

Office of Student Affairs

August 2006

Dear Student,

As Bridgewater College begins its 127<sup>th</sup> year, I want to welcome all students to our campus community. If you are new to campus, I hope you quickly feel at home. Also, I want to encourage both new and returning students to take full advantage of the opportunities here on campus, including full participation in Student Government and campus activities. Active involvement in our co-curricular life will enable you to experience college life at its fullest.

Bridgewater College holds dear the concept of honesty, integrity, and fair play. We anticipate that our students will live and work together in harmony and will treat all members of the larger campus community with dignity and respect, striving for excellence in the classroom, co-curricular activities and in their personal lives. You are expected to be a positive role model at all times, representing Bridgewater College with dignity, both on and off campus. By enrolling as a student, you are committing to incorporate Bridgewater's Code of Ethics and Honor Code into your daily life.

Bridgewater College offers an array of support systems for all students. I encourage you to take full advantage of these services. Our faculty and staff are also dedicated to your academic and social development. The challenge to you is that you accept responsibility for your growth in these areas which will be guided by every decision you make. Together, we hope to make your experience at Bridgewater College both life-changing and rewarding.

My door is always open and I look forward to meeting each of you this Fall. I wish each of you much success for the 2006-07 academic year.

Best Wishes,



William D. Miracle  
Dean of Students

## Mission Statement

**The mission of Bridgewater College is to educate and develop the whole person. Our graduates will be equipped to become leaders, living ethical, healthy, useful and fulfilling lives with a strong sense of personal accountability and civic responsibility. This mission is carried out in a learning community, with Christian values, high standards of integrity and excellence, affirming and challenging each member.**

## Code of Ethics

- **I will demonstrate respect for myself, others, and our community.**
- **I will take responsibility for my actions.**
- **I will uphold the standards and policies of our community.**

**I will demonstrate respect for myself, others, and our community.** A strong and productive community is based on trust between members, and trust cannot exist without mutual respect. Respect encompasses not only consideration for the property and belongings of others, but also recognition of their ideas and beliefs. A person who demonstrates respect does not act towards another member of the community in ways that he or she would not want to be treated. Consideration of how your actions would affect those around you should be a factor in governing your behavior.

**I will take responsibility for my actions.** As members of a community, we must be accountable for our actions. Whether in academic, residential, or social spheres, we should strive to be honest and forthright, not misrepresenting our intentions or deeds.

**I will uphold the standards and policies of our community.** With membership in any group comes an expectation of adherence to its standards and policies. While revising policy is a natural function of any body, this should first be done through community discussion and debate rather than noncompliance. Members uphold the standards out of respect for each other and the community as a whole.

## Honor System

Personal honor, integrity, and respect for the word of another have been an integral part of student life at Bridgewater College since it was founded in 1880 and are the foundation of the Honor System. The Honor System serves as a practical example of student self-governance and is embodied in the Honor Code, which specifically prohibits cheating, stealing, and lying in academic situations or in Honor Council proceedings. It also requires students to confront or report suspected offenders of the Code. Because we appreciate the importance and convenience of our commitment to trust one another, we also recognize the need to address the few among us who are either unable or unwilling to accept and carry out the responsibilities of our mutual trust. Violations are considered serious, and can result in failure of the course, revision of the assignment, apology letters, restitution, restricted status, deferred suspension, suspension, and expulsion from the College. For more information, see page 9, 16, page 38, or the Honor Council Constitution in section E of the Appendix, page 91.

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# ABOUT THE COLLEGE

## Campus History

Bridgewater College was established in 1880 as the Spring Creek Normal and Collegiate Institute by Daniel Christian Flory, a young leader in the Church of the Brethren. Nine years later the school was named Bridgewater College and chartered by the Commonwealth of Virginia to grant undergraduate degrees. Bridgewater conferred its first Bachelor of Arts degree on June 1, 1891, thereby becoming the first of the colleges having historical ties with the Church of the Brethren to grant degrees.

From its beginning, Bridgewater was established as a residential college, recognizing that students can learn much from each other as well as from faculty. The founders believed that students from widely different backgrounds, holding diverse views and opinions, would learn and benefit from the adjustments necessary to build a harmonious residential community. They surmised that successive student bodies would develop self-perpetuating traditions, which would be educating in itself.

Bridgewater College claims the distinction of being the first four-year, private, liberal arts college in Virginia to admit women. Likewise, as a result of its Brethren heritage and institutional idealism that emphasizes ethical and spiritual values, Bridgewater also became one of the first four-year colleges or universities in Virginia to admit an African-American student.

## Purpose

Bridgewater College strives to be an academic community with a distinctively Christian atmosphere and a wholesome balance of learning, service, and leisure. The College endeavors to be a community of excellence in which each student is treated with respect. There is mutual concern and support from the faculty and administration, and each student develops a sense of responsibility to others both near and far. Bridgewater promotes a breadth of intellectual experience as well as proficiency in specific subject fields. Broadly speaking, its primary academic objective is a comprehensive appreciation of the social sciences, the humanities, and the natural sciences.

Developing the total person is taken seriously at Bridgewater. On the premise that recognition of one's capabilities is the beginning of wisdom, Bridgewater offers a liberal arts education designed to help the student gain as complete a self-understanding as possible. As a liberal arts college, it helps students discover how they think, what they feel, why they act as they do, and who they are. Life at Bridgewater College can become a journey of exploration and discovery to the student who is committed unreservedly to the process of a liberal arts education.

## College Calendar

The College has a traditional semester system, with a three-week Interterm in January. The Interterm is an opportunity for students (and professors) to concentrate on one course only. Some classes are cross disciplinary (co-taught by professors from different departments) while others conduct an in-depth examination of a narrow topic. While most students choose to study on campus, Interterm also offers a unique opportunity to travel while learning. In recent years, classes have traveled to Russia, Australia, Africa, England, Greece, Italy, Mexico, Spain,

Bermuda, Los Angeles, New York, Hawaii, and other destinations. The College academic calendar is located on page 100.

# ACADEMICS

Dr. Arthur Hessler is the Vice President for Academic Affairs and Dean of the College. His office is located in Flory Hall, Room 102. Dr. Robert Andersen is the Associate Dean for Academic Affairs. His office is located in Rebecca Hall, Room 208. The following is a brief overview of Bridgewater's academic information. For complete documentation, please consult the 2006-2007 College Catalog.

## Class Attendance Policy

Regular class attendance is expected of all students and attendance records are kept. Responsibility for protecting the academic interests of the student and the College rests with the student and the instructor. A student who persists in being absent from class will be reported to the Associate Dean for Academic Affairs. At the discretion of the instructor and the Vice President and Dean, the student may be withdrawn from the course with a Withdraw Failing (WF) grade and may possibly be withdrawn from the College.

Absences that occur because of College activities approved by the Vice President for Academic Affairs will be first reported, in advance, to the Registrar by the sponsor of the activity. The Registrar will then notify the instructors of the absences involved. The student is responsible for all work missed when absent from class.

## Schedule and Course Changes

Students may make course changes on the days designated by the Registrar's Office. Students make course changes by obtaining a *Pre-registration* or *Changes to Pre-registered Courses* form at the Registrar's Office, obtaining their academic advisor's signature (PDP faculty for the deciding major), and returning the form to the Registrar's Office. Course changes are finalized at the Registrar's Office.

Course schedules for the next academic year are prepared and distributed to students during the Spring Semester. During the month of April, students pre-register for the next Fall Semester and Interterm. Freshmen and transfer students pre-register for courses during Summer Orientation. During the Fall Semester, students may make changes to Interterm courses and pre-register for the upcoming Spring Semester.

Summer Session schedules are prepared and distributed to students in March, listing course offerings for both Summer Sessions. Students may pre-register for courses any time prior to registration day for each Summer Session. Students are required to officially register and pay tuition on the registration day specified in the College Catalog (inside front cover) for each Summer Session.

## Add/Drop Period

Students are expected to register promptly in the period devoted to registration at the beginning of each semester. Failure to register at the proper time will result in the assessment of a late registration fee. Following registration day for each 14-week semester, students have approximately a week and a half to make course changes for the semester. Following this period, students may drop a course and receive an automatic Withdraw Pass (WP) grade through the end of the week following mid-term. After the automatic WP deadline, students have approximately three weeks to withdraw from a course and receive either a WP or

Withdraw Fail (WF) grade, which is assigned by the instructor of the course. Following the WP/WF deadline, students may not withdraw from a course.

Information listing specific deadline dates is listed on the inside front cover of the College Catalog, mailed to students and faculty at the beginning of each semester, and posted on the Registrar's web page (<http://www.bridgewater.edu/departments/registrar/>).

## **Withdrawing from a Class**

Following registration, students may withdraw from a class by obtaining a *Change in Registration* form at the Registrar's Office. During the add/drop period, students complete the form and obtain their academic advisor's signature (PDP faculty for the deciding major). During the time designated for withdrawal from a class with a Withdraw Passing (WP) or Withdraw Failing (WF) grade, the *Change in Registration* form also requires the signature of the course instructor.

## **Changing or Declaring a Major**

Students may change or declare a major by completing a *Major and Academic Advisor Change* form at the Registrar's Office. Upon completing the form, students will be assigned a new academic advisor. The Registrar's Office will then notify academic advisors of new advisees.

## **Cancelled Classes Due to Inclement Weather Conditions**

Because Bridgewater College is primarily a residential college, it will rarely close due to inclement weather. More frequently, however, the College may begin classes later in the morning to allow time for the road and weather conditions to improve. In such cases, an inclement weather delay will be announced on the local radio and television stations. Under this delay, classes will begin at 10:00 a.m. on Monday, Wednesday, and Friday and 11:00 a.m. on Tuesdays and Thursdays. Earlier classes will be cancelled. Students may access the Weather/Information Hotline at 515-3700 for cancellation information.

Commuter students will need to use good judgment when deciding to risk driving in ice and snow. They should call their instructors or the Registrar's Office if they decide not to drive in inclement weather when the College remains open.

## **Personal Development Portfolio**

The Personal Development Portfolio (PDP) is a program designed by and for Bridgewater College to assure that its students achieve academic excellence in the classroom while also developing into well-rounded people.

Through PDP, each new student entering Bridgewater begins to develop a plan of action for growth in four dimensions: intellectual growth and discovery, emotional maturity and physical health, ethical and spiritual growth, and citizenship and community responsibility. Working with a faculty mentor, the student sets his or her own goals, then organizes and documents each activity to build a record of achievement over his or her college career. Service learning and career counseling are built into the program, and leadership skills are honed at each step along the way.

## Convocations and Lyceums

Educational opportunities at Bridgewater College are broadened and enriched by the Convocation and Lyceum Series. Convocations include lectures by visiting scholars, drama productions, chapel services, selected films, and programs of educational value by College personnel. Convocations are scheduled at 9:30am on Tuesdays and 7:30pm on Thursdays. Evening lyceum programs may be substituted for morning convocations. Convocations are not conducted during Interterm.

Because the College believes that the Convocation and Lyceum Series is a valuable part of the liberal arts program, attendance records are maintained. Students are required to attend *seven* convocations *per semester*. Any seven may be chosen from the programs offered in the semester (there are no specific requirements for certain kinds of convocations). Satisfactory completion of convocation attendance is recorded on the student's transcript. Students can access their convocation attendance records on BC-OIS. Questions regarding convocation attendance should be directed to the Director of Convocations and the Information Technology Center.

In addition to the attendance policy there is also a tardiness policy. Every student will be allowed to arrive late only once per semester, if they want it to count as one of their seven required convocations. Upon arriving late, the student will be asked to fill out a form that includes an explanation for being late. This form will be filed and if a student arrives late again, they are welcome to stay for the convocation, but they will not be given credit. Many of our guest speakers and performers have traveled a great distance to be here; all have taken considerable time to prepare; it is only courteous that we arrive on time for their presentations/performances and entering late is a distraction to all of the students who are on time. Punctuality is highly encouraged.

Because the Convocation Program is an integral part of the liberal arts program at Bridgewater College, attendance records are maintained. Convocation attendance is tracked using card readers to record student names from their ID cards, and students and their advisors can verify convocation attendance credits using BC-OIS. For the student who meets the convocation attendance requirements at the end of each semester, a grade of Satisfactory (S) is entered on the student's permanent record; for the student who does not, a grade of Unsatisfactory (U) is entered.

Attendance at a convocation is recorded at the end of the program or activity when a student swipes their ID card. Students are not allowed to swipe their card before the program has been concluded by the host and are not allowed to swipe a card for another student. Students without a working ID card should obtain a claim ticket from the IT Center staff member manning the card readers. This claim ticket and a valid Bridgewater College ID card must be presented to the IT Center (Bowman 200) within 5 business days to obtain credit for the convo in question. If a student has lost their ID card, they will be required to request an ID card (and pay the appropriate fee, if applicable) before credit may be assigned for the convo. The IT Center will maintain a duplicate copy of all claim tickets for auditing purposes. Students who do not successfully swipe their ID card at a convo or present a valid claim ticket and ID card to the IT Center within 5 business days will not receive credit for that convo; **NO EXCEPTIONS.**

Students will not be permitted to habitually use claim tickets in lieu of swiping a valid ID card for attendance.

Convocations attendance records are updated on BC-OIS regularly - usually within seven days of the convocation date.

## **Service-Learning**

As the term implies, service learning emphasizes “the accomplishment of tasks which meet human needs in combination with conscious educational growth” (Southern Regional Educational Board). Service-Learning combines community service with critical reflection to enhance the learning and strengthen the service of our students. For more information, see the Service-Learning Center on page 79.

### *PDP SERVICE-LEARNING REQUIREMENT*

The ethic of service is deeply imbedded in the history, mission, and culture of Bridgewater College and is therefore an essential component of the well-rounded, holistic education and development that Bridgewater seeks to provide its students. Each year as part of his or her Personal Development Portfolio program, every student is required to provide a minimum of 10 hours of community service and to reflect critically on that service experience.

### *STUDENT SERVICE BOARD*

The Student Service Board (SSB) seeks to foster greater awareness of and involvement in service opportunities by acting as a link between community needs and Bridgewater College. The SSB consists of a Student Director and Student Coordinators who provide service opportunities in the following program areas: Aging Services, Children and Youth Services, Community and Social Services, Education Services, Environmental Services, Health and Disabilities Services, and Hunger and Housing services.

## **Leadership Institute**

The Zane D. Showker Leadership Institute exists to promote and support a “culture of leadership” on campus and to advance community recognition of the College’s dedication to leadership. The Institute develops programs in the areas of undergraduate leadership training, leadership training for high school students, and outreach projects for the general community. The Institute exists to help implement the College’s mission, which says, in part, “Our graduates will be equipped to become leaders, living ethical, healthy, useful and fulfilling lives with a strong sense of personal accountability and civic responsibility.”

## **Withdrawing from the College**

To withdraw from Bridgewater College at any time during the academic year, a student must first confer with the Associate Dean for Academic Affairs. The Associate Dean will furnish the student with a form requiring the signatures of appropriate College personnel. A student who fails to withdraw properly may forfeit his or her dormitory and room key deposit, receive failing grades in all currently enrolled courses, and be ineligible for refunds as described below.

### *REFUNDS*

The College must contract for its faculty and other educational services well in advance. For this reason, only limited refunds are made when a student withdraws from the College. Refunds are coordinated through the Business Office. Advance deposits are not refunded in any instance.

## *WITHDRAWAL DUE TO HEALTH REASONS*

Most medical withdrawals are granted at the student's request. Medical withdrawals are approved if it is determined that medical or emotional problems have severely interfered with the student's ability to function within the campus community. Confidential, written documentation in support of a medical withdrawal must be provided to the Vice President for Academic Affairs and Dean of the College by a physician, another certified medical practitioner, or mental health professional.

Involuntary medical withdrawals occur in a small percentage of the medical withdrawal cases. Bridgewater College reserves the right to require a medical withdrawal if the student:

- presents an ongoing, clear and present danger to self and/or others.
- shows potential for presenting a clear and present danger, and refuses to cooperate with treatment recommendations.
- is too dysfunctional to care for self, is requiring more care from College support systems than can be provided, or is disruptive to other students or other members of the College community.

In order to be eligible for readmission, the student who has taken a medical withdrawal (either voluntarily or involuntarily) must be cleared by the College official on campus who originally endorsed the medical withdrawal. That person will set forth the conditions for the student's readmission to the College. Typically, students must sit out one full semester before they may apply to be re-admitted.

In the event of an approved withdrawal for health reasons, a refund of tuition is provided according to the following schedule. No refund is given for the room and board charges.

During the first two weeks of the semester	80%
During the third or fourth weeks	50%
During the fifth or sixth weeks	20%
After the sixth week	No Refund

## *WITHDRAWAL DUE TO PERSONAL REASONS*

In the event of an approved withdrawal for personal reasons, a refund of tuition and fees is provided according to the following schedule. No refund is given for the room and board charges.

During the first two weeks of the semester	50%
During the third or fourth weeks	25%
After the fourth week	No Refund

The financial aid of a student who withdraws from the College for any reason will be reduced in accordance with mandatory federal guidelines. All questions concerning refund amounts should be addressed to the Student Accounts Manager (see page 60).

## Student Code of Conduct

We all – students, faculty, and administrators – are joined in a community of learning. Our community can only thrive in an environment of trust and respect, where we are free to interact honestly and openly, and therefore participation in the Code is not optional. The Code does not replace the policies listed below or elsewhere in *The Eagle*, such as those dealing with alcoholic beverages, illegal drugs, or visitation. Instead, it incorporates them into a positive statement, stating in an affirmative manner the attitudes and actions that are appropriate for a member of our community. Initiated and written by students, it is hoped that the student body will internalize the Code and use it as a mark against which to measure their behavior not only during their time at Bridgewater but also after graduation.

### *STUDENT RIGHTS AND RESPONSIBILITIES*

Bridgewater College endeavors to promote student involvement in campus life by encouraging participation in co-curricular activities, providing a Student Government and an Honor Council, and by its tradition of seating students as members on many of the College's committees.

The College assumes that members of the student body will exhibit mature and responsible behavior. The policies and regulations of the campus are designed to encourage students in this direction. The College will not attempt to rigidly supervise the life of each individual student on campus or in the nearby community. However, as long as a person is a member of the student body, we expect that each student will function in a manner that will reflect creditably on the College. Thus, unseemly conduct by individual students or interpersonal behavior which violates acceptable community standards of conduct will subject the student or students involved to disciplinary action, including possible suspension or expulsion from the College.

On occasion, it is necessary for the College to investigate, confront, and respond to matters of student conduct. Thus, the College retains the right to enter any part of the campus at any time, including such areas as residence hall rooms, storage rooms, and lockers. College officials have both the responsibility and the authority to address incidents of alleged campus infractions and to issue censure commensurate with the offense. Nevertheless, any student so confronted and accused will have an opportunity to explain himself or herself through conversation with the appropriate College official or through a hearing before a judicial board.

Students are subject to the laws governing all private citizens as well as the rules of the College. Violation of laws by Bridgewater students on or off campus could result in legal action and/or jeopardize the student-College relationship. The College is not a sanctuary from the law or its representatives. Nor does the College abdicate its own responsibility to deal with internal affairs even when civil authorities are involved. For example, shoplifting, whether on or off campus, is a felony, and students caught are subject to criminal prosecution as well as disciplinary action by the College.

The College Administration makes every effort to avoid arbitrary, harsh, or unfair sanctions for student violations. Good citizenship in any community requires a great deal of responsibility on the part of all members. With this responsibility comes the obligation to refrain from infringing on the rights of others, whether through placing persons in danger or jeopardizing either personal well-being or property. However, when a student displays poor citizenship, blatant disregard for College policies, minimal academic motivation, or an attitude inconsistent with

reasonable expectations of a member of an academic community, the student may be subject to Administrative Review which could result in suspension or expulsion.

## *HONOR SYSTEM*

Part of the Bridgewater College community since the first half of the nineteenth century, the Honor System is based on personal honor, integrity, and respect for the word of another. As part of the Code of Ethics, the Honor System helps to provide an ethical framework within which members of the community can operate. The goals of the Honor System are expressed in the Honor Code, which prohibits cheating, stealing, and lying in regards to academic matters, lying during Honor Council proceedings, and failing to report or confront known violators of the Honor Code. Violations of the Honor Code are among the most serious breaches of the Code of Ethics and result in failure of the course, revision of the assignment, letters of apology, restitution, restricted status, deferred suspension, suspension, and expulsion.

This community of mutual trust cannot be fully developed if the members do not take an active part in it. Not only is ignorance of our ethical standards never an excuse, but also we must take responsibility for maintaining those standards. Because preserving integrity is a community effort, the Honor System is upheld by the Honor Council, a judicial body composed of six students appointed by the Student Body President with a faculty member serving as advisor. Through its investigation and adjudication of suspected Honor Code violations, the Council serves as a practical example of student self-governance and requires the standards of the community to be upheld by the members of the community. For more information, see page 16, page 38, or the Honor Council Constitution in section E of the Appendix, page 91.

## *HARASSMENT OR ASSAULT*

Assault, harassment, threats, intimidation, abuse, or hazing, whether verbal or physical, of students, residence hall staff, security personnel, or any other member of the College **or local** community are unacceptable. They are considered serious offenses and will not be tolerated. Likewise, the College will not tolerate racial or sexual harassment in any form.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct or written communication of a sexual nature which interferes with an individual's work, academic performance, participation in extracurricular activities, creating an intimidating, hostile, or offensive working or learning environment. This may include such actions as demands or subtle pressure for sexual favors accompanied by implied or overt promises of preferential treatment or threats, intentional and undesired physical contact, sexually explicit language or writings, or lewd pictures or notes.

For more information about reporting harassment or assault, see the Harassment or Assault Grievance Procedure in section C of the Appendix on page 82.

## *SEXUAL ASSAULT*

Sexual assault is defined as physical contact of a sexual nature against one's will or without one's informed consent. It is considered a very serious offense and cannot be tolerated.

A person's consent must be informed, must be freely given, and must mutually indicate permission through words and actions unmistakable in their meaning. Silence does not constitute consent. Consent obtained from a person who is under the influence of alcohol or other drugs may not be considered informed consent. Such a person may be deemed to have been incapable of informed consent. Behavior beyond the bounds of the participant's knowledge (i.e., sexual exploitation) is also expressly prohibited.

If you or someone you know has been sexually assaulted, please consider the following resources and procedures.

### *MEDICAL ATTENTION*

It is important to seek immediate medical attention at a local hospital for several reasons:

- To assess and treat any physical injuries
- To determine the risk of sexually transmitted diseases or pregnancy and to take appropriate measures
- To gather evidence that may be used in a criminal prosecution if the victim chooses to press charges either immediately or at a later time

Physical evidence should be collected immediately, ideally within the first 24 hours and usually not later than 72 hours after the incident. In order not to destroy any evidence needed if you should decide to prosecute, it is important that you do NOT:

- Bathe or shower
- Brush or comb your hair
- Douche
- Change clothes (if clothes are changed, take the clothes worn at the time of the assault to the hospital in a PAPER bag)
- Eat or drink anything or brush or rinse your teeth if there was oral contact
- Touch items at the crime scene
- Put on makeup

Take a change of clothes to the hospital because some items of clothing may be kept as evidence. At the emergency room the physician may collect hair samples, semen, and other evidence. The police will be contacted to take possession of these samples until you make a decision about prosecution.

### *SUPPORT RESOURCES*

- **Residence Life Staff**  
*Residence Life Staff* (RDs and RAs) living within the residence halls are a valuable source of information and support. Staff members will be able to assist someone in obtaining additional support services.
- **Sexual Assault Education Coordinator**  
*Jill Langridge (Work: 828-5380)*  
Mrs. Langridge offers support to survivors of sexual assault and rape including crisis counseling, hospital accompaniment, and information regarding various judicial responses. Services are confidential.
- **Counseling Services**  
*Marty Barlow (Work: 828-5380; Home: 879-2669)*  
Counseling Services is a resource available to assist students who have been through a traumatic event such as sexual assault. Off campus referrals can also be provided. Services are confidential.
- **Dean of Students**  
*William Miracle (Work: 828-5380; Home: 828-4194)*  
The Dean of Students can advise a student who has been sexually assaulted of available support services and can provide information about various judicial responses.

- **Associate Dean of Students**  
*Angela Roth (Work: 828-5380)*  
The Associate Dean of students can also advise a student who has been sexually assaulted of available support services.
- **CASA (Citizens Against Sexual Assault)**  
*434-CASA (434-2272)*  
CASA is a sexual assault crisis center located in Harrisonburg. All services are free of charge and are strictly confidential.

### *REPORTING TO THE POLICE*

Assaults may be reported directly to the police. Not all sexual assault victims want to report the crime to a law enforcement agency. Reporting is an individual decision; yet, without an official report the police will not know that an assault has occurred and that could make prosecution of the case (if the person decides at any point to press charges) more difficult. Please note that reporting a sexual assault does not commit that person to filing any charges. That decision can be made later.

