of the computer facility to which it belongs;

- Gaining or attempting to gain unauthorized access to, or making unauthorized use of, a computer facility or software. This includes creating, copying, modifying, executing or retransmitting any computer program or instructions with the intent to gain unauthorized access to, or make unauthorized use of a computer facility or software.
- Creating, copying, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "messages," including, but not limited to, forgery of messages and/or alteration of system and/or user data used to identify the sender of messages;
- Accessing or intentionally destroying software in a computer facility without the permission of the owner of such software or the controlling authority of the facility;
- Making unauthorized copies of licensed software;
- Communicating any credit card number or other financial account number, or any social security number without the permission of its owner;
- Effecting or receiving unauthorized electronic transfer of funds; or using College information systems for commercial gain
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose;
- Using the computer facilities in a manner inconsistent with Richard Bland College's license agreements or contractual obligations to suppliers or with any published College policy;
- Illegally using copyrighted software and

materials, storing such materials on College information systems, or transmitting such materials over RBC network facilities;

- Knowingly engaging in any activity harmful to the College's information systems (e.g., creating or propagating viruses, overloading networks with excessive data, instituting or promulgating chain letters, instigating unauthorized mass postings of any type)
- Subverting any College system or network security measures;
- Using College network or information systems to harass another person.
- 

### **Policy Violation Response**

The following guidelines will be used when users are accused of violating computer policies:

1. An attempt to violate policy will be considered the same as an actual policy violation.
2. An "attempt" is any act beyond mere preparation carried out with the intent to engage in conduct that is in violation of College policies.

### **Disciplinary Actions**

Enforcement and application of these regulations shall normally be handled by Academic/Administrative Information Technology personnel and/or appropriate departmental officials. However, cases may also be referred to the Council on Academic Integrity, Student Conduct Advisory Board or to appropriate law enforcement agencies.

Violation: Penalties for violation of these regulations include such penalties as the following

- A. Warning: Alerting a user to a regulation with the understanding that any recurrence of the behavior will result in disciplinary action.
- B. Loss of computer privileges: Limitation or removal of computer privileges, including

restriction from the use of computer facilities for a period specified by College officials.

- C. Restitution for damages: Reimbursement for repairs to computer-related material, equipment, hardware, software, and/or facilities.
- D. Dismissal from Richard Bland College: Students may be suspended or expelled. College employees may be dismissed from employment.
- E. Referral to the judicial system: This could include local, state or federal authorities.

### **Copyright and Software Use Policy**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to all works of all authors and publishers in all media. It encompasses the right to acknowledgment; right to privacy; and right to determine the form, manner, and terms of publication. Users of campus computing resources are fully bound by the college's Copyright and Software Policy, which may be found in the college catalog and on the IT Services page of the RBC web site: <http://www.rbc.edu/its.php>. In addition, the RBC Library web site contains valuable information about copyright in an academic environment:

<http://www.rbc.edu/library/Research/copyright.htm>.

If you have any questions or concerns regarding this page, please contact ITS Help Desk at [helpdesk@rbc.edu](mailto:helpdesk@rbc.edu) or 804 862 6401.

### **Campus Email**

All students will be set up for a campus email account. Students are advised to utilize this email account on a regular basis as all sectors of the college community will use it to provide valuable and informative communications. It is also a good way to contact fellow students and college faculty. The following email guidelines apply to all campus holders of an RBC email account:

## **Email Guidelines for RBC Students, Faculty, and Staff**

As users of Richard Bland College's electronic mail services, the following guidelines are applicable:

1. Accessibility to RBC email resources is limited to faculty, students, and staff. The College's email services are not provided to individuals or organizations outside of Richard Bland College unless otherwise authorized.

2. Official method for communication between the college and students: Email is an official method for communication at RBC. It may contain information such as library fines notification, tuition bills, official correspondence from an instructor, etc. Once registered at RBC, student college email accounts will be the only email account used to send email communications to a student, and from which college faculty and staff will accept email from students. Students are responsible for the consequences of not reading in a timely fashion, college-related communications sent to their official RBC email account. (Your RBC email account ends in @rbc.edu.) More information may be found at <http://www.rbc.edu/email.php>.

3. Email restrictions: RBC email services may not be used for: a. Commercial purposes not under the auspices of the College. b. Personal financial gain. c. Any political activities promoting candidates, parties, platforms, or causes. d. Other uses that violate local, state, and federal law.

4. False identity: RBC email users must not employ a false identity when sending email, applying for an email account, or accessing an existing account.

5. Interference: RBC email service should not be used for purposes that could cause excessive strain on any college computing facilities or interfere with others' use of email or email systems. This includes using the College's email services to: a. Send or forward email chain letter. b. "Spam" (exploit list serves or similar broadcast systems for purposes beyond their intended scope). c. "Letter-bomb" (resend the same email repeatedly to one or more recipients to interfere with the recipient's use of email).

6. Personal Use: RBC's email services may be used for incidental personal purposes provided that such use does not: a. Directly or indirectly interfere with the College's operation of computing facilities or email

services. b. Burden the College with noticeable incremental cost. c. Interfere with the email user's employment or other obligations to the College.

7. Email Content: RBC cannot and does not wish to be the arbiter of the contents of electronic mail. Neither can the College, in general, protect users from receiving electronic mail they may find offensive. RBC expects that members of the College community use the same personal and professional courtesies and considerations in email as they would in other forms of communication.

8. Due to the nature of email and the public character of the College's business, electronic mail is inherently NOT private and users should not maintain any expectation of privacy:

A. Email intended for one person can be widely distributed because of the ease with which recipients can forward it to others.

B. A reply to an email message posted on an electronic bulletin board or "listserv" intended only for the originator of the message may be distributed to all subscribers to the listserv.

C. Even after a user deletes an email message from a computer or electronic mail server, it may exist on backup facilities, and is subject to disclosure as a result of a legal process.

D. There is no guarantee that email received was in fact sent by the purported sender.

Email users shall exercise good housekeeping techniques on their Outlook mail box. Delete redundant or unwanted messages regularly. Be sure to purge the SENT folder as well. Empty the Deleted Items folder.

Email users should be considerate of those accessing email via the web. Students and other off-campus users cannot view stationary backgrounds, and they may have slow internet connections which do not readily handle large attachments or photographic images.

### **Computer Lab**

The Academic Computer Laboratory is staffed to provide support and assistance to users. Hours of

operation during the academic year are: Monday-Thursday 8:00 a.m. to 9:00 p.m.; and Friday, 8:00 a.m. to 4:30 p.m. Summer hours may vary.

### **Internet**

Richard Bland College maintains a website on the Internet at <http://www.rbc.edu>. The website contains general information about the College, links to campus policies and handbooks, information on how to use campus technology services (such as email) and other information of value to the college community.

### **Social Network Sites**

Richard Bland College has an official presence on facebook, twitter, and You Tube. These sites are maintained as a safe and informative way to share and exchange information that supports the College in its mission, goals, and objectives. A fan page is available so that students, alumni, prospective students, and friends of the College may post their comments, ideas, discussions, etc.

The College does not post confidential information, especially information protected by FERPA, HIPAA, etc. All laws governing copyright, fair use and intellectual property rights must be honored by users. Individuals violating these laws may be subjected to campus disciplinary actions, civil liability, or criminal punishment.

Acts such as defamation of character, harassment, stalking, and the posting of sexually explicit materials will not be tolerated. RBC students should be aware that negative posts of this nature, in particular, those referencing a student or students attending the College may serve to incriminate the user, who posted the content. Such acts will be handled by the Director of Student Affairs and/or the Associate Director for Student Services. Offenders will be subject to academic actions ranging from a verbal or written reprimand to expulsion.

### **Blackboard**

Blackboard is a course management program used by many professors at Richard Bland College. It is a web-based method of staying in touch with professors and

keeping up with class assignments. "Blackboard" can be accessed through the link on the RBC website.

### **Public Performances**

No person or group of persons associated with Richard Bland College shall give a public performance in the name of the College unless prior to the first rehearsal the said person or group of persons shall have obtained from the Provost permission to present the entertainment. In order to secure permission, those in charge of the performance must make written application.

### **Refunds to Students**

A full or part-time student who withdraws in good standing shall be entitled to a refund of a portion of tuition paid for the semester in which currently enrolled. Refund checks are received only from the Office of the Treasurer of Virginia; six to eight weeks from the date of withdrawal or drop should be allowed for receipt of refund checks.

1. A student will be entitled to a refund of 100% of tuition upon withdrawal before the end of the first week of the semester (seven consecutive calendar days from the beginning of classes) and a decrease of 20% each week thereafter up to and including the fifth calendar week from the beginning of classes. **NO AMOUNT WILL BE REFUNDED FOR WITHDRAWAL AFTER THE FIFTH CONSECUTIVE CALENDAR WEEK FOLLOWING THE BEGINNING OF CLASSES.**
2. Students who register and withdraw from the College prior to the beginning of classes will receive a full refund minus a \$25.00 registration charge.
3. No refund of fees will be made to a student who has been required to withdraw by the College regardless of the date of withdrawal.
4. Students changing from 12 or more hours to 11 or fewer hours change status from full-time to part-time. When this occurs within the prescribed period allowed for course changes, charges are established at the semester credit hour rate for the course or courses retained. The resulting overpayment of tuition will be refunded. No refund

of tuition will be made for a change of status from full-time to part-time occurring after the deadline for course changes, usually the fifth day after the beginning of the semester.

5. Part-time students who withdraw or who drop one or more courses will be entitled to refunds according to guidelines 1, 2, and 3 above.
6. The actual date of proper notice will be certified by the Office of the Registrar, and refunds, when applicable, will be computed based on the certified date. Refunds are not based on the last day of class attendance.
7. Pro-rata refunds to first time students attending Richard Bland College who receive Title IV financial aid will be based on Title IV requirements.
8. Withdrawal for medical or legal reasons will follow the same refund schedule as published above.
9. Residential charges will be refunded according to the Housing Refund Policy.

### ***Unpaid Accounts***

Transcripts, degrees, or any other information concerning academic records will not be released until College accounts are paid in full.

### ***Check Cashing Service***

Students may cash their checks in the Business Office. There is a \$30.00 limit. A service charge of \$50.00 will be applied for any returned checks.

### ***Duplicate Receipt Fee***

Students may obtain a duplicate receipt for a \$10.00 fee at the Business Office, Maze Hall.

### ***Bulletin Boards***

To inform the college community about new or changed rules, regulations and activities, the College has a responsibility to provide bulletins and bulletin boards. Advertisements must be posted on bulletin boards only. Posting on the wall, windows, porches, or doors are not allowed. Posting on the walls or doors is prohibited. **STUDENTS** are responsible for reading the bulletin boards regularly. All flyers and announcements must be removed from the bulletin boards the next business day after the event is over.

### ***Student Announcements***

*Student Announcements* are printed and displayed throughout the campus each week of the fall and spring semesters to inform students of upcoming events and activities. Announcements are also posted on the College website under "Student Activities".

Ignorance of posted information will not constitute an excuse for any violation or reason for exception to any rule.

Bulletins, announcements, advertising material may be posted on prescribed bulletin boards around the campus. Any material deemed inappropriate by the College may be removed.

No more than one sign concerning the same event or information may be posted on the same bulletin board by any one organization at any given time.

Advertising material and notices must not be affixed to trees, pillars, doors, windows, walls, or windshields of automobiles.

The enforcement of these regulations will be shared by the organizations concerned. Such organization is also responsible for proper removal of advertising material within 48 hours after the expiration date.

### ***Skateboard Policy***

The College permits the use of skateboards on the campus sidewalks only. Skateboards may not be used on the streets, campus roads, the building porches, or on the walkway between the campus and the Student Village.

### ***Bicycle Policy***

All bicycle users must adhere to the Virginia Codes relating to bicycles. Bicycle racks are provided by the campus for students to secure their bikes. Bicycles locked or leaned against poles, buildings, benches, trees, signs, porch railings, and other campus property is prohibited.



## **Attendance**

The instructional program at the College is based upon a system of class meetings involving lectures, discussions, and special reading and reporting assignments. Therefore, it is important for each student to attend on a regular basis. If a student must miss a class session, he/she is expected to make up the material covered. Each instructor will establish an attendance policy and will be the sole judge of whether or not work missed by a student may be made up.

## **Dress Code**

There is no established dress standard. Students are expected to exercise good judgment and common sense in choosing their attire. The wearing of footwear is required for health and safety reasons.

## **Student Health Center**

Location: First floor, Student Commons  
The Student Health Center at Richard Bland College is a H1N1 vaccination site.

## Response Strategies to Influenza and H1N1 Influenza

Over the past year, there has been an increasing concern about the spread of the flu, especially the H1N1 influenza. Although there has been no cases diagnosed at the Student Health Center as of yet, it is our policy at RBC to follow the guidelines set forth by the CDC to prevent the spread of the flu as closely as possible. We encourage faculty and students to be vaccinated.

The administration of Richard Bland College is aware of the need to limit the spread of H1N1 influenza as well as the spread of seasonal influenza. We have formulated a plan of action to prevent the spread of influenza using the guidelines set forth by the CDC for institutions of higher learning. Our plan and strategies may change in response to any changes set forth by the CDC.

While keeping in mind that a plan is only as good as those who institute and follow it, we hope to fully enlist the help of faculty, staff, students, and families to make every effort to follow these guidelines and do the best possible job of preventing the spread of influenza. Our goal is to have a successful academic year with

minimal interruptions while maintaining the health and safety of those who visit our campus.

## Residential Students

Under current flu conditions, we will be facilitating the self-isolation of residential students. The self-isolation period should continue until the student has been free of fever for at least 24 hours without the use of fever reducing medication. Faculty members are aware that students are encouraged to miss class if they are ill and should not be penalized. Students are encouraged to establish a flu buddy who can bring them meals and help take care of them if they are ill. If no buddy is available, please contact the resident advisor on the floor. If a student lives nearby, they are encouraged to self-isolate at home, but this is not mandatory.

Residential students are asked to contact the Office of Residence Life at 804-862-6161 if they become ill with a flu-like illness so a staff member can make daily contact him/her. If close contact cannot be avoided in multi-student suites, a mask will be provided for each resident in the living area while they are in close contact with the ill student. Students are encouraged to seek prompt medical attention with their private physician or with the Student Health Center if they have a medical condition that puts them at increased risk of severe illness from flu, are concerned about their illness, or develop severe symptoms such as increased fever, shortness of breath, chest pain or pressure or rapid breathing. When using the Student Health Center, we ask that you call 804-863-1603 prior to coming for your visit in order to ensure that you are seen promptly in order to decrease the spread of the virus.