For more information about reporting sexual assault on campus, see the Harassment or Assault Grievance Procedure in section C of the Appendix on page 82.

### *ALCOHOLIC BEVERAGES*

It is illegal in Virginia for persons under 21 years of age to possess, buy, or use alcoholic beverages of any kind. Most of our students are under 21. In addition, the College has never authorized alcoholic beverages on campus, even by persons over 21. Therefore, the possession, use, or distribution of alcoholic beverages on campus is not permitted.

If students use alcoholic beverages off campus, it is expected that they will maintain proper decorum when they return to campus. Any student found behaving in an inappropriate, rowdy, destructive, or unsafe manner on campus while under the influence of alcohol or drugs will be found in violation of the College's alcohol policy. Alcohol containers used as decoration are also prohibited. Students displaying bottles, boxes, or other alcoholic beverage decorations in their rooms will be asked to remove these item(s) immediately.

Situations where alcohol (or evidence indicating on-campus use of alcohol) is found on-campus will constitute a violation of the College's alcohol policy. Additionally, alcohol or alcohol containers found under circumstances that implicate a student's possession or use of alcohol on campus will constitute a violation of the College's alcohol policy.

The student or students in whose room alcohol is discovered will be deemed in possession of alcohol unless they can demonstrate to the satisfaction of the College that they had no responsibility for its presence. Permitting alcohol to be brought into one's room or permitting it to be kept in one's room ("In-Room") will be viewed by the College as the student giving consent, and the student will be considered in violation of the College's alcohol policy. Further, students associated with on-campus gatherings involving large amounts of alcohol or high-risk alcohol consumption (drinking games or contests, beer bong, etc.) will be found in violation of the College's alcohol policy, whether or not it can be established that they have consumed alcohol. The purpose of this is to encourage students to be responsible, honest, and accountable for their actions.

Listed below are the normal sanctions for violations of the College's alcohol policy; however, each violation will be examined on a case-by-case basis and the circumstances surrounding a violation will determine the precise sanction. In situations involving large amounts of alcohol or

other high-risk alcohol consumption (drinking games or contests, beer bongs, etc.), students in possession of or determined to be using the alcohol may be subject to more severe sanctions. The resident or residents of the room where such activity occurs will be subject to additional sanctions. Each resident of the room where an alcohol violation occurs will be fined a \$100 “In-Room” fee. This will be in addition to the fine for alcohol possession or use, if applicable. However, in situations where five or more people or large quantities of alcohol (cases, kegs, etc.) are present, that fine will be increased to \$200 for each resident.

The sanctions for students found in violation of the College’s alcohol policy are as follows. The College may amend them from time to time.

***In-Room Fee*** (this fee will be in addition to any other violations)

- \$100 fine (\$200 if large party)
- Written warning
- Copy of letter to the Vice President for Academic Affairs and Dean of the College and parents if the incident is more serious in nature
- If no other alcohol violation for two semesters, the student’s record is purged

***1<sup>st</sup> violation***

- \$50 fine
- Written warning
- Copy of letter to the Vice President for Academic Affairs and Dean of the College and parents if the incident is more serious in nature
- If no other alcohol violation for two semesters, the student’s record is purged

***2<sup>nd</sup> violation***

- \$100 fine
- Disciplinary Probation for one semester
- Copy of disciplinary letter to the Vice President for Academic Affairs and Dean of the College
- Copy of disciplinary letter to parents
- If no other alcohol violation for three semesters, the student’s record is purged

***3<sup>rd</sup> violation***

- \$200 fine
- Disciplinary Probation for two semesters
- Copy of disciplinary letter to the Vice President for Academic Affairs and Dean of the College
- Copy of disciplinary letter to parents
- If no other alcohol violation for three semesters, the student’s record is purged

***4<sup>th</sup> violation***

- Suspension (minimum one semester or term)

For an explanation of “Disciplinary Probation,” see Disciplinary Outcomes on page 15.

***CHOICES***

CHOICES is an Alcohol Education class designed to allow students to reflect on their choices about alcohol as well as review the facts about this drug. Its aim is also to reduce the harmful consequences associated with high-risk drinking. CHOICES is offered to all students charged with a first time alcohol offense. Rather than pay the \$50 fine, students have the *choice* to pay only \$5 and attend a one time 90-minute CHOICES class. Students who receive a second alcohol violation and did not attend the CHOICES Program as a result of the first violation, will be required to participate in this educational program. Students will remain on disciplinary

probation following the second alcohol violation until the CHOICES Program has been successfully completed.

### *SUBSTANCE ABUSE INTERVENTION*

In any situation, but particularly when threats, abuse, harassment, intimidation (real or implied), violence, or vandalism (destruction of property) occur, the College reserves the right to require alcohol evaluation, alcohol abuse education, and even treatment when necessary and in the best interest of the student.

### *INCIDENTS INVOLVING ALCOHOL POLICY VIOLATIONS*

When a student first goes on Disciplinary Probation due to an incident or behavior involving alcohol or if an incident involving alcohol is of a more serious nature, the student may be required to meet with the Alcohol Education Coordinator.

If the student is involved in a subsequent incident involving alcohol, and the matter is not handled by a Judicial Hearing Board, the student may be given the option to choose between an assessment or treatment option or the sanction he or she would normally have received. The decision to offer a choice of options to a student would be made by the Director of Judicial Affairs and Residence Life and the Alcohol Education Coordinator.

If the same student is involved in yet another incident involving alcohol, he or she may be asked to withdraw from school for a finite amount of time. An assessment or counseling stipulation may be added as a contingency for the student's re-admittance to Bridgewater College.

### ***Referrals to the Office of Student Affairs***

The Office of Student Affairs may become aware of an individual with a substance abuse problem through a referral, excessive class absences, and/or a Resident Director's observations. In cases such as these, the Alcohol Education Coordinator would meet with the student to discuss the situation and develop a follow-up plan.

### *ILLEGAL DRUGS*

Illegal drugs may not be marketed, possessed, used, or distributed on campus. Any student found in the presence of illegal drugs or drug paraphernalia may be asked by the College to vacate the campus immediately and to remain off campus until a hearing before the Judicial Hearing Board or an Administrative Review can be arranged. Such a hearing will likely result in suspension from the College.

In the event of the use, possession, or possession with apparent intent to distribute illegal drugs (including marijuana, even in small quantities), law enforcement officers will be called and the student or students will likely be suspended from the College. Where appropriate, any suspension will occur immediately and the student will forfeit the academic work for the current term.

Virginia law provides stiff penalties for illegal possession or distribution of drugs, including incarceration of up to 40 years or longer in prison and in some cases a fine of up to \$500,000. Bridgewater College will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violators of drug laws.

A student is in violation of the College's drug policy if the student is found to be either using an illegal drug or in possession of an illegal drug (which could include evidence of recent

possession or use) or drug paraphernalia. Although each infraction of the College's drug policy is considered individually, normally the minimum punishment for a marijuana violation is a suspension of one semester. For LSD, heroine, cocaine, steroids and other illegal drugs in this category, punishment normally will be a suspension of one year.

Where appropriate, any suspension will occur immediately, the student will forfeit the academic work for the current term, and there will be no refund.

## *ROOM VISITATION*

Co-ed (opposite sex) visitation hours within the residence halls for students are provided from 10:00 a.m. to 12:00 midnight on Sunday through Thursday and from 10:00 a.m. until 2:00 a.m. Friday and Saturday (and on nights prior to days with no official classes). However, each residence hall (not each individual section or wing) will have the option of voting, through the use of secret ballots, to lessen the visitation hours in that building, if desired.

Visitation hours are supervised by Resident Directors and Resident Assistants. Visitors as well as their hosts are expected to conduct themselves in a responsible manner and within the framework of College policies at all times.

Listed below are the normal sanctions for violation of the College's visitation policy. The College may amend these from time to time.

### **1<sup>st</sup> violation**

- Verbal Warning
- If no other visitation violation for two semesters, the student's record is purged

### **2<sup>nd</sup> violation**

- Written Warning
- 5 hours campus work or a \$25 fine
- If no other visitation violation for three semesters, the student's record is purged

### **3<sup>rd</sup> violation**

- Disciplinary Probation (minimum 5 weeks)
- 10 hours campus work or a \$50 fine
- Copy of disciplinary letter to the Vice President for Academic Affairs and Dean of the College
- Copy of disciplinary letter to parents
- If no other visitation violation for three semesters, the student's record is purged

### **4<sup>th</sup> violation**

- Disciplinary Probation (minimum 10 weeks)
- 15 hours campus work or a \$75 fine
- Copy of disciplinary letter to the Vice President for Academic Affairs and Dean of the College
- Copy of disciplinary letter to parents

### **5<sup>th</sup> violation**

- Suspension (minimum 1 term)
- Copy of disciplinary letter to the Vice President for Academic Affairs and Dean of the College
- Copy of disciplinary letter to parents

For an explanation of "Campus Work Hours" and "Disciplinary Probation," see page 15.

## *JUDICIAL PROCEDURES*

When a violation of the Code of Ethics and its accompanying policies occurs, the College determines how to address it depending on the nature and severity of the infraction. The matter may be heard by the Judicial Hearing Board, or the Honor Council. The matter also may be handled administratively by the Dean of Students, the Vice President for Academic Affairs and Dean of the College, or the President (or his designee).

Because the Hearing Boards and Honor Council hearings are not legal proceedings, parents, legal counsel, and other observers are not permitted to be in attendance; however, a parent may contact the Dean of Students to discuss any situation that directly involves his or her student.

In keeping with the principle of confidentiality concerning student behavior, the Hearing Boards and the Honor Council conduct closed meetings, except in regard to the student or students involved in the misconduct or infraction of rules and invited to testify. In addition, witnesses to an incident and others who have specific evidence concerning the incident may be invited to appear. In all instances, the chair of the Hearing Board or Honor Council has the authority to decide whether a witness other than the student directly involved will be invited to testify.

### ***Judicial Hearing Board***

The Judicial Hearing Board adjudicates more serious offenses, as well as cases involving repeated inappropriate behavior. The Judicial Hearing Board may address inappropriate behavior that occurs either on or off campus. Options available to the Board include warnings, denial of privileges, disciplinary probation, campus work hours, and short-term suspension. They may also require mandatory counseling, psychiatric or substance abuse evaluations, or recommend suspension or expulsion. The Judicial Hearing Board is comprised of the Dean of Students (who serves as chairperson), the Assistant to the Dean of Students and Director of Student Activities, two faculty members, and two students. Rulings by the Judicial Hearing Board are final, unless appealed to the President of the College within two (2) business days following the decision of the Judicial Hearing Board. The President or his designee may hear the appeal personally or appoint an Appeals Committee to hear the appeal and recommend disposition of the case to the President or his designee. The decision on appeal by the President, or his designee, is final.

### ***Disciplinary Outcomes***

The following list of disciplinary outcomes does not imply any set order of progression. Each of the sanctions may be issued without having been preceded by another on the list. For example, the College may issue a short-term suspension or a written warning for a first offense. The same sanctions may be imposed whether the offense is addressed by a Judicial Hearing Board or handled administratively.

1. A VERBAL WARNING is issued in cases of minor infractions; i.e., excessive noise, furniture stacking, and other minor violations of campus rules.
2. A WRITTEN WARNING is issued in cases of repeated minor violations or more serious infractions; i.e., violation of visitation hours, water battles, etc. In cases where a more serious infraction occurs, a letter may be sent to parents.
3. DISCIPLINARY PROBATION is a more serious sanction *usually* following a Written Warning. Disciplinary Probation always carries a specific length of time during which the student's conduct must be exemplary. Any violation of College policy by a student who is already on Disciplinary Probation can result in suspension from the College. A copy of the Disciplinary Probation sanction is sent to the student's parents or guardians.

A complete account of the incident and the sanction is retained in the student's file in the Student Affairs Office for a suitable period of time. Furthermore, any Student Government official placed on Disciplinary Probation during his or her term of office will be required to take a leave of absence from office for the duration of the sanction.

4. **CAMPUS WORK HOURS** – Both the Community Hearing Board and the Judicial Hearing Board have the authority to require campus work hours. Normally, the work hours will be done in the Campus Center, for Food Services, or with Maintenance. The student will be given a set number of work hours and a completion date. Failure to abide by the terms of work hours could result in a fine or suspension from the College.
5. **DEFERRED SUSPENSION** is the delay of a suspension for a finite period of time. If the student involved complies with prescribed sanctions during this period, the suspension will not take effect. If the student involved fails to comply with the prescribed sanctions or if he or she violates any policies or stipulations of the deferred suspension, the original suspension will become effective.
6. **SUSPENSION** from the College may be for short periods of time (a few days) to a full academic year or longer. Upon suspension, generally all tuition, fees and room and board charges will be forfeited, and no refund will be made. Room fees generally are pro-rated. Forfeiture shall be subject to federal guidelines regarding the refund of financial aid. A suspension may be imposed whenever more serious infractions of College policy occur or when there are repeated violations of College policy. Suspension from the College is recorded in the Office of Student Affairs. In addition, it is recorded in the student's academic record. A student who is suspended for the remainder of any semester or longer, must apply for readmission to the President. A student may be allowed to stay on campus and continue attending classes during an appeal process (unless the student is deemed a threat to the campus community by the Administration). During the period of suspension, however, the student may not return to campus for any reason without permission from the Dean of Students. The transcript will reflect the disciplinary suspension status of any student who requests a transcript from Bridgewater College.
7. **EXPULSION** may be recommended by either the Judicial Hearing Board or the Honor Council and imposed by the President of the College. Normally, expulsion requires the student to vacate the campus immediately, and he or she may not return to campus for any reason without the written permission of the President or Dean of Students. Depending on the nature of the offense(s), a student may be allowed to stay on campus and continue attending classes during an appeal process. During the period of suspension, however, the student may not return to campus for any reason without permission from the Dean of Students.

**NOTE:** If a student is placed on Disciplinary Probation or suspended during his or her first two years but is involved in no violations of campus policy the last two years, the student's disciplinary record is purged.

### *Honor Council*

The Honor Council, the judicial branch of the Student Government, hears cases involving alleged violations of the Honor Code. The Code prohibits cheating, stealing, lying in regards to academic matters, lying during Honor Council proceedings, and failing to report or confront known violators of the Honor Code. The Council is composed of nine students appointed by the Student Body President. They serve from the time they are appointed until graduation, resignation, or impeachment. A chairperson, appointed from within the Council members by the Student Body President, oversees each case of alleged infractions.

Either a student, a faculty member, or a College official may accuse a student of an Honor Council violation. The Honor Council chairperson oversees each investigation into an alleged violation, appointing investigators to collect evidence, gather testimony from witnesses, and assist the accused in understanding his or her rights. If the investigation reveals that enough evidence exists to charge the student, an Honor Council hearing is held. During the hearing, the Council listens to all witnesses, views all relevant information, deliberates, and then makes a decision concerning the guilt or innocence of the accused. If the student is found guilty, the Council also determines an appropriate sanction, which could include a grade of F for the course, revision of the assignment, apology letters, restitution, restricted status, deferred suspension, and/or suspension. In the event of a suspension, refund of tuition and fees shall be handled as in the case of a disciplinary suspension. The transcript will reflect the honor council suspension status of any student who requests a transcript from Bridgewater College. The Council may also recommend expulsion to the President of the College. Appeal of Honor Council decisions may be made to the President of the College. For more information, see page 9, 38, or the Honor Council Constitution in section E of the Appendix, page 91.

## **Residence Life**

*The Office of Residence Life strives to provide students with a secure residential environment which supports the educational mission of the College and which stimulates a student's personal, social, and academic growth and development.*

### *RESIDENCY REQUIREMENT*

Bridgewater College was founded as a residential college and is committed to remaining a residential institution. The College believes that participation, engagement and incorporation into campus life through the residential experience are key elements to the holistic development of every student and integral to our liberal arts tradition of education.

Although there are exceptions, the expectation is that all full-time students will live on campus. Effective Fall 2006, a student will be allowed to live off campus if he/she meets one of the following conditions: (1) the student lives at home with his/her parents or legal guardians within a 40-mile radius of the campus; (2) the student is 23 years of age or older at the start of the school year at issue; (3) the student is/was a member of the armed forces; or (4) the student is married or is a custodial parent. In addition, a student may request a special waiver from the Dean of Students if the student has a documented medical, physical, mental or health need that cannot be met by any of the housing options available on campus. The special waiver is effective only for the year in which it is granted; the request must be renewed each year in which the waiver is sought.

When a student living off campus no longer satisfies one of the conditions permitting off-campus residence, he/she will have the option of either moving to campus or being reduced to part-time status (less than 12 credit hours). Returning students should note that an exception to the policy will not be permitted simply because a student (or his/her parents) signs a lease on rental property, or owns a residence locally which is not the parents' permanent residence.

This policy will apply to all returning students, entering freshmen, and transfer students. The policy is not intended to cause difficulty for any student. It is simply intended to clarify who we are as a campus community and our commitment to the importance of the residential experience.

## *RESIDENCE HALL DESCRIPTIONS*

**Blue Ridge Hall**, erected in 1949, is a women's residence hall with a capacity of 142. It is air-conditioned. The average room size in Blue Ridge is 16'x13'. The building contains both hall and suite bathrooms. It also has one kitchen, two study lounges, and two TV lounges. This building primarily houses upperclassmen, and so spaces are limited for freshmen.

**Daleville Hall**, erected in 1963, is a women's residence hall with a capacity of 105. It is not air-conditioned. The average room size is 16'x12'. The building contains suite bathrooms. It also has one kitchen per floor, one study lounge, and one TV lounge.

**Dillon Hall**, erected in 1966, is a women's residence hall with a capacity of 168. It is not air-conditioned. The average room size is 17'x10'. The building contains hall bathrooms. It also has one kitchen, two study lounges, and two TV lounges.

**Geisert Hall**, erected in 1990, is a women's residence hall with a capacity of 172. It is air-conditioned. The average room size is 11'x15'. The building contains hall bathrooms. It also has one kitchen per section, one study lounge per section, and two TV lounges. Geisert Hall is also handicap-accessible with separate bathroom and laundry facilities for students with special needs.

**Heritage Hall**, erected in 1964, is a men's residence hall with a capacity of 172. It is not air-conditioned. The average room size is 10'x17'. The building contains hall bathrooms. It also has one kitchen and one TV lounge.

**Wakeman Hall**, erected in 1980, is a men's residence hall with a capacity of 100. It is air-conditioned. The average room size is 15'x11'. The building contains hall bathrooms. It also has one kitchen per section, one study lounge per section, and one TV lounge. Wakeman Hall primarily houses upperclassmen, and so spaces are limited for freshmen. The building is also handicap-accessible with separate bathroom and laundry facilities for students with special needs.

**Wright Hall**, erected in 1959, is a men's residence hall with a capacity of 167. It is not air-conditioned. The average room size is 10'x17'. The building contains hall bathrooms. It also has one kitchen and one TV lounge.

### **Apartment Complex**

#### *Apartment Layout*

There are 44 apartments within the co-educational complex; 36 apartments contain 2 bedrooms for 4 people and 8 apartments contain 3 bedrooms for a total of 6 people. There is also a common area for each building.

#### *Upper-class Status*

Seniors will have priority in signing up for the apartments. Juniors will also be eligible if space allows. Sophomores and freshmen are not eligible to live in the apartments.

#### *Suspension Clause*

Seniors or juniors who have been suspended for either academic or disciplinary reasons within one academic year of apartment eligibility will lose the right to sign up for the apartments.



## RESIDENCE LIFE STAFF

### Resident Directors

Residing in each residence hall is a full-time Resident Director (RD), who is a college graduate. The primary role of the Resident Director is to establish a community in which students feel ownership and acceptance. The Resident Director is available to the students to personally assist with the diverse concerns that arise during the course of the year.

### Resident Assistants

Aiding the RD in attending to student needs and concerns are two or three Resident Assistants (RAs). Resident Assistants are students who have been carefully selected and trained to assist students and to help oversee the residence halls.

<b>DORM</b>	<b>FLOOR</b>	<b>NAME</b>	
<b>Blue Ridge</b>	Basement	Amber Stewart	
	2 <sup>nd</sup> Floor	Morgan Cordle	
	3 <sup>rd</sup> Floor	Yolanda Tillman	
<b>Daleville</b>	2 <sup>nd</sup> Floor	Terri Baker	
	3 <sup>rd</sup> Floor	Rachel Dodson	
<b>Dillon</b>	Basement	Margaret Gavello	
	2 <sup>nd</sup> Floor	Jennifer Fields (Fall 2006)	
	2 <sup>nd</sup> Floor	Karrin Temple (Spring 2007)	
	3 <sup>rd</sup> Floor	Amanda Nelling	
<b>Geisert</b>	Basement	Erin Brummett	
	2 <sup>nd</sup> Floor	Melissa Albright	
	3 <sup>rd</sup> Floor	Jessica Clevenger	
<b>Heritage</b>	Basement	Byron Fulk	
	2 <sup>nd</sup> Floor	Shawn Baker	
	3 <sup>rd</sup> Floor	Nathan Gamble	
<b>Wakeman</b>	Basement	Will Hagy	
	2 <sup>nd</sup> Floor	Joe Spinelli	
<b>Wright</b>	Basement	Michael Oakes	
	2 <sup>nd</sup> Floor	Chet Sizer	
	3 <sup>rd</sup> Floor	Kyan Johnson	
<b>Apartments</b>	A Tower	Kristen Knippenberg	
	C Tower	Janita Daggy	
	D Tower	Elizabeth Bibb	

Reasons to see a RD or RA:

- You need someone to talk to (about anything).
- You have something in your room, bathroom, or on the hall that is broken or missing.
- You are having difficulty getting along with your roommate.

- You have a suggestion for an activity in your community.
- You are locked out of your room.
- You want to know how to get involved on campus.
- You have questions or concerns about the residence hall or student life.

### ***Residence Hall Councils and Community Living Agreements***

In addition to the Resident Director and Resident Assistant, each residence hall has an elected Hall Council. The Hall Council is composed of Floor Leaders. Each wing or section elects a Floor Leader at the beginning of the Fall Semester. This Floor Leader serves as the voice for the hall. One of the greatest responsibilities of the Floor Leader is to aid the building in creating and maintaining the Community Living Agreement.

The Community Living Agreement is a document, unique to each building, that sets forth the agreed upon community standards for that area. The purpose of the Community Living Agreement is to encourage residents to take an active role in developing and maintaining standards for their respective living environments. Each resident will take part in this process during the beginning weeks of the Fall Semester.

*Reasons to see a floor leader:*

- You want to change your Community Living Agreement.
- You want to plan an activity for your building, section or wing.
- You want to organize your section or wing for an intramural team.
- You need assistance with resolving a noise complaint.

### ***Residence Hall Facilities***

#### *Furnishings*

Each residence hall room is equipped with beds, desks, desk chairs, closet space, dresser space, blinds, and other limited storage space. Twin-sized sheets will fit the beds. Also included in each room is a recycle bin. Residents are encouraged to recycle. Large bins are conveniently located in the basement of each residence hall. Residents are responsible for taking the recyclables to the larger bins in the basements. Students are prohibited from moving furniture from the assigned room without approval from the Resident Director. Stacking of desks or other potentially hazardous manipulation of the College furniture is also prohibited.

#### *Housekeeping Services*

Each residence hall is staffed with at least one full-time housekeeper. The housekeeper is responsible for maintaining the cleanliness of the common areas in the residence halls (lobbies, hallways, hall bathrooms, etc.). Residents maintain individual rooms and suite bathrooms. Students are responsible for removal of personal trash.

#### *Kitchens*

Each residence hall has at least one kitchen that is equipped with a stove and refrigerator. Students can use the kitchens to prepare meals, snacks, etc. It is the responsibility of the residents to clean dishes and dispose of food items in the kitchen.

### Laundry Facilities

Each residence hall is equipped with a laundry room, which contains washers and dryers for student use. There is no additional cost to use the laundry machines; the costs are part of the yearly fees. Residents are responsible for providing their own detergents and other necessary materials.

### Lounges

Each residence hall has several lounges for student use. Residents within each building will determine lounge uses in the Community Living Agreements. Removal of furnishings or equipment from public areas may be considered theft of College property. Any public lounge furniture found in a student's room may result in a fine. Please see Public Lounge Hours on page 28 for more details on lounges.

### Maintenance Requests

Any items that need to be repaired in a room, a bathroom, or on a hall should be reported to the Resident Director. Reporting these items to the RD will help to ensure a timely repair. Resident Directors post Maintenance Requests forms by their apartment doors in order for students to document these requests. Students should be as specific as possible when reporting a problem. Resident Directors pass this information directly on to the Maintenance Department.

### Personal Property Insurance

Residents may want to consider personal property insurance for their belongings, especially if they bring expensive electronic equipment to campus. The College carries no insurance on student property and accepts no responsibility or liability for its security.

### Personal Safety Issues

Although Bridgewater College is a safe campus, this does not mean that students should not be conscious of safety issues. Locking residence hall room doors is very important. Most thefts that occur on college campuses occur during the day when students are in class. Lock your room any time it is vacant or when you go to sleep at night. It is also important not to prop open exterior doors to the residence halls after the building has been locked at night. These doors are locked to help ensure students' safety; they do not lock students in the building. The Security Office, a Resident Director, or a Resident Assistant should be notified if a student sees someone who does not belong in residence halls, parking lots, etc. Any student who is viewed as a threat to him or herself or to another member of the campus community may be withdrawn from the College. For more information on safety, see page 31 & 32.

### Programming

Residence halls are more than a place to sleep and study; they also have the potential to be fun and educational. Each Residence Hall Council, under the advisement of the Resident Director, helps to organize and implement hall activities for the residents throughout the year. Residents are encouraged to let Floor Leaders, RAs, and RDs know of ideas they have for residence hall programming.

### Room Decorating and Outfitting

Students are given much freedom in decorating and equipping their rooms; however, there are also some regulations to keep in mind. Due to fire hazards, the use of electrical appliances

such as hot plates, frying pans, or heating coils is prohibited in residence hall rooms. Air conditioners are prohibited unless certified by a physician as necessary for health reasons. Documentation is needed in the Office of Student Affairs prior to air conditioner installation. The maintenance department will install all authorized air conditioning units.

Use of radios, television sets, stereos, computers, hair dryers, popcorn poppers, and toaster ovens is generally permissible. Only one microwave is permitted in each room. One low voltage refrigerator may be kept in each room.

Tacks, staples, and nails are not permitted in walls, wood furniture, or doors. Picture molding has been installed in each residence hall room for hanging any decorations that require tacks, staples, or nails.

Any items (i.e., flags, bottles, or signs) which can be viewed from the outside of a residence hall room (i.e., window or door) are considered the jurisdiction of the College and may be deemed inappropriate. In such cases, the student will be required to remove the items. Empty alcohol containers are prohibited as decoration. Students displaying these items will be asked to remove them immediately.

### Summer Storage

Each residence hall has one storage room. This storage room is maintained for residents to store boxes, refrigerators, and microwaves over the summer on a first-come, first-served basis and at their own risk. There is no room for students to store furniture items. Students may also store empty boxes in the storage room for the duration of the school year. All items placed in storage must be clearly marked with the owner's name and room number. The College maintains no responsibility for personal items placed in the storage rooms. There is no summer storage available in the new apartment complex.

## **Residence Hall Procedures**

### Check-in and Check-out

Residence halls will be open for occupancy for all students at 12:00 p.m. on Sunday, August 27<sup>th</sup>. Each resident must complete the appropriate paperwork with the Residence Life staff in order to receive his or her room key. Residents must sign the *Room Condition Report*, which will be used to assess damages during check-out (see *Damage Assessments*, page 24). All residents are expected to vacate the residence halls by 6:00 p.m. on the last day of their final exams in the spring. This policy does not apply for graduating seniors or those students who have a role in commencement. Residents must sign up for a time to check out with the Resident Director, clean the room, remove tape from the walls, sweep, etc. The Resident Director will go over the *Room Condition Report* and retrieve the key. Any student who fails to follow the proper check-out procedure may forfeit the \$100 Room and Key Deposit. Failure to return a key within a week of your vacating the residence hall will result in a \$100 **non-refundable** 'Improper Check-Out' fee. The key must be returned to the Office of Student Affairs within five (5) business days to avoid this fine.

A person who ceases to be an enrolled student with the College is no longer entitled to housing and needs to make an appointment to check-out with the Resident Director. Such a person will have no longer than 48 hours to move his or her belongings out of the residence hall. If this does not occur, the College reserves the right to remove this person's belongings.

## Damage Assessments

Upon moving into the residence halls, students are provided with a *Room Condition Report* that describes the College-owned room furnishings and their present condition. Students are urged to carefully review this list and to ask the Resident Director to make notations to the list, noting even the slightest damage. When the student moves from the room, the condition of the room and furnishings are compared with the condition noted on the *Room Condition Report* that was completed at the time the student moved into the room. The occupants of the room are responsible for damages (other than normally expected wear) not previously noted.

Each student must maintain a \$100 Room and Key Deposit while he or she is a resident. Damage assessments are made against this deposit and must be replaced. The unused balance of this deposit will be refunded upon the student's graduation or withdrawal from the College.

Damages to the common areas and furnishings that cannot be assigned to specific individuals may be assessed equally among the residents living in that dorm, floor, or section. Responsibility for damages in public areas during the school year will be determined by the individual Hall Council for that particular dormitory. At the end of the school year, the Director of Residence Life and Judicial Affairs and the Dean of Student Affairs will determine responsibility for those damages.

## Early Arrival Policy

Move-in dates are scheduled in order to allow for rooms and College facilities to be made ready for occupation. Students, therefore, may not move in earlier than the established check-in day. There are two exceptions only:

- (1) Students who live more than 350 miles from the College may write to the Office of Student Affairs (see NOTE below) to obtain permission to arrive one day early,
- (2) Students who are pre-approved for extracurricular activities (pre-approval is valid only if your Advisor or Coach notifies the Office of Student Affairs of the date you need to arrive).

NOTE: Students who do not meet the above criteria but feel they still need to arrive early on campus should send a letter of explanation to the Office of Student Affairs, Bridgewater College, 402 E. College St., Bridgewater, Virginia 22812, or email them at [osa@Bridgewater.edu](mailto:osa@Bridgewater.edu) *no later than Friday, August 18<sup>th</sup>*. No phone calls, please!

## Housing during Official Breaks

Residents wishing to remain on campus during official breaks (Thanksgiving, Christmas, etc.) must obtain written permission from the Office of Student Affairs. Residents must first fill out a *Request for Permission to Reside On Campus During Official Break Periods* form from the Resident Director or the Office of Student Affairs. Filling out the form alone does not grant permission. Residents will receive notification from the Office of Student Affairs if the request has been approved or denied. Residential students who are from the local area are not eligible to reside on campus during breaks. During official breaks, students will not have access to food service or other campus services (Health Services, etc.).

Staying on campus during breaks is a privilege. Violation of any campus policy during breaks can result in forfeiture of this privilege, and the student may be asked to move off campus for the duration of the break in addition to the appropriate disciplinary consequences.

### Living with a Roommate/Roommate Conflict

Although each year we anticipate every bed in the residence halls to be full, some spaces do open up as the year progresses. Students living in a double room by themselves should be aware that they are eligible to have a roommate at any time. It is in the best interest of those students to move in with someone they know or have that person move in with them. Triple rooms must have at least two students living in them at all times. Students who are living in a triple alone must find at least one other student to move in with them or face the likelihood of either being relocated or being assigned a new roommate. Students living in rooms or apartments for four people must have three roommates; if not, they will receive a new roommate or be asked to relocate. Individual students will not be relocated to empty rooms. Empty rooms will be used to relocate pairs of roommates or as temporary housing for extreme roommate conflicts.

During the months of December and January, the Office of Student Affairs requires that all students living in double, triple, or quad rooms—either alone or with less than capacity—prepare the room for a new roommate, since new freshmen and transfer students will be arriving during the start of both interterm and spring term. This preparation will include having one half of the room set with an empty bed, desk, dresser and closet. Any rooms not set up in this way will be reset by a staff member over the Christmas Break. Consequently, the student(s) already residing in that room will be required to pay a \$100 fine for not having prepared the room for a new roommate.

The key to a successful roommate relationship is communication. Keeping the lines of communication open will make the on-campus experience more enjoyable. If a roommate conflict does arise, it is important to act early, work together, and compromise in order to resolve the problem. Residents should use the Roommate Contract which is designed to help roommates avoid or work through conflicts and can be obtained from the Resident Director. If a mutually agreed upon compromise cannot be reached by the roommates, they should request that someone from the Residence Life staff serve as a mediator to help work through the conflict. All students experiencing conflict will participate in a mediation session prior to any room changes being made. Once mediation is completed—and if it is determined that there are irreconcilable differences—part of the mediation session will be to determine which resident should relocate to another room. Students should not assume that the student who brought the problem to the attention of the staff will automatically be the student who moves. The Office of Student Affairs will work with the resident who will be relocating to a new room to help find a new room and roommate; however, the student will need to be an active participant in this process. Relocating students will know better than the Residence Life staff what they are looking for in a roommate and therefore they must be actively engaged in the process.

#### **Overview of the process to handle roommate situations:**

1. Discuss conflict with roommate; use the Roommate Contract as a tool (may be obtained from the RD).
2. If the discussion is not successful, contact a Residence Life staff person to set up a mediation session.
3. Mediation will usually involve developing a mutually agreed-upon contract; therefore if a student does not follow that contract, he or she may be asked to move from the room.
4. If mediation concludes that one roommate needs to be relocated, this roommate will be provided a list of potential roommates in each residence hall. The staff will aid in helping students contact these potential roommates.

## Room Changes

Typically, room changes are not permitted during the first two weeks of the Fall Semester. All room changes must originate with the current Resident Director and—in the case of roommate conflict—only after mediation has occurred. The Office of Student Affairs reserves the right to make room assignments and to move a student to another residence hall on campus when—in its opinion—general living conditions for any resident or the well-being of Bridgewater College will be improved by such a move; or if space is needed to accommodate roommate conflicts, new students, or for other roommate situations. The Office of Student Affairs also reserves the right to move any student who continually breaks campus policy and is infringing on the rights of the other roommate(s). Failure to complete the appropriate paperwork before changing rooms may result in a \$100 fine.

## Room Entry

The College affirms the right of each student to a degree of privacy. The residence hall rooms and furnishings are, however, the property of the College (including apartments and honor housing). Therefore, the College must ensure the safety of its residents, protect College property, and prevent the use of College rooms for purposes that are either illegal or in violation of campus regulations. College officials and housing staff reserve the right to enter rooms at any time for inspection purposes. A student's room, refrigerator, storage areas, lockers, etc., may be searched by the College. Students are prohibited from tampering with locks that would, in any manner, prevent College personnel from entering or exiting rooms as needed. College personnel may also periodically do safety and health checks of the residence halls/rooms. All residence hall rooms will be inspected over official breaks for maintenance and security checks (i.e., windows shut and locked, electrical appliances unplugged, and doors locked). If a violation is found during these checks, the students will be held responsible for the violation.

## Room Keys

Each resident will receive a room key during check-in. Students are responsible for keeping the key for the duration of the year. If a student loses the room key, it must be reported to the Resident Director so he or she can order a new key at the student's expense. The charge will be \$25.00 to replace the entire lock and key. If a student is locked out of his or her room, the RD or a RA can be notified to gain access to the room. Students are prohibited from duplicating the room key.

## Room Selection

At the beginning of the second semester, students should begin discussing housing for the next academic year. Typically, housing sign-ups take place during the month of March. In order for students to be eligible to sign-up for a room, the \$300 Reservation Deposit Fee must be paid to the Business Office and the student must have a roommate. An upper-class student may sign-up with an incoming freshman, provided that both have paid the Reservation Deposit Fee. All roommate or suitemate requests must be mutually agreed upon. Bridgewater College does not offer any double rooms as private rooms.

Once the above has been taken care of, each student has several options. First, students wanting to reside in their current room can "squat" in that room on the first day of sign-ups. If a student wants to move to another room, he or she will be assigned a lottery number according to the following credit hour chart:

- Rising seniors            90+ credits
- Rising juniors            60-89 credits

- Rising sophomores 26-59 credits

The lottery number denotes the order in which students will sign up on the assigned dates. The dates will be in the order of most credit hours, beginning with rising seniors. The Office of Student Affairs, with the help of the Resident Directors, will aid students who are unable to find a roommate on their own. Each residence hall will hold a Roommate Gathering before sign-ups to help with this process. Students must have a roommate at the time of sign-up.

Freshmen will be assigned to rooms in the order that the Housing Application Procedure is completed. For more information on the lottery system and housing sign-ups, please see your RD.

### Summer Housing

Bridgewater College offers limited space for summer housing. Females are typically housed in the basement of Geisert Hall and males are housed in the basement of Wakeman Hall. Spaces are limited; therefore, no private rooms are available. Summer housing is available only to students who are either enrolled in a summer school course or who are working on campus. Housing is only available to students during the period of necessity. For example, students enrolled in Summer Session I are only allowed to reside on campus during Summer Session I. Students wishing to live on campus for the summer must sign up in the Office of Student Affairs in early May. Information will be sent out to students informing them of sign-up times. Dining Services does not offer meal plans during the summer.

### Residence Hall Policies

It should be noted that students who are on campus for any reason while classes are not meeting are subject to the same residence life policies, procedures and sanctions as when school is officially in session. This includes those participating in sports or music programs, staying on campus over breaks or holidays, or remaining after final exams for graduation.

### Fire Regulations

Tampering with fire equipment constitutes a serious threat to the safety and welfare of the campus community. Fire regulations require that passageways and fire exits remain clear at all times.

Based upon recommendations by the Virginia State Fire Marshall, the following fire safety regulations have been adopted by Bridgewater College. The College may amend these from time to time.

1. Any person or persons responsible for discharging or tampering with a fire extinguisher, pulling or tampering with a fire alarm, will be subject to suspension for the remainder of the semester and fined \$100. Failure to evacuate the building when the fire alarm sounds will result in a fine of \$100.
2. Tampering with or removing the battery from a smoke detector is a serious safety violation. It is critical that all smoke detectors be operational at all times. Any person or persons responsible for tampering with or removing the battery from a smoke detector will be fined \$50 and may be subject to further disciplinary action, including suspension.
3. Open flames, candles, or incense may not be burned in the residence halls because of the potential fire hazard. Any person responsible for open flames or burning a candle or incense in a residence hall may be fined up to \$50 and may be subject to further disciplinary action.

4. All halogen lights are prohibited.
5. No sheet, wardrobe, or other article may be placed or hung in such a manner that would block full view of the room from the doorway.
6. No sheet, towel, or other object may be hung or draped around the overhead light in the middle of the ceiling.
7. Live Christmas trees, wreaths, or other similar decorations are prohibited in residence hall rooms and hallways.
8. Bicycles cannot be stored in the residence hall exits, stairways, or hallways. Bicycles may be stored in dorm rooms.
9. Telephone lines may not connect two or more rooms.
10. College-installed lighting may not be tampered with in any way.
11. Hallways, stairwells, and fire exits must remain clear at all times.
12. Removal of the fire evacuation plans from the residence hall room will result in a fine.

### Fireworks, Firearms, and Dangerous Weapons

Possession/use of fireworks is prohibited on College property. Likewise, possession or use of any lethal or potentially harmful weapons or hunting devices (e.g., BB guns, pellet guns, air-soft guns, slingshots, metal-tipped darts, knives, ammunition or explosives) which could place persons in danger are also prohibited. Firearms brought to campus, permissible only for hunting, must be unloaded and under license, and must immediately be stored with the Resident Director. Firearms and other weapons cannot be left in automobiles or residence hall rooms.

### Guests

**No overnight guests allowed.**

### Pets

For health and sanitation reasons, pets (with the exception of small harmless fish) are not permitted in the residence halls, other campus buildings, or on the campus grounds. Persons having a pet on campus will be fined \$50 and may be subject to further disciplinary action.

### Public Lounge Hours

Residence hall public lounges are open according to the following schedule:

10:00 a.m. – midnight	Sunday – Thursday
10:00 a.m. – 2:00 a.m.	Friday and Saturday

As part of the Community Living Agreements (see page 21), residents within each building determine lounge uses. Additionally, one lounge in each building is designated to be open 24 hours a day, seven days a week. For more information, see the section on Lounges on page 22.

### Solicitors

Sales representatives are not permitted to solicit in the residence halls except upon permission of the Office of Student Affairs. Frequently, residence hall students are sought as hosts by companies desiring to sell various products to residents. Attractive gifts are often promised (i.e., crystal, china, or silverware). Sometimes these companies use high pressure and are misleading; therefore, students who wish to act as sales representatives must secure permission from the Office of Student Affairs. Likewise, the use of student directory material for either direct or indirect solicitation or for mail order businesses is prohibited. The distribution of any literature in the residence halls must have prior College approval.

### Tobacco Products

Smoking and the use of other tobacco products are discouraged. The use of all tobacco products is prohibited in all areas of the residence halls. Smoking and other tobacco products are permitted only in designated areas which are a minimum of 20' from the residence hall.

Students or guests of students found smoking in any area of the residence hall may be fined \$25. If this behavior is a continual problem for individual students, further disciplinary action may be taken.

The entire Kline Campus Center (including the Eagle's Nest, bathrooms, and hallways) is tobacco-free. Smoking in the vicinity of the Kline Campus Center is restricted to the patio area outside the Eagle's Nest. Smoking is not permitted in any other campus building.

### Visitation Hours

Co-ed visitation hours in the residence halls are provided from 10:00 a.m. to 12:00 midnight on Sunday through Thursday and from 10:00 a.m. until 2:00 a.m. Friday and Saturday (and on nights prior to days with no official classes). However, each floor (not each individual section or wing) will have the option of voting, through the use of secret ballots, to lessen the visitation hours on that floor, if desired. The exception to this will be during Exam Week. Visitation hours will conclude at 12 midnight during Exam Week, including the night before a weeknight study day.

Visitation hours are supervised by Resident Directors and Resident Assistants. Visitors as well as their hosts are expected to conduct themselves in a responsible manner and within the framework of College policies at all times. No overnight coed guests are allowed. For more information, see Room Visitation on page 14.

### Water Battles

Water battles inside residence halls are forbidden because they create a safety hazard, can damage College property and cause extra cleanup for maintenance.

## **Safety on Communal Websites**

Students are taking advantage of technology to communicate in new and different ways. At the same time, it is important to understand how the technology may take advantage of you. Thinking through where and how information about you is made available to other can help you maintain the level of privacy you wish and increase your level of safety and security. Communal websites (e.g. MySpace, Facebook, Xenga, etc.) offer the attraction of being able to communicate with an ever-growing circle of friends and acquaintances. At the same time,

they offer more opportunities for others to have and use information about you in a way you had not predicted or wished.

Here are a few things to consider when registering on a communal information site:

- Default security settings provided by these sites is relatively low because the sites assume that you want as many people to have as much information about you available as possible. If all you do is register for the site and provide the information they request, it is easy for third parties to find you and to know about you, based on the information you provide. If you choose to use one of these sites, it is important that you investigate the types of security settings that are available and to understand how you can control access to your information.
- What happens here stays here...forever! You must assume that information you post on your website will always and forever be available to someone. Even if you put up information which, an hour later you choose to remove, you must assume that, in that hour, someone has viewed that information, copied it, and posted or stored it elsewhere. It is probably better, in most cases, to be cautious about what you post about yourself and others. "Cute" or "angry" motivations for placing material on pages had led many to regret their decisions later, after they had time to think about and suffer the consequences of the ramifications of their actions.
- It is critical for you to understand that your friends may not have the same rules or concerns you have about who may obtain information about you available to them. More and more, students are finding that their friends have posted pictures and personal information about them on their pages which the student would never choose to put on his or her own page. For example, university police departments on several campuses have already used pictures posted by students on communal websites to identify and arrest students involved in illegal activities. Digital cameras and cell phones with cameras make it easy to record, upload and display events almost instantly.
- While communal websites portray themselves to its users as safe and secure, the reality is that they base these claims on the assumption that everyone using the site is honest and following the rules they have created. This makes them feel like they are being responsible. However, there are hundreds of cases of users creating accounts by lying about who they are. For example, some students think it's "funny" or "cute" to use the information they have about others to create profiles for them, without the knowledge of that person. These profiles often contain false and damaging information for the unsuspecting student.
- An assumption is often made that information posted on personal websites is accurate and truthful. If you look for someone with particular attributes, you are running the risk that this person has developed an on-line "persona" that makes them feel better, but isn't accurate or truthful. While it is certainly true that this happens in face-to-face communications as well, the internet makes it harder to have as many verbal and non-verbal cues available to help you make those decisions.
- Third parties are getting smarter about how to use information contained in these pages. Police departments and university administrators routinely use these pages to detect "problems" among students. These include illegal behavior, threats to others or self, violations of student codes of conduct, etc. In addition, potential employers are now routinely searching these sites as another way to gather information about the character of potential employees. There have already been documented cases of applicants

being refused employment because of the websites they maintained which show them in a less-than-flattering light to employers.

(Reprinted with permission from Texas Women's University, <http://www.twu.edu/osl/counseling/SelfHelp066.html>).

### Resources

If you have a specific concern about a communal website, you may contact Campus Police Chief, Nick Picerno at 540-828-5761.

For Counseling Resources, contact Marty Barlow at 540-828-5358 or Jill Langridge at 540-828-5379.

## **Campus Police and Safety Department**

*The Campus Police and Safety Department strives to make the Bridgewater College campus a pleasant and safe place to live, study and work.*

The Bridgewater College Campus Police and Safety Department is a recognized police agency by the Virginia Department of Criminal Justice Services. The Chief of the Department is a sworn police officer who has received his training for certification through the Central Shenandoah Criminal Justice Training Academy. The Chief has full law enforcement authority on campus and can investigate crime, make arrests and enforce all laws. The campus is patrolled 7 days a week and 24 hours a day by campus safety officers. Their responsibility is the security of the campus and the protection of the campus community and Bridgewater College assets.

It is the purpose of the Department to work with all members of the campus community to preserve life, maintain human rights, protect property, promote individual responsibility, and fulfill community commitments. The Campus Police and Safety Department attempts to ensure a safe environment conducive to the pursuit of the educational goals of Bridgewater College.

The Campus Police Chief's office is located in the Phibbs Maintenance Center. He can be reached by:

Chief	Nicholas Picerno
Telephone	828-5761
Email	npicerno@bridgewater.edu

The office for the Campus Safety Officers is located in the center of the campus on the south end of Blue Ridge Hall. Campus Safety Officers can be contacted by:

Telephone 828-5609 (x5609 on-campus)

Three Parking Lot Emergency Call Boxes have been installed in the Geisert Hall parking lot, the Kline Campus Center parking lot, and the parking lot behind the McKinney Center. The Call Boxes are located on a pole with a light at the top so that they can be readily identified. If you have a security or safety concern that deserves an immediate response, you should push the large red button that immediately activates a large blue flashing light and initiates a call to our Campus Police. There is then two-way communication between you and the Campus Police until the officer arrives on the scene.

## *STUDENT RESPONSIBILITIES*

Campus safety is the responsibility of all members of the extended College family. As students make up the largest percentage of this group, safety is highly impacted by student actions. When it comes to procedures and regulations regarding campus safety, the rules are strict and enforcement firm. For example, tampering with any fire protection equipment such as smoke or temperature alarm systems or improperly discharging a fire extinguisher is considered a serious offense and will be dealt with firmly (see Fire Regulations on page 27).

### *EAGLE ID CARD USE AND POLICY*

Upon arriving at Bridgewater, each student receives an Eagle Identification [ID] Card. This card will be necessary for many things, including on-campus meals, admission to athletic events, credit for convocation attendance, library resources, and after-hour access to academic buildings and selected computer labs. Additionally, resident students use it to gain entrance to residence halls after midnight. Misuse of the card is a breach of the Code of Ethics and can be taken to the Honor Council. Usage of an ID card by anyone other than its owner is considered a violation of the Bridgewater College Code of Ethics and will be referred to either the Honor Council or a Hearing Board.

Students must be sure to have their Eagle Identification Card with them at all times, and are responsible for its appropriate use and care. If cared for properly, ID Cards should work effectively for at least two years. Any alteration to the card (i.e., punching a hole in the card) or use of the card in a manner for which it was not designed will likely cause it to malfunction and require replacement. Cards should be kept protected in a wallet or card carrier and not altered in any way or exposed to direct sunlight or heat. Cards that are not scanning properly will be retrieved by College staff and must be replaced. Students will be given a note to obtain their next meal or to obtain convocation credit while a replacement card is being prepared by the IT Center. There is no cost to a student for the first replacement ID card. Subsequent cards cost \$5 each.

In the event the identification card is misplaced, a student should immediately notify the HelpDesk at the Information Technology Center by dialing x4357. The IT Center will deactivate the card to prevent unauthorized use and can provide a replacement card. If a student has misplaced his or her card and needs access to the residence hall after it is locked for the night, there is a phone provided at the designated door from which the student can dial the security office (x5609) so an officer can come to the location and permit entrance.

### *FIRE SAFETY*

The College provides a fire protection equipment system that meets or exceeds Occupational Safety and Health Administration (OSHA) requirements. Fire alarm pull stations, when activated, close corridor doors automatically to prevent the spread of fire or smoke. Each student dormitory room is equipped with a smoke alarm. Fire extinguishers are provided in numerous locations in each building.

The College maintenance staff does scheduled inspections of extinguishers, emergency exit lights, and other fire protection systems. An independent off-campus commercial firm also does testing of fire protection systems and provides a report of its adequacy and findings to the College. The Town of Bridgewater's Fire Department is located only a few blocks from the campus. There are student volunteers in both the Fire Department and Rescue Squad.