## Commuter Students, Faculty, and Staff

Non-residential students, faculty, staff with flu-like illness are asked to self-isolate at home until at least 24 hours after they are free of fever without the use of fever reducing medicines. There will be a liberal leave policy for those faculty and staff staying home when they are ill or caring for an ill family member. We encourage all students, faculty, and staff to receive the seasonal and H1N1 vaccinations if there are no contraindications. We will be offering both vaccines on campus again this year. If you are

around members of a group at high risk from complications of the flu or flu-like illness, we encourage you to speak with your health care provider as soon as possible. Groups age 65 or older, children and adolescents under age 18 who receive long term aspirin therapy, pregnant women, adults, and children who have asthma, other chronic pulmonary disorders, cardiovascular, hepatic, hematological, neurologic, neuromuscular, diabetes, and adults and children with immunosuppression from drugs or by HIV. We strongly discourage visits to campus by ill persons for any reason. The administration of Richard Bland College encourages you to keep an eye on the important messages on the RBC webpage. If the influenza severity increases we may have to modify our policies in accordance with CDC guidelines or local conditions. If necessary, we will use the RBC Alert system to make the campus aware of any changes or school closing if deemed necessary. It is our goal to provide an environment where the maximum educational benefits can be provided in the most safe and effective manner.

#### Good Advice to Follow

- Stay home if you have a fever for at least 24 hours after the fever has subsided without fever reducing medication.
- If you live in the dorms, develop a buddy system ahead of time so you will have a partner to bring you meals or medication.
- If you suffer chronically from respiratory disorders (asthma, emphysema) or other debilitating illness (heart disease, immune suppression, etc) follow up with your doctor as soon as possible after symptoms start.
- Wash hands frequently and use hand sanitizer if a sink is not available.
- Always cover your mouth when you cough. The sleeve technique is highly effective.
- Avoid crowded areas.
- Rest and maintain a healthy diet, as an intact and strong immune system is your biggest defense.
- If you are a residential student in the residence halls and feel you have the flu or flu-like illness (fever, chills, cough, body aches, and sore

throat), please contact the Office of Residence Life immediately at 804-862-6161.

- Enjoy the upcoming semesters, and try not to stress!

#### ***Cancellation of Classes***

At the discretion of the President or an appointed authority, college classes may be cancelled due to inclement weather or other emergency situations. Announcements will be made over radio and television stations in the surrounding communities. Call the College's information number (804) 862-6283, or check the web site. If the duration of the cancellation is of some length, it may become necessary to extend the school year to compensate for the cancelled classes. The President or an appointed authority shall determine the necessity for such extension.

Students who have sign-up for the RBC Alert System will receive notification of course cancellation via cell phone or email. The campus community can sign up by visiting the following:  
<http://www.rbc.edu/RBCAlert.php>

#### ***Liberal Absence for Inclement Weather***

The College maintains a "liberal absence" policy during severely inclement weather. If Richard Bland College is not listed as closed on the radio or television announcements, but a student believes that it is unsafe to drive, an absence will not be counted against them. Students are urged to leave a voicemail or send an email to the faculty for the class(s) they will miss.

#### ***Dismissal and Suspension***

A student who has been dismissed or suspended from the College as a result of violation of rules and regulations may not attend classes, social events or other functions, or visit the grounds or buildings without official permission from the Provost or the Director of Student Affairs.

**Academic Advising**  
**Advising, Career, and Transfer Center “ACT”**

The ACT Center is the Academic, Career and Transfer Advising Office located on the second floor of the Center for Student Affairs. Staffed by a competent team of Faculty Course Consultants, the staff provides a team-oriented approach that provides academic counsel for planning and registration. One of the biggest roles for the ACT Center team is to provide additional support for students seeking to select majors, identify transfer schools and develop both an academic and a transfer plan. The ACT Center maintains information about the seventeen schools in which RBC has a Guaranteed Articulation Agreement (see GAA below). These schools will accept our students at junior status as long as they meet agreement requirements. Along with providing students with a better understanding of the Guaranteed Articulation Agreements (GAA), the ACT Center’s resources include the Transfer Guide, a guide that specifically details course to course equivalents, to make sure students are equipped with a degree emphasis at RBC that best complements their desired four-year school. Further, students will find standard resources for college selection such as Barron’s, [Profile of American Colleges](#) and The College Board’s, [Book of Majors](#) and Peterson’s, [College Money Handbook](#) in our own ACT Library.

All incoming students are assigned to The ACT Center to develop an academic plan which includes identifying a major, transfer school and generating a degree evaluation. A degree evaluation is a tool used through Banner (our system for registering, tracking grades and progress toward degree completion) as a road map to identify required courses for a student’s chosen degree path. At Freshmen Orientation, all new students are assigned to a faculty advisor for one year to help them develop their major interest and transfer school knowledge. All sophomores are then re-assigned to The ACT Center for degree completion and transfer school plan execution. As a rule of thumb, all non-degree, dual degree, High School College, Middle College, and SRMC students are assigned to The ACT Center. Throughout the year, faculty, students, and

parents are encouraged to check out our resources online or drop in for a consultation. Our role is to assist students in developing an academic and transfer plan and to ensure the successful execution of that plan.

**Guaranteed Articulation Agreements (GAA)**

Richard Bland College has a Guaranteed Articulation Agreement (GAA) with 17 schools in the Commonwealth of Virginia. This contract between RBC and the GAA institutions allows RBC students to transfer to a four year school with junior status. As there are seventeen different schools, there are seventeen different agreements. Thus, by graduation from RBC, students are entitled to enroll at any of the GAA institutions, provided the agreed conditions are met. The better a student’s grade point average (GPA), the more school options become available. The ACT Center can help students understand the specific requirements for each transfer school. For example, in order to transfer to The College of William and Mary a student needs to meet the minimum GPA of 3.25, sign a letter of intention (to attend WM), satisfy the foreign language requirement either through AP, Dual Enrollment, HS or at RBC and be recommended by the Provost. All of these items are obtainable with thoughtful planning. The minimum GPA needed to transfer to these 17 senior institutions is listed below:

Bridgewater College	2.75
Christopher Newport University:	3.50
Ferrum College	2.00
George Mason University	2.85
James Madison University	3.00
Longwood University	2.50
University of Mary Washington	3.25
Norfolk State University	2.00
Old Dominion University	2.20
Radford University	2.50
Shenandoah University	2.50
The College of William and Mary	3.25
University of Virginia@ Wise	2.50
Virginia Commonwealth University	2.50
Virginia State University	2.30
Virginia Tech	3.40
Virginia Wesleyan College	2.50

## **The Transfer Guide**

The Transfer Guide is located on the RBC web page and lists the seventeen schools with which we have an active Guaranteed Articulation Agreement. Course-to-course equivalencies are detailed on this web site. This allows students to know what credit will be given at transfer institutions for their work at Richard Bland College. If the student is transferring under a GAA, the agreement spells out how the student's courses will be treated at the receiving institution. If the student is transferring to another institution, not in our network, then the student is better equipped to select courses that will allow ease of transfer, and reduce the amount of time needed to complete the baccalaureate degree. The ACT Center team's mission is to help students to identify their transfer school early so they can proceed with a proper degree emphasis (major) and subsequent course selection that best fits their intended four year school. To graduate from RBC, a student needs 63 credits. To graduate from a senior institution, a student typically needs 120 hours. The Transfer Guide will help the student transfer the bulk of his or her credits in an effort to reduce the time it takes to complete the baccalaureate degree.

## ***Counseling Services***

Richard Bland College is committed to offering a variety of counseling services to assist students with their overall development. Free and confidential counseling is available for individuals needing help with personal concerns. Students may make an appointment to see a counselor in the Center for Student Affairs by calling 804-862-6225.

Because college life poses special challenges both inside and outside of the classroom, students often seek help with balancing their coursework, jobs, and personal lives. To facilitate their development, the counselors in the Center for Student Affairs work with students to identify strategies that will enable them to achieve realistic goals.

## **Psychiatry Services**

The counselors in the Center for Student Affairs provide referrals to students who will benefit from psychiatric

services. Referrals are made for individuals requiring long-term psychiatric involvement, specialized care, or crisis intervention.

## **Richard Bland College Community Agency Referral Guide**

The Community Agency Referral Guide is a manual that provides students with a list of hospitals, counseling services, crisis centers, and educational agencies throughout the Petersburg /Tri-Cities area. The manuals are placed in the magazine racks located on the second floor of the Center for Student Affairs, as well as in the racks located in the Student Cafeteria. Students may also access the manual on-line at:

[http://www.rbc.edu/PDFS/Community\\_Service\\_Guide.pdf](http://www.rbc.edu/PDFS/Community_Service_Guide.pdf)

## **Academic Support Services**

Counselors and advisors are available to assist students with college success skills such as:

Organizational skills

Study skills

Test-taking skills

Time-management skills

## **Counseling for Students with Disabilities**

The Associate Director for Student Services works with students with disabilities in order to help them develop or increase their self-advocacy skills.

Counseling involves helping students to become more adept at assessing and understanding their learning styles, strengths, weaknesses, needs, and preferences.

## ***Placement Tests***

Placement tests are provided in English and mathematics to determine course level placement.

## ***Financial Aid***

The College offers financial assistance that includes scholarships, grants, loans, and student employment. Inquiries concerning financial assistance should be directed to the Financial Aid Office at (804) 862-6260.

### **Student Employment Opportunities**

Student employment opportunities are available through the Federal Work-Study Program. This federally need-based program provides eligible students an opportunity to earn money to help pay educational related expenses as well as to gain work experience. Work-study jobs are available in various offices on campus. Students generally work between fifteen to twenty hours per week. At least half-time enrollment is required. Information concerning opportunities available through the Federal Work-Study Program is available in the Financial Aid Office.

### **Veterans Affairs**

The Director of Financial Aid in the Center for Student Affairs is available to assist veterans. The Administrators and staff in the Division of Student Affairs are also available to assist vets and their dependents with admissions and counseling related issues.

### **Library**

The redesigned and renovated Richard Bland College Library, located in The Student Commons, supports the information and research needs of students. The Library is a comfortable, well-lighted, two-story facility seating over 250 students. A multimedia viewing room is available for students on a first come first served basis, and two seminar/study rooms may be “checked out” with a valid Library card for a period of two hours on a first come first served basis. The second floor of the Library has been designated a quiet study area where talking outside of the seminar/study rooms is prohibited. For more information about the many services of the RBC Library, students are encouraged to stop by and meet the staff, call the Library at 804-862-6226 or visit the website: <http://www.rbc.edu/library>.

### **Library Catalog:**

The Richard Bland College Library uses an automated catalog, LION (Libraries ONLINE), developed by the SIRSI Corporation. LION allows users to access the bibliographic records of the RBC Library. The LION database is accessible from the Library web page. Students may review their check-outs in LION. The

Library ID is the ten-digit number on the Library card, and the default Library PIN is *changeme*. Students may renew books from the RBC Library one time each for an additional four weeks. DVDs, reserves and Interlibrary Loan materials are not eligible for renewal. To access this feature, select the “My Account” link in LION.

### **Library Computers:**

The Library contains over thirty computers for student use. All students using Library computers must abide by the campus computer use policy. The RBC wireless network use is complimentary and subject to all applicable RBC and state acceptable use policies. Use of the campus network implies consent to comply with those policies. Research and classwork always take precedence over recreational use of computers. Food and drink are prohibited at the workstations.

### **VIVA:**

VIVA, which stands for Virtual Library of Virginia, is an academic library consortium composed of the 39 state-assisted colleges and universities within the Commonwealth of Virginia. The majority of VIVA’s funding comes from the Virginia General Assembly, individual library budgets and some outside grants. Through VIVA, students and faculty at institutions of higher education in the Commonwealth have access to digital and print journals, books, reference sources, and databases that are essential for educational success and research enterprise. VIVA databases can be easily accessed from the Library website.

### **RALC:**

RALC (The Richmond Academic Library Consortium) membership is composed of Randolph-Macon College, J. Sargeant Reynolds Community College, John Tyler Community College, Richard Bland College, University of Richmond, Virginia Commonwealth University, Virginia Union University, Virginia State University, Union Presbyterian Seminary and The Library of Virginia. By participating in RALC, the Library is able to greatly expand its Interlibrary Loan services and expedite the delivery of resources using the RALC shuttle which makes deliveries twice weekly.

**Proxy Server:**

Off-campus access to VIVA databases is available from the Library web page. Students may access databases off campus using their RBC email username and password.

**Collection Highlights:**

Students have access to over 66,000 volumes; over 59,000 electronic books; 89 periodicals; 9 daily and weekly newspapers; numerous spoken and musical recordings as well as over 850 videos and over 4,700 DVDs. A comprehensive collection of ready reference materials is housed on the first floor of the Library. The RBC Library has an extensive collection of books in English and American literature covering all time periods. The history collection emphasizes American and European history with a broad collection of books on the Civil War and the Second World War. The RBC Library also has significant religion and philosophy sections within the collection. A special collection, the Virginia Room, houses not only books but also memorabilia pertinent to the history of Southside Virginia communities, rare books, and the archives of the College. Located upstairs, the Virginia Room is open only by appointment.

**eBooks:**

Over 59,000 eBooks are available through netLibrary. Students may use the netLibrary link from the Library website or access these titles from LION. eBooks are electronic versions of printed books and can be viewed online from any computer connected to the Internet. Students may print from and run keyword searches of eBooks.

**Library Website:**

<http://www.rbc.edu/Library>

**Online Requests:**

Online forms, which are available on the Library website, allow students to request that items be ordered through Interlibrary Loan and to ask reference questions.

**Reference:**

The Library staff is available to answer reference questions, assist with research, and locate materials. Students may request assistance in person, by phone, by email, or by using an online form. The Library staff conducts Library orientation throughout the year and upon request from faculty and students, provides group and individualized instruction.

**Reserve:**

Professors place required and recommended curriculum materials on reserve. Reserve materials must be checked out from the Circulation Desk and are loaned for a short period of time as determined by individual instructors. Some reserve items are available for library use only requiring that students use those materials in the Library only. Reserve materials are for the use of an entire class and need to be returned on time. A non-negotiable late fee of \$5.00 per day is charged for overdue reserve materials.

**Interlibrary Loans (ILL):**

Library staff will obtain research materials from other libraries when students need books or articles not available in the RBC Library. Students may use an online form or speak with a librarian to make a request. There is no charge for Interlibrary Loan services; there is, however, a non-negotiable late fee of \$5.00 per day on overdue ILLs. Items borrowed through ILL may be recalled at the request of the loaning library which would require students to return an ILL item immediately. Students are limited to five requests at a time.

**Library Cards:**

Students need a library card to check out Library materials. To receive a card, students must present photo identification, such as a driver's license, military ID or RBC student ID card, at the Circulation Desk. The first Library card is complimentary, but there is a \$5 replacement fee for a new Library card.

**Circulation Policies:**

Books circulate for twenty-eight days and may be renewed if no hold has been placed on the material. Books may be recalled by another student during the

renewal phase; in this case, the original student borrower would be required to return the recalled item immediately. Reference books and periodicals do not circulate. DVDs and videos are available only to RBC students and faculty. DVDs and videos circulate for seven days and may not be renewed. Overdue notices are sent to students via College email accounts as a courtesy. It is the responsibility of the student to return items on time. Any item may be subject to recall if needed for Reserve. The Library has an outdoor book drop where students can return books and movies even when the Library is closed. The green book drop is located on the loading dock of The Commons near the disabled parking.

**Fines:**

Fines are charged for overdue materials. For fine amounts, please refer to the website. The Library accepts cash and checks. Fees totaling \$20 or more may be paid using debit or credit in the Business Office.

**Lost Library Materials:**

Paying for lost or damaged items is the responsibility of the student borrower. Lost or damaged materials are charged at a \$50.00 standard fee per item with the exception of Interlibrary Loan materials. The replacement fee for a lost or damaged Interlibrary Loan material will be determined by the respective lending library and may exceed the \$50 standard fee.

**Academic Holds:**

Fees for lost books and fines must be paid before grades or transcripts are eligible for viewing and release.

**Hours:**

The Library schedule is posted on the website.

**Multimedia Viewing Room and Seminar/Study Rooms:**

Located on the second floor, the two seminar/study rooms are to be used by students collaborating on academic projects. A room key to unlock the door may be borrowed at the Circulation Desk for a period of two hours. There is a \$5 late fee for every hour that the room key is overdue, and there is a \$50 replacement fee for a lost key. Located on the first floor, the

multimedia viewing room is to be used by students watching DVDs, Blu-ray™ discs, and videos. Students may also ask to use this room at the Circulation Desk. In all three rooms, the walls are not soundproof, so excess noise is prohibited. Beverages and light snacks are permissible, but entire meals are not permitted. Students, who may be charged for room damages, are expected to clean up after themselves and to return chairs to their rightful places.

**Other services:**

A standard copier is available at no charge to current students.

**Friends of RBC Library:**

The Friends host fundraising activities throughout the year including the sale of used books and media available at inexpensive prices. The Friends maintain several bookcases on which they place used books for sale.

**Library Conduct Policy:**

Library users must conduct themselves in a manner that preserves the rights of others, maintains the effective operations of the Library, and protects Library materials and property.

All Library users are entitled to:

- courteous assistance from Library staff;
- access to Library resources;
- a quiet research and study environment; and
- a clean physical environment.

All Library users have the obligation to:

- interact courteously with other users and Library staff;
- maintain a quiet research and study environment, free of noise, distractions, and other offensive interpersonal behavior; limit use of cellular telephones to the vestibule, lobby or outside;
- preserve accessibility to Library materials by:
  - a. providing appropriate IDs or Library

cards, as requested;

- b. checking out materials properly;
  - c. returning materials on time and to the proper location; and
  - d. responding promptly to all Library notices.
- keep Library materials and property clean, unmarked, and intact;
  - maintain Library computer systems by refraining from unauthorized access and alteration of any Library computer system, network computer program, or data;
  - abide by copyright laws and/or the College's policies on copyright;
  - maintain a clean environment by not eating or drinking at computer workstations, limiting food intake elsewhere in the Library to snacks and not entire meals, not smoking, and disposing of trash and recyclables appropriately;
  - use only authorized areas of the Library during Library hours; exit the building when requested, such as during emergency situations or drills; and
  - ensure the safety of all persons in the Library by abstaining from activities inside or outside the Library that would endanger others, including bringing unauthorized weapons, vehicles or equipment, animals, and other items onto Library premises.

### ***Student Honor Board***

The Student Honor Board of the Council on Academic Integrity (formerly the Honor Court) is composed of interested student representatives. The Council's policies appear in Appendix (C)—page 68 of this handbook.

### **Student Assembly**

All registered students are members of the Student Assembly. The Student Assembly is the official representative and legislative body of the students at the College. Individually and through elected representatives, students have a voice in student government. See Appendix (D)—page 80 of this handbook.

### **Student Activities**

Student activities are fostered by the College as opportunities for the voluntary participation by students in the intellectual, civic, cultural, social, religious, and recreational life of the College community. Through these activities students are encouraged to develop professional proficient leadership, democratic ideals, and moral character. The diversity of activities permits students not only to follow their existing interests, but also to explore and acquire broader interests that will enhance their usefulness to society and individual satisfaction. Participation in student activities should, however, in no way be considered an acceptable substitute for creditable academic performance.

### **Student Photo ID Cards**

Students are required to carry their RBC Photo ID Card at all times. Students may obtain their ID Cards at the Maintenance Building on campus (near the Barn Theatre and the Center for Student Affairs). Please contact the Maintenance Department at 863-1655 for available times.

ID's are color-coordinated in the following manner:

Green cards: RBC Faculty and Staff  
Red cards: RBC residence hall students  
Yellow cards: RBC commuter students  
Blue cards: Averett night-class students

Student Photo ID cards are required to use the gymnasium facilities, and for all student activities. Students may receive discounts from various businesses in the area with their Student Photo ID card. If students lose or misplace their ID, replacements can be obtained from the Maintenance Building during regular office hours for a nominal fee.

### **Bookstore**

The College Bookstore (Telephone 863-4490) is located on the first floor of the Student Commons and is open from 9:00 a.m. - 5:00 p.m., Monday through Thursday, and 9:00 a.m. - 4:00 p.m. on Friday, special hours and summer hours will be posted. Textbooks, study aids, supplies, imprinted



sportswear, rings, and a variety of useful items may be purchased. The bookstore will accept a check for the exact amount of the purchase only. The bookstore accepts the following credit cards – AMEX, VISA, MasterCard, Discover, and check cards with a credit card logo. At the end of each semester the Bookstore will purchase some used books from students for a portion of their original price. Contact the Bookstore for information on “buy-back” dates and used book values.

Textbook Return Policy – Do not purchase your textbooks until you are absolutely certain of the correct titles required. Books will be accepted for refund or exchange if:

1. Books are free from any writing, markings or stains, binding or cover damage unless purchased “Used”.
2. NO BOOKS ARE ACCEPTED for return without cash receipt and there are NO EXCEPTIONS.
3. All refund dates are posted and listed in the semester schedules.

### **Student Clubs and Organizations**

The following clubs and organizations are available on the RBC campus:

Actual & Virtual Math Clubs  
 Art Club  
 Biology Club  
*Bon Homme Richard* (Student Newspaper)  
 Campus Ministries  
 Commuter Student Association  
 College Republicans  
 Film Club  
 Friends of the RBC Library  
 Future Educators  
 G.L.B.T. & Q (Gay-Straight Alliance)  
 History Club  
 International Travel Club  
 International Unity  
 Japanese Language and Animation  
 Kromatic Heir (Men’s Acapella Group)  
*Mnemosyne* (Creative Magazine)  
 Petersburg Festival Chorus  
 Phi Theta Kappa  
 Outdoors Appreciation Club  
 P.E.A.C. - People for an Environmentally Aware Campus

RBC Business & Economics Club  
 RBC Commuter Student Association  
 RBC Dancers  
 RBC Emergency Response Team  
 RBC Hispanic Heritage Club  
 RBC Players  
 RBC Statesmen Runners  
 RBC Student Ambassador & Recruitment Team  
 RBC Wind Ensemble  
 Rotaract Club  
 Spanish Club  
 Student Assembly  
 Student Conduct Advisory Board  
 The Council on Academic Integrity (formerly the Honor Court)  
 Wild Minds (Creative Magazine)  
 Young Democrats

Students interested in forming a new club or organization may obtain an application form from Coordinator for Student Activities in the Center for Student Affairs or visit the “Student Activities” link at [http://www.rbc.edu/PDFS/Club\\_Organization\\_Registration\\_Form.pdf](http://www.rbc.edu/PDFS/Club_Organization_Registration_Form.pdf). All student clubs and organizations must have a teaching or administrative faculty advisor who sponsors the group. The advisor is expected to be in close contact with the club or organization, to advise it on compliance with college regulations, to be called upon for such other advice as may be appropriate and necessary to the group and to the college authorities.

All members must have a minimum GPA of 2.0.

Eligibility for Organization and Club Membership:

1. Officers and members of all organizations/clubs, academic, religious, social, service, professional, or cultural must be in good standing.
2. All organizations/clubs will submit to the Coordinator for Student Activities a complete membership roster at the beginning of each semester.
3. Assurance of nondiscrimination in race, color, and national origin is a necessary condition to recognition of clubs and organizations by the College.

4. Organizations and clubs that have not met or held events in two years will be placed on an inactive status.
5. To reactivate an organization/club an advisor must submit a "Reactivation Form."

### **Publications**

The students and their faculty advisor are responsible for the publication of the newspaper, the *Bon Homme Richard*, and the creative magazine, *Mnemosyne*. Campus publications provide students with the opportunity to develop qualities of leadership and organizational ability, as well as talent for writing, photography, and artwork.

### **Transcript Requests**

The Registrar's Office requires signatures on all transcript requests and therefore cannot accept them by email. Transcript requests may be submitted in person or faxed to 804-862-6189. These requests can also be submitted by mail (Richard Bland College, Office of the Registrar, 11301 Johnson Road, Petersburg, VA 23805). Transcript Request Forms are available at the Registrar's Office in Maze Hall. The forms are also available on the "Transcript Request" link at (<http://www.rbc.edu/transcripts.php>). Transcripts are processed within three to five work days after the Registrar's Office receives the student's request. *Transcripts are not faxed.* They are mailed or may be picked up at the Registrar's Office after allowing a three to five day processing period. *There is no charge for transcripts.* If you have questions, please call 804-862-6185.

### **Banner Access**

Logon to [www.rbc.edu](http://www.rbc.edu)  
Click on "Access Banner Web" on the right column.

Next, click on the "Access Banner Web" box in the middle of the screen.

One or two security boxes may pop up. Just say OK/YES to them. If you say "No," you will not be able to access Banner.

***If you get a "page cannot be displayed" message, the computer you are using could be blocking access to the site. You should***

***try a computer from a public access area (such as a public library, etc.), where such blocks are not enforced. You may also try the following:***

1. From "Internet Explorer" enter the following:  
<https://sherman.rbc.edu:769/>

2. From the RBC Homepage click on the "Information Technology Services" link and look for "Banner Web".

3. Click on "Enter Secure Area"

4. Enter your User ID (R00-----) or SS# and your PIN. If this is the first time you are accessing RBC Banner Web, your PIN is your date of birth (MMDDYY). Example, if your date of birth is January 08, 1993 you would enter 010893. You will be prompted to change your PIN to a *new 6-digit number*. Continue to use the new number to enter Banner.

5. Click on "Login". Initially, you will be prompted to ask yourself a question & then answer it. Keep this simple. If you use hyphens or slashes in the answer that is how you must enter it later. If you need to use this option you must enter your User ID (or SS#) first. Then, select the Forgot Pin button.

6. At the MAIN MENU select one of the following options.

#### Personal Information

Update addresses, contact information or marital status; review name or social security number change information; Change your PIN

#### Student Services & Financial Aid

Access Richard Bland College's on-line registration system, student records, and financial aid information.

7. Select from lists behind these links to access the desired information.

To "register" or "make course changes" for an upcoming semester you must have your *Alternate PIN only available from "your" advisor each semester*. Alternate PINS expire at the end of the first week of classes and cannot be used for an upcoming semester. Registration for summer must

be done through the Registrar's Office; therefore, no Alternate PIN is needed.

If you have problems, please call the Registrar's Office at 804-862-6206 or 804-862-6185.

### **Lost and Found**

Articles that are found on campus should be taken to the Cashier in Maze Hall or the faculty secretaries in Ernst Hall or the Humanities and Social Science Building. For articles lost in Statesman Hall, students should see one of the PE instructors.

### **Use of Facilities**

Any officially recognized campus organization may request the use of College facilities. Forms for this purpose may be secured from the President's Administrative Assistant. The signature of the faculty advisor must be obtained.

### **Food Sales**

Any organization/club wishing to sell food or refreshments on the campus must secure permission in advance from the Vice-President for Administration and Finance in Maze Hall.

### **Selling and Soliciting**

Students and/or student organizations that wish to sponsor a fund-raising project must obtain permission from the Vice-President of Administration and Finance. Requests to solicit for an agency or organization off-campus must be forwarded to the Vice-President for review and approval. Approval will depend upon the nature of the cause.

### **Change of Address and Status**

Each student is required to notify the Office of the Registrar of any change of home address, telephone number, or change of legal name. The Student Information Update form must be completed and documentation is required when a name change occurs.

### **Recycle for a Better Campus**

Richard Bland College is a recycling college. The faculty, staff, and students recognize the importance of

Reduce, Reuse, and Recycle to help preserve the environment. The primary items, which are recycled on campus, are white paper, computer paper, and aluminum cans. Appropriate containers are located throughout the campus.

### **Intramurals**

Intramurals give RBC students the opportunity to compete with and against fellow students in individual and team competition. Students enrolled in 6 credit hours or more are eligible for participation. Activities for men and women include basketball, bowling, flag football, golf, soccer, softball, tennis, and volleyball. More activities may be added as interest develops. The intramural program is supervised by the Associate Director for Intramurals and Athletic Facilities.

### **Club Sports**

The club sports program is designed to give RBC students with a common interest in a sport, the opportunity to form a team. Students enrolled in 6 credit hours or more are eligible for participation. Team members must maintain a 2.0 grade point average and remain in good standing. The teams practice, and compete against other club teams, usually from other colleges and universities. Depending on the sport, the number of students on the team may have to be limited. Students interested in joining or forming a club sports team should contact the Associate Director for Intramurals and Athletic Facilities.

### **Statesman Hall Gymnasium**

Statesman Hall gymnasium is open for use by all registered RBC students. A RBC student photo I.D. card and proper attire are required. The gymnasium has basketball and volleyball courts, along with a weight room.

### **Faculty-Student Committees**

Students are given a voice in the affairs of the College through representation on college committees. Students serve as voting members on

the following committees: Instructional Programs Committee, Student Affairs Committee and Wellness Committee.

### **The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 is a Federal Law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. Copies of the College's Student Record Policy are available to students (and authorized parents of students) upon request at the Office of the Registrar. The law provides that the institution will maintain the confidentiality of student education records.

Richard Bland College of The College of William and Mary accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which a student seeks to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Richard Bland College community, only those members, individually or collectively, acting in the students' educational interests are allowed access to student education records. These members include personnel in the Office of the Registrar, Financial Aid, Division of Student Affairs, and academic personnel within the limitations of their need to know. At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height

of members of athletic teams. Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class of the fall term.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing panels is unacceptable.

The Registrar at Richard Bland College has been designated by the institution to coordinate the inspection and review procedures for student education records which include admissions, personal, academic, financial, cooperative education, and placement records. Students wishing to review their educational records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five days of the request.

Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the student's expense at prevailing rates which are listed in this Handbook. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information

about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students, who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Provost and Dean of Faculty who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels, which will adjudicate such challenges, will be the Provost and Dean of Faculty, Director of Student Affairs, and the Registrar.

Decision of the hearing panels will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place statements with the education records commenting on the information in the records, or statements setting forth any reasons disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question

are disclosed. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D. C. 20202, concerning the alleged failures of Richard Bland College to comply with the Act. Revisions and clarifications will be published as experience with the law and the institution's policy warrants.

### ***Policy of Non-Discrimination on the Basis of Disability***

Richard Bland College does not discriminate on the basis of disability in the administration of its educational programs and activities, including admission and employment practices, access to, or treatment in its programs and services.

Information concerning the provisions of the Americans with Disabilities Act of 1990, and their rights provided there under, are available from the Associate Director for Student Services, who serves as the College's ADA Coordinator for students.

### ***ADA GRIEVANCE PROCEDURE***

Richard Bland College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity. Complaints should be addressed to the ADA Coordinator, Richard Bland College, Petersburg, VA 23805.