Additionally, to ensure the safety of the entire community, it is the responsibility of all students to follow the College's policies concerning fire equipment. For more information, see Fire Regulations on page 27.

# ATHLETICS

## Intercollegiate Athletics

The College adheres to the philosophy of intercollegiate athletic competition based upon the principles of amateurism and the fundamental standards of sportsmanship and fair play. The College has developed the following guidelines for the athletic program: (1) to place a priority on the academic progress of all students who participate in intercollegiate athletics; (2) to ensure the physical well-being of the student-athletes during practice, travel, or play; (3) to develop each student-athlete physically, mentally, socially, emotionally, and morally; and (4) to develop excellence in all the intercollegiate athletic programs.

Bridgewater is an NCAA Division III member and sponsors 20 varsity programs which include baseball, basketball, cross country, football, golf, equestrian, soccer, tennis, indoor track, and outdoor track for the men; and basketball, cross country, field hockey, lacrosse, equestrian, softball, soccer, tennis, indoor track, outdoor track, and volleyball for the women. The athletic program supports a cheerleading squad, a dance team and a pep band which perform at home football and basketball games.

On some campuses, the athletic program exists separately from the rest of the College. At Bridgewater, all athletes are students first and foremost. Athletes live in the same residence halls and eat in the same cafeteria along with fellow students. Out of our entire student body, 30% participate in one or more intercollegiate sports. Our intercollegiate program reflects the strong team spirit and sportsmanship that are integral parts of Bridgewater College.

### *INTERCOLLEGIATE DRUG TESTING PROGRAM*

Bridgewater College and the Department of Athletics subscribe to the premise of fair and safe play by all athletic participants. In an attempt to balance fair play for all in a supportive environment committed to healthy life-style choices, drug education and testing will be used to promote non-use behavior. All athletes are subject to testing—specific policies and procedures are described in the Student-Athlete Handbook.

### *BANNED DRUGS*

Bridgewater College and the Department of Athletics prohibits the use of NCAA banned drugs by its intercollegiate athletes. The NCAA issues an annual NCAA Banned-Drug Classes List. Each student-athlete will be provided with a copy of the list prior to athletic participation. The most current list of banned drugs is found at [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety). The College will test for all drug classes banned by the NCAA.

### *INTERCOLLEGIATE SPORTS AVAILABLE AT BRIDGEWATER*

#### Men:

Baseball	Coach Curt Kendall	828-5407
Basketball	Coach Bill Leatherman	828-5403
Cheerleading	TBA	
Cross-Country	Coach Lori Schrock	828-5712
Football	Coach Mike Clark	828-5406
Golf	Coach Lee Williams	828-5626

Indoor & Outdoor Track	Coach Shane Stevens	828-5419
Equestrian	Coach Sarah Irvine	337-1830
Soccer	Coach Anthony Altomonte	828-5756
Tennis	Coach Steve Watson	828-5345

Women:

Basketball	Coach Jean Willi	828-5400
Cheerleading	TBA	
Cross-Country	Coach Lori Schrock	828-5712
Field Hockey	Coach Allyson Kenyon	828-5784
Equestrian	Coach Sarah Irvine	337-1830
Indoor & Outdoor Track	Coach Shane Stevens	828-5419
Lacrosse	Coach Kathy Kerr	828-5777
Soccer	Coach Kelly Gregory	828-5409
Softball	Coach Donnie Fulk	828-5390
Tennis	Coach Mimi Knight	828-5402
Volleyball	Coach Mary Frances Heishman	828-5405

For additional information regarding intercollegiate athletics, contact Coach Curt Kendall, Athletic Director, at 828-5407 or Coach Jean Willi, Associate Athletic Director, at 828-5400.

### *STUDENT-ATHLETE ADVISORY COMMITTEE*

The Student-Athlete Advisory Committee (SAAC) serves the student-athletes of the College and provides a forum for student-athletes to discuss issues and concerns with the athletic program. The composition of the Committee includes a representative from each intercollegiate team and the SAAC Advisor. The SAAC responds directly to the Council on Athletics through the SAAC Advisor, who chairs the Committee. The Committee is responsible for voicing student-athlete concerns relative to athletic department policies, Old Dominion Athletic Conference (ODAC) guidelines and play and National Collegiate Athletic Association (NCAA) legislation and guidelines.

SAAC Advisor, Chair

Kelly Gregory, Head Women's Soccer Coach

### *OLD DOMINION ATHLETIC CONFERENCE*

Entering its 30<sup>th</sup> season, the Old Dominion Athletic Conference (ODAC) has grown into one of the nation's premier Division III conferences. The 14-member league stands as one of the largest multi-sport NCAA Division III conferences in the country and follows all guidelines and policies set forth by this governing body.

The league was formed on May 18, 1975 as the Virginia College Conference, and began operations in September 1976. The name change to ODAC became effective January 1, 1976. The member institutions are: Bridgewater, Catholic (football only), Eastern Mennonite, Emory & Henry, Guilford, Hampden-Sydney, Hollins, Lynchburg, Randolph-Macon, Randolph-Macon Women's, Roanoke, Sweet Briar, Virginia Wesleyan, and Washington & Lee.

## **Intramural Sports**

*The mission of the Intramural Program is to provide a program of recreational activities that encourages maximum participation, is recognized for its excellence, and meets the competitive needs of all Bridgewater College students, faculty, and staff.*

Intramural competition is open to all members of the College community and includes the following sports:

**Fall**

Men

Flag Football  
Tennis Singles  
Golf Singles  
Racquetball Singles  
Horseshoe Singles  
Dodgeball Tournament

Women

Flag Football  
Tennis Singles  
Golf Singles  
Racquetball Singles  
Horseshoe Singles  
Dodgeball Tournament

Co-Rec

Flag Football  
Sand Volleyball  
Ultimate Frisbee  
Dodgeball Tournament

**Fall-Winter**

Men

Open Basketball Tournament  
Winter Basketball League  
Bowling  
Billiards (singles/doubles)  
Ping Pong (singles/doubles)  
Foosball (singles/doubles)  
Racquetball doubles  
Chess

Women

Open Basketball Tournament  
Winter Basketball League  
Bowling  
Billiards (singles/doubles)  
Ping Pong (singles/doubles)  
Foosball (singles/doubles)  
Racquetball doubles  
Chess

Co-Rec

Bowling  
Billiards (doubles)  
Ping Pong (doubles)  
Foosball (doubles)  
Racquetball doubles

**Interterm**

Men

Indoor Soccer  
3 on 3 Basketball  
Badminton (singles/doubles)  
Free Throw Contest  
3-Point Contest

Women

Indoor Soccer  
3 on 3 Basketball  
Badminton (singles/doubles)  
Free Throw Contest  
3-Point Contest

Co-Rec

Indoor Soccer  
Badminton (doubles)  
Volleyball Tournament

**Spring**

Men

Soccer  
Tennis Doubles  
Golf Doubles  
Horseshoes Doubles  
Softball

Women

Soccer  
Tennis Doubles  
Golf Doubles  
Horseshoes Doubles

Co-Rec

Soccer  
Tennis Doubles  
Golf Doubles  
Horseshoes Doubles  
Softball  
Sand Volleyball  
Ultimate Frisbee  
Dodgeball Tournament

For additional information regarding Intramurals, contact Mr. Dustyn Miller, Director of Intramurals, at 828-5391.

***SWIMMING, BOATING, HUNTING & FISHING SAFETY PRECAUTIONS***

The North River, bordering the south side of campus, can be dangerous with strong currents and slippery banks. Swimming, boating, and rafting in the North River are discouraged. Several nearby quarries are also attractive to swimmers; however, the water is deep and treacherous, and no guards are present.

Obviously, hunting is legal only in season and within very specific areas of the countryside. Please note specific campus policies regarding firearms in the Fireworks, Firearms, and Dangerous Weapons section on page 28.

The College cannot be responsible for student accidents when participating in these off-campus activities.

# RELIGIOUS LIFE

As a church-affiliated academic community, Bridgewater College seeks to maintain a distinctively Christian atmosphere while respecting other religious traditions and supporting a religiously diverse campus community. As a learning community with Christian values, Bridgewater encourages each individual to develop a personal faith and to find a meaningful place in the world.

Religious life at Bridgewater encourages students to strive for ethical and spiritual awareness. Chapel services, convocation programs, spiritual focus events, peer ministry Bible studies, fellowship groups, Deputation teams and service activities provide a variety of ways for students to explore, develop, and express their faith.

## College Chaplain

The Chaplain is a spiritual resource to the campus community. He is available for conversation and counseling about concerns of any kind, and supports those experiencing illness, loss, and other kinds of personal difficulty. The Chaplain advises the Student Peer Ministry Council, supports the religious fellowship groups, coordinates campus worship services, and encourages students to create and participate in activities that enhance their ethical and spiritual formation. For more information on the College Chaplain. see page 62.

## Campus Worship

Contemporary BC Chapel services are held every Thursday morning at 9:30 a.m. in the Stone Prayer Chapel of the Carter Center for Worship and Music. Ecumenical campus worship convocations are held each semester in the main sanctuary and are listed in the convocation program.

## Local Congregations

Bridgewater encourages students to participate in the life of local congregations. Baptist, Church of the Brethren, Presbyterian, and United Methodist churches are all within walking distance of campus. Other Protestant as well as Roman Catholic, Jewish, and Islamic congregations are located in the area and are publicized in the Directory of Area Congregations & Interfaith Campus Ministries.

# STUDENT GOVERNMENT

Student Government acts as a representative of the student body by presenting student opinions and ideas to the faculty and administration, and by interpreting the policies and standards of the College to the students. The Government is composed of a President and Vice President who are elected in the spring by popular vote of the student body, Student Senators, Honor Council members, and class officers. Through its own structure as well as the appointment of students to serve on College committees, the Student Government involves students in many aspects of the operation of the College. For more specific information pertaining to the operation and powers of Student Government, see the Student Government Constitution in section D of the Appendix, page 83.

All student media (i.e., WGMB, *Veritas*, *Ripples*) are managed by Student Senate that selects the leadership, determines the budgets, and approves the rules for operation. Notwithstanding the broad discretion given to the students to express themselves, the College administration retains final authority over each media program of the College. The administration reserves the right to limit activities or publication of material that is inaccurate, libelous, improper, or incompatible with the values and mission of the College. The Dean of Students is the President's designated agent for purposes of oversight. A faculty advisor is appointed annually by the President for each media program. The advisor is to monitor not only the quality of publications and communications but also ensure that the communications are compatible with the values and mission of the College.

## Student Government Officers

- Student Body President                      Melissa Albright
- Student Body Vice President              Jessica Vilella

### *STUDENT SENATE*

Student Senate, the largest organization within the Student Government, is comprised of students elected to represent each of the four classes and non-resident students (or day students). Senators for the Senior Class (10), Junior Class (8), Sophomore Class (6), and Day Students (2) are elected in the spring, and senators for the Freshman Class (4) are elected in the fall. Responsibilities and powers of Student Senate include allocating funds to campus organizations, approving new campus organizations, and making recommendations to the administration concerning student life.

### *SENIOR CLASS SENATORS*

David Craig	Rachel Bailey
Anne Fisher	David Bell
Emily Bauer	Christina Cole

## *JUNIOR CLASS SENATORS*

Sean Fabling	Sharon Sweet
Brittany Moyers	Katie Lawler
Kirby Green	Amber Stewart
Samantha Downey	Yolanda Tillman

## *SOPHOMORE CLASS SENATORS*

Kayla Lehman	Meagan Hicks
Whitney Hobson	Jessica Fabling
Chelsea Good	

## *FRESHMAN CLASS SENATORS*

- ELECTED IN THE FALL -

## *DAY STUDENT SENATORS*

Craig Parsons	Wesley Hedrick
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Student Senate Advisor - Dr. William Miracle, Dean of Students

## **Honor Council**

The Honor Council investigates and determines sanctions for violations of the Honor Code, which prohibits cheating, stealing, and academic-related lying. Honor Council members are appointed by the Student Body President and serve, barring impeachment or resignation, from the time of their appointment until the end of their college career. Investigators, appointed by the Honor Council Chairperson, assist in the investigation of cases but do not determine guilt or innocence. For more information on the Honor Council or the other judicial boards on campus, see page 9, 16, or the Honor Council Constitution in section E of the Appendix, page 91.

Advisors	Dr. Carroll A. Scheppard
	Dr. Harriett E. Hayes
	Dr. Philip T. Spickler

## **Class Officers**

Class officers serve to organize and lead activities for their classes. Specific responsibilities include planning a float for the Homecoming parade, holding class meetings, and organizing fundraisers. Additionally, the senior class president obtains funds for and oversees the choice of the Senior Class Gift.

## *SENIOR CLASS*

President	April Miller
Vice President	Rachel Bailey
Advisor	Dr. Melanie Laliker

*JUNIOR CLASS*

President  
Vice President  
Advisor

Ian McNeil  
Sharon Sweet  
Dr. Jeff Pierson

*SOPHOMORE CLASS*

President  
Vice President  
Advisor

Stefanie Strosnider  
Robert Wimer  
Ms. Sherry Talbott

*FRESHMAN CLASS*

President  
Vice President  
Advisor

*Elections take place in the fall*  
*Elections take place in the fall*  
Mr. John Manson

# STUDENT ORGANIZATIONS AND HONOR SOCIETIES

An integral part of the Bridgewater College experience is participation in student organizations and honor societies. The College sponsors over 70 different groups covering a wide range of interests. Students may join these groups by contacting the student leaders or an advisor. Additionally, the College hosts an Activities Night twice a year—at the beginning of Fall and Spring semesters—where students can learn more about and join the organizations listed herein. Students with an interest not represented by one of these groups may come before Student Senate and request to start a campus organization. To do so, they must provide a constitution, obtain a faculty or staff advisor, and demonstrate a need for and interest in their club. For more information, contact the Student Body President (e-mail [senate@bridgewater.edu](mailto:senate@bridgewater.edu)) or, refer to Article IV, Section 1 of the Student Government Constitution.

## Honor Societies

### *ALPHA CHI*

Alpha Chi is a national college scholarship honor society with chapters in more than 298 colleges and universities across the United States. Its purpose is to “promote academic excellence and exemplary character . . . and to honor those who achieve such distinction.” Each year selected Bridgewater students gain national recognition by being elected to membership. To be eligible, a student must be active in the Philomathes Society (see page 41), have a minimum quality point average of 3.4, and rank in the top 10 percent of the junior or senior class.

President	Rachel Eller
Vice President	John Granofsky
Secretary	Sarah Munday
Treasurer	Lacey Harold
Faculty Advisor	Dr. Stephen Baron
Faculty Assistants	Dr. William Abshire, Dr. Harriett Hayes

### *ALPHA PSI OMEGA (ETA UPSILON CAST)*

Alpha Psi Omega is the national honorary theatre fraternity. Students who distinguish themselves in a number of facets of theatrical production may be invited to join the Bridgewater College chapter, the Eta Upsilon Cast.

Director	Rachel Eller
Advisor	Dr. Scott W. Cole

### *DELTA SIGMA RHO-TAU KAPPA ALPHA*

The Delta Sigma Rho-Tau Kappa Alpha is a national honorary forensic society. Membership is restricted to students who have distinguished themselves in intercollegiate debate and have achieved a high level of academic excellence.

Advisor	Dr. Jeffrey Pierson
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## *LAMBDA PI ETA*

Lambda Pi Eta is the honor society sponsored by the National Communication Association. The over 400 national chapters are also accredited by the Association of College Honor Societies. Outstanding juniors and seniors who are majoring or minoring in Communication Studies are eligible for election into Lambda Pi Eta.

Advisors

Dr. Jeffrey Pierson, Dr. Melanie Laliker

## *OMICRON DELTA KAPPA*

Omicron Delta Kappa, a national leadership honor society, was founded on December 3, 1914, at Washington and Lee University in Lexington, Virginia. The purpose of Omicron Delta Kappa is to promote leadership in all phases of college life and to recognize individuals who have attained a high standard of leadership in collegiate activities. To be eligible for membership, a student must display exemplary character, scholarship and intelligence, service and leadership in campus life, good citizenship within the academic and larger community, and fellowship and consecration to democratic ideals.

Membership in ODK is awarded to juniors or seniors who have a minimum 3.0 cumulative grade point average and demonstrate exceptional leadership in at least one of the following five areas: campus or community service, social or religious activities, and campus government; journalism, speech, and the mass media; creative and performing arts; scholarship; and athletics. Normally, a student will hold a major leadership position in one of the five areas listed and a minor leadership position in another.

Each fall, the active members of the Bridgewater College Circle of Omicron Delta Kappa (students and faculty) examine a list of eligible candidates (juniors and seniors with a minimum 3.0 GPA). The list is researched to determine leadership positions that candidates have held. Voting members may then nominate an unlimited number of eligible candidates to be placed on a membership ballot. This ballot of nominees is then sent to all voting members. To be inducted, a nominee must receive a positive vote from three-fourths of the voting membership. There is no limit to the number of new members each year.

Advisor

Dr. Jeffrey Pierson

Faculty Secretary

Dr. William Miracle

## *PHI ALPHA THETA*

Phi Alpha Theta is a national honorary society to recognize outstanding students of history. It is open to interested and qualified persons regardless of major.

Advisors

Dr. Richard Fogarty

## *PHILOMATHES SOCIETY*

The primary purpose of the Philomathes Society is to encourage scholarly effort and to honor students, faculty members, and alumni who have achieved unusual distinction in the pursuit of knowledge. A student who has completed 30 units of credit at Bridgewater College with a cumulative grade point average of 3.4 or higher, has received all satisfactory grades for

convocation attendance during the year prior to nomination, and has not been suspended from the College for disciplinary reasons during the year prior to induction is eligible to be nominated for membership.

President  
Vice-President  
Secretary-Treasurer  
Historian

Dr. Melanie Laliker  
Dr. Richard Fogarty  
Dr. James Bowling  
Prof. Holly Caldwell

## *WHO'S WHO*

Who's Who Among Students in American Universities and Colleges is one of the most highly regarded and longstanding honors programs in the nation. Selections are made each fall. The Council on Student Affairs appoints a nomination committee, comprised of faculty, students, and staff. A minimum of three faculty, two Junior Class students, and the Assistant to the Dean of Students serve on the committee. The Dean of Students chairs the nomination committee.

The criteria set forth by Who's Who for student nominations includes scholarship, leadership and participation in extracurricular activities, citizenship, and service to the College and community. To be eligible for nomination, a student must be a senior and have a minimum 3.0 cumulative GPA. Once students have been nominated, an information sheet is sent to each nominee that asks the nominee to list all activities, leadership positions, extracurricular activities, and services rendered to the College and community. All students who respond are included on the nomination ballot that is sent to full-time faculty and professional staff for ranking.

Those students who distinguish themselves by receiving the highest ranking are forwarded to Who's Who as Bridgewater's nominees. The College then receives confirmation from Who's Who of students who have been selected. Students selected for inclusion in Who's Who in American Universities and Colleges are recognized at the Awards Convocation in May.

## **Student Organizations**

### *ALPHA PHI OMEGA*

Alpha Phi Omega is a national coed service fraternity. The purpose of APO is to assemble college students to develop leadership, to promote friendship and provide service to humanity, and to further freedom that is our national, educational and intellectual heritage. Alpha Phi Omega is the single, most representative undergraduate intercollegiate organization in the United States of America.

Advisors

Dr. Jeff Pierson, Dr. Harriet Hayes

### *AMERICAN CHEMICAL SOCIETY*

The Bridgewater College Student Affiliate Chapter of the American Chemical Society is composed of students who are interested in science, especially chemistry. The purpose of the club is to promote student interest and career exploration in the field of chemistry by providing informal activities such as field trips, speakers, community service at local schools, and fund-raising events. Membership is open to all students.

Advisor

Dr. Ellen Mitchell

## *AMNESTY INTERNATIONAL*

Amnesty International at Bridgewater College is one of 1,500 college and high school chapters across the United States. The purpose of the group is to increase awareness of human rights abuses throughout the world and to give Bridgewater College students the opportunity to join with other college students in an attempt to bring peace and justice to everyone in every part of the world. Letter-writing campaigns, excursions to events and rallies at other universities or on Capitol Hill, and participation in fund-raising events are some of the extracurricular opportunities provided to participants.

President	Kat Yedinak
Secretary	Dana Lehman
Treasurer	Buzz Baker
Advisor	Dr. Heather Heckel

## *ASSOCIATION FOR COMPUTING MACHINERY*

The Association for Computing Machinery, founded in 1947, is an international scientific and educational organization dedicated to advancing the art, science, engineering, and application of information technology. The Bridgewater College Student Chapter of ACM was organized in 1998 to promote interest in computing and its applications on the Bridgewater campus. Meetings are held at least once a month during the school year, with a variety of speakers both from the College and from the computing industry. Each fall, the Chapter sends a team to the ACM Mid-Atlantic Programming Contest. Membership is open to students of any major.

President	Megan Ortiz
Vice President	Joshua Randall
Treasurer	Ben Shirkey
Publicity	Catherine Powell
Secretary	John Doyon
Advisors	Dr. Owen B. Keefer and Dr. Ray Schneider

## *ATHLETES IN ACTION*

Athletes in Action exists to boldly proclaim the love and truth of Jesus Christ to those uniquely impacted by sports campus-wide by winning, building, and sending athletic influencers.

Advisor	Coach James E. Raeford
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## *BELIEVERS STRONGLY UNITED*

The Believers Strongly United is open to all students on campus and meets weekly on Wednesday evenings at 7:00pm in the Boitnott Room for some fun times with games, praise and worker, and a speaker. It conducts various mission projects including impact teams, summer missions opportunities, and a chance to serve through an alternative Spring Break. Other activities include retreats, fundraisers for summer missions, and various social activities.

President	Sean Fabling
Vice President	Jennifer Upshaw
Worship	Bobby Kittleberger
Community Missions	Jessie Fabling
Discipleship	Yolanda Tillman
Publicity	Jaclyn Young
Advisor	Daphne Almarode

### *BLACK STUDENT ASSOCIATION*

The purpose of the Black Student Association is to provide support and aid to African-American students attending Bridgewater College and to recognize the contribution of African-Americans on campus and to society in general. Membership in the Black Student Association is open to all students.

Advisor

Dr. Ann Welch

### *BRETHREN STUDENT FELLOWSHIP*

The Brethren Student Fellowship meets once a week and is open to all students who would like to participate. The purpose of the organization is to provide an opportunity for Christian fellowship and growth. Activities include weekly Bible studies, retreats, recreation, prayer partners, service projects, and other fellowship events.

Advisor

Dr. Carol Scheppard

### *BRIDGEWATER COLLEGE CHAPTER OF THE SOCIETY FOR HUMAN RESOURCE MANAGEMENT*

SHRM is a nationally recognized organization whose mission is to “serve the needs of the human resource management professional by providing the most essential and comprehensive set of resources available. In addition, the Society is committed to advancing the human resource profession and the capabilities of all human resource professionals to ensure that HR is an essential and effective partner in developing and executing organizational strategy.”

### *BRIDGEWATER COLLEGE POETRY CLUB*

If you want a chance to expand your mind through the creation of poetry, the Bridgewater College Poetry Club is for you. The club offers you a chance to share your work in poetry, learn how to write poetry, and present your poetry to the public.

Advisor

Dr. Edward W. Huffstetler

### *BRIDGEWATER COLLEGE ULTIMATE CLUB*

The Bridgewater College Ultimate Club provides students the opportunity to gain new skills and learn good sportsmanship, while at the same time promoting the development of an appreciation for Ultimate Frisbee on campus and promoting support through intercollegiate matches.

### *BRIDGEWATER WOMEN UNITED*

Bridgewater Women United (BWU) was formed in 1999 to provide a feminist support group for all female students at Bridgewater College. The group’s mission is to promote a safe environment where female students and invited guests can participate in discussions on issues affecting our community as well as to educate females on issues dealing with gender, student life, health, and personal growth. BWU seeks to be a voice for the female student body at

Bridgewater and to sponsor events that benefit the College community as a whole. Past activities have included a Women's Issues Week, which hosted three different workshops for women and a self-defense class.

Advisors

Dr. Melanie Laliker

### *CAMPUS CRUSADE FOR CHRIST*

Campus Crusade for Christ is an interdenominational Christian group. Its mission statement is "Turning Lost Students into Christ-Centered Laborers." The group meets weekly for fellowship, prayer, and to share the message of the gospel. All are welcome to attend.

Advisor

John Manson

### *CATHOLIC CAMPUS MINISTRY*

Catholic Campus Ministry (CCM) meets on campus weekly to share faith, fellowship, prayer and service to the community. Once per month, members serve at a Soup Kitchen, in Harrisonburg. Students travel to nearby James Madison University for the celebration of mass on weekends. CCM is open to all students, faculty and staff who wish to participate.

Advisor

Dr. Chip Studwell

### *CHAMBER MUSIC ENSEMBLE*

These small ensembles may include Brass Ensemble, Trombone Quartet, Jazz Combo, Saxophone Quartet and Hand-bells. Other ensembles will be formed as interest and time allow. These groups meet throughout the academic year and perform on and off campus.

### *CHORALE*

The Chorale is a small ensemble that is selected in the spring and attends a preschool music camp prior to the Fall Semester. The group is featured at Homecoming, Family Weekend, and at other times on campus. Throughout the year, the Chorale provides programs for public schools, colleges, civic organizations, and churches in the Eastern United States. The Chorale has completed five international concert tours and will likely continue this pattern cyclically.

Advisor

Dr. Jesse Hopkins

### *CONCERT CHOIR*

The Concert Choir is a group of approximately 45 students who are chosen by audition in the fall and perform throughout the year. Each year the group tours in the Eastern United States.

Advisor

Dr. Jesse Hopkins

## *COLLEGE REPUBLICANS*

The Bridgewater College Republicans Club emphasizes the importance of both on and off campus politics. The club fosters involvement in, and the attainment of a better understanding of, political theory, practice, and strategy.

Advisor Dr. Brian Kelley

## *COMMON GROUND*

Common Ground's goal is to promote diversity awareness and tolerance through educational and service activities.

Advisor Prof. Heather Heckel

## *COUNCIL FOR EXCEPTIONAL CHILDREN*

Council for Exceptional Children membership is open to anyone who is interested in working with exceptional children. The group meets twice a month and will have programs geared towards pre-service teachers and other professions related to disability issues.

Advisor Dr. Ann B. Welch

## *DAY STUDENT ORGANIZATION*

The Day Student Organization attempts to bring non-resident students, resident students, and faculty members together to foster communications and good relationships, and to promote non-resident student participation in College functions.

Advisors Dr. Arthur Gumenik, Mr. John Manson

## *DEPUTATION TEAMS*

Student Deputation Teams travel on weekends in Virginia and surrounding states to provide leadership for worship services and other events in local congregations. "Dep Teams" strengthen the church/college relationship and provide church leadership experience for Bridgewater College students.

Student Coordinators Tara Summy, Beverly Walsh

Advisor Chaplain Robbie Miller

## *EAGLE PRODUCTIONS*

Eagle Productions is an organization designed to promote students' social development as part of the holistic education that is central to Bridgewater College's mission. This group of approximately 30 students works with advisors and other faculty members to plan and implement social, cultural, and recreational activities. Participation in Eagle Productions is open to anyone desiring to help shape campus social life. Special events include Homecoming, Spring Fest, and May Day. Regular activities include dances, variety shows,

movies, concerts, lectures, and coffeehouses. These activities are designed to build our community by encouraging students to participate in College-sponsored events and to remain on campus during the weekends.

Advisors

Mrs. Carrie Harman, Dr. William Miracle,  
Mrs. Angela Roth, Ms. Whitney Stroop

### *EQUITATION CLUB*

The main objective of the Equitation Club is to celebrate the equestrian sport and to foster and encourage equine involvement in the Bridgewater College community. The Equitation Club is open to all full-time students in "good academic standing" at Bridgewater College. Equestrian Team members are required to be members of the Equitation Club, and all Club members are encouraged to be engaged in the BC riding program at Oak Manor Farms.

Advisor

Professor Mimi Knight

### *FAMILY AND CONSUMER SCIENCE CLUB*

The Family and Consumer Science Club is open to all persons who are interested in family and consumer sciences. The club's purpose is service to the school, community, state, nation, and world. The club meets twice a month to discuss varied programs designed to encourage members' awareness of professional and personal aspects of family and consumer sciences. The club is affiliated with the Virginia Family & Consumer Sciences Association and the American Association of Family and Consumer Sciences Association.

President

Faith Elliott

Vice President

Laura Daniel

Secretary

Lisa Cosby

Treasurer

Molyna Sim

Historian

Emily Martin

Advisors

Dr. Nancy St. John

Professor Grace Steinberg

### *FELLOWSHIP OF CHRISTIAN ATHLETES*

The Fellowship of Christian Athletes is a Christ-centered organization for students who share an interest in athletics. Regular fellowship meetings and various activities enable the group to be together for times of good fellowship and fun.

Advisor

Coach Peter Raeford

### *FORENSICS UNION*

The Bridgewater College Forensics Team participates in a comprehensive program of debate, speech, and interpretive activities. The team is recognized nationally. Each year they compete in tournaments in locations such as Montreal, Baltimore, and Pittsburgh. Standard events include Lincoln-Douglas Debate, Informative Speaking, Drama Interpretation, Persuasive Speaking, Prose Interpretation, Poetry Interpretation, Impromptu Speaking, Extemporaneous Speaking, Dramatic Duo, and on occasion Reader's Theater.



Members  
Heather Houff  
Emily LaPrade  
Ryan Nolley  
Lee Smith  
Chelsea Spade  
Beth Stovall

Advisor  
Mr. Steve Spire

### *INTERNATIONAL CLUB*

The Bridgewater College International Club is a social organization for both international and United States students. For the international student, the club will help ease the transition to the states, Bridgewater community, and campus climate. For the U.S. student, it is an excellent opportunity to learn about different cultures, customs, and countries. The club provides a social forum to grow, have fun, and make life long friendships.

Advisor  
John Manson

### *JAZZ BAND*

Performing a wide variety of music from the jazz idiom, this ensemble participates in at least five evening performances throughout the year and a weeklong spring tour following commencement. This tour includes performing at high schools along the Eastern United States. This group is selected by audition in the spring and attends a preschool music camp prior to Fall Semester.

Advisor  
I. Daniel Galyen

### *MASS COMMUNICATIONS ORGANIZATION*

The Mass Communications Organization's main purpose is to educate members interested in the field of communications. The organization disseminates information on activities, forums, internships, career opportunities, and other media experiences. Trips to all different fields of communication are an integral part of the organization. The organization supports service learning projects in the field of communications. Membership is open to all who are interested and strongly recommended for those students who are majoring or minoring in communications.

Advisor  
Dr. Jeffrey Pierson

### *MATHEMATICS CLUB*

The Mathematics Club's main purpose is to bring students and faculty together who have a common interest in mathematics. Activities consist of films, speakers, trips to mathematical conferences, and other programs that encourage a further understanding of mathematics. Additionally, to further promote an interest in the subject, the club sponsors activities such as mathematics contests for the high schools in the area.

Advisor  
Dr. James Bowling

## *MUSIC EDUCATORS NATIONAL CONFERENCE*

The Music Educators National Conference is one of hundreds of student chapters dedicated to the professional life of future music teachers. The Bridgewater College chapter is advised by a member of the music faculty. The club meets for professional discussion and study, and coordinates and sponsors events of particular interest to music students.

Advisor

Dr. Jesse Hopkins

## *ORATORIO CHOIR*

The Oratorio Choir is a large ensemble that presents a major choral work during the Christmas season. The Oratorio Choir is open to all interested singers without audition.

Advisor

Dr. Jesse Hopkins

## *ORIENTATION LEADERS*

The Orientation Leaders are a group of students who work closely with both the Orientation and PDP programs at Bridgewater College. These students will return to campus to assist with one of the three summer orientations as well as return early in August to aid with the freshmen transition. Students interested in this organization should pick up an application from the Office of Student Affairs in April.

Advisor

Mrs. Angela Roth

## *OUTDOORSMEN CLUB*

The outdoorsman club provides a chance for students to experience nature and be educated about wildlife. Activities the club is involved in are camping trips, caving trips, canoeing, white-water rafting, relay-for-life, recycling projects on campus, community environmental initiatives, inter-campus environmental initiatives, student activities, and much more! Students who are interested in the great outdoors, including camping, fishing, and hunting, are welcome. Both contacts would be happy to speak with prospective members or interested parties. Always looking for new outdoors-persons!

Advisor

Dr. Sarah Swank

## *PEP BAND*

Pep Band is a student-led organization that performs at home football and basketball games. It is open to all students. Students select the music, organize rehearsals, and create policy. The emphasis is on having fun.

Advisor

I. Daniel Galyen

## *PHYSICS CLUB*

Membership is open to any student who is interested in the physical sciences. Activities include field trips, speakers, films, and other programs designed to foster an interest and understanding of the physical sciences. Affiliation with the American Institute of Physics gives

each member a subscription to *Physics Today* and makes a variety of special programs and opportunities available to the club.

President	Dana Cristea
Vice President	Mohammed Haroun
Secretary/Treasurer	Nathan Rittenhouse
Advisor	Dr. Philip Spickler

### *THE PINION PLAYERS*

The student-run theater organization, the Pinion Players, provides students with co-curricular opportunities to participate in all aspects of theatrical production, from directing and acting to designing and playwrighting. Any student interested in theatre may join. Activities vary yearly, are driven by student interest and may include children's theatre productions for local elementary schools, madrigal dinners and a student-directed one-act festival.

President	Rachel Eller
Vice President	Megan Hiatt
Secretary/Treasurer	Jennifer Payne
Advisor	Dr. Scott W. Cole

### *PRE-LAW SOCIETY*

The Pre-Law Society is a student-led club for students interested a legal career, especially law school. The Society's activities include law school visits, mock LSAT testing, LSAT preparation, and visits to local law offices and courtrooms.

Advisor	Dr. Jim Josefson
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### *PRE-MED SOCIETY*

The Pre-Med Society is for all students interested in the health sciences, including medicine, veterinary medicine, nursing, medical technology, optometry, physician assistant, occupational therapy, physical therapy, and dentistry. The society seeks to inform members of current trends, ethics, and practices in the medical field through meetings, lectures, and field trips.

Advisor	Dr. Robyn Puffenbarger
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### *PSYCHOLOGY CLUB*

Membership is open to any student who is interested in being involved with the field of psychology. The purpose of the club is to promote student interest in the field by providing social and informative activities. Meetings are held bimonthly and include such events as speakers, films, field trips, volunteer activities, and socials.

Advisor	Dr. Laura Desportes
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### *RIPPLES*

The *Ripples*, Bridgewater College's yearbook, was founded in 1922 and is an annual publication used to preserve the memories and events of the Bridgewater campus and

community. It is published by a staff made up of Bridgewater College students that meets weekly in the *Ripples* office located in the Kline Campus Center. Occasionally, additional meetings are called as deadlines approach. All students are welcome to join the staff; no experience is necessary.

Editor  
Assistant Editor  
Advisor

Jonathan Huffman  
Morgan Showalter  
Professor Anita L. Cook

### *SOCIETY FOR ADVANCEMENT OF MANAGEMENT*

The Society for Advancement of Management was founded in 1912 by the colleagues and disciples of Frederick Taylor, the "Father of Scientific Management." It is an international, non-profit society run and built by hundreds of volunteers and focuses on general management skills. The mission of SAM is to provide an opportunity for members to increase management skills and expertise through participation in programs and services designed to improve the professional quality of their knowledge, performance and leadership ability. The Bridgewater College Campus Chapter was created in 2005 and allows students and faculty the opportunity to actively pursue the mission of the organization.

Advisor: Dr. Paul L. Ewell

### *SCIENCE FICTION & FANTASY CLUB*

Founded in 1996, the Bridgewater College Science Fiction and Fantasy Club (unofficially known as The Standard Bearers of Alternative Time) is a campus organization for those who have any interest in the genres of science fiction and fantasy.

Advisor

Dr. Stanley Galloway

### *SPANISH CLUB*

The Spanish Club is composed of students who are interested in the Spanish language and Hispanic cultures. We encourage students majoring and minoring in Spanish to strengthen their knowledge of Hispanic cultures by participating in extracurricular activities. The Spanish Club sponsors such activities as movies, "mesa hispanica" (Spanish table), cultural trips, and Spanish potluck dinners. Past activities have included the migrant worker aid program, Hispanic Mentoring Program, community service, Big Brothers/Big Sisters initiative, and tutoring.

Advisor

Dr. Julia Morton

### *STUDENT AMBASSADOR ASSOCIATION*

This student organization is dedicated to serving Bridgewater College students of the past, present, and future by working to promote pride in all aspects of the College environment and in the broader Bridgewater College community. Student Ambassadors strive to portray a positive message to prospective students and their families about Bridgewater College. Through campus tours and the relay of information, ambassadors promote the ideal image and atmosphere of Bridgewater College. This select group of students represents the best of a

diverse, self-confident, enthusiastic, and scholarly student body. Its members represent all academic majors, varied interests, numerous geographic locations, and all classifications. The Ambassadors assist the Admissions Office with campus tours, special visitation days, and housing prospective students during the on-going recruiting process.

President	Emily Price
Vice President	Dave Bell
Advisors	Mr. Jarret L. Smith Mr. Jonathan Brush

### *STUDENT ART ASSOCIATION*

The Student Art Association provides a forum for student art-lovers to exhibit their own artwork and talents. The association is committed to promoting an interest in art and displaying the work of students both on and off campus.

Advisor	Professor Nan Covert
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### *STUDENT ATHLETE ADVISORY COMMITTEE*

The Student-Athlete Advisory Committee (SAAC) serves the student-athletes of the College and provides a forum for them to discuss issues, concerns and support for BC athletics. The mission of the SAAC is to enhance the total student-athlete experience by promoting athletic and academic opportunities, protecting their welfare, and fostering a positive image, while maintaining the tenants of the rules and regulations of the ODAC and Division III philosophy.

SAAC Advisor, Chair	Kelly Gregory, Head Women's Soccer Coach
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### *STUDENT PEER MINISTERS*

Student Peer Ministers extend the reach of campus ministry at BC by leading weekly Bible studies, planning opportunities for spiritual growth and service, and supporting students in their faith journey.

Student Peer Ministers	Nehemy Castin	Heritage Hall
	Rachel Dodson	Daleville Hall
	Andy Duffy	Wright Hall
	Nathan Hollenberg	Honor Housing
	Courtney Kelley	Blue Ridge Hall
	Kaleatta Poulson	Dillon Hall
	Dan Rudy	Wakeman Hall
	Kim Szabo	Geisert Hall
	Amber Thompson	Student Apartment
	Advisor	Chaplain Robbie Miller

### *STUDENT PEER MINISTRY COUNCIL*

The Student Peer Ministry Council (SPMC) consists of nine Student Peer Ministers and meets weekly to plan spiritual growth and service opportunities for the campus community.

Members Nehemy Castin, Rachel Dodson, Andy Duffey,  
Nathan Hollenberg, Courtney Kelley,  
Kaleatta Poulson, Dan Rudy, Kim Szabo  
Amber Thompson

Advisor Chaplain Robbie Miller

### *STUDENT SERVICE BOARD*

The Student Service Board (SSB) seeks to foster greater awareness of and involvement in service opportunities by acting as a link between community needs and Bridgewater College. The SSB consists of a Student Service Director and Student Service Coordinators who plan service opportunities in their respective program areas.

Aging Services	Shannon McNeil
Children & Youth Svcs	Kelsey Jackson
Community & Social Svcs	Nadia Dames
Education Svcs	Katie Lawler
Environmental Svcs	Anne Powell
Health & Disability Svcs	Megan Hiatt
Hunger & Housing Svcs	Heather Galang
Student Service Director	Muneerah Shabazz

Advisor Robbie Miller, Director of Service-Learning

### *STUDENT VIRGINIA EDUCATION ASSOCIATION*

Membership in the Student Virginia Education Association (SVEA) is open to all students who are interested in the teaching profession. The purpose of the SVEA is to provide opportunities for leadership development and training, professional development, and student membership in the National Education Association and the Virginia Education Association.

Advisor Dr. Carol Webb

### *STUDENTS IN FREE ENTERPRISE*

Students In Free Enterprise is a nonprofit organization that gives students the tools to learn the principles of free enterprise in real working situations. Students of a wide range of college studies will deliver the message about the power of free enterprise to all who can benefit from our message. Effectively using the skills of teamwork, leadership, and communication, a variety of projects and programs are designed to deliver our message. At an annual competition, team members present the results of the projects for judging.

Advisors Dr. Karen Fritz

## *SWIM CLUB*

The swim club is a newly founded sport club which will give Bridgewater College students the opportunity to join a team which shares their passion for competitive swimming. The season is from November to February, with M-F practices. The club competes against other colleges in their division, with an ultimate goal of turning varsity in the future.

Student Coaches  
Advisor

Shannon Klos and Alicia Paul  
Mary K. Collins

## *SYMPHONIC BAND*

Currently an ensemble of approximately 60 students, this group is open to anyone with instrumental music experience and interest. This ensemble performs a wide variety of music chosen from standard concert band literature. Two formal concerts are presented each academic term as well as off-campus performances.

Advisor

I. Daniel Galyen

## *TABOO, THE AWARENESS BUILDING OUTREACH ORGANIZATION*

TABOO, the Peer Educators group on campus, is committed to educating the Bridgewater College community by offering tools and techniques for developing and maintaining healthy lifestyles and relationships. Through entertaining and interactive programs, peer educators teach their fellow Bridgewater students about eating disorders, sexual assault, sexual health and substance abuse. TABOO also sponsors campus-wide events such as Alcohol Awareness Week, Midnight Mardi Gras, and Body Acceptance Week.

Advisor

Mrs. Jill Langridge

## *THE VERITAS*

*The Veritas* is the College newspaper, written, edited, and published by students. Aims of *The Veritas* are to publicize all noteworthy campus events, to present campus news and opinions, and to give training in practical journalism to its staff. *The Veritas* is affiliated with the American Scholastic Press Association, and the Society of Collegiate Journalists, and the Associated Press.

Co-Editor-in-Chief  
Co-Editor-in-Chief  
Layout Editor  
Copy Editors  
Photo Editor  
Subscription Manager  
Sports Editor  
Opinion and Entertainment Editor  
Advisor

Rachel Jenkins  
Holly Moyers  
Laura Daniel and Charlotte Beach  
Jamie Doyle and Dora Smith  
Ashley Worrell  
Marci Ferguson  
Lisa Rhodes and Brent Loope  
Kelly Hayman  
Dale Harter

## *WGMB (CAMPUS CABLE CHANNEL 14)*

WGMB is operated by students, providing them the opportunity to become involved in the field of broadcasting and to share their broadcasting and programming talents with the Bridgewater campus. WGMB offers students many challenging and rewarding experiences. Membership in WGMB can count as credit towards a minor in communications, as well as provide the student with the on-the-air experience that is so important to acquiring a job in radio. All students are encouraged to apply. No previous experience is needed. At present, WGMB is broadcast on campus cable television channel 14.

## *YOUNG DEMOCRATS*

This club is composed of students interested in promoting the goals and ideals of the Democratic Party. The Young Democrats involve students in a practical manner so they gain a better understanding of the political processes of our nation.

Advisor

Dr. Jim Josefson

# STUDENT SERVICES

## Academic Support Center

*The Academic Support Center provides services that support students in the development of skills necessary for their effective performance in a learning environment. Students are served along a broad continuum including academic advising, tutoring, individual learning assistance, workshops, and study groups.*

The Director of Academic Support coordinates Disability Services, Tutoring Services and the Transition Program. Services are confidential and are extended to all students. Consultation is also provided to faculty, staff, and parents.

Director	Dr. Chip Studwell
Location	Bicknell House
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5370
Address	Box 42
E-mail	<a href="mailto:cstudwel@bridgewater.edu">cstudwel@bridgewater.edu</a>
Internet	<a href="http://www.bridgewater.edu/departments/counseling/academic_support.html">www.bridgewater.edu/departments/counseling/academic_support.html</a>

## ACADEMIC ASSISTANCE

Through learning skills, students can enhance their existing study habits, acquire new learning strategies, and learn new study behaviors and attitudes. Students are encouraged to meet with Dr. Studwell to learn to manage work effectively and enhance academic performance.

Learning skill topics typically covered include:

- Managing time
- Improving memory and learning
- Taking and using notes effectively
- Improving reading and comprehension
- Increasing motivation

## TUTORING SERVICES

Through the Academic Support Center, individual and group tutoring are available to Bridgewater students.

Tutors are:

- Available to all students regardless of year in school
- Available for any course
- Paid for by the College
- Peers with grade point averages above 3.0
- Recommended by the Faculty

## STUDY GROUPS

Study groups are an excellent way to clarify and reinforce course material, on a regular basis, which is essential for college learning.

Group benefits:

- Groups are small (2-4 students)
- Groups are led by upper-class students (usually majors)
- Groups meet twice each week for one hour and provide regular and focused learning opportunities
- Groups focus on active learning, through discussion, clarification and reinforcement of course material
- Groups provide support and encouragement

## DISABILITY SERVICES

Bridgewater College is committed to providing equal access to College programs to otherwise qualified students with a disability. The College provides reasonable and appropriate accommodations to enrolled students with a disability to ensure equal access to the academic program and College-administered activities.

The Director of Academic Support coordinates services to provide resources for students with a disability. Students are urged to inform the College of their disability and special needs prior to their arrival on campus to allow the College ample time to provide necessary resources and accommodations. The student should initiate this process by contacting the Director of Academic Support. For information on disability documentation requirements, see section B of the Appendix page 81.

## Banking and Check Cashing

Students are advised to open checking accounts rather than keeping significant sums of money in their residence hall rooms. The Business Office will cash checks up to \$250 for students but does not offer a depository for student funds.

Banks with facilities located in the Town of Bridgewater include:

- |   |              |
|---|--------------|
| ▪ SunTrust (located at Bridgewater Retirement Village)  | 800-273-7827 |
| ▪ BB & T – Bridgewater                                  | 540-828-2571 |
| ▪ Farmers & Merchants Bank                              | 540-828-6300 |
| ▪ First Citizens Bank (ATM in campus Post Office lobby) | 540-574-4661 |
| ▪ Wachovia Bank   | 800-275-3862 |
| ▪ Rockingham Heritage Bank                              | 540-515-0003 |
| ▪ Shenandoah National Bank                              | 540-828-6630 |

The College guarantees student checks written to local merchants for up to \$50.

A \$25 fee is assessed to the account of a student whose check is returned to the College for non-sufficient funds; future checks will not be accepted from that student.

## Bridgewater College Bookstore

*The Bookstore strives to provide excellent bookstore services to the students, faculty, staff, and larger family of Bridgewater College.*

The Bookstore is an on-campus location where students, faculty, and staff can obtain the supplies they need. Textbooks, clothing, personal items, imprinted gifts, and software (special orders) are available. Fax Services are available (50¢ a page). Merchandise may be purchased with cash, check, or credit card. Merchandise cannot be charged to a student account. There is a \$25 returned check fee. Please check with the Bookstore regarding refund policy.

Manager	Mr. John Overacker
Location	Kline Campus Center, lower level
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday 10:00 a.m. – 1:00 p.m., Saturday 8:00 a.m. - 4:00 p.m., Summer Extended hours during special events
Telephone	828-5334 (x5334)
Address	Box 19
E-mail	kwelch@bridgewater.edu
Internet	<a href="http://www.bridgewater.bkstr.com/">http://www.bridgewater.bkstr.com/</a>

## Buildings and Grounds

### *CAMPUS BEAUTIFICATION*

Every member of the community has a responsibility to maintain the natural beauty of our campus. Litter is unsightly and students are encouraged to pick it up when they see it. Additionally, we should preserve plants and vegetation, taking care not to wear paths in the turf when walking across the grounds. Therefore, we encourage all members of our community to use sidewalks when crossing campus.

### *PARKING*

Bridgewater College provides on-campus parking in paved and lighted parking lots for properly registered motor vehicles. All student vehicles must display a current-year parking permit. The College sends parking registration materials (application and parking agreement) to students' home address during the summer, with instructions to return their vehicle registration materials and payment by a stipulated due date. Upon receipt by the College, the vehicle-parking permit (decal) for resident students will be issued by their resident director along with their room key when students arrive on campus. Commuter students will receive their decal during the registration process on registration day. In order for students to receive a vehicle decal upon arriving on campus, the completed vehicle registration application must be received by the due date, assuring that the decal is on the vehicle and therefore avoiding tickets or other parking control measures. Following registration, students may register their vehicles at the Facilities Office, located in the Phibbs Maintenance Center.

Specific parking areas are designated for resident students, commuter students, faculty/staff, and guests. As preconditions of the campus-zoning ordinance of the Town of Bridgewater, resident students must refrain from parking on public streets in the town except for occasional

visits to other town sites (i.e., shopping). There are a sufficient number of on-campus parking spaces available for students, faculty/staff and visitors to the campus.

The annual vehicle registration fee is \$75.00 for a resident student and \$50.00 for a commuter student. A parking decal is provided when the vehicle is registered, at which time the *Parking Agreement*, which outlines vehicle parking regulations, must be signed by the student. Students may register their vehicles through the Facilities Office. Replacement permits are available at a pro-rated cost. Parking permits are not transferable.