### ***PROCEDURES***

1. A complaint should be filed in writing, containing the name and address of the

person filing it, and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within sixty (60) days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of complaint. The investigation will be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than seven (7) business days after its filing.
5. The ADA Coordinator shall maintain the files and records of Richard Bland College complaints.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate process standards and to assure that Richard Bland College complies with the ADA and implementing regulations.
8. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within seven (7) days to the Director of Student Affairs.

The Associate Director for Student Services & Equal Employment Opportunity/Affirmative Action has been designated to coordinate compliance with the requirements contained in Section 35.107 of the Department of Justice regulations.

## **Grievance Procedure**

### Objective

To provide a prompt and equitable method for the solutions of complaints that may arise between the College and its students/employees.

### Policy

A grievance shall be a complaint or allegation by a student/employee of the College regarding the application, meaning, or interpretation of Title VI and IX, ADA or any action considered to be discriminatory. A grievance shall also be a complaint of a student who believes that he/she has been unjustly treated in the classroom, either by the denial of freedom of expression or by improper evaluation, or on any other rights. The grievance must be filed within sixty (60) days of the occurrence of the alleged violation. Any student/employee filing a grievance shall have at every level the right to be represented by legal counsel and to present witnesses and evidence to support the grievance without fear of reprisal. This procedure does not confer the right upon anyone to make slanderous or libelous statements.

When the question of grievance validity cannot be satisfactorily resolved at the departmental or supervisory level, a ruling will be made, in writing, by the appropriate college dean within five (5) days.

Regardless of validity, all complaints should be given attention. This is in recognition of the philosophy that any matter of such concern as to affect the morale or effectiveness of the student/employee is of equal concern to the College.

### Definitions

1. Grievance means a complaint alleging any policy, procedure, or practice that would be prohibited by:  
a. Title VI--Nondiscrimination: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance..."

b. Title IX--Nondiscrimination on Basis of Sex: "No persons in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program receiving Federal financial assistance..."

c. Handicapped Individual: A handicapped individual as defined by Title V, Section 503 or 504 is an individual who (1) has a physical or mental impairment which substantially limits one or more such individual's major life activities; (2) has a record of such impairment; or, (3) is regarded as having such an impairment. A handicapped individual is considered "substantially limited" if he/she is likely to experience a difficulty in securing, retaining or advancing in employment or education because of a handicap.

d. Student's Academic Rights: A student has the right to expect fair treatment in all of his/her educational pursuits while enrolled at the College. A student's academic rights refer to all such activities related to the successful attainment of his/her educational goals.

2. Grievant means a student/employee who submits a grievance relevant to policy, procedure, or practice of the College as it relates to academics, Title VI, and Title IX. Individual(s) may submit a grievance on behalf of a student(s)/employee(s).
3. AA/EEO/Title IX Coordinator means the employee(s) designated to coordinate college efforts to comply with and carry out its responsibilities and implement its regulations.
4. Respondent means a person alleged to be responsible, or who may be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance.

#### Level One

A student/employee who has a grievance shall discuss the problem with the person(s) responsible for the alleged violation. In case of a discrimination grievance, such a meeting shall be at the option of the grievant(s). The grievance need not be reduced to writing at this level.

#### Level Two

If the grievance is not resolved within ten (10) working days after the first level meeting, the grievant should submit the grievance in writing on a Grievance Form obtainable from the Associate Director of Student Services & Equal Employment Opportunity/Affirmative Action. The fully completed Grievance Form shall be delivered by the grievant to the department and/or division chairperson or immediate supervisor. An information copy should be forwarded to the Associate Director of Student Services. The chairperson/supervisor and the next level of supervision shall meet with the grievant within five (5) working days of receipt of the Grievance Form. The grievant may have a representative of his/her choice present at this meeting. A written reply by the chairperson or supervisor, or his/her designee, shall be made to the grievant within five (5) working days following the second level meeting. An information copy of the reply should be forwarded to the Associate Director for Student Services & Equal Employment Opportunity/Affirmative Action.

#### Level Three

If the reply from the second level meeting is unacceptable to the grievant, a request, in writing, may be made to the Provost and Dean of Faculty or, in his/her absence, the Vice-President for Administration and Finance. In most cases the aforementioned officials will handle the problem, but if they feel that the situation warrants committee review, they will take the matter to the appropriate committee. The request for a meeting with the Provost and Dean of Faculty shall be made by the grievant within five (5) working days of receipt of the Level Two reply. The official shall meet with the grievant within five (5) working days of the grievant request and reply, in writing, to the grievant within five (5) working days following the meeting. The Provost and Dean of Faculty may be accompanied by staff members as desired, and the grievant may have representatives of his/her choice.

#### Level Four

If the reply from the third Level meeting is unacceptable to the grievant, a request, in writing, within five (5) days, may be made to the President. An acknowledgment of receipt of the request will be made within five (5) working days. An interim report will be made to the grievant within ten (10) working

days. Included in this report will be a discussion of the development of the investigation, a timetable for future actions and estimated date that a final reply can be expected.

Note 1: The parties to the grievance, by mutual agreement, may extend any or all of the time periods established in the procedure.

Note 2: Nothing in this procedure is intended to circumscribe or modify the existing right of any department to do the following, provided, however, that none of these rights may be exercised in an arbitrary or capricious manner:

- a. Supervise the education of students or the work of employees;
- b. Maintain the efficiency of departmental operations;
- c. Remove students from educational programs or employees from duties for legitimate reasons;
- d. Take actions as necessary to carry out the duties of the department;
- e. Determine the methods, means and personnel by which departmental operations are to be carried on.

## **Appendix (A)** **Student Conduct Policy**

### General Statement

*Violations of College policy are addressed through the **Student Conduct Policy** and criminal prosecution is addressed through **the appropriate courts**.*

When Richard Bland College grants admission to an applicant, it becomes the responsibility of that individual to become familiar with and abide by its rules and regulations while remaining enrolled at the College. These rules are posted online. Violations of the College's rules and regulations may result in disciplinary action being taken by the College.

The College considers particularly serious those acts that infringe on the rights of others, which violate the laws of the Commonwealth of Virginia, or which reflect intellectual dishonesty. Damage to state property,

hazing, sexual misconduct and violations of state and other laws constitute unacceptable conduct. Intellectual dishonesty (cheating, plagiarism, lying or stealing in regard to intellectual matters) constitutes unacceptable conduct.

All members of the College community are expected to understand that there is a distinction between College procedures for dealing with unacceptable conduct and the procedures under which civil courts operate. That distinction in no way suggests the College can or will act capriciously, ignore the individual's rights, or violate the rules of fair play in dealing with disciplinary matters. Students who think that the College has acted in such a manner have recourse to civil courts.

Unacceptable activities fall into two broad categories: those activities that do not involve intellectual dishonesty and those activities that do. All actions that do not involve intellectual dishonesty fall under the provisions of the General Student Disciplinary Policy; actions involving intellectual dishonesty fall under the provision of the Honor Code. The College reserves the right to immediately impose an interim suspension (the duration between the incident and the date of the hearing) upon a student whose conduct is, in its judgment, inappropriate. A student shall be immediately dismissed from the College if his/her behavior has, in its judgment, jeopardized the health and safety of any student (including him/herself), employee, or guest on campus. The continuous violation of the disciplinary code will lead to suspension or expulsion from RBC.

There are times when the College is legally obligated to report certain incidences.

The College will react to inappropriate conduct by taking one or more of the following actions:

1. Refer the matter to civil authorities for investigation and possible prosecution. This step may be used both for cases involving intellectual dishonesty and those which do not.
2. Follow the procedure outlined in the General Student Disciplinary Policy described below. Such



matters may also be referred to civil authorities as stated above.

3. Follow the procedure outlined in the Honor Code. Such matters may also be referred to civil authorities as highlighted above.

#### Students Admitted/Readmitted to RBC on Social Probation

Students admitted to the College on social probation must be aware of the conditions under which they were admitted. Although, a hearing will be granted, violations of the student disciplinary policies could result in sanctioning ranging from extended probation to expulsion.

### **Richard Bland College's "No Tolerance" Policies**

#### General Information

A student identified as violating any of the "No Tolerance" policies may be immediately suspended from the residence halls---pending the appropriate hearing. The appropriate administrator(s) will determine if the student may continue to reside on campus and attend classes throughout the appeals process (until all appeals have been exhausted). This decision is based on the severity of the incident. The student will not be allowed to return to campus if found in violation as charged. It is not necessary to wait for the disposition of legal action related to a criminal offense for the above action to occur.

Any violation of the no tolerance policies requiring arrest or the issuing of a summons **may** be carried out simultaneously with the above action. It is not necessary to wait for the completion of the campus process to arrest the student or issue the student a summons. All violations falling under these policies are heard by the appropriate administrator(s) on campus.

#### **No Tolerance Violations**

Richard Bland College has **zero** tolerance for the following violations. An immediate suspension will be imposed on students who are suspected of being

directly or indirectly involved with the incidences below. Our "no tolerance" policies include:

- **Violence to Persons**-Engaging in any form of physical violence directed toward another person or group of people, except when such a response constitutes legitimate self-defense.
- **Sexual Misconduct**-Coerced sexual intercourse (e.g. rape, attempted rape, sodomy, or other sexual acts or misconduct), or when the victim is incapable of consent by reason of age, mental incapacity (including when the person is under the influence of drugs or alcohol and is incapable of giving consent), or physical helplessness.
- **Illegal Drugs**-Distribution of an illegal drug or possession of an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. At Richard Bland College, this includes illegal drugs, paraphernalia, and/or residue. Spices and synthetic drugs fall in this category. Students who are suspected of possessing/using illegal drugs may be dismissed from the College.
- **Possession/use of a weapon(s)**-using, possessing, or threatening to use a weapon or any object as a weapon.
- Continuous violations of the College's Student Conduct/Disciplinary Policy.
- Other inappropriate or threatening actions that disturb the academic and/or living environment of another student or a group of students.

#### **PROCESS FOR NO-TOLERANCE CASES**

*The only sanction which may be attributable to a No-Tolerance Policy is expulsion.*

1. A report is submitted to the Director of Student Services at [ewatts@rbc.edu](mailto:ewatts@rbc.edu) or the Director of Student Affairs at [rdean@rbc.edu](mailto:rdean@rbc.edu).
2. The accused is notified that the incident in which he/she has been allegedly involved has been reported. The notification includes the hearing date, time, and location of the hearing.
3. The accused is reminded to take a look at the written language related to students' rights on page 67.
4. If the individual is responsible/guilty, sanctioning takes place.

### **No-Tolerance Appeals Process**

A request for an appeal must be submitted to the Vice President of Administration and Finance or an administrative designee within (5) working days following the decision of the Administrative Hearing Committee.

### **Student Disciplinary Policy/On-Campus Behavior**

Conduct under this category shall generally consist of conduct that adversely affects the College community's pursuit of its educational objectives. The College shall, in its sole discretion, decide what activities meet this criterion (conduct involving intellectual dishonesty will be subject to the provisions of the Honor Code). The following misconduct is subject to disciplinary action:

- 1) Disrupting or obstructing teaching, research, administration, disciplinary proceedings, or other college activities.
- 2) Disorderly conduct that disrupts the learning environment at Richard Bland College.
- 3) Display of disrespect toward an employee at Richard Bland College.
- 4) Ignoring a warning or request given by a Richard Bland College official.
- 5) Any other action which clearly is in violation of College policy and which adversely affects the educational mission of the College may be cause for disciplinary action.
- 6) Physically, verbally, and/or psychologically abusing or threatening abuse of any person on the College's premises or at any of the

- institution's activities. This includes hazing and sexual misconduct.
- 7) Disorderly conduct or lewd, indecent, or obscene behavior on campus at any event sponsored by the College.
  - 8) Failing to abide by the RBC library's conduct policy.
  - 9) Participating in or inciting a riot or an unauthorized or disorderly assembly.
  - 10) Breach of peace, or aiding, abetting or procuring another person to breach the peace on RBC premises or functions.
  - 11) Inciting any disturbance including excessive noise in or near any building or other property owned or operated by Richard Bland College that disrupts its operations.
  - 12) Seizing, holding, or damaging property or facilities of the College, or threatening to do so, or refusing to depart from any property or facilities of the College upon direction by college officials or other persons authorized by the President.
  - 13) Camping or constructing any form of shelter or sleeping out on the College's property is prohibited unless it is approved by the appropriate personnel.
  - 14) Gambling or holding a raffle or lottery on the campus or at any college function without proper college and other necessary approval.
  - 15) Possessing, using, selling, or distributing alcohol or illicit drugs on college property or at college activities. This includes drugs that have not been prescribed to the student or to the individual in possession of the drug.
  - 16) Possessing on college property or at any college activity any dangerous chemical, or explosive elements or component parts thereof, or rifle, shotgun, pistol, revolver or other firearms or weapons not used for lawful college studies without an authorization by the President of the college.
  - 17) Students must adhere to the weapons policy previously explained in this handbook that appears on pages 11 and 56. ***Individuals should be mindful that the weapons possession and/or use falls under the College's No Tolerance Policy.***

- 18) Physically detaining or restraining other persons or removing such persons from places where they are authorized to remain, or in any way obstructing the free movement of persons or vehicles on the college's premises or at college activities.
- 19) Littering, defacing, destroying, or damaging property of the College or property under its jurisdiction or removing or using such property without authorization.
- 20) Smoking within 20 ft. of building entrances on campus. Students are urged to dispose of cigarette butts in the provided receptacles.
- 21) Overturning trash receptacles anywhere on owned or leased college property.
- 22) Willfully encouraging others to commit any of the acts that have been herein prohibited.
- 23) Attempting to commit or committing an unlawful act involving members of the College's community (this can also be a violation of state or federal laws).
- 24) Violating any local, state, or federal law or leased college property.
- 25) Violating the College Computer Use Policy.
- 26) Engaging or involvement in sexting (the act of text messaging including the transmission of partial or full nudity or sexually explicit images via the cell/mobile phone).
- 27) Viewing, exchanging, and sharing pornographic information to include websites on RBC computers, books, and other electronic media.
- 28) Violating college parking regulations.
- 29) Violating college fire regulations, (e.g., failure to comply with emergency evacuation procedures, tampering with fire protection apparatus or any emergency equipment on campus).
- 30) Returning to the building before the consent of a college official during a fire drill. Richard Bland College will not be held liable for students refusing to follow the evacuation policies and procedures.
- 31) Stealing or attempted stealing of college or personal property on college premises.
- 32) Damaging, vandalizing, and/or tampering with property of the College, its students, or guests.
- 33) Entering into or presence in any college building or facility without authorization.
- 34) Unauthorized possession of keys or access cards to any building on campus.
- 35) Violating college policy on demonstrations.
- 36) Violating college policy on solicitation and sales.
- 37) Violating college policy on sexual misconduct.
- 38) Possessing or producing illegal sexual materials.
- 39) Disorderly conduct or lewd, indecent, or obscene behavior on campus at any event sponsored by the College.
- 40) Excessive use of profanity/ offensive language.
- 41) Wearing inappropriate attire including articles or clothing with distasteful and controversial images and content.
- 42) Wearing articles of clothing that do not fit properly and conform to standards of safety and decency.
- 43) Using tasers, pepper spray, mace, and similar products in ways that would violate the College's Disciplinary Policy. These items are intended to be used for self-defense purposes only.
- 44) Engaging in planking or the game of planking or owling or a game of owling on any property owned by Richard Bland College.
- 45) Violating any written college policy included herein or as announced and publicized by authorized personnel.
- 46) Violating any term of an imposed sanction including failing to follow through or complete any sanction (e.g., admonition, disciplinary, loss of privileges, work assignments, restitution, etc).
- 47) Providing false information to the College with the intent to deceive.
- 48) Falsely reporting the presence of any explosive devices with the intent to mislead, deceive or disrupt the operations or scheduled event sponsored by the College.
- 49) Falsely reporting a fire or any kind of emergency.