Vehicles parked on the campus that do not display a current decal or that are parked in an inappropriate area are subject to ticketing and/or towing. All parking fines are to be paid at the Business Office. All appeals are to be submitted in writing or in person to Mr. Nicholas Picerno, Chief of Campus Police and Safety in the Phibbs Maintenance Center, within seven days of the date the ticket is issued. Students may, at no charge, obtain a temporary campus parking permit for themselves or their overnight guests from any Campus Security Officer or the Office of the Campus Police Chief. Repetition of tickets and certain other parking violations, such as parking in an area specifically reserved for faculty and staff, parking in a yellow-curbed area, parking on grass, or blocking waste dumpsters, are subject to immediate towing and/or loss of parking privileges at Bridgewater College.

## **Business Office**

*The Business Office seeks to exercise fiduciary responsibility and maximize operating efficiency to manage the resources of the College in support of its institutional mission.*

Telephone	828-5392 – Cashier 828-5388 – Student Accounts Manager 828-5389 – Perkins Loan Administrator
Address	Box 2
E-mail	bcbusiness@bridgewater.edu
Internet	<a href="http://www.bridgewater.edu/departments/business">http://www.bridgewater.edu/departments/business</a>

### *INSURANCE*

Student Accident Policy – Covers all full-time students, and the cost is included in the Comprehensive Fee. The policy provides up to \$2,000 coverage for medical costs related to accidental bodily injury, on campus or off. See the College Catalog for details, or contact the Business Office.

Optional Student Health Insurance – Supplementary health insurance coverage is available to Bridgewater students through BB&T Insurance Services. Premiums for this coverage are paid by the student. Representatives from BB&T Insurance Services are available during Summer Orientation to provide applications and information.

### *PAYMENT INFORMATION*

Please note payment due dates of August 14, 2006 and January 2, 2007. Class registration will be delayed for students who have not completed their financial aid requirements and paid the remaining balance for each semester by the payment due dates. Class registration may be refused if student accounts are not settled prior to the first day of classes. Any account past due may be assessed a \$75 late charge. After thirty days, past-due accounts are subject to additional penalties not to exceed 12% per year.

In the event of withdrawal from the College, students may be eligible for limited refunds, dependent on factors such as financial aid status, reasons for withdrawal and timing of the withdrawal. For more detailed information, please refer to page 54 of the College Catalog, or contact the Student Accounts Manager.

### *RESERVATION DEPOSITS*

Full-time students must confirm their intention to enroll in the fall by making a reservation deposit. The reservation deposit in the amount of \$300 is applied to the Fall Semester charges for the upcoming year. For new students, it is due thirty days after admission and is nonrefundable after May 1. Students admitted after May 1 must make a deposit within ten days after admission. For returning students, the reservation deposit is due on February 15<sup>th</sup> and is nonrefundable. Returning students who fail to make the deposit on time must pay a penalty of \$50 and may not complete a preliminary registration, select classes, or reserve a room until the deposit and the penalty have been paid.

### *MONTHLY PAYMENT PLAN*

A monthly tuition payment option is provided by Advanced Educational Services (AES). Families should receive information from AES by early summer of each year. For more information or to enroll online, please visit the Business Office website at <http://www.bridgewater.edu/departments/business/> or students may contact AES directly to enroll: 800-551-2773, ext. 15, or email at [custserv@aespm.com](mailto:custserv@aespm.com).

## **Career Services and Internships**

*The Office of Career Services strives to provide students with a comprehensive wealth of resources geared toward preparation for and successful entry into meaningful employment or continuing education as graduates of Bridgewater College.*

The Office of Career Services has many offerings for Bridgewater students throughout their collegiate experience and beyond. The Director of Career Services meets one-on-one to provide services and information for career exploration, self-evaluation of interests, skills, personality, and values; knowledge of the world of work; resume and cover letter development; interview skills; and graduate school decision-making, testing; and application preparation. The Career Resource Room contains current resources on a variety of topics for assisting the student in making their career goals a reality.

The Director of Career Services also encourages students to participate in internships within their majors for gaining practical, hands-on experience to compliment academic training and demonstrate skill competencies. In the junior or senior year, students may earn up to 9 credit hours toward graduation through the internship program.

Director of Career Services  
Location  
Hours  
Phone  
Address  
E-mail  
Internet

Ms. Sherry Talbott  
Moomaw Apartments 205  
8:00 a.m. – 4:30 p.m., Monday – Friday  
828-5369  
Box 35  
[stalbott@bridgewater.edu](mailto:stalbott@bridgewater.edu)  
<http://www.bridgewater.edu/departments/career/>

## College Chaplain

The Chaplain is a spiritual resource to the campus community. He is available for conversation and counseling about concerns of any kind, and supports those experiencing illness, loss, and other kinds of personal difficulty. The Chaplain advises the Student Peer Ministry Council, supports the religious fellowship groups, coordinates campus worship services, and encourages students to create and participate in activities that enhance their ethical and spiritual formation.

Chaplain	Robbie Miller
Location	Rebecca Hall, Room 207
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5383
Address	Box 113
E-mail	rmiller@bridgewater.edu
Internet	<a href="http://www.Bridgewater.edu/com_rellife.html">http://www.Bridgewater.edu/com_rellife.html</a>

## Counseling Services

On-campus Personal Counseling offers an accepting, confidential environment in which a student can share his or her thoughts and feelings, explore issues of concern, gain awareness and insight, and become increasingly active in taking charge of his or her life. Students can meet with our on-campus counselors for a limited number of sessions each semester at no cost to the student.

Some typical concerns of college students include:

- Homesickness
- Relationships
- Self-Esteem
- Anxiety
- Depression

Counselors	Mrs. Marty Barlow, M.S., L.P.C.    mbarlow@Bridgewater.edu Mrs. Jill Langridge, M.A., Ed. S.    jlangrid@Bridgewater.edu
Location	Rebecca Hall, 2 <sup>nd</sup> Floor
Hours	By Appointment
Telephone	828-5380
Address	Box 35
Internet	<a href="http://www.bridgewater.edu/departments/counseling/">http://www.bridgewater.edu/departments/counseling/</a>

## Financial Aid Office

*It is the mission of the Financial Aid Office to assist students and parents in securing monetary resources for educational costs at Bridgewater College. The Financial Aid Office develops and maintains a diverse portfolio of aid programs to support enrollment of students from varied economic backgrounds.*

Bridgewater College participates in the Title IV Federal Aid Programs which include the Stafford Loan, PLUS loan, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, and Federal Work Study Program. A student must submit the Free Application for Federal Student Aid (FAFSA) to the federal processor by the priority date of March 1. Paper applications are available in the Financial Aid Office or electronic submission via [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is also used to determine eligibility for need-based institutional aid programs. Financial aid information is always available at our web site.

Students are encouraged to reapply for financial aid each academic year. Federal aid regulations require that all students meet standards of Satisfactory Academic Progress established by institutional policy to maintain eligibility for Title IV funds. The standards for Satisfactory Academic Progress are listed in Table A.

**Table A**

<b>Year End</b>	<b>Credits</b>	<b>Class</b>	<b>Cumulative GPA</b>
First Year	24	Freshman	1.6
Second Year	48	Sophomore	1.8
Third Year	72	Junior	2.0
Fourth Year	96	Senior	2.0

To ensure continued access to financial aid resources students must do other things in addition to meeting Satisfactory Academic Progress standards. Since Stafford Loan limits are different for each classification, it is incumbent upon the student to reach the next classification level at the end of each academic year. Failure to do so will result in the requirement to submit a second application for the difference between the prior classification and the new status. This will create an uneven distribution of loan funds for payment in the Business Office.

**Table B**

Stafford Loan Limits by Classification

<b>Year End</b>	<b>Credits</b>	<b>Class</b>	<b>Loan Limit</b>
First Year	25	Freshman	\$2,625
First Year	26-59	Sophomore	\$3,500
Second Year	26-59	Sophomore	\$3,500
Second Year	60-89	Junior	\$5,500
Third Year	60-89	Junior	\$5,500
Third Year	90-123	Senior	\$5,500

Financial aid is awarded based on status as a residential student or a commuter. Whenever this status changes, the student must inform the Financial Aid Office since this will change the educational budget used to determine eligibility for aid.

Bridgewater College offers campus employment as a form of financial aid. Priority is given to needy students for whom Federal Work Study was offered as a financial aid resource. The FAFSA is the official application for determination of eligibility. The Bridgewater Work Study program is not based upon need, but preference is given to needy students for whom Federal Work Study was not available. Students without need are eligible and will be offered employment based upon available position and employment skills. Campus positions are paid a variable wage ranging from \$5.25 to \$6.00 based upon job skills and work experience. Applications for the Bridgewater Work Study are available in the Financial Aid Office. A student who has been offered employment will be issued a contract with job location and supervisor to verify employment. Appropriate payroll forms will need to be submitted to the Business Office (see page 60).

The Financial Aid Office develops and maintains a diverse portfolio of aid programs to support enrollment of students from varied economic backgrounds.

Director of Financial Aid	Mr. J. Vern Fairchilds, Jr.
Location	Yount Hall, 3 <sup>rd</sup> floor
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5377
Address	Box 27
E-mail	finaid@bridgewater.edu
Internet	<a href="http://www.bridgewater.edu/departments/finaid/">http://www.bridgewater.edu/departments/finaid/</a>

## Funkhouser Center

The fully equipped *Funkhouser Center for Health & Wellness* is available for Bridgewater College students to use. The Funkhouser Center offers a full schedule of aerobics classes throughout the calendar year. Specially-trained BC student instructors teach the majority of the classes. Complete class listings and descriptions are located on the Funkhouser Center website.

Our strength and conditioning area, known as the Cardio Center, is stocked with Life Fitness selectorized strength-training equipment, free weights and a variety of cardiovascular equipment. Workout cards complete with exercise guidelines are available at the Cardio Center desk. The Cardio Center is staffed with a student employee who is available to answer questions and demonstrate equipment usage.

The Funkhouser Center is also home to a large intramural/recreational gymnasium, two racquetball courts and a three-lane walking/jogging track. The gymnasium is available for students to use for recreational basketball, volleyball and badminton any time the Center is open. Basketballs, volleyballs, badminton equipment, racquetball equipment, agility ladders, jump ropes and a variety of other equipment can be checked out at the Control Desk for use in the facility.

To access the Funkhouser Center, a valid student ID card is necessary. Your ID card must be presented each time to the staff person on duty at the Control Desk. A valid ID card is also required for equipment checkout and towel usage.

While utilizing the Funkhouser Center, students are expected to maintain proper conduct. The staff will be enforcing Center policies, which are posted throughout the building. These policies promote safety, cleanliness, and preservation of a non-threatening exercise environment.

Manager	Mr. E. Dustyn Miller
Location	Funkhouser Center, Room 104
Telephone	828-5391
Address	Box 181
E-mail	<a href="mailto:dmiller@Bridgewater.edu">dmiller@Bridgewater.edu</a>
Internet	<a href="http://www.bridgewater.edu/departments/Wellness_Center">http://www.bridgewater.edu/departments/Wellness_Center</a>

## Dining Services

*Campus Dining Services strives to provide a high quality and value dining service program which supports the mission, goals, and objectives of Bridgewater College.*

For the most part, resident students eat their meals in the main dining room. The College also provides the option of transferability in the Eagle's Nest Snack Shop; during transfer periods, students who have missed a meal in the main dining room may substitute a combination meal in the Eagle's Nest. This excludes registration days, Fall and Spring Breaks, etc. Commuters may also select one of the following meal plans: lunches only, 5 days/week; dinners only, 5 days/week; lunches & dinners, 5 days/week; three-day/week plan (3 lunches only, any weekday), breakfast; or, walk-ins. All meal plan rates may be found on the Business Office website at <http://www.bridgewater.edu/department>.

Meals are served as follows:

### Main Dining Hall

	Breakfast	Brunch	Lunch	Dinner
Monday	7:00 – 10:00 Hot Breakfast		11:00 – 1:30	4:45 – 7:00
Tuesday				
Wednesday				
Thursday				
Friday				4:45 - 6:30
Saturday		10:30 – 1:00		5:00 – 6:00
Sunday	9:00 – 10:00 Hot Breakfast 10:10 – 10:30 Continental		11:15 – 1:00	

### Eagle's Nest Transfer

	Breakfast	Lunch	Dinner
Monday	10:00 – 11:00	1:30 – 4:45	7:00 – 10:00
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday		10:00 – 1:00	1:00 – 10:00
Sunday			2:00 – 10:00

### Grab and Go

Grab and Go is an innovative program designed with your busy daytime schedule in mind. No longer is it a problem when there is no time between classes for lunch. Just head to the *Eagle's Nest*, *Bowman Hall*, or *Tower 'A' Commons Room*, where there is a choice of sandwich, drink, chips, fruit, and dessert all packaged into a grab & go box, perfect for transport to the dorm, class, or wherever your schedule demands you to be. Grab and Go lunches are served Monday - Friday, 11:00am - 1:30pm.

Resident students may now also enjoy the convenience of a Grab and Go Breakfast, also in the Tower 'A' Commons Room, served Monday – Friday, from 7:00 – 9:00am.

Dining Services attempts to accommodate students and student groups who are unable to eat during the regularly scheduled mealtime due to classes or participation in a College-sponsored event. Contact Mr. Teshome Molalenge (x.5750) for further information or Mr. Haitham Shtaieh (x.5333) if you have special dietary needs.

Director of Dining Services  
Location  
Telephone  
Address  
E-mail  
Internet

Mr. Haitham Shtaieh  
Kline Campus Center  
828-5333  
Box 76  
chartwells@bridgewater.edu  
<http://www.bridgewater.edu/departments/foodserv/>

## Health Services

*Health Services strives to work with students in helping them become more responsible and proactive in their own health care and overall well being. This includes their development in the areas of physical, emotional, and social health. Health Services will provide professional and compassionate health care at the immediate time of need, as well as providing information, instruction, and counseling concerning health and wellness issues, in order to assist students in developing a healthy lifestyle.*

**Location:** Funkhouser Center for Health and Wellness, Room 108  
**Hours:** 9:00 a.m. – 2:00 p.m., Monday – Friday  
(or until all waiting patients have been seen)

The primary focus of the Center is to promote the health and wellness of each student. The Center provides a variety of services related to maintaining good health and promoting wellness. Services include but are not limited to:

- The nurse and physician are available for initial consultation, evaluation, treatment, and follow-up. There are times when the physician may determine that a specialist in the field would best treat the health problem. In that event, the student may be referred outside of Health Services. In those cases the student is expected to contact parents for information regarding insurance coverage since the cost would be the responsibility of the student or parent.
- Blood pressure monitoring, first aid treatment and supplies, over the counter medications, and some samples of prescription medications are provided. Also, medical supplies for loan, including crutches, ice packs, and heating pads are available.
- Allergy injections can be administered during regular Health Service hours. Students must provide their own serum, along with their current dosage schedule and instructions from their allergist. The student will be expected to wait 15 minutes after receiving injections. The first injection from each new vial **must** be administered during the doctor's hour due to possibility of a reaction. If there is no reaction to the new serum, subsequent injections may be given at any time during office hours.
- The following diagnostic tests are available, at no charge to the student, upon the order of the attending physician: strep test, mono test, urinalysis, pregnancy testing, and tuberculosis skin testing.
- A wide selection of health and wellness educational resources are available. These include books, pamphlets, and videos on various topics such as nutrition, eating disorders, stress management, smoking and smoking cessation, alcohol use and abuse, sexually transmitted diseases, sexual abstinence and responsibility, disease prevention, and many more topics of concern to the college student.

Most services and supplies offered are free of charge to all students, whether they are full or part-time, resident or nonresident status. Any off-campus health service, prescription medication, or procedure (unless accident related) is the student's financial responsibility. Students will be responsible for correspondence with their insurance company regarding coverage for prescription drugs and other off-campus services such as lab work, x-rays, or other diagnostic procedures ordered by the physician at Health Services. Information about your student policy is available in the Business Office.

College Nurse	Ms. Linda Bowers
Telephone	828-5384 (Office) 433-9781 (Home)
Address	Box 45
E-mail	lbowers@bridgewater.edu

### *AFTER-HOURS MEDICAL EMERGENCY INFORMATION*

Students who have medical problems or questions after Health Services is closed that need immediate attention should do one of the following:

- Call 9-911 if it is a medical emergency or if you or someone else is involved in a serious accident. The Bridgewater Rescue Squad is located only minutes away from campus and provides prompt, professional service in conjunction with Rockingham Memorial Hospital in Harrisonburg.
- Contact a Residence Life staff member who will assist in getting medical attention or finding transportation, if necessary, to the Rockingham Memorial Hospital Emergency Room or other after-hours Primary Care facility.
- Contact Linda Bowers (College Nurse) at 433-9781.

### *CONFIDENTIALITY*

Information contained in the student's medical record is confidential and may not be released to anyone, including parents, faculty, or staff without written permission from the student. If you have any chronic medical history, take special medications, or need special medical attention or treatment, you should make these needs known to Health Services. It may also be helpful to notify the Resident Director or roommate in the event that you need assistance (e.g., if you are an insulin dependent diabetic or have a history of seizures).

## **Horse Stables and Horseback Riding**

Bridgewater College maintains a boarding facility within walking distance of the campus, where students are welcome to board their horses as long as space is available. The boarding fee includes the use of the following: a stall, an eighteen acre pasture, two paddocks, a secure tack room, and a riding ring. Each student is expected to maintain his or her own horse and stall, as well as provide all necessary hay and grain. Arrangements are made over the College's breaks to ensure each student's horse will be cared for in the student's absence. For additional information, please contact Ms. Linnette Smith, Equine Stable Manager, at (540) 746-1948.

Horseback riding lessons are available at Oak Manor Farms (at additional cost), which is located in close proximity to the College. An Exercise Science Activity course is taught at Oak Manor. See the College Catalog for specifics. Additionally, intercollegiate horseback riding is available through a collaboration program sponsored by Bridgewater College and Oak Manor Farms. Students interested in riding on the Bridgewater College Equestrian Team must be enrolled in the lesson program at Oak Manor Farms. If interested, contact Ms. Mimi Knight at (540) 828-5402.

## C. E. Shull Information Technology Center

*The C. E. Shull Information Technology Center strives to provide technology services to Bridgewater College's students, staff, and faculty in a timely, efficient, competent, and courteous manner. Additionally, the IT Center plays a leadership role in the shaping of campus technology.*

The IT Center provides many technology services to the campus. These include computer labs and general computer support; the campus network, dorm-net, and dial-up services; the telephone system; the cable TV system; the Eagle ID Card system; the student PC purchase program; HelpDesk; and the Online Information System. Except as noted, costs for these services are part of the inclusive fees. Students should refer to the Student Technology Handbook distributed at the beginning of the Fall term for detailed information.

Director	Mr. Terry Houff
Location	Bowman 200
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5436
Address	Box 36
E-mail	help@bridgewater.edu
Internet	http://www.bridgewater.edu/itc/

### COMPUTER LABS AND GENERAL COMPUTER SUPPORT

The IT Center administers and supports all College-owned PCs on the campus, including those located in classrooms, general-purpose computing labs, and departmental-specific computing labs. The table below shows the existing computer facilities. The labs in Bowman 208 and McKinney 126 are available for student use at all times. The computers in other labs have priority use by the department listed and are generally available to other students when not in use by a class or the department. Laser printers are available for student use in most of the labs.

Lab Facilities						
	# PC	Mounted Projector	Scanner	Zip-drive	CDR	24x7 access
Bowman 24 <i>Psychology</i>	19	✓			✓	
Bowman 207 <i>Sociology</i>	7				✓	
Bowman 208	13		✓	✓	✓	✓
Bowman 310 <i>Writing Center</i>	31	✓	✓		✓	✓
Flory 302	6				✓	



following the instructions. Students are expected to pay their bills as received. Long distance service will be discontinued if charges are unpaid above an established amount. As with any IT-related issues, calls for support or to address any concerns should be placed to the HelpDesk (see page 70). Please see the Student Technology Handbook for information on the campus voice-mail system as well as other telephone features.

### *CABLE TV SYSTEM*

Bridgewater provides its students with a 50-channel cable TV network which carries a variety of educational and entertainment programming. Students must provide their own TV set. To gain access to the full 50 channels, a cable-ready TV must be used.

### *EAGLE ID CARD SYSTEM*

The IT Center maintains the Eagle ID Card system, which allows students to gain admission to athletic events, obtain credit for convocations, borrow library resources, and acquire meals. It also gives them access to academic buildings, selected computer labs, and residence halls after hours.

Even though an ID Card should work effectively for at least two years, they do occasionally malfunction and require replacement. Cards that are not scanning properly will be retrieved by College staff and must be replaced. Students will be given a note to obtain their next meal or obtain convocation credit while a replacement card is being prepared by the IT Center. In the event the identification card is misplaced, a student should immediately notify the HelpDesk. The IT Center will deactivate the card to prevent unauthorized use and provide a replacement card. There is no cost to a student for the first replacement ID card. Subsequent cards cost \$5 each.

For more information, see Eagle ID Card Use and Policy on page 32.

### *STUDENT PC PURCHASE PROGRAM*

The IT Center offers a computer purchase program that provides various options of high-quality, reasonably priced personal computer systems to its students, faculty, and staff. Peripheral devices such as printers and scanners are also offered. This program is offered to assist students in obtaining and configuring a network-ready system that will connect directly to the Ethernet port in the residence halls. This program is offered as a service with enhanced features of support while the student is enrolled at the College.

### *HELPDESK*

The IT Center provides a HelpDesk to respond to students, faculty, and staff members who need assistance with information technology problems. To reach the HelpDesk, send email to [help@bridgewater.edu](mailto:help@bridgewater.edu) or call HELP (on-campus only x4357) from any campus telephone. The HelpDesk is staffed Monday – Friday from 8:00 a.m. – 4:30 p.m., and is physically located in Bowman Hall, Room 200.

## *ONLINE INFORMATION SYSTEM (OIS)*

In addition to general web services for the Internet, Bridgewater College maintains an Intranet site, which provides students with personal information such as course registrations and grades. This site requires a PIN number for access and can only be utilized from an on-campus PC. To request a PIN, visit <http://www.bridgewater.edu/ois>, enter your user name and password, then follow the directions.

## *ACCEPTABLE USE GUIDELINES*

Access to computer systems and networks owned or operated by Bridgewater College is a privilege, not a right, and entails adherence to College policies, the Honor Code, and federal, state, and local laws. Acceptable use requires responsible and ethical behavior with respect for intellectual property, ownership of data, system security, and individuals' rights to privacy. Intimidation, harassment, and unwarranted annoyance of others over the network are not permitted.

- Use computer resources for authorized purposes only.
- Do not share your user ID and password with others. You are responsible for all activities that occur from your user ID. Each individual should obtain his or her own user ID and password.
- Do not attempt to circumvent or otherwise subvert system and network security measures.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Do not make copies of copyrighted software for personal use.
- Do not store or transmit illegal software using Bridgewater's computer systems.
- Do not engage in activity that may in any way be harmful to computer systems, hardware, or software. This includes propagating viruses, disrupting services, and damaging files.
- Be considerate in your use of shared resources. Do not monopolize or overload the computer systems. In addition, access priority is given to individuals needing to complete academic assignments.
- Do not use the College systems and networks for commercial or political purposes, such as using electronic mail to circulate advertisements for products or for political candidates. This includes moneymaking activities for personal gain.
- Do not use mail or messaging services to harass, intimidate, or otherwise annoy another person. For example, chain letters using electronic mail are prohibited.
- Do not take part in any activity that does not comply with the acceptable use guidelines. All computer use must conform to the spirit of these guidelines.
- Do not obtain access to the files or electronic mail of others unless authorized.

Bridgewater College considers violations of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on

College systems allegedly related to unacceptable use. Violators of these guidelines are subject to disciplinary action including revocation of computer privileges. Serious offenders may also be prosecuted under federal, state, and local laws.

## *POLICIES FOR WORLD WIDE WEB CONTENT*

Bridgewater College provides World Wide Web (WWW) publishing facilities to its faculty, staff, and students. This should be considered a privilege, not a right, and may be revoked at any time. WWW publishing at Bridgewater College is governed by the College's Acceptable Use Guidelines (see page 71) and should conform to the following items.

- Published content may not contain pornographic, slanderous, or blatantly offensive material.
- Content providers must abide by established copyright laws when publishing material. You should not include any copyrighted works without express written consent of the author.
- Bridgewater College slogans, symbols, and insignia used on personal web pages must not be included in a way that will make your page appear as an official College web page.

## **Alexander Mack Memorial Library**

The Alexander Mack Memorial Library provides a wide array of learning resources to support the research and curricular needs of Bridgewater College. The collection consists of more than 160,000 bound volumes, a traditional journal collection that exceeds 500, over 8,000 electronic journals and 11,000 e-books. The library also provides laptop computers, desktop terminals, a host of DVDs and VHS recordings for educational and entertainment purposes, and a variety of instructional support options. The library strives to provide a comfortable setting complete with a coffee bar and quiet study rooms so that students can utilize its resources in a relaxed and friendly setting.

### *General Information*

Website: <http://www.bridgewater.edu/departments/library/>

### *Contact Information*

Front desk: 828-5413

Administration: 828-5412

### *Library Hours*

Mon–Thur 7:45 a.m. – 12:00 a.m.

Friday 7:45 a.m. – 7:00 p.m.

Saturday 9:00 a.m.–5:00 p.m.

Sunday 2:00 p.m.–12:00 a.m.

Scheduled hours for holidays, breaks, and exam week may differ from those listed above. Special notices will be posted to the library's website and throughout the library to notify patrons of changes, when appropriate.

## *CIRCULATION POLICY*

All patrons must hold a valid borrower's card. Below is a list of eligible patrons.

- Bridgewater College faculty, staff, and their families (spouses and children)
- Bridgewater College students
- Bridgewater College alumni
- Bridgewater College Board members
- Community residents of Rockingham, Augusta, and Highland Counties
- Eastern Mennonite University employees and students
- James Madison University employees and students
- Mary Baldwin College employees and students

*General Collection:* Students and community patrons may borrow a maximum of 25 items, with a loan period of four weeks. Faculty and staff may borrow a maximum of 40 items, with a loan period of 120 days.

*Audiovisual Materials:* Patrons may borrow a maximum of five items, with a loan period of one week.

*Reserve Materials:* Students may borrow a maximum of two items, with a loan period of two or four hours, depending on the advisement of the instructor.

*Non-circulating materials:* Reference, periodicals, special collections and Brethren Room collections do not circulate.

*Renewals:* General circulating items may be renewed once. Patrons may renew items in person, by phone, or by e-mail at: [circulation@bridgewater.edu](mailto:circulation@bridgewater.edu).

*Holds:* Any patron may place a hold on unavailable items. Patrons will be notified when the item is ready.

*Recalls:* Faculty may recall items. Please allow at least two working days from the date of recall.

*Overdue Items:* The overdue fine for general collection items, audiovisual materials, and interlibrary loans is \$.25 per day per item. The cost for overdue reserve items is one dollar per hour.

If patrons have items more than three weeks overdue the library system will block all borrowing privileges. If the amount exceeds \$10.00, and is more than sixty days overdue, the Library will transfer charges to the student's account with the Business Office. Students will receive notices from the Library *and* the Business Office.

Students who return items within 45 days of hearing from the Business Office will be responsible for overdue fines only. After 45 days, the student will incur an additional \$20.00 charge for each overdue item to cover the cost of re-ordering, re-cataloging, and re-processing the lost item.

Overdue fines will not accrue for students on days that the Library is closed and when school is not in session.

Students are expected to return all materials before the end of Spring Semester, graduation or receipt of final transcripts, regardless of the item's due date.

## *LAPTOP LENDING*

Laptop computers are available for use in the library.

- Library laptops are available to Bridgewater College students, faculty, and staff, for two-hour periods within the library only. Priority is given to bibliographic instruction (as needed).
- Borrowers must have an ID card and sign a user agreement before checking out a laptop.
- Laptops must be returned within fifteen minutes prior to closing.
- Fines for late returns are as follows: \$3.00 per hour and \$1500.00 replacement fine if not returned; if damaged, the cost is not to exceed \$1500.00
- Borrowers may check out the laptop immediately upon returning one, if there is no other borrower waiting.
- The borrower to whom the laptop is checked out is responsible if the laptop is lost, stolen, or damaged. Borrowers are prohibited from permitting others to use their ID.
- Returning the laptop does not relinquish patrons of responsibility for repair if damage was incurred while in their possession.
- Students are expected to abide by the Bridgewater College Policy on Computer Usage.

## *AUDIOVISUAL EQUIPMENT*

Audiovisual equipment that may be used in, or borrowed from, the library includes:

VCR player	Cassette player
CD player	Digital camera
DVD player	Film projector
Filmstrip projector	Opaque projector
Overhead transparency projector	Record player
Television	Tape recorder (reel to reel)

Equipment may be checked out and used for academic or other college related activities only. The circulation period is one day. Longer borrowing periods can be arranged with the approval of the Library Director or the Assistant to the Director. Students must have a faculty/staff sponsor to borrow the equipment for class projects or campus organization functions. Borrower must present their Bridgewater ID at the time of checkout. Borrower is responsible for making reservations, picking up, and returning the equipment. Check the reservation calendar for availability: <http://www.localendar.com/public/alexmack>.

- Equipment is bar-coded and the location is indicated in the catalog. Items are checked out according to the Library's reserve checkout procedures, with the exception of retaining ID cards.
- Faculty may reserve equipment by calling the Circulation Manager (x5413).
- Students checking out equipment must present a signed letter from their sponsoring faculty or staff member.

Laminating services are available to the faculty, students and staff of Bridgewater College. Laminating is done once a week on Fridays and will be available for pick up the following Monday. The cost of laminating is one dollar per linear foot, or fraction thereof. There is a maximum width of 11 inches and a maximum length of 18 inches.

Audio, videotape, and DVD duplication is available upon request for faculty and student coursework. DVDs are available in RW format only. Faculty members and students may either bring their own recording media or purchase at cost from the Library.

Audiocassette:	\$2.00, if patron provides tape \$4.00, if library supplies tape
Video:	\$5.00, if patron provides tape \$10.00, if library supplies tape
DVD:	\$2.00 if patron supplies DVD \$10.00 if library supplies DVD

### *INTERLIBRARY LOAN POLICY*

The Alexander Mack Memorial Library's interlibrary loan service enables patrons to gain access to materials from other libraries throughout the world. Requested items are mailed, emailed, or faxed to the Library and can be checked out by patrons. To be eligible, patrons must have a valid Alexander Mack Memorial Library card or Bridgewater College ID.

Interlibrary loan is a service that supports the mission of the Library by providing patrons with access to another library's materials. Prior to submitting requests for materials, patrons are asked to check the ALEX catalog and the Periodical Locator to verify that the Library does not already own or provide access to the requested items. Items in frequent or recurring demand will be considered for purchase and added to the collection.

#### ***Types of Materials Borrowed***

Patrons may request books, journal articles and other media. Most lending libraries do not lend items from special collections, bound volumes of periodicals, microfiche/microfilm, or audio-visual materials. Theses and dissertations may be borrowed by faculty members and students working on honors projects.

#### ***Borrowing Restrictions***

The Library will not request materials that are available electronically from an online database or Internet resource to which the Library has access, nor does the Library request loans of textbooks or materials to be placed on reserve in the Library.

Copyright laws restrict libraries from:

1. Requesting more than five articles, dated within the past five years, from any one journal in any one given year or
2. Requesting more than one article from any single issue of a journal title for the same patron

In such instances where the above restrictions prohibit the Library from ordering items, copyright permission may be obtained on behalf of faculty, staff, students and alumni. The receipt of such items may be delayed due to the process of obtaining copyright clearance. A patron may place a request via email, online, or via the interlibrary loan form available at the Library's reference desk.

### **Turnaround Time**

Turnaround time varies depending upon the lending library and the materials requested. While most materials arrive within two to three days, some books or items requiring special handling take up to two weeks to receive. Patrons will be notified by e-mail or telephone when the item is available at the Library's circulation desk. Items not picked up within two weeks will be returned to the lending library.

### **Charges**

The Library does not charge faculty, staff, students or alumni for interlibrary loan services. The Library charges community patrons \$3.50 per item requested. Occasionally, a lending library will charge an amount that exceeds the standard service rate. Upon receiving such information, a library staff member will notify the patron to convey the charges and determine an appropriate payment method. Such arrangements will precede the ordering of materials.

### **Circulation Period**

Patrons are expected to discard copies of articles upon completion of the research project in order to comply with copyright regulations. The borrower is responsible for honoring the due date of each item and for paying any charges associated with overdue materials, loss or damage. All items should be returned to the circulation desk. Failure to return interlibrary loan items on time may result in the suspension of borrowing services for the delinquent patron.

### **REUEL B. PRITCHETT MUSEUM**

An auxiliary of the Library, the Reuel B. Pritchett Museum features items of historical, cultural and religious interest. Many rare books and Bibles, including the three-volume Venice Bible, published in 1482, are on exhibit. A number of Bibles published by Christopher Sauer are on display. Museum visitors can view artifacts from Native Americans, pioneer life in the Shenandoah Valley, and the Civil War. There is a large collection of glassware, as well as a variety of craftsmen's tools. Other items on display range from weapons to coins to musical instruments. Of particular interest are memorabilia from Asia, the Middle East, India, Africa, and other parts of the world, collected by Church of the Brethren missionaries.

Curator and Archivist	Mr. Dale Harter
Location	Cole Hall, ground floor
Telephone	828-5462
Fax	828-5482
Address	Box 147
E-mail	TBA
Internet	<a href="http://www.bridgewater.edu/departments/library/museum.html">www.bridgewater.edu/departments/library/museum.html</a>

### **Post Office**

*The Post Office strives to provide excellent postal shipping and receiving services to the students, faculty, staff, and larger family of Bridgewater College.*

Postmistress	Ms. Marguerite Turner
Location	Kline Campus Center, lower level
Hours	8:30 a.m. – 5:00 p.m., Monday – Friday 9:00 a.m. – 12:00 noon, Saturday
Telephone	828-5337
Address	Box 44

## Registrar Services

*The mission of the Registrar's Office is to provide support services in a consistent and friendly manner to the Bridgewater College community. This entails overseeing the security and accuracy of students' records, providing academic support to faculty and students, and processing appropriate requests for information for current students, faculty, staff, and alumni.*

Registrar	Ms. Cynthia Howdysshell
Asst. Registrar	Mrs. Christina Myers
Location	Flory 101
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5313, 828-5494
Address	Box 26
E-mail	<a href="mailto:chowdysh@bridgewater.edu">chowdysh@bridgewater.edu</a> , <a href="mailto:cmyers@bridgewater.edu">cmyers@bridgewater.edu</a>
Internet	<a href="http://www.bridgewater.edu/departments/registrar/">http://www.bridgewater.edu/departments/registrar/</a>

### *FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974*

The Family Educational Rights and Privacy Act of 1974, as amended, pertains to student educational records maintained by Bridgewater College. The Act allows students and parents of dependent students access to their educational records while also protecting their right to privacy by limiting the transferability of records without the students' consent. The following guidelines are to assist all members of the Bridgewater College community in understanding the provisions of the Act as they apply to Bridgewater College.

#### *TRANSCRIPTS*

Requests for transcripts of academic records should be directed to the Registrar's Office. In accordance with the Family Educational Rights and Privacy Act of 1974, a student's academic record can only be released upon written request by the student. Students requesting an official or student copy of their transcript may do so in writing to the Registrar's Office. By law, the request must include the student's signature and date of request. Transcripts will be issued to the student or institution designated, provided that all financial obligations to Bridgewater College have been met.

The transcript will show the academic status of the student, listing academic probation and/or academic suspension. In addition, the transcript will reflect the disciplinary or honor council suspension status of any student who requests a transcript from Bridgewater College while under suspension. However, no such disciplinary notation will remain on the transcript of a Bridgewater College graduate following commencement.

#### *STUDENT ACCESS TO EDUCATIONAL RECORDS*

All current and former students may have access to their educational records upon submitting a written request to the Registrar. Compliance with all requests will be made within a reasonable length of time but no later than 45 days from the date of receipt of the written request. Students requesting access to their educational records must present valid identification. Educational records are defined to include academic records, confidential letters, and statements. Records not covered by the Act include records received prior to January 1, 1975, financial records of parents, private notes of faculty and administrative officers, law enforcement records, and medical or psychiatric records. A physician or psychiatrist may review medical or psychiatric records upon the student's request. Students may waive, in writing, access to recommendations and evaluations. A waiver must be filed with each

individual office. The Act does not provide for blanket waivers of access to all educational records.

### *RELEASE OF CONFIDENTIAL RECORDS*

The College will not release educational records of current or former students unless a written statement authorizing such a release is received from the student. Exceptions to this policy include the following:

1. Faculty and staff members having legitimate educational interest in the record.
2. Authorized federal and state officials in the process of administering educational programs.
3. Requirements in the administration of the Financial Aid Program.
4. Accrediting organizations carrying out their accrediting function.
5. Parents of a dependent student. Each student is considered financially dependent upon his or her parents until stated to the contrary, in writing, to the Registrar.
6. Directory information (see next section).
7. Organizations conducting studies on educational programs, provided that the identity of the student is not revealed.
8. An emergency situation involving the health or safety of the student or other persons.
9. The College is in compliance with the Patriot Act.
10. The College will advise all recipients of student records that only authorized persons may view the records. Each College office will keep a record of all individuals requesting or receiving student records except as noted in Item 1 above.

### *DIRECTORY INFORMATION*

The College publishes and maintains directories (including a Web directory) for use by the campus community. The following information is generally included in these directories: name and campus address, residence hall, campus telephone number, home telephone number, campus e-mail address, classification, major, and photograph. Currently, public access to the Web directory is limited to a student's name and e-mail address.

In the course of the school year the College may release to the public the information listed above and the following additional information, all of which is deemed directory information: participation in officially recognized activities and sports, height and weight (athletic team members), dates of attendance, date and place of birth, degrees and awards, full-time or part-time status, previous school attendance, marital status, veteran status, and professional objective.

No student information should be provided to any caller to campus phone numbers, including the main campus number (828-8000). A caller to the main switchboard can be transferred to a student's room phone, but the phone number will not be provided.

If a student objects to the publication of any of the foregoing information during the academic year, he or she must notify the Registrar, in writing, by the end of the Fall Semester drop/add period, or the student's name and information will be published in the College directories.

## Service-Learning Center

The Service-Learning Center (SLC) is a resource that links students, faculty, and staff with community needs and promotes opportunities for learning through service. The SLC provides many resources for service-learning and community service, including a Community Service Directory, email updates on service-learning opportunities, and assistance with transportation to service-learning sites. For more information, see the Service Learning section on page 6.

Location	Moomkaw Hall, Room 204
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5383
Address	Box 133
E-mail	service@bridgewater.edu
Internet	<a href="http://www.bridgewater.edu/departments/servlearn/">http://www.bridgewater.edu/departments/servlearn/</a>
Director of Service-Learning	Chaplain Robbie Miller

## Office of Student Affairs

*The Office of Student Affairs strives to provide all students at Bridgewater College with an atmosphere and program which compliments and enhances the student's academic experience. The experiences are to occur within a framework which recognizes that "affective learning" is an integral and necessary part of the student's educational endeavor.*

Student Affairs is responsible for that portion of the student's education and welfare which occurs beyond the classroom. The department is comprised of the Office of Student Affairs, Career Services, the Chaplain's Office, Health Services, Counseling Services, Student Activities and Intramural sports. Student Affairs also works closely with Student Government, the Honor Council, Eagle Productions, campus media and all campus clubs and organizations.

Dean of Students	Dr. William Miracle
Associate Dean of Students & Director of Student Activities	Mrs. Angela Roth
Director of Residence Life & Judicial Affairs	Ms. Sara Norman
Director of Special Programs	Mrs. Jill Langridge
Director of Student Outreach Services	Mr. John Manson
Location	Rebecca 202
Hours	8:00 a.m. – 4:30 p.m., Monday – Friday
Telephone	828-5380
Address	Box 12
E-mail	osa@bridgewater.edu
Internet	<a href="http://www.bridgewater.edu/departments/student_affairs">http://www.bridgewater.edu/departments/student_affairs</a>

## Writing Center

The Writing Center, located in Bowman 310, is a computer lab and tutorial facility available to all students who need assistance with their writing. Student tutors staff the Writing Center Sunday through Thursday evenings and Friday afternoons. Any student may drop in to discuss a writing assignment or get help with final proofreading. Electronic tutorial services are also available through email. The Writing Center also offers the largest open computer lab on campus.

Director of the Writing Center	Dr. Alice Trupe
Location	Bowman 310
Hours	Accessible 24 hours a day, except when in use by a class
Tutors available:	3:00 p.m. - 11:00 p.m., Monday - Thursday 3:00 p.m. – 5:00 p.m., Friday 7:00 p.m. – 11:00 p.m., Sunday
Telephone	By e-mail, response in 24 hours 828-5708
E-mail	writing@bridgewater.edu
Internet	<a href="http://www.bridgewater.edu/WritingCenter">http://www.bridgewater.edu/WritingCenter</a>

# APPENDIX

## A. Violation of the Law by Student-Athletes

Sanctions for violation of the law by student-athletes are as follows:

1. **Felony Charge:** Any student-athlete charged with a felony or with a crime involving gambling will be suspended from the team until charges are dropped, dismissed, or resolved, unless the student has already been acquitted of charges involving the same conduct by a campus disciplinary committee and the College is not aware of additional credible evidence of guilt.
2. **Felony Conviction:** Any student-athlete convicted of or pleading guilty or no contest to a felony charge will be dismissed from the team.
3. **Misdemeanor Charge and/or Conviction:** Any student-athlete arrested, charged, and/or convicted of a misdemeanor will be subject to a review process conducted by the Head Coach in consultation with the Athletic Director. The review process for misdemeanor charges will consider the nature of the charge, prior behavior, self-disclosure of the violation, cooperation during the investigation, alcohol and/or drug use, and precedent established by other cases. Sanctions employed may range from a warning to dismissal from the team.
4. These procedures relate only to the student's eligibility to participate in athletics and are in addition to procedures and sanctions that may be imposed by the College through its disciplinary procedures. For more information on judicial procedures, see page 15.

## B. Disability Documentation Requirements

As appropriate to the disability, documentation should be current and should include:

1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
2. A description of the diagnostic testing or diagnostic criteria used. The description should include the specific results of diagnostic procedures, diagnostic tests used, and when they were administered. When available, both summary and specific test scores should be reported.
3. A description of the current functional impact of the disability.
4. Treatments, medications, assistance devices, or services currently prescribed or in use.
5. A description of the expected progression or stability of the disability over time, particularly the next five years.
6. The credentials of the diagnosing professional.

The Director of Academic Support will:

1. Review the documentation and consult with the student to determine the accommodations to be received at Bridgewater College.
2. Send letters to the student's professors to indicate the accommodations received by the student.

When a disability is suspected, an informal assessment may be made at Counseling Services and a referral for a formal evaluation can be facilitated.

### **C. Harassment or Assault Grievance Procedure**

Any student who believes that he or she has been assaulted or harassed, sexually or otherwise, by any member of the College community should promptly notify the Dean of Students, the Vice President for Academic Affairs and Dean of the College, the Director of Special Programs, or any Resident Director. If the complaint relates to conduct by a staff member of the Office of Student Affairs, a student may notify the Vice President and Dean for Academic Affairs. Once notified, the Office of Student Affairs (or the Vice President and Dean for Academic Affairs, as the case may be) will help the student resolve the complaint informally, if appropriate, or will support the student in pursuing a more formal response.

If the complaint relates to conduct by another student, the Office of Student Affairs will handle the complaint in one of the following ways. Minor complaints will be handled by the Office of Student Affairs, which will investigate the complaint and determine the appropriate disciplinary action. Serious complaints will be referred to the Judicial Hearing Board (see page 15), provided, however, that the administration reserves the right to act without Judicial Hearing Board action in cases where the conduct giving rise to the complaint is egregious and not reasonably disputed. Disciplinary action imposed under this paragraph may include all those listed under Disciplinary Outcomes on page 15.

If the complaint relates to conduct by a member of the College community, such as a staff or faculty member, the Office of Student Affairs (or the Vice President of Academic Affairs, as the case may be) will refer the complaint to the President. The President will name a committee of three to five persons to investigate the complaint, which will then recommend appropriate disciplinary action. After the President is satisfied with the investigation and has determined the appropriate disciplinary action to be taken, he or she will communicate such action to the student who brought the complaint and the person whose alleged conduct gave rise to the complaint. It is anticipated that in most cases this communication will occur within 25 days of the date of the complaint. Disciplinary action imposed under this paragraph may include a requirement not to repeat or continue the offending conduct, separation of the parties, attendance at relevant education programs, reprimand, reassignment, denial of pay increase, demotion, suspension, or termination of employment or relationship with the College.

While complaints do not have to be in writing, written complaints are preferred.

If the student bringing the complaint chooses, he or she may participate in a less adversarial process whereby the student and the person whose alleged conduct gave rise to the complaint mediate the complaint with the support of appropriate College staff. A student wishing to mediate his or her complaint should indicate this when bringing the complaint.

While all complaints are handled discreetly and on a "need-to-know" basis, the student bringing a complaint should understand that the College cannot guarantee total confidentiality in the investigative process. Further, as explained in Student Rights and Responsibilities (page 8),

College action and legal action (criminal or civil) are not mutually exclusive. Students may pursue all remedies available to them.

## **Counseling and Support Resources**

### On campus

Mrs. Marty Barlow	828-5358
Mrs. Jill Langridge	828-5379
Dr. Chip Studwell	828-5370
Dr. Bill Miracle	828-5380
Mrs. Angela Roth	828-5356
Dr. Robert Andersen	828-5350
Mr. John Manson	828-5324
Mrs. Linda Bowers, Nurse	828-5384
Resident Director	
Resident Assistant	

### Off Campus

CASA (Citizens Against Sexual Assault)	434-2272
Crime Victim Assistance Info-Lin	1-888-887-3418

Student grievances of any nature (other than sexual harassment for which other procedures apply) may be addressed in the following manner. Once the student has verbally addressed the issue and still feels it has not been properly resolved, the student may present a formal written complaint to any one of the following College officers: Dean of Students, Vice President for Academic Affairs and Dean of the College, or the President of the College. The student will receive a preliminary response within three working days.

## **D. Student Government Constitution**

Student Government, the most important organization on campus, acts as a liaison of the student body by representing the opinions and ideals of the student body to the faculty and administration, and by interpreting the ideals and standards of the college to the student body. The Government is composed of a President and a Vice-President, who are elected by popular vote of the student body; of Senators, who are elected as representatives by the students; and of the chairmen of the standing committees, who are appointed by the President-elect of the Government. The election of the Student Government and the appointment of standing committee chairmen takes place in the spring of the year preceding their terms of responsibility. The Student Government's faculty advisers also take part in the Senate affairs.

## **THE CONSTITUTION OF THE STUDENT GOVERNMENT OF BRIDGEWATER COLLEGE**

### **Preamble**

Whereas, it is the purpose of higher education to encourage citizens to become productive members of our society;

Whereas, Bridgewater College sets for itself the goal of encouraging its students to prepare "to educate and develop the whole person";

And whereas, our society utilizes organized government to synthesize and codify our society's procedures and operation;

It is imperative that Bridgewater College students have opportunities to participate in the ongoing governance of campus life.

Recognizing that final authority resides in the Board of Trustees and its designated representatives and asserting that this Constitution shall in no way limit the authority of college officials, we, the students of Bridgewater College, in order to provide the practice of governance, thus enhancing the general experiences of the students, do hereby ordain and establish this constitution of the Student Body and the Student Senate of Bridgewater College.

## **ARTICLE I**

### **Section 1**

The basic decision-making authority of the Student Body shall be vested in a Student Senate, the members of which shall serve terms of one academic year.

### **Section 2**

1. The Senate shall consist of representatives elected by resident students from within their respective classes; ten from the senior class, eight from the junior class, six from the sophomore class, four from the freshman class; and two day students elected by nonresident students. The President of the Student Body shall preside over the Senate. Senators must be full-time students of the College.
2. All members of Senate shall select an alternate from the group they represent; nonresident Senators may opt to select resident students as their alternates. Duties of the alternate shall consist of all the responsibilities of the elected Senator.
3. Upon the third absence without alternate representation, the Senator shall be dismissed. Vacancies caused by dismissal or resignation shall be filled by a process determined by the Student Body President. Vacancies must be filled within two weeks.
4. The President and Vice-President shall determine the Senate calendar and set the agenda for each meeting. The President shall have no vote while the Vice-President shall have only a tie-breaking vote. The Senate shall establish its own committees, lesser officers, and procedures. The Vice-President is responsible for ensuring that committees meet and then report to Senate.
5. The Dean of Students shall serve as adviser to the Student Body officers, and the Student Senate.

### **Section 3**

The Senate shall have the power

1. To advise and confirm by two-thirds vote all presidential appointments;
2. To initiate and conduct impeachment proceedings against Student Government officials;
3. To override presidential vetoes by two-thirds vote;
4. To see to it that the actions of the Student Senate and the Honor Council are faithfully executed. Any member of the Student Senate (President, Vice-President, or Senator)

may bring charges against a Student Government official. The accused shall be removed from office by a two-thirds vote of the Senate;

5. To initiate actions to revise and update the Honor Code from time to time;
6. To approve student groups and programs;
7. To allocate funds provided it by the College, as well as the other funds which it may obtain, to the various organizations and facets of campus life which have submitted a written request to the Vice-President of the Student Body at least one week (seven days) prior to the presentation of the request before the entire Senate.
8. To appoint a Finance Committee in conjunction with other committees. The Finance Committee will be comprised of the Student Body Vice-President serving as chair, the Senate Auditor, and four other non-freshman Senators. The Finance Committee will review and evaluate all monetary requests that exceed \$200.00, prior to the initial presentation before the entire Senate. The Student Body Vice President will be responsible for informing the entire Senate of the proposals going before the Finance Committee so that the Senate will have the original request. The Finance Committee conducts the evaluation in cooperation with the group making the request. The club or organization that is requesting funding must then present the request before the Senate. Following this process, the chair of the Finance Committee will make a recommendation to Senate. Final authority of allocation of funds resides with the Senate;
9. To pass any allotment of funds by a two-thirds majority vote of those Senators present, with the Vice-President voting only if his/her vote determines the two-thirds vote; and
10. To pass on and take actions deemed appropriate pursuant to this Constitution and in keeping with all College policies and regulations.