- 50) Purposely giving false information or testimony during an investigation or hearing of a disciplinary matter.
- 51) Falsifying official information of the College.
- 52) Providing false information or failing to provide current information with the intent to defraud or mislead the College.
- 53) Entering or providing false information on an official college document or in electronic format.
- 54) Altering, forging, misusing, or destroying college documents, records or identification.
- 55) Replicating or possessing altered college identification, access card, or parking permit.
- 56) Misrepresenting oneself as an official of the college.
- 57) *Inappropriate behavior of a guest(s) on campus. Richard Bland College students are responsible for the behavior of their guests when they fail to comply with the regulations expressed herein.*

**The Student Conduct Board's  
Process & Procedures for On-Campus Behavior**

If an alleged conduct violation has occurred:

- **Submit the student's full name and a detailed statement (including the date and the approximate time and place of the occurrence of the alleged misconduct) to the Associate Director of Student Services at [ewatts@rbc.edu](mailto:ewatts@rbc.edu).**
- **The Associate Director submits it to the Sponsor of the Student Conduct Board.**
- **The organization's sponsor submits the report to the President of the Student Conduct Advisory Board.**
  - **The President of the Conduct Board holds an informal meeting to determine if a hearing is necessary.**
  - **If it is determined that a hearing is needed, the accused is notified of a hearing date.**
  - **A member of the Student Conduct Review Panel investigates the case.**
  - **A formal hearing is held.**
  - **Sanctioning (if responsible/guilty)**

- **The process ends.**

If the Student Conduct Review Panel unanimously agrees that the student has violated the College's disciplinary code, then the recommended sanction(s) will be forwarded to the Associate Director for Student Services.

**The Process for an Administrative Hearing**

Should the student request to have his/her case heard by the Director of Student Services or the designated administrator, he/she must contact the front desk of the Center for Student Affairs at 804-862-6225 to schedule a hearing.

- **The student will meet for the hearing.**
- **If the student is found "responsible" for any violation, he/she will receive his/her sanction(s).**
- **The student will be reminded of the appeals procedure in place at the College.**

**Administrative Appeals Process**

A request for an appeal must be submitted to the Director of Student Affairs within five (5) working days after the receipt of a certified letter confirming the decision of the Associate Director for Student Services (or the administrative designee).

If the student wishes to appeal the decision of the Director of Student Affairs, he/she may make an appointment with the Vice-President of Administration and Finance for a final hearing. The process ends after this meeting.

**Off-Campus Student Behavior Policies**

Students are held accountable for their off-campus behavior and actions. It is necessary that Richard Bland College institutes such policies as the College has a genuine interest in the character of its students and believes that a student's off-campus behavior reflects his/her ability to be part of an academic community.

The off-campus disciplinary code was developed to promote a standard of behavior that applies locally,

nationally, and globally. These standards also apply to students' cyberspace actions and behaviors. Additional standards related to cyberspace actions and behaviors can be found in the College's Computer Use Policies.

### Hearing Process & Actions Taken: Off-Campus Conduct Cases

1. The incident occurs.
2. An official statement from an administrator or designee on campus is sent to the Director of Student Services or the Director of Student Affairs in the Division of Student Affairs.
3. The administrators in the Division of Student Affairs meet to discuss the incident and determined if or when a meeting should be scheduled.
4. The student is notified of a hearing date, time, and location. The student is reminded where his/her rights can be found.
5. A hearing is held in the student's presence or In absentia.
6. A decision concerning the student's behavior and fate at Richard Bland College is determined by the Student Affairs Administrators.
7. A letter with a decision is sent to the student's address listed in the RBC Banner System. The letter will confirm the decision(s) made at the hearing. The student will receive information concerning an appeal.

### Appeals Process for Off-Campus Misbehavior

After receiving notification of the Student Affairs Administrators' decision, a request for an appeal should be sent to the Vice

**President for Administration and Finance in Maze Hall within five (5) business days following the decision of the Student Affairs Administrators.**

### 8. The process ends.

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#### Sanctions

Sanctioning is used to promote the on and off-campus standards and guidelines set by Richard Bland College. Although this process is not used in punitive or retaliatory ways, its goal is to help students gain a better sense and more insight into their actions, thereby increasing their awareness level and knowledge of an effective and productive citizenry. *Previous offenses will be considered and may impact subsequent decisions and sanctioning processes.*

Students who are found responsible/guilty of violating civil laws, campus disciplinary policies, or both will face consequences from the justice system and/or from Richard Bland College. Sanctioning may include, but not be limited to:

#### Level of Penalties:

- Level 1: Verbal and/or written warning issued to student.
- Level 2: A five (5) page reflection paper written about the student's behavior, which highlights the law that was violated. The paper must include the student's plans for self-improvement. All work must be properly cited.
- Level 3: Campus community service for ten (10) or more hours.
- Level 4: **Social Probation**- A student's co-curricular activities will be suspended for a certain period of time. The student will not be allowed on campus, except during those times in which he/she will attend class or engage in research in the library.
- Level 5: **Suspension from the College**. The student will be suspended from class for a certain number of days and will not be allowed to come on campus. During this

period of time, residential students will be required to move off-campus.

Level 6: **Expulsion**-Students who have been convicted of a felonious act will be immediately dismissed from Richard Bland College and evicted from the residence halls. The College reserves the right to immediately impose an interim suspension (the duration between the incident and the date of the student's trial).

### Policy Implementation

The Associate Director for Student Services is responsible for the administration of disciplinary procedures. Allegations of a violation of College policy are accepted for consideration when the apparent infractions occur on college property or other locations where the College provides services. Infractions of federal, state, or local laws occurring off campus shall be the concern of the civil authorities except when such actions: (1) directly affect the health, safety, or security of the college community, (2) affect the College's pursuit of its educational purposes, or (3) occur as a direct result of a college-connected disruption. Individuals should submit reports of alleged student violations of published college regulations to the Associate Director for Student Services in a timely manner.

It is the responsibility of the Associate Director of Student Services to interpret the alleged misconduct with regard to published regulations and to identify specific charges that will be brought against the student(s) involved. The Associate Director of Student Services should respond or bring charges within five (5) working days from receipt of a report of violations. Disciplinary proceedings will be instituted only for charges of violating college regulations.

After reviewing allegations, specifying charges, and obtaining any necessary information, the Associate Director of Student Services may take one of the following actions:

1. Discuss the case with the student, including the nature and source of the charges and the student's rights and responsibilities.

2. With the concurrence of the Associate Director of Student Services, the student may choose to have his/her case heard by the administrator. Following this administrative hearing, the Associate Director for Student Services may impose a disciplinary action (see next section on Student Conduct Advisory Board Disciplinary Actions).

3. A hearing before the Student Conduct Advisory Board may impose a disciplinary action. If an action is imposed by the Student Conduct Advisory Board, the student may appeal the action to the Associate Director of Student Services within five (5) working days of the receipt of formal written notification from the Advisory Board. If the Associate Director of Student Services sustains the action(s) of the Student Conduct Advisory Board, the student may appeal the action to the Director of Student Affairs within five (5) working days of the receipt of the formal written notification of the Associate Director for Student Services' decision. Should the Director of Student Affairs concur with the decision of the Associate Director for Student Services, the student may schedule to meet with the Provost and Dean of Faculty or designated college administrator within five (5) working days. The process ends here.

### **Student Conduct Advisory Board**

The Student Conduct Advisory Board upholds the College's student disciplinary policy by promoting a safe, orderly, comfortable, and equitable educational environment through the resolution of student conduct cases and education. Members on this board also serve in an advisory capacity for any RBC student needing clarification on the disciplinary policy, or for those having questions concerning conduct related issues on campus.

### Organizational Structure:

The organization is comprised of two groups: the Student Conduct Review Panel, and the Advocates for Ethical Student Behavior. The two divisions within the organizations function interdependently to serve the RBC community:

### The Student Conduct Review Panel

The Student Conduct Review Panel shall hear cases involving behaviors that breach the disciplinary code at Richard Bland College. All cases are analyzed, heard, and deliberated in closed sessions. This panel has the authority to impose the appropriate sanctions upon any student who is found guilty of misconduct. Non-voting representatives of the organization will act in the capacities of committee coordinator, investigator, and recorder. The President and Vice-President of the organization are also non-voting positions.

### **Hearings**

The hearings are developmental and educational in nature, and as such, should not be considered as trials since they are not conducted according to the procedures of the law. Members, however, comply with due process procedural safeguards and guidelines to ensure that those who violate the College's disciplinary policies are granted the opportunity to have a fair hearing.

Membership: Membership into the Student Conduct Advisory Board includes full and part-time Richard Bland College students, faculty, and staff. Student members must be in good academic and social standing with Richard Bland College.

### Guidelines for Members

All members should wear proper attire (black pants/skirts and white tops) to hearings.

During the hearings, each member is addressed as Councilman or Councilwoman followed by his/her last name.

### **Organization Members:**

The Student Conduct Review Panel- includes three full or part-time Richard Bland College students and two representatives of the College's faculty and/or staff.

The Advocates for Ethical Student Behavior- The number of participants in this group is limited to 25 students. The Advocates for Ethical Student Behavior are individuals who research and publicize information pertaining to student conduct on campus. These students will work with faculty advisors in an effort to

provide guidance to fellow students seeking to gain a fuller understanding of the Richard Bland College's conduct code. RBC students will be able to contact any member of the Advocates for Ethical Student Behavior through e-mail for informal advice, suggestions, and clarification of the College's disciplinary code. Online advice is not intended or considered to be official. Individuals seeking formal advice must set up a time to meet with the Student Conduct Review Board. Information that is considered to be life threatening to the individual making an inquiry or any other student at Richard Bland College will be immediately forwarded to the appropriate administrator on campus.

To extend leadership opportunities to a greater number of students on the Student Conduct Advisory Board, three members from the Advocates for Ethical Student Behavior will serve on the Student Conduct Review Panel at a time. Each case will have a different set of student members on the panel. The faculty and staff positions will also change. Alternates will be selected from the Advocates for Ethical Student Behavior, and/or from the faculty or staff members on campus.

The President of Student Conduct Advisory Board- upholds the structure of the organization and ensures that the entire operation is running effectively. The student in this position will also serve as the chairperson of all hearing proceedings.

The Vice-President of the Student Conduct Advisory Board- assists the President in the oversight of the organization. In this position, the student oversees the operations of the research, publications, and public relations committees.

The Vice-President of the Student Conduct Advisory Board- assists the President in the oversight of the organization. In this position, the student oversees the operations of the research, publications, and public relations committees.

### The Administrative Faculty Advisor

The duties of the organizational advisor include the following:

To attend the organization's meetings and hearings, participate in planning and activities related to communicating conduct issues to the student and faculty bodies.

1. To keep the Associate Director for Student Services and the Director of Student Affairs informed of the programs and activities of the Student Conduct Advisory Board.
2. To assist in the general development of policies and procedures as well as with the general operations of the organization.
3. To assist members of the Student Advisory Board with the orientation and elections of new officers.
4. Reserve rooms for meetings and hearings.
5. Coordinate training programs for the Student Advisory Board that will educate all members on the policies and procedures of the organization and on the basic duties of each position.
6. The advisor has no voting power in meetings or hearings, but has the authority to veto a decision when it violates the organization's objectives, bylaws, codes or any of the College's policies.

Teaching Faculty Advisor of the Research Committee,  
Teaching Faculty Advisor of the Publications Committee,  
Teaching Faculty Advisor of the Public Relations Committee

The faculty advisors' function is solely advisory. The advisors shall have no power to vote or veto any decisions made by the Student Conduct Advisory Board.

The Chair and Co-Chair of the Research Committee facilitates discussions involving the matters below:

- The assessment of the present climate at RBC regarding student disciplinary issues.
- The examination of the current materials related to the violation of the Student Conduct Policy on campus.
- Policies pertaining to academic integrity.
- Research related to the Publications and the Public Relations Committee.

The Chair and Co-Chair of the Publications Committee facilitates discussions on the matters below:

- Supporting of the orderly operation of the College through the publication and the dissemination of materials pertaining to the appropriate student conduct as well as to work with the safety committee on crime awareness and prevention.
- Designing an informative website highlighting what students are doing on campus to promote a safe and wholesome learning environment. Also publicized will be reminders of parking and other important policies which require students to be ethical and responsible.
  - Posting the appropriate materials on bulletin boards located in the academic buildings around campus.

The Chair and Co-Chair of the Public Relations Committee facilitates discussions on the following matters:

- The implementation of programs that will heighten the awareness of appropriate and inappropriate behavior and violence on campus.
- The coordination of programs to support student responsibility for a safe campus.
- The education of students by defining ethical and unethical behavior on campus.
- Campus wide awareness of the organization's by-laws.

Members-Advocates for Ethical Student Behavior  
***Positions of the Review Panel:***

**Non-Voting**-President, Vice-President, Committee Coordinator, Panel Administrator, Recorder, and Investigator.

**Voting Positions**- At least three student members from the Advocates for Ethical Student Behavior and two Richard Bland College faculty or staff members.

**Removal of Members:**

Any member of the Student Conduct Advisory Board may be removed for violating the College's



disciplinary code with a majority vote of the members. A member accused of violating the disciplinary code has the right to appear before the Board. Members will be granted the same rights and considerations as non-members.

Members will also be dismissed from the organization for the following reasons:

1. Violating policies relating to confidential information.
2. Having more than three (3) unexcused absences in a semester.
3. Violating any of the policies listed in the conduct or honor codes at Richard Bland College.
4. Failing to fulfill assigned organizational responsibilities and/or duties.

#### Meetings:

The Student Conduct Advisory Board meets once a week.

The Advocates for Ethical Student Behavior will meet when deemed as necessary by the Chair and Co-Chairs of the committees.

The Student Conduct Review Panel will meet when there are cases referred to it by the Associate Director for Student Services and/or the Coordinator for Student Activities. *Hearings may not take place during the last couple of weeks of each semester or during the summer sessions. If a hearing is deemed necessary during these periods, the appropriate administrator or a special committee will be available to hear the case.*

Jurisdiction: The Student Conduct Advisory Board hears any disciplinary matter concerning the student community except those falling under the jurisdiction of the Council on Academic Integrity and those falling under the “No Tolerance Policies.” Disciplinary problems are differentiated from academic infractions. These cases are heard by the Council on Academic Integrity or a special committee. The “No Tolerance” violations are heard by the Director of Student Affairs, Associate Director of Student Services, and/or administrative designees.

Students who have violated the College’s disciplinary code have the opportunity to respond to the account of

events in question and provide the committee with relevant information which may be used to explain the infraction.

#### ***The Rights and Responsibilities of the Student Accused of Misconduct***

Students have the right to: request a formal proceeding with the Student Conduct Advisory Board.

- Bring an advisor to the Student Conduct Review Panel’s proceedings.
- have knowledge of the charges in order to prepare a response.
- to challenge the statements of the complainant(s) and present in their own behalf in a fair and unbiased hearing.
- to be notified in writing of the outcome of the hearing within three (3) days excluding weekends or holidays.
- to appeal sanctions if they are assigned.

#### ***The Rights and Responsibilities of the Accuser***

The accuser shall have the following rights:

- A right and duty to testify fully and honestly.
- A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
- The accuser shall have the duty to preserve the confidentiality of all matters relating to the alleged violation.

#### ***The Rights and Responsibilities of the Witness***

- A witness has a right to seek protection from threat, harassment or damage to self or property resulting from the participation in a hearing.

#### Duties of a witness:

a. A witness has a duty to cooperate in the investigation and to appear before the Student Conduct Review Panel and answer all questions fully and truthfully, except when the answers to any questions would tend, directly or indirectly, to incriminate the witness and the witness asserts his/her rights under the Fifth Amendment to the U.S. Constitution. Lying during the investigation or

hearing is a violation of the College's disciplinary codes.

b. A witness has a duty to maintain the confidentiality of the investigation and the hearing.

*When students enter into Richard Bland College, they agree to follow the Student Conduct Policies.*

*Student conduct regulations will create a College conduct record. Confidential conduct records will remain on file in the Center for Student Affairs for two (2) years for level one penalties, five (5) years for level two penalties, ten (10) years for level three penalties, and indefinitely for levels four (4) through (5) five penalties. Disciplinary action will only be visible when the outcome of the review process results in suspension or expulsion.*

### **Confidentiality**

1. Student disciplinary cases are part of the official educational record of the student and, hence, are confidential except as otherwise permitted by law. Examples include release of directory information and notification of victims of crimes of violence (such as crimes involving the use, attempted use, or threatened use of physical force or any other offense that is a felony involving substantial risk of the use of physical force against another person in committing the offense).

2. Upon the conclusion of a case (i.e., the appeal period has expired), faculty members who are direct parties to the case will be informed of the outcome in writing.

3. When appropriate, other members of the Richard Bland College community directly affected by the decision and/ or sanction may also be informed of the final outcome.

This information may also be given to those persons essential for insuring compliance with the sanctions.

### **Sanctions:**

The following sanctions may be imposed upon students who are responsible/guilty of violating the conduct code:

#### **Level One Penalties:**

Warning- a student who has violated the conduct code for the first time will receive a verbal and written reprimand. This information will remain in the student's file.

Probation- A student placed on probation must demonstrate compliance with the College's conduct code during the time period set by the student conduct review panel. The panel will observe and review the student's behavior and decide if the student will regain his/her social privileges on campus. Additional sanctions will be imposed if a student breaches the terms and conditions of his/her probation.

#### **Level Two Penalties:**

Restitution- Compensation for loss or damage to Richard Bland College may take form of service, material, or monetary replacement(s).

Required Campus Services-Students may be assigned work assignments and/or campus community service.

Additional penalties will be applied if a student fails to comply with any of the level two (2) penalties.

#### **Level Three Penalty:**

Restrictions-student may be removed from the residential halls, or from the use of certain facilities, or denied the use of their vehicle on campus. Other restrictions will be imposed based on the violation that was committed.

#### **Level Four Penalty:**

Suspension- A student may be suspended from Richard Bland College for a period of time specified by the Student Conduct Review Panel. Those on suspension will be denied services and/or privileges that are normally provided to students in good standing with the College. Services/Privileges include

attending class, co-curricular activities hosted by the College, or use of the College's facilities. Suspensions may last as long as two semesters. Additional sanctions will be imposed if a student violates the terms and conditions of the suspension period.

### **Level Five Penalties**

Expulsion- A student may be permanently separated from Richard Bland College for social misconduct.

### Disciplinary Records

All records of disciplinary action will remain confidential, will remain separate from the student's academic record, will be maintained in the Center for Student Affairs, and will not be available to unauthorized persons on campus, or to any person off campus, without the express written permission of the student involved. Exceptions will be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, and under a court order or subpoena.

### Procedure Safeguards for Students

To provide an orderly procedure for handling disciplinary cases, which gives the student due process and justice, the following safeguards will be available:

- The student will receive written notification of the time, place, and date of any hearing at least ten (10) working days before the hearing to allow the student reasonable amount of time to prepare a defense. Students may waive their right of ten (10) working days delay by submitting a written request to the Associate Director for Student Services or Coordinator for Student Activities.
- The student will receive a written statement of the charges brought and will be allowed access, upon request, to any and all materials which will be introduced by the College as evidence at the hearing.
- When an alleged infraction takes place, all records of the alleged infraction and materials pertaining to and resulting from the hearing (and appeal, if applicable) of the case will be retained in the Center for Student Affairs.

- If the student elects not to appear at a hearing, the hearing will still be held in the student's absence if the College can document that the student received notice of the hearing.
- The student may submit, prior to the start of the hearing, a signed statement to the Coordinator for Student Activities that includes any information or facts the student wishes to have considered in the review of the case whether or not the student chooses to appear at the review.
- The student may have an advisor, parent/relative, or legal counsel (at the student's expense) present at any hearing. The student may designate someone to speak in his/her behalf, but legal counsel, if present, shall only advise and not argue the case of the student.
- Hearings will be closed to the public and press. All procedures and decisions will be considered confidential unless the student expressly requests that they be open.
- All evidence will be presented in the student's presence.
- The student will be given the opportunity to speak for and present witnesses on his/her behalf.
- A student may remain silent if the student chooses to do so.
- The burden of proof will rest with those bringing the charges.
- All decisions will be based only on evidence presented before the Student Conduct Review Panel.
- The student will receive written notification of the decision of the Student Conduct Review Panel within ten (10) days after the conclusion of the hearing.
- The student shall be advised in writing of the appeal procedures at the time of formal notification.

### ***Postponement of Hearings***

*An accused may request one postponement of a hearing by contacting the Coordinator for Student*

*Activities (or the designated hearing officer hearing the case) at least 48 hours prior to the scheduled hearing. Postponement will be allowed only under the following conditions:*

- The accused has a class conflict;
- The accused is unable to produce necessary witnesses on his/her behalf on the scheduled date of the hearing;
- The accused has a family emergency;
- The accused is too ill to attend the hearing;
- The advisor to the accused is unable to attend because of illness, emergency, or legal court appearance; or
- The accused cannot attend because of a religious holiday.

Note: The Coordinator for Student Activities may require written verification of the reason claimed from the affected witness(es) or advisor, family member(s), or the Health and Wellness Clinic, etc. as appropriate.

#### Appeals Procedures

1. All appeals must be submitted in writing within ten (10) working days of the receipt of the Student Conduct Review Board's decision. The letter MUST INDICATE THE BASIS FOR THE APPEAL.
2. The decision of the Board may be appealed, in turn, at the following levels: (a) Associate Director for Student Services (b) Director of Student Affairs and the (c) Vice-President of Administration & Finance or the Provost and Dean of Faculty. When the penalty for misconduct is suspension or dismissal, the student may appeal the decision to the Vice-President of Administration & Finance or the Provost and Dean of Faculty, in writing, within thirty (30) calendar days of the date of the decision to impose the penalty.
3. The possible bases for appeal include:
  - a. The original hearing was not conducted in conformity with established procedures.
  - b. The original findings were not supported by the evidence.
  - c. There is new evidence that was not brought out in the original hearing and which was not known or available to the appellant prior to the conclusion of the hearing.

#### Procedure Safeguards for Students

In order to provide an orderly procedure for handling disciplinary cases, which gives the student due process and justice, the following safeguards will be available:

1. The student will receive written notification of the time, place, and date of any hearing at least ten (10) working days before the hearing to allow the student a reasonable amount of time to prepare a defense. Students may waive their right of the ten (10) working days delay by submitting a written request to the hearing body.
2. The student will receive a written statement of the charges brought and will be allowed access upon request to any and all materials which will be introduced by the College as evidence at the hearing against the student.
3. When an alleged infraction takes place, all records of the alleged infraction and materials pertaining to and resulting from the hearing (and appeal, if applicable) of the case will be retained in the Center for Student Affairs.
4. If the student elects not to appear at a hearing, the hearing will still be held in the student's absence if the College can document that the student received notice of the hearing.
5. The student may submit, prior to the start of the hearing, a signed statement to the Coordinator of Student Activities that includes any information or facts the student wishes to have considered in the review of the case whether or not the student chooses to appear for the review.
6. The student may have an advisor, parent/relative, or legal counsel (at the student's expense) present at any hearing. The student may designate someone to speak in his/her behalf, but legal counsel, if present, shall only advise and not argue the case of the student.
7. Hearings will be closed to the public and press. All procedures and decisions will be

considered confidential unless the student expressly requests that they be open.

8. All evidence will be presented in the student's presence.
9. The student will be given the opportunity to speak for and present witnesses on his/her behalf.
10. A student may remain silent if the student chooses to do so.
11. The burden of proof will rest with those bringing the charges.
12. All decisions will be based only on evidence presented before the hearing body.
13. The student will receive written notification of any hearing body's decision within ten (10) working days after the conclusion of the hearing.
14. The student shall be advised in writing of the appeal procedures at the time formal notification of the decision is given.

## **Appendix (B)**

### **Honor Code Policy**

#### Preamble

The honor code at Richard Bland College is a democratic system of government that is upheld by students, whose efforts are actively supported by the administrative and teaching faculty. The voices retained in the governance of the honor system regard this method of protecting those who teach and/or learn as more than a pragmatic political consideration. The letter and the spirit of the College's honor code promote the virtues, which sustain a democratic society—such as integrity, social responsibility, and moral courage.

As a branch of The College of William and Mary, which introduced the honor system into American higher education, Richard Bland College commits itself to the perpetuation of high standards and expectations of its collegiate community. With an aim of educating individuals, this Council shall not discriminate in its membership or in its dealings with the accused on the basis of race, color, religion, national origin, gender, sexual orientation, economic status, and/or disability.

## **Appendix (C)**

### **The Council on Academic Integrity Constitution**

#### Article I. Name

The name of this organization is the Council on Academic Integrity or simply, the Honor Council. The branch of this organization, governed solely by students, shall be known as the Student Honor Board.

#### Article II: Organization

1. The Honor Code is administered through the Richard Bland College Council on Academic Integrity, which is composed of students as well as administrative and teaching faculty members. Alternates will represent each of the above positions listed. The Co-Chairs shall be elected or appointed from the Council's members.
2. The President, Vice-President, the Council Administrator (formerly the Secretary), Chairs and Co-Chairs of all committees in the Student Honor Board will be voted on by the club's participants or appointed by the president or advisor of the organization. At the beginning of the fall semester, faculty members will nominate qualified students who are truly interested and capable for election on the Council on Academic Integrity and the Student Honor Board. A membership drive may be necessary if the Council feels the need. Before joining this organization, prospective members must be nominated by a teaching or administrative faculty member at Richard Bland College.
3. The freshman class member representatives shall be elected for a term of no more than two years. They become sophomore representatives provided they meet the eligibility requirements in Article V.
4. The freshman class alternate representatives shall be elected for a term of no more than two years. They may, however, become sophomore alternate representatives provided they meet the eligibility requirements in Article V.

#### Article III: The Jurisdiction of the Richard Bland College Council on Academic Integrity and the Student Honor Board

1. The Richard Bland College Council on Academic Integrity hears and determines the cases involving students who violated the Honor Code as outlined in all subsections of Article V. The Council shall deal specifically with all offenses concerning (1) cheating or attempted cheating, (2) plagiarism, (3) stealing with regard to academic matters, and (4) lying. The Council on Academic Integrity shall have jurisdiction over all cases involving the aforementioned offenses, but shall not have jurisdiction over violations of the College's disciplinary rules and Student Assembly rules and regulations.

All applicants to Richard Bland College must sign the following pledge: I have read the Honor Code of Richard Bland College. I understand completely what is expected of me under this code. I know that any act of lying, cheating, plagiarism, or stealing of an academic nature is a violation of the Honor Code. I hereby pledge, without reservation my full support of the Honor Code.

### *2. Cheating and Plagiarism*

a. All scholastic work, whether in the classroom or out, shall be the student's own and shall be completed in accordance with the requirements of the professor. Students may work together only if the professor permits it. Unauthorized collaboration on tests, quizzes, in or out of class assignments may be seen as cheating.

b. A student's signature on a paper shall be that student's pledge.

c. The student who gives illegal aid is as responsible as the student who receives it.

d. The giving or receiving of aid on any work, and/or the presentation of another's words or ideas as one's own shall be an Honor Code violation.

### *3. Stealing*

Deliberate appropriation of a person's property that would infringe upon that person's academic standing constitutes a violation of the Honor Code.

### *4. Lying*

Any deliberate written or oral untruth shall be construed as an Honor Code violation. The Honor Code has been violated if a student fails to tell the truth when questioned by campus authorities, members of the faculty, or members of the Council on Academic Integrity during an investigation or hearing; the said student should be referred to the Council on Academic Integrity.

### Article V: Membership

1. To be eligible for membership (member or alternate) on the Council on Academic Integrity or the Student Honor Board, each student must: (1) be a member of the representative class (a sophomore representative must have a minimum of 24 credit hours at the end of the spring semester), (2) have at least a 2.0 cumulative quality point average, (3) be a full-time student, and (4) have been recommended to the Council for Academic Integrity by a faculty member at Richard Bland College.

a. A student must be in good standing with the College in order to be eligible for membership in the Council on Academic Integrity or the Student Honor Board. No student on academic or disciplinary probation will be eligible for membership in the Honor Council.

b. In the event that a member is placed on probation, resigns, or withdraws from the College, the said member will no longer be a member of the Council on Academic Integrity and/or the Student Honor Board. Members in the organization will elect a replacement.

### ***Removal from the Richard Bland College Council on Academic Integrity and the Student Honor Board***

The Council on Academic Integrity shall have the power to impose penalties on its own members. Any member of the Council may be placed on probation, suspended or removed from his or her position by a majority vote of the eligible voting members on the Council on Academic Integrity or the Student Honor Board. A member may be removed for the following reasons:

- Violating any article, section, or subsection of the Honor Code or the Student Code of Conduct.
- Unexcused absence (s) for a meeting or hearing.
- Violating an oath of confidentiality and privacy.
- Failing to remain in good academic standing with the College.
- A verbal or written expression of the lack of confidence in the Honor System's Constitution, or the procedural operations of the Richard Bland College Council on Academic Integrity.

Article VI: The Position Descriptions and Duties of the Richard Bland College Council on Academic Integrity

1. The Co-Chairs shall be the chief officers of the Council and shall exercise the general duties of such office. A Co-Chair will serve in the absence of the other and assist in any way necessary and proper. In the event the office of the Chair becomes vacant, another Co-Chair will be elected by members of the Council on Academic Integrity. The Co-Chairs will also oversee the operations of the Student Honor Board.

2. Council Administrator shall keep a record of all proceedings of the hearing; (2) keep the files of the Council on Academic Integrity up to date, in order, and in a secure location. (3) Inform the proper parties of any necessary matters or decisions of the Council and (4) be responsible for all correspondences of the Council on Academic Integrity.

3. Alternative Representatives shall be called upon by members on Council on Academic Integrity to hear remanded cases from the Appeals Committee (Article XVIII). With the exception of the Co-Chairs and the investigator, no member on the Council on

Academic Integrity may participate in a remanded case who participated in the original hearing.

***Duties of the Richard Bland College Council on Academic Integrity***

1. To investigate all suspected violations of the Honor Code and to impose any sanctions for the violation (s) thereof.
2. To determine if a case warrants an **academic trial** or an **educational hearing**. An **academic trial** occurs when the Council decides to formally hear a case then render a "guilty" or "not guilty" verdict with sanctions as appropriate prior to the adjournment of the trial. An **educational hearing** takes place when a professor has taken disciplinary actions against the student, but feels that the Council's mediation sessions will be advantageous. Although the accused *is not formally convicted* at an educational hearing, the Council may require the accused to receive supplemental instruction, which will address the student's academic deficits.
3. To see that the honor system is explained to all faculty and students, particularly to the incoming freshmen and transfer students.
4. To coordinate programs and activities that will educate the entire campus on the policies and due process procedures of the Council.

Article VII: The Student Honor Board

The Student Honor Board shall work with the Richard Bland College Council on Academic Integrity to educate the entire campus community on issues related to academic honesty. Each committee is assigned an advisor from the teaching faculty. The Chair and Vice-Chair of each committee shall be responsible for working with their committee's advisor to research, publish, and inform the campus on ways to prevent any and all forms of academic dishonesty in and outside of the classroom

1. The Research Committee, which consists of a Chair, Vice-Chair and other committee members shall:

- assess the present climate at Richard Bland College on the academic honesty issues.

- research trends on academic dishonesty.
- research policies and laws pertaining to academic integrity.
- communicate all research findings to the Publications and the Public Relations Committee.

2. The Publications Committee, which is comprised of a Chair, Vice-Chair and other committee members shall:

- distribute and/or post materials and information regarding Richard Bland honor policies.
- design an informative website and display materials on bulletin boards located in the academic buildings on campus.
- be charged with publishing in the Bon Homme Richard, and advertising any workshops or forums held by the organization.
- promote the academic expectations of Richard Bland College.

3. The Public Relations Committee, which includes a Chair, Vice-Chair, and other committee members, shall be charged with:

- designing and making recommendations for implementing programs that will provide learning opportunities for the entire campus.
- serving as representatives at major student-related functions held on campus.
- educating students on issues academic integrity and ethics in the classrooms (with the permission of the instructors).
- representing the College at functions or activities held on and off-campus.

Article VIII: Student Honor Board Advisors

The Student Honor Board will choose faculty advisors whose function shall be purely advisory. The advisors shall have no power to vote or veto any decisions made by the Council on Academic Integrity or the Student Honor Board.

There are three (3) teaching faculty advisors:

- The Research Advisor
- The Publications Advisor
- The Public Relations Advisor

Article IX: The Administrative faculty Advisor for the Richard College Council on Academic Integrity

The duties of the organizational advisor shall be the following:

- a. To attend the organization's meetings and hearings, participate in planning and activities related to communicating academic integrity issues the student and faculty bodies.
- b. To keep the Associate Director for Student Services and the Director of Student Affairs informed of the programs and activities of the Council on Academic Integrity and the Student Honor Board.
- c. To assist in the general development of policies and procedures as well as with the general operations of the organization.
- d. To assist members of the Council on Academic Integrity and the Student Honor Board in the orientation and elections of new officers.
- e. Reserve rooms for meetings and hearings.
- f. Coordinate training programs for the Council on Academic Integrity and Student Honor Board that will educate all members on the policies and procedures of the organization, and on the basic duties of each position.
- g. The advisor has no voting power in meetings or hearings, but has the authority to veto a decision when it violates the club's objectives, bylaws, codes or any of the College's policies.

Article X: Procedures for Reporting Infractions

1. All members of the college community may report violations of the Honor Code. The honor system will not be effective unless each person takes this responsibility seriously. Any student, who has violated the Honor Code, should report himself or herself to a member (preferably the advisor or one of the co-chairs) of the Richard Bland College Council on Academic Integrity. By such action, the student shows courage, integrity, and reaffirms a personal commitment to



honor. This action entitles the student special consideration by the Council particularly when the student makes a report before being turned in by a professor or a fellow student.

a. A student or professor who observes a violation of the Honor Code should solicit the aid of a witness to the act. If they feel that they have sufficient evidence, they must bring their concerns to the attention of a member of the Council on Academic Integrity. A student or professor must submit a written statement to the Advisor of the Council on Academic Integrity. The statement must describe the nature of the offense.

b. If the explanation is unsatisfactory, the Council on Academic Integrity has the immediate right to proceed with a hearing of the violation as outlined in (XVI).

c. The accused shall have the privilege of voluntarily withdrawing from the College with no reference to the accusation being entered on his/her permanent record.

d. Any person who observes a violation of the Honor Code must report the violation of the Council on Academic Integrity within five (5) days in order for a violation to be considered by the Council.

2. Any student who is requested to report or is reported to the Council on Academic Integrity shall have the right to a full and impartial hearing by the Council. The Council shall hold testimonies that are disclosed during the hearings in the strictest confidence.

#### Article XI: Pre-Hearing Procedures for Academic Trials and Educational Hearings

1. A Co-Chair of the Council on Academic Integrity will appoint a member to serve as investigator.
2. The appointee shall deliver, by hand or by mail, a written notice of the alleged violation to the accused. The notice shall state the nature of the

violation and the date it was reported to the Council on Academic Integrity. The notice shall also set a date, time and place for the interview with the accused. The failure to receive and read one's letter does not void the fact that the notice was delivered. This applies to all notifications of disciplinary hearings and decisions.

The investigator may subpoena any student (including the accused and accusers) concerning the alleged violation. A complete account of all proceedings shall be kept in a secure location.

#### 3. Options

If the Council decides to hear the case, written notice shall be delivered to the accused by hand or mail. The notice shall include the charges against the accused and the date, time, and place of the hearing. The accused shall also be given a copy of the "Rights and Duties of the Accused." The accusers shall also be notified of the hearing and given a list of the "Rights of the Accusers." The investigator shall then present the case to the Council on Academic Integrity at the time and place designated by the Council.

If the Council decides not to try the case, a written notice that there will be no formal hearing shall be delivered to the accused and the accusers, by hand or mail. If the Council decides that a case warrants an educational hearing, a written notice indicating the time, date, and location of the hearing will be sent to the accused and the accusers.

The Council has the authority to determine if a trial or an educational hearing is warranted for any case. An educational hearing will not be granted to a student who has been accused more than once of the same or identical infraction.

**Article XII: The Rights and Duties of the Accused**

1. The accused shall have the following rights: The charge(s) against a student shall be rendered in writing. If the accused feels that the charge(s) is/are vague, a more precise statement may be requested.

A written statement of the rights and duties of the accused with respect to the trial and the procedure thereof shall be given at the time of the notice of the charge(s) is/are served.

The accused has the right to be represented by an advisor who may come from within the College.

The advisor shall:

1. Explain the rights and duties to the accused.
2. The advisor shall have no right to present or to argue the case of the accused before the Council on Academic Integrity, as the accused must present his/her case.
4. The advisor may counsel the accused during a hearing. The advisor shall not disclose to anyone any matter relevant to the case unless expressly requested to do so by the accused.
3. The accused may summon witnesses, but the number of character witnesses, if any, may be reasonably limited by the Council.
4. The accused may confront adverse witnesses and question them.
5. The accused husband or wife, mother, father, brother or sister of full blood or half blood or by legal adoption shall not testify against the accused.
6. The accused may request the Council on Academic Integrity Appeals Committee to review a finding of guilty and the sanction according to the guidelines for the appeals procedure. The request should be made in writing to the advisor of the Council on Academic Integrity.
- 7 The accused may request a separate hearing if two or more are accused of a joint violation.
8. In the event of acquittal, the name of the accused shall be deleted from all of the minutes

within the expiration of two (2) weeks from the time of acquittal.

9. The accused may request that any member of the Council on Academic Integrity's Review Board be excused from the hearing whenever the accused can justify a plea of bias on the part of the member.

1. The accused has the right to remain silent, and such silence shall not be construed as an admission of guilt.
2. The accused has the right to be assumed innocent until proven guilty.
3. The accused shall have the following duties:
  - (a) Cooperate reasonably with the Council on Academic Integrity's Review Board in conducting hearing and bringing it to a close without delay.
  - (b) If the accused chooses to waive their right to remain silent, then all relevant questions should be answered frankly, fully, and honestly.

**Article XIII: Rights and Duties of the Accuser**

1. The accuser shall have the following rights:
  - (a) A right and duty to testify fully and honestly.
  - (b) A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
2. The accuser shall have the duty to preserve the confidentiality of all matters relating to the alleged violation.

**Article XIV: Rights and Duties of the Witness**

1. A witness has a right to seek protection from threat, harassment or damage to self or property resulting from the participation in a hearing.
2. Duties of a witness:
  - (a) A witness has a duty to cooperate in the investigation and to appear before the Council on Academic Integrity's Review

Board and answer all questions fully and truthfully, except when the answers to any questions would tend, directly or indirectly, to incriminate the witness and the witness asserts his/her rights under the Fifth Amendment to the U.S. Constitution. Lying during the investigation or hearing is a violation of the Honor Code.

- (b) A witness has a duty to maintain the confidentiality of the investigation and the hearing.

#### **Article XV: Hearing Procedures of the Honor Council**

1. At least five (5) members must be present to convene an official hearing.
2. All Council on Academic Integrity hearings shall be taped. If the accused is found innocent, the tapes shall be destroyed within two (2) weeks of notification of acquittal. If the accused is found guilty, the tapes shall be retained for an indefinite period. At the beginning of the trial, the Co-Chair of the Council shall begin the tape by saying...

"The following will be the proceedings of the Honor Court of Richard Bland College. On this day, the \_\_\_\_\_ (date), \_\_\_\_\_ (name of the accused) is being tried for \_\_\_\_\_ (name the offense) under the Article \_\_\_\_\_, Section/ Sub-section \_\_\_\_\_ of the Honor Code of Richard Bland College. Will the accused enter the room."

The accused enters.

3. The Co-Chair of the Council on Academic Integrity must ask the accused: "Do you understand the charges?"
4. The Co-Chair shall enforce and maintain the proper procedure throughout the duration of the hearing and
  - a. remind all involved of the Honor Code.
  - b. mention the penalties for perjury.
5. The Co-Chair will then hear any motions:
  - a. for dismissal, or

- b. for postponement due to extenuating circumstances.
6. The Co-Chair will ask for a plea.
  - a. The accused may give opening remarks.
  - b. The investigator will outline the case.
7. Admissible evidence shall include:
  - a. Character witnesses with prior knowledge or the general character of the accused.
  - b. Materials related to the alleged violation.
  - c. Testimony by witness called by the accused or investigator.
  - d. Testimony by witnesses having personal knowledge directly related to the case.
  - e. Testimony given by the accused should the right to remain silent be waived.
8. The investigator then presents evidence and witnesses. The accused may cross-examine or challenge this evidence or witness.
9. The accused then presents supporting evidence and witnesses. Members on the Council on Academic Integrity Review Board may cross-examine or challenge this evidence or witnesses.
10. The summaries of the investigator and the accused are presented.
11. The Co-Chair may then ask questions to clarify points for information after the cases have been summarized. Then the rest of the council may ask questions for further clarification of points.
12. The accused and witnesses shall be excused.
13. The Council shall then retire to review the case and reach a decision.
14. The final decision of the Council shall be made by majority vote of those members present voting. All voting shall be done by secret ballot.
15. The Council shall reconvene once a decision has been reached, and the Co-Chair shall present the decision to the accused.

## Article XVI: Penalties

1. In determining the penalties, the Council on Academic Integrity Review Board shall take into consideration whether the violation was:
  - a. reported by the accused without being spoken to or
  - b. reported by the accused after being spoken to, or
  - c. reported by others.

### Level 1 Penalties: For students who have violated the Honor Code one time).

1. Penalties of the Council on Academic Integrity may consist of one or a combination of the following:
  - a. **Oral Reprimand and Warning:** An oral statement shall be made to the student by the student Co-Chair of the Council on Academic Integrity.
  - b. **Written Reprimand-** The student Co-Chair of the Council on Academic Integrity will give the accused a written notice stating that the continuation of the cited wrongful conduct may be cause for a more severe penalty.
  - c. **Failing Grade-**It shall be recommended in writing to the instructor that a grade of "F" be assigned for the work involved or for the entire course.
  - d. **Papers and Presentations-**The Council on Academic Integrity's Review Board may require a student to write a paper on a topic relating to academic honesty, so that he/she can critically reflect and examine on his/her behavior and decisions. The Council will determine the format of the paper. The student will provide the Co-Chair of the council a copy of the paper, and present his/her findings to members of the organization at a later session. The Council will decide upon the date of the presentation.
  - e. **Probation-**The student must be attentive to his/her behavior in order to affirm his/her ability to abide by the Student Code of Conduct and other regulations of Richard Bland College. During the probation period, the student shall be excluded from holding an elected or appointed office in any student organization and from participating in any

athletic or other activity representing the College. A notation shall be placed in the student's file. If the student appears before the Council on Academic Integrity again, any previous penalty shall be considered and weighed in the final decision.

### **Level Two Penalties- For students who have violated the Honor Code repeatedly. These penalties may also be used for use for any infraction that may be deemed serious by the Council on Academic Integrity.**

- f. **Definite Suspension-** A student shall be suspended from Richard Bland College for a specified length of time, after which return the College will be allowed.
  - g. **Expulsion-** A student shall be expelled from Richard Bland College, never to return.
  - h. **Level Three Penalties- Other Penalties-** Other penalties may be imposed instead of or in addition to those specified above. For example workshops and/or research projects may be assigned. If said student is found guilty and penalized, all professors shall be notified of the decision made by the Council on Academic Integrity.
2. When a student is suspended from Richard Bland College, the following notation shall be placed on the student's permanent records: **"Suspension for Honor Code Violation."** Upon readmission, this notation shall be removed from the permanent record.
  3. A second suspension will result in expulsion from the College. When a student is expelled, this notation shall remain on the permanent record, **"Expelled for Honor Code Violation on \_\_\_\_\_ (date)."**

## Article XVII: Post Hearing Procedures

1. After a decision has been reached, the accused, the advisor, and the Council on Academic Integrity shall be notified in writing of the decision within three (3) school days. This notice shall include a summary explaining the reasons for the decision.

2. Within three (3) school days a notice of the final decision and the penalty shall be placed in the Bon Homme Richard, Student News Letter, and on all bulletin boards. The notice shall read... "The Richard Bland College Council on Academic Integrity met on (date). The accused was found guilty of (violation) and received the penalty (ies) of (state the penalty (ies))." The name of the accused will not be published, but will remain a part of the Honor Council's records.

3. All investigative and hearing proceedings shall be kept in the Council on Academic Integrity's files, which shall be retained in the Center for Student Affairs. No one shall have access to the Council's files except the College's President, the Provost, and the Associate Director for Student Services.

#### Article XVIII: Appeals

1. A request for an appeal must be submitted to the Council on Academic Integrity's organizational advisor within three (3) school days following the Council's decision.

2. There are three (3) grounds on which an appeal may be requested: (1) unfair penalty (2) new and significant evidence become available, and (3) violation of due process.

3. The Council on Academic Integrity Appeals Committee shall consist of an administrator, the Provost of the College and three (3) council members who did not participate in the original hearing. The Co-Chair of the Council on Academic Integrity and the organization's advisor may attend any meetings of the appeals committee.

4. The Council on Academic Integrity Appeals Committee shall have two (2) duties:

To review the decision of the Council on Academic Integrity Review Board in all cases involving suspension and expulsion and to hear all appeals as requested by the accused.

5. The appeal shall be decided upon the record of the original hearing.

6. The Council on Academic Integrity Appeals Committee may:

- a. decide that the accused does not have sufficient grounds for an appeal.
  - b. affirm the finding and penalty imposed by the council.
  - c. affirm the finding of the Council on Academic Integrity, but impose a new penalty not greater than that previously imposed by the council's review board.
  - d. remand the case to the Council for a new hearing, if (1) due process rights were violated, or (2) if new and significant evidence became available which could not have reasonably been discovered before or during the original hearing.
7. The new hearing shall be conducted as outlined in this constitution with the following exceptions:
- a. The Chair of the original hearing shall conduct the remanded hearing, but shall have no vote.
  - b. The investigator of the original hearing shall present the case, but shall have no vote.
  - c. The case shall be heard and voted on by at least five (5) representatives (members and alternates) of the Council on Academic Integrity, who did not participate in the original hearing.
8. After a decision is reached by the Council on Academic Integrity Appeals Committee, the accused, the Provost, and the council shall be notified of the decision in writing within three (3) school days.
- a. The accused may appeal the decision of the Appeals Committee to the Provost of the College, who shall make a decision within the next five (5) school days and notify the accused, the Council on Academic Integrity, the Appeals Committee and the advisor for the organization.

#### Article XIX: Summer School

The Council on Academic Integrity during the summer session shall consist of those members who served during the previous semester. At least three (3) members of the Student Honor Board shall hear all cases. Organizational advisors will be available to assist the students through the process. If no more than three students are available, an organizational

advisor may serve as an investigator, but will not be able to vote at the hearing.

All procedures except Article II (Organization) shall remain the same as during the regular session.

#### Article XX: Extension of Time Limits

In unusual circumstances the Co-Chair may solicit the approval of the Council on Academic Integrity's Review Board to grant a reasonable extension of any time limit herein stated.

#### Article XXI: Exceptions to Procedures

Procedures outlined in this constitution must be carefully followed to protect the rights of the accused. Only in cases where rare and unusual circumstances exist should the accused, Chair, or Co-Chair of the Council request that exceptions to the procedures be made. Such requests shall be written and shall provide reasons for the exception(s). Any exceptions made to procedures must be approved in writing by the accused, the Council, and the organization's advisor.

#### Article XXII: Amendments

The constitution may be amended by two-thirds (2/3) of the Council on Academic Integrity, which includes the Student Honor Board voting by secret ballot. The proposed amendments shall be submitted to all council members three (3) days before being voted upon. Such amendments shall be posted on the bulletin boards and published in the next edition of the Bon Homme Richard.

### **Appendix (D)**

#### **Student Assembly**

##### Article I. Name

The name of this union shall be the Student Assembly (SA) of Richard Bland College of The College of William and Mary.

##### Article II. Membership

The Assembly shall be composed of elected officials, appointed officials, and other officially registered students of the College.

###### A. Qualifications

All officially registered students of the College shall be members of the Student Assembly.

#### Article III. Officers

##### **A. Titles**

There shall be six (6) elected officers of the Student Assembly: The President, Vice-President, Secretary, Historian, Treasurer, and Public Relations Officer who will serve as the Executive Committee.

##### **B. Election and Tenure**

1. Officers' terms shall be for one (1) year, said year to be from the date of installation until their successors are elected and installed.

2. The stated installation shall be as hereinafter provided by the By-Laws to this Constitution and/ or the policy of the College.

##### **C. Eligibility**

1. To be eligible for the election to the office of President or Vice-President, a candidate must be a member of the sophomore class (24 or more credits) for the term of office and they must have and maintain a 2.0 grade point average.

2. To be eligible for election to other offices, a candidate must be an officially registered student of the College for the term of office and have and maintain a 2.0 grade point average.

3. In the event there is no available sophomore to take the role of Vice-President, a student from the First-year-student (with 12 or more credits) will be eligible for the appointment to the office. The Student Assembly President will appoint the Vice-President in this occurrence.

Such other qualifications shall be as hereinafter prescribed in the By-Laws to the Constitution.

##### **A. Duties of the Officers**

The duties of the officers shall be as hereinafter prescribed in the By-Laws of this constitution.

#### Article IV. Purpose

##### A. Purpose

1. The Student Assembly is the representative body for the students and organizations of the College.

2. The Assembly will represent the issues that are important to the students and act as a liaison to the administration.

3. The Assembly will work with the Student Services Assistant in the approval of the creation of new organizations.

4. The Assembly will act as the student voice on policy issues.

#### Article V. Meetings

##### A. Time and Place

1. The Student Assembly Executive Committee will convene at least twice each month.

2. Regularly scheduled sessions of the Student Assembly shall be on the day, and the time and place, established at the first annual session.

##### B. Special Meetings

Special sessions shall be at the call of the President at any time deemed necessary.

#### Article VI. Quorum

For any legislative session of the Student Assembly, a quorum shall consist of a simple majority of the elected members of the legislature and/or officers

#### Article VII. Constitution

The Constitution, amendments, and by-laws shall be effective when approved by a two-thirds (2/3) vote of the elected membership of the Student Assembly approved by a majority vote by the total membership, and approved by the Student Affairs Committee of the College.

### **Student Assembly By-Laws**

#### Article I. Parliamentary Procedures

Order of Business- In all regular sessions the Student Assembly committee; the order of business shall be as follows:

1. Call to order
2. Roll Call
3. Reading of Minutes of Meeting and their approval
4. Treasurer's report.
5. Reports of Boards and Standing Committees
6. Reports of Special Committees
7. Report of the SA President
8. Announcements
9. Old and/or Unfinished Business.
10. New Business
11. Adjournment

Procedures-

1. Procedural guides shall be in accordance with Robert's Rules of Order, or other generally accepted parliamentary procedures.

2. The minutes of each regular meeting of the Student Assembly shall be posted on bulletin boards normally used for student notices, provided to each member of Student Assembly at the start of meetings, and given upon request.

#### Article II. Rules of Attendance

The following rules shall be applicable to each and every elected member of the Student Assembly:

A. An elected member may be absent from a session *only* excused by the President, Vice-President or the Organization's Adviser. Excused absences shall be governed by the following conditions:

1. Illness of the member.
2. An illness or death in a member's immediate family that necessitates an absence.
3. Representation for the College or for some College activity that requires the representative's absence from campus.
4. Extreme personal emergency.
5. Any other absence not covered above must be justified.

B. No elected member shall be granted more than three (3) unexcused absences per semester except under the most unusual or extenuating circumstances.

1. Upon receiving the second unexcused absence, a warning shall be issued to the member through written or verbal contact.
2. Upon receiving the third and final absence, the member will be removed from their position in Student Assembly.

#### Article III. Elections

##### A. General Provisions

1. The elections of the Student Assembly President and Vice-President must take place within the time period of 20 to 30 days prior to the end of the spring Semester.
2. The elections of the Student Assembly Officers along with the Representatives from the freshman and sophomore classes must take place within 20-30 days after the beginning of the Fall Semester.

3. The oath of office shall be administered to all elected officers and representatives following the certified announcement of election results.

#### B. Inauguration of Officers and Representatives

1. The following oath shall be administered as provided in Section A, Item 3 above.

**“I do solemnly swear to uphold the Constitution and By-Laws of the Student Assembly of Richard Bland College and to discharge faithfully the duties incumbent upon my office.”**

2. The oath of office shall be administered by an authorized representative of the College.

#### C. Election Procedures

1. Elections to fill any Student Assembly office or representative vacancies other than those set forth in Section A, above, of these By-Laws shall be held no later than October 10 of each year.
2. Approximately two weeks shall be set aside for election campaigns.
3. The President and/or Vice-President are permitted the responsibility over conducting Student Assembly elections as well as monitoring the polls and tallying the votes.
4. All candidates for the six (6) SA offices and the SA representative’s positions must submit their intent to campaign in writing to the Organization’s Advisor in accordance with the published timeframe.

#### D. Voting Qualifications

All officially registered students, of Richard Bland College shall be entitled to vote for the offices of President, Vice-President, Secretary, Historian, Treasurer, Public Relations Officer, and Class Representatives of the Student Assembly.

#### E. Major Campus Officers

Major campus officers shall include the President and Vice-President of the Student Assembly as well as the Presidents & Vice-Presidents of other recognized on-campus organizations. Editors of campus publications are also considered to be major officers. No student may simultaneously hold more than one major campus office.

#### Article IV. Committees

The President and Vice-President will determine which committees are needed at the beginning of the

academic year and a Chairman will be appointed for each committee. The President will appoint one Student Assembly member, either a sophomore or a Freshman Representative, to reside over the affairs of these committees. Student Assembly members may only be chair of one committee.

#### Article V. Activities

The Student Assembly will be responsible for sponsoring activities in the following areas each year:

1. At least one major campus-wide social activity each semester.
2. At least one community service activity each semester.
3. At least one form of campus-wide outing each year (i.e. ski trip).
4. At least one cultural activity each semester.

#### Article VI. Records

Every officer of every club or organization on campus shall give their successor all papers, documents, books, financial records, monies and such other memorabilia pertaining to the history and operation of the particular club or organization, which shall be a part of the permanent records.

#### Article VII. Duties of the Officers

The duties of the Student Assembly officers are as follows:

1. President
  - a. Be the chief executive officer of the Student Assembly.
  - b. Preside at all Student Assembly Sessions.
  - c. Make recommendations for appointment to committees, standing or special.
  - d. Have no veto in legislative matters, except in the case of a tie vote.
  - e. Perform other administrative duties that customarily pertain to the office.
  - f. Be the official Richard Bland College representative to Virginia 21.
2. Vice-President
  - a. Act as an aide to the President and assume/perform the duties of the President in the event of absence or disability.
  - b. Oversee the operations of all committees.



- c. Perform other such administrative duties that customarily pertain to the office.
- 3. Secretary
  - a. Record, read and provide the minutes of all Student Assembly meetings.
  - b. Issue notices of all meetings authorized by the President.
- 4. Historian
  - a. Create/Maintain the Student Assembly scrapbook.
  - b. Update/Maintain the Student Assembly website.
  - c. Create/Maintain a photographic record of each Student Assembly activity.
- 5. Treasurer
  - a. Render a report on the status of funds to the Student Assembly Executive Board.
  - b. Work with all Student Assembly committees when financial matters are concerned.
- 6. Public Relations Officer
  - a. Responsible for publicizing all Student Assembly events.
  - b. Responsible for promoting a positive image of Student Assembly to the students and the administration.
  - c. Update/Maintain the Student Assembly website.

#### Article VIII. Conduct at Student Assembly Events and Meetings

As representatives of the College, it is imperative that Student Assembly members adhere to a superior code of conduct. All members are required to adhere to the following set of rules while participating in Student Assembly sponsored events. Student Assembly members will receive two written notices (via email) from the Organization's Advisor before they will be required to participate in the impeachment procedures. Failure to adhere to this code of conduct will result in the progression of the impeachment procedures.

- 1. Appropriate attire for the scheduled event/meeting, as determined by the President and the Organization's Advisor.
- 2. Members will refrain from smoking and swearing during the duration of the sponsored event.
- 3. No smoking during the duration of the event/meeting.

- 4. Student Assembly members are required to treat their fellow students with respect and dignity at all times. Any conflicts that may ensue are to be resolved only by the President, Vice-President or Organization's Advisor.

#### Article IX. Impeachment Procedures

- A. Grounds for Impeachment- Officers and representatives of the Student Assembly may be removed from office for the following reasons:
  - 1. Repeated failure to perform their duties.
  - 2. Failure to meet academic requirements (minimum 2.0 GPA).
  - 3. Conviction of a breach of the Honor Code.
  - 4. The excess of unexcused absences.
  - 5. Inappropriate behavior during a Student Assembly sponsored event or meeting.
- B. Arraignment- Charges may be brought against a member in the form of a written resolution, duly acted upon by the Student Assembly Executive Board. A two-third (2/3) majority vote of those eligible to vote shall be necessary to sustain the charges and penalty.
- C. Rights of the Accused
  - 1. The accused shall be informed by an assigned member of the Executive Board in writing of the exact nature of the charges and shall be entitled to such counsel and witnesses as desired.
  - 2. The accused may, prior to the submission of recommendations to the Executive Board, be permitted to resign from the Student Assembly. In such an event, all impeachment proceedings shall be immediately halted.
  - 3. If impeachment proceedings continue, the accused may request in writing and receive a full Executive Board hearing of members before an impeachment vote is taken.
- D. Double Jeopardy- No person may be accused of the same charges on the same grounds more than once.

Article X. Filling Vacancies in the Student Assembly Executive Board

Vacancies occurring in the Student Assembly Executive Board for any reason shall be filled in the following manner:

1. A meeting will be called where alternates can be nominated for the position.
2. A silent vote will be cast for the assembled nominees by fellow Student Assembly members.
3. The nominee with the most tallied votes will assume the vacant office or position.

Article XI. Amendments and Revisions

A. Form or Format

1. All proposals, bills, resolutions, or other memoranda submitted in the form of a proposed change, amendment or revision shall:
  - a. State definitely the proposed change, amendment, or revision.
  - b. Clearly indicate which article of the Constitution and/or By-Laws, or portion thereof, is proposed for change, amendment, or revision.
  - c. State clearly and concisely the reason (s) for the proposed change, amendment, or revision; plus the advantages gained under the proposal.

Article XII. Exceptions

The Constitution should serve as a guide to self-government; however, the Organization's Advisor and the College administration reserves the right to make exceptions to the policies and procedures outlined in the Constitutions for extraordinary circumstances.

Article XIII. Grievances

When students, individually or organizationally, have a grievance or concern about some deficiency in maintenance of Student Assembly services, changes in student regulations or the procedure involves their administrations, they may present their concerns in writing to the Organization's Adviser and send a copy to the Student Affairs Committee.

The Organization's Advisor will submit recommendations based on information received from concerned parties, College administrators, legal authorities, and/or other relevant sources to the Student

Affairs Committee for their action. The Organization's Advisor will respond in writing in a timely manner to the party filling the grievance.

Please direct all questions regarding the Student Handbook to:

***Evanda S. Martinez, M.A., M.T.S.,  
Associate Director for Student Services  
Division of Student Affairs  
804-862-6225***