#### **Section 4**

Student Senators shall

1. Attend all Senate meetings and all meetings of any standing committees to which they are assigned;
2. Serve on at least one standing committee;
3. Serve on committees, as able, at the request of the Student Body President or Vice-President;
4. Be encouraged to attend all student forums, whenever possible;
5. Perform other reasonable duties assigned by the Student Body President or Vice-President;
6. Submit topics that deserve Senate consideration to the Student Body Vice-President at least twenty-four (24) hours prior to every Senate meeting; and
7. Act as a liaison between Senate and the students by seeking ideas from and reporting the events of Senate meetings to an assigned student population.

## **ARTICLE II**

### **Section 1**

The chief executive of the Student Body shall reside in a President who shall serve a term of one academic year.

### **Section 2**

1. Both the President and the Vice-President of the Student Body shall be popularly elected by the Student Body of the College.
2. No persons shall be candidates for these offices who are not full time students of the College during the academic year prior to the year of the term sought and who have not had a minimum of one-year experience as a Bridgewater College Student Senator.
3. Before assuming the powers and duties of the office, the President-elect shall take the following oath: "I do solemnly swear (or affirm) that I will faithfully execute the office of the Student Body and will, to the best of my ability, preserve, protect, and defend the Constitution of the Student Government and uphold the ideals of Bridgewater College."

### **Section 3**

The President shall have powers

1. To veto statutes passed by the Senate;
2. To nominate and, with the consent of two-thirds of the Senate, appoint student representatives to all appropriate College committees, Senate committees, councils, and boards; members of the Honor Council whose appointments are not herein otherwise provided for, but Senate may vest the appointment of lesser officers, as it thinks proper, in the President alone, in the Honor Council, or in cabinet officers;
3. To inform the Senate and the College's Council on Student Affairs and the President of the condition of the Student Body and recommend measures as he/she shall deem appropriate;
4. To convene meetings of the Student Body; and
5. To see to it that the actions of the Student Senate, and the Honor Council are faithfully executed.

### **Section 4**

Upon removal, resignation or inability of the President to serve, the Vice President shall assume his or her office and the Senate shall elect a new Vice-President.

## **ARTICLE III**

### **Section 1**

The judicial power of the Student Body shall be vested in an Honor Council, the members of which shall hold their offices during good behavior.

### **Section 2**

1. The Council shall consist of nine members who do not hold other Student Government positions. Only full-time students having been enrolled at Bridgewater College for at least one academic year shall be eligible for appointment. Members shall serve in their offices the extent of their enrollments at the College barring resignation or removal from office for violating College policy in any way including a failure to uphold their duties as Councilors.
2. A quorum or minimum number of six members must sit in order to render a decision on any case.
3. All hearings shall be conducted privately, and the Council shall keep confidential the names of all parties and witnesses.

### **Section 3**

1. One Chairperson shall be appointed by the President upon a two-thirds vote of the sitting members of the Council to organize and direct all trials.
2. Pursuant to this role, the Chairperson will be required to maintain a database of the following information with respect to each case heard during his/her tenure: the accused name, nature of case, verdict, sanction(s) recommended, sanctions imposed, and appeal information (if any). This database shall be accessible to successive chairpersons.
3. Also, the Chairperson shall see to the swift and fair trial of all accused students ensuring that no more than 10 days pass following levied accusations and by arranging for a trial date and by presenting written notice to proper College officials. Written notice to officials and the accused must also follow any convictions made by the Council.
4. Furthermore, the Chairperson shall appoint investigators for the Council to advise and investigate on the part of prosecution and defense in all cases. The investigators shall not argue in any case for any participant, but shall confer with the Chairperson as to whether or not sufficient evidence exists, in any given case, to go to trial.

### **Section 4**

The judicial power shall extend to all cases arising under this Constitution and the Honor Code and to the agreements made, or which shall be made, under their authority. All Honor Council decisions in cases concerning the Honor Code may be appealed to the Faculty Review Board.

### **Section 5**

All students shall be bound by the Honor Code. Lying, cheating, stealing, are expressly prohibited because they violate the basic concepts of honesty and fairness and the right of ownership. The Senate may initiate actions to revise and update the Honor Code from time to time. All changes in the Honor Code must be approved by the Faculty.

## **ARTICLE IV**

### **Section 1**

Students with an interest not represented by an existing club or organization may come before Student Senate and request to start a campus organization. To do so, they must provide a constitution, obtain a faculty or staff advisor, and demonstrate a need for and interest in their club. *If the Senate approves the request, it shall advise the Council on Student Affairs, which shall review the information submitted to the Senate, and make a recommendation to the President whether to approve the formation of the group. The President shall thereafter make a final determination whether to approve the formation of the group.*

### **Section 2**

It shall be the responsibility of the Vice-President to ensure that clubs and organizations meet and positively contribute to student life. Obsolete or purposeless clubs and organizations may be disbanded by a two-thirds vote of Senate.

### **Section 3**

Clubs and organizations, recognized by the Senate, shall have the right to request funding. The Senate has the responsibility to review such requests.

## **ARTICLE V**

### **Section 1**

1. Elections for Student Body President and Vice-President, Senators, Class Officers and Permanent Senior President shall be held the spring prior to the academic year of their terms, with the exception of the Freshman Senators and Class Officers who shall be elected by the third week of the academic year of their terms.
2. The Student Senate Oversight Committee shall be the body responsible for organizing elections. Impartial Senators will be in charge of running the year-end elections.

### **Section 2**

1. The Student Body President, Vice-President, and Class Officers shall be elected one week prior to the Student Senators. Their terms of office will begin once they are administered the oath of office and conclude upon the administration of the oath of office to their successors.
2. The Student Senators shall be elected by the conclusion of the month of April. In case of a lack of nominees in any one of the represented groups, the Student Senate Oversight Committee will nominate additional people and confirm the acceptance of said nominations in order to satisfy the requirement that there be at least two nominees over the number of official Senators required for each represented group.

### **Section 3**

Senators and all executive and judicial officers of the Student Government shall be bound by oath or affirmation to support this Constitution.

#### **Section 4**

No person shall serve as an officer (Student Body President, Student Body Vice President, Class President, Class Vice President, or Honor Councilor) in more than one branch of government.

#### **Section 5**

The Student Body President shall ensure that the elections for class officers take place in an orderly fashion.

### **ARTICLE VI**

This Constitution may be amended by the following procedure:

1. With all members voting, the Senate shall propose Amendments passing by a two-thirds vote.
2. In a general referendum, the Student Body shall affirm the Amendments one by one each receiving a required two-thirds of the votes tallied during the election.
3. At a Faculty meeting, a majority vote is required to finalize the Amendments.

The bylaws of this Constitution may be amended by a two-thirds vote of the Senate.

Written notice of any proposed changes shall be sent to all members of the Student Body at least five (5) days prior to the first vote, that of the Senate.

### **ARTICLE VII**

#### **Section 1**

Each respective Class President is defined as a Student Government official.

#### **Section 2**

The President and Vice-President of each respective class, upon assuming office, shall take the following oath before the Student Senate: "I do solemnly swear (or affirm) that I will, to the best of my ability, faithfully execute the duties of the office of class president/vice-president for the freshman/sophomore/junior/senior class, and will abide by the Constitution of the Student Government and uphold the ideals of Bridgewater College."

#### **Section 3**

The minimum obligations of each respective class President shall be to

1. Oversee the organization of a float for the annual homecoming parade representing his/her class;
2. Conduct at least two fundraising activities during the course of the academic year, one having commenced before the Christmas break;
3. Schedule and conduct at least one class meeting per term; and

4. Pursue activities beneficial to his/her respective class.

Furthermore, the Senior Class President shall also be responsible for

1. Acquiring the funds necessary to purchase the Senior gift to the College; and
2. Overseeing the actual choice and purchase of the Senior gift, contribution to the Annual Fund, Commencement, and any other duties that fall upon him/her that involve solely the graduating class of Bridgewater College.

#### **Section 4**

1. Each respective class Vice-President shall aid the President in the fulfillment of said obligations.
2. In the event that the class President cannot serve, or is removed from office, the Vice-President shall assume the office and title of class President and be responsible for the remaining aforementioned obligations from the date she/he assumes office.

#### **Section 5**

The Student Body Vice-President shall ensure that class Presidents fulfill their obligations. The Student Senate shall review the efforts of the class Presidents in November and March each year and be responsible for ensuring the fulfillment of the obligations on the part of each class President. Actions may be initiated against class Presidents by the Student Senate because class Presidents are defined as Student Government Officials.

### **ARTICLE VIII**

#### **Section 1**

This Constitution and the actions of the Student Senate, the various committees therein, the Class Officers, and the Honor Council, within the parameters of the College policies and regulations shall possess the shared authorities of the Student Body.

#### **Section 2**

1. Student Government officials shall perform all duties as prescribed in the Constitution. Those failing to perform their duties shall, after review by the Senate, be removed from their office. Student Government officials may only be removed by a two-thirds vote of the Senate.
2. In order to run for any Student Government office, a student must have a 2.0 minimum Cumulative GPA. To run for Student Body President or Vice-President, a student must have a 2.3 minimum Cumulative GPA. The Secretary of the Senate will monitor the Cumulative GPAs of all elected government officers, Senators, and Honor Council Members before the re-election or re-selection of that person for the next year.

#### **Section 3**

Be it so ordered that the Student Body of Bridgewater College shall comply with the terms of this constitution.

*Be it finally so ordered that this Constitution as it is written was ratified by the effort of the Student Senate, Faculty, and Administration alike.*

## **E. Honor Council Constitution**

Personal honor has been an integral and respected part of student life at Bridgewater College since it was founded in 1880 and is the foundation of the Honor Code. Our Honor Code serves as a practical example of student self-government. Because we appreciate the importance and convenience of our agreement to trust one another, we also recognize the need to control the few among us who are either unable or unwilling to accept and carry out the responsibilities of our mutual trust. A dishonorable act is a betrayal of the trust within the campus community and is regarded as such.

### **ARTICLE I**

**Section 1** The Honor System shall deal with accusations of cheating, stealing and academic-related lying, as well as lying in relation to procedures of the Honor System.

**Section 2** Offenses

1. Lying: The willful presentation of fraudulent information in either verbal or written form (in an academic-related matter).
2. Cheating:
  - a. The unauthorized act or effort to give or receive help on work claimed to be one's own.
  - b. Plagiarism, which is defined as the use of another person's ideas or thoughts, which are not common knowledge, without acknowledging the source.
3. Stealing:
  - a. The taking or appropriation of another's property without consent.
  - b. Conspiring to take or appropriate another's property without consent.
  - c. The reception of property known to have been stolen.
4. The failure to confront the offender or report known infractions to the Honor Council.

### **ARTICLE II**

**Section 1** Infractions of the Honor Code shall be heard by an Honor Council comprised of nine voting members who shall hold their positions for the duration of their enrollment at Bridgewater College, barring impeachment or resignation.

1. The Student Body President shall appoint, subject to two-thirds confirmation vote by Student Senate, voting members to fill all vacancies in the Honor Council.
2. From the nine voting members, a Chairperson of the Honor Council shall be appointed by the Student Body President. This appointment shall be subject to a two-thirds confirmation vote of all members and investigators.
  - a. The Chairperson of the Honor Council shall appoint investigators to fill any vacancies.

**Section 2** Infractions of the Honor Code occurring during Summer Session shall be heard by a special Honor Council.

1. As the need arises during Summer Session, the President or his or her representative shall appoint from those Honor Council members and Student Senators able to return to campus, members and investigators to the Honor Council.
2. From those voting members, a Chairperson is selected by a two-thirds vote. It is not necessary for a Summer Session Chairperson to be confirmed by the normal process.

**Section 3** Prior to taking office, all members and investigators shall affirm before the Student Senate their intention to uphold the Honor Code and keep confidential all proceedings of the Honor Council. Members shall not discuss the Hearing (beyond the Council membership), even after the results are posted.

**Section 4** In the fall of each year the President of the College shall appoint one nonvoting faculty Advisor and an alternate to offer advice, one of whom shall be present at all Honor Council hearings.

### **ARTICLE III**

**Section 1** Pre-Hearing Procedures and Rules

1. Upon knowledge of an alleged infraction of the Honor Code, the Chairperson shall direct investigators to investigate the alleged infraction.
2. No more than ten instructional days may expire between the time an investigation is ordered and the time the accused is officially charged.
3. If the accused fails to cooperate after the notification of an alleged infraction, the investigation and hearing may proceed in absentia.
4. At the conclusion of the investigation and/or the ten-day period, the Chairperson shall render a decision upon whether enough evidence is present to bring the case to a full hearing. At this point, the accused will either be officially charged or the case will be dropped.
5. Once officially charged, the accused has the right to know the nature of the facts determined throughout the course of the investigation.
6. Once the accused is officially charged, the Chairperson shall inform all voting members of the Council on the nature of the infraction and the names of the witnesses. Should any voting member believe he or she cannot render a fair decision at the hearing, he or she should dismiss himself or herself from the case at once.
7. No more than ten instructional days may expire between the official levying of a charge and the date of the hearings.
8. Under extenuating circumstances, the time restriction may be extended by the President of the College or his or her representative.

9. For each case, the Honor Council shall use two investigators from a pool of no less than four. One investigator will be assigned to assist the accused in understanding Honor Council procedures, the rights of the accused, and to investigate information requested by the accused. The other investigator shall be responsible for collecting evidence relevant to the case on behalf of the Honor Council. At the discretion of the Honor Code chairperson, a third investigator may be used as directed by the chairperson.

**Section 2** Hearing Procedures and Rules

1. A minimum of six voting members must be present at a hearing. In the event that less than six voting members are present, the Chairperson may appoint from the Student Senate temporary voting members to fill any absences. Temporary voting members do not need to be confirmed by the Student Senate.
2. Prior to the presentation of evidence, the accused must enter a plea of not guilty or guilty.
3. The accused has the right to know the time, date, and location of the alleged infraction. The accused does not have the right to know the names of his or her accusers or witnesses.
4. The accused shall be responsible for his or her own defense. No legal counsel of any type will be permitted to be present at any Hearing or Appeal.
5. Both the accuser and the accused shall be allowed to present appropriate evidence and ask the Chairperson to call appropriate witnesses on their behalf.
6. Circumstantial evidence may be allowed to establish guilt.
7. No cross-examination of witnesses by the accused shall be permitted.
8. Once all evidence has been presented and all witnesses called, the Council shall address the question of guilt or innocence and proceed to answer the question of sentencing if necessary.
9. Conviction decisions by the Council shall be determined by a two-thirds affirmative vote.
10. All decisions of the Honor Council shall be made public to the campus community. Names will not be disclosed.
11. All records of an Honor Council violation will be removed from a student's permanent academic record at the time the sanctions have been completed or after a period of one year if the student does not return to Bridgewater College.

**Section 3** A student found guilty of an Honor Code infraction may obtain a new hearing by presenting new evidence to the Honor Council within 60 days of the original hearing with the following limitations:

1. At least two thirds of those who served on the hearing in question must vote that a new hearing be granted.

2. The decision of the Honor Council about whether or not to have a new hearing may not be appealed.

#### **ARTICLE IV**

Sentences for those found guilty of Honor Code infractions shall be handed down by the Honor Council as deemed necessary.

#### **ARTICLE V**

**Section 1** Decisions rendered by the Honor Council may be appealed in writing within two working days following the conclusion of the Hearing to the President of the College.

1. The President, or his or her designee, may respond directly to the appeal or appoint an Appeals Board that would report its recommendations to the President or his or her designee. Membership of an Appeals Board shall include three faculty members and two students who are not members of the Honor Council. These members shall be selected from a pool of faculty members and students appointed by the President or his or her designee. In order to promote continuity, faculty members may be appointed to the pool for more than one year. Student members shall not be appointed to the pool for more than one year. Student members shall not be appointed earlier than the spring of this or her freshman year. The Dean of the College and Faculty Advisor(s) to the Honor Council will meet with the faculty members of the Appeals Board at the beginning of each academic year to review the purpose and procedures of the Appeals Board.
2. The President of the College or his or her designee shall appoint one member of the Appeals Board to serve as Chairperson for that Appeals Board.

**Section 2** The Appeals Board shall be granted authority to review the considerations and decisions of the Honor Council and to engage in whatever investigations it deems necessary to be satisfied that an appropriate decision has been reached.

**Section 3** At least one voting member of the Honor Council, the investigators, and the Honor Council Advisor shall be invited to the Appeals Board.

**Section 4** All questions before the Appeals Board shall be determined by a majority vote of all voting members on the Board.

#### **ARTICLE VI**

It is the responsibility of each student to understand the Honor Council Constitution. Ignorance of the Constitution will not be accepted as a defense.

## F. Student's Right to Know

Federal legislation requires the College to annually disclose the following information to students and a statement of how to obtain such information.

<b>"Right to Know" Information</b>	<b>How to Obtain</b>
The student financial assistance programs available to students enrolled at the College.	See the "Financial Assistance" section of the 2006-2007 College Catalog.
The methods by which student financial assistance is distributed among student recipients at the College.	See the "Financial Assistance" section of the 2006-2007 College Catalog.
The means, including forms, by which application for student financial assistance is made and the requirements for accurately preparing applications.	See the "Financial Assistance" section of the 2006-2007 College Catalog and instructions on loan application forms.
The rights and responsibilities of students receiving federal financial assistance.	See the "Financial Assistance" Section of the 2006-2007 College Catalog and the "Borrower's Rights and Responsibilities" section of Stafford Loan Application.
The cost of attending the institution, including tuition and fees, books and supplies, room and board, commuter fees, program costs.	See the "Financial Information" section of the 2006-2007 College Catalog.
A statement of the College's refund policy.	See the "Financial Information" section of the 2006-2007 College Catalog.
A statement of the federal requirements for the return of federal grant or loan assistance.	See the "Financial Assistance" section of the 2006-2007 College Catalog.
The requirements for officially withdrawing from the College.	See the "Financial Information" section of the 2006-2007 College Catalog.
The academic program of the College including the current degree programs and other educational and training programs; the instructional, laboratory and other physical plant facilities which relate to the academic program; and the faculty and other instructional personnel.	See the 2006-2007 College Catalog in its entirety.
The financial assistance staff and the methods by which and locations at which such staff may be contacted by students and prospective students.	See the "Organization of the College – Financial Aid" section of the 2005-2006 College Catalog, as well as any College directory (including the Web directory).
Special facilities and services available to handicapped students.	See the "Academic Policies – Services for Students with Disabilities" section of the 2005-2006 College Catalog.
The names of associations, agencies or governmental bodies which accredit, approve or license the College and its programs.	See the "Bridgewater College Past and Present" section of the 2006-2007 College Catalog.
The procedures under which any current or prospective student may obtain or review upon request a copy of the documents describing the College's accreditation, approval or licensing.	Contact the Executive Assistant to the President.
The standards which students must maintain in order to be considered to be making satisfactory academic progress.	See the "Financial Assistance" section of the 2006-2007 College Catalog.
The completion or graduation rate of degree-seeking, full-time, undergraduate students entering the College.	See the "Bridgewater College Past and Present" section of the 2006-2007 College Catalog.
The terms and conditions under which students receiving guaranteed student loans may obtain deferral of repayment of the principal and interest, or partial cancellation, for service under the Peace Corps Act, the Domestic Volunteer Service Act, or comparable full-time service as a volunteer for similar organization.	See the Stafford Loan Application form and "Deferments," a publication of Chase Manhattan Bank available in the College's Financial Aid Office.

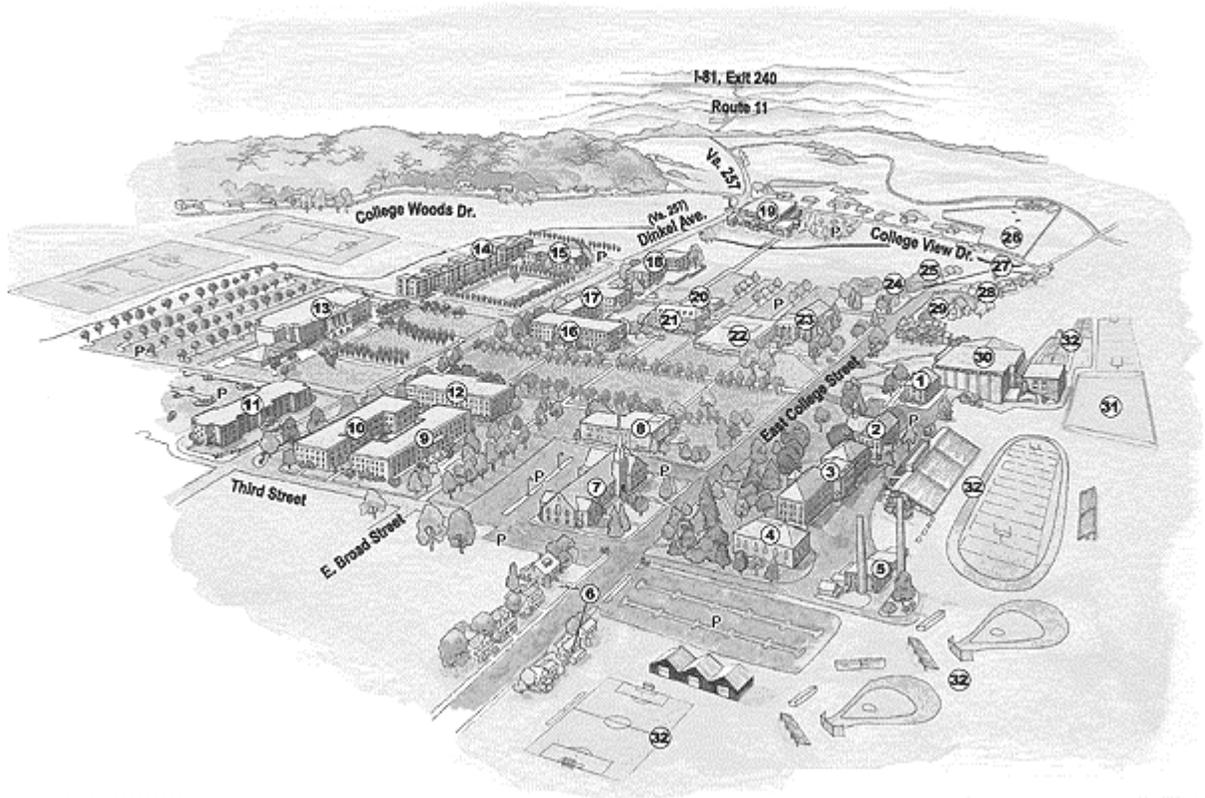
<p>A statement that enrollment in a program of study abroad approved for credit by the College may be considered enrollment in the College for purposes of applying for federal student financial assistance.</p>	<p>See the “Student Life – The Study Abroad Program” section of the 2006-2007 College Catalog.</p>
<p>The campus crime report prepared by the College pursuant to federal legislation.</p>	<p>The President’s Office sends the campus crime report in letter format to every student and faculty and staff member of the College every fall. For copies, contact the Executive Assistant to the President.</p>
<p>An annual report containing the following information regarding intercollegiate athletics:  The number of male and female full-time undergraduates attending the College;  A listing of the varsity teams and, for each team, the total number of participants, the total operating expenses, whether the head coach and assistant coach or coaches, if any, is/are male or female and full-time or part-time;  The total amount of money spent on athletically related student aid;  The ratio of athletically related student aid awarded male athletes to the same for female athletes;  The total amount of expenditures on recruiting, separately for men’s teams and women’s teams overall;  The total annual revenues generated across all men’s teams and across all women’s teams;  The average salary of the head coaches and assistant coaches, if any, of men’s teams across all offered sports, and the same for women’s teams;  The total revenue, and the revenue from football, men’s basketball, women’s basketball, all other men’s sports combined and all other women’s sports combined derived by the College from intercollegiate athletics activities.</p>	<p>Equity in Athletics Disclosure Act report for the NCAA and Department of Education. For copies, contact the Athletics Director.</p>

# DIRECTORY OF SERVICES

<b>FOR THIS SERVICE</b>	<b>CONTACT</b>	<b>PHONE</b>	<b>PLACE</b>	<b>PAGE</b>
ACADEMICS	Dr. Arthur Hessler Dr. Robert Andersen Ms. Cynthia Howdysshell Your Faculty PDP Advisor	828-5407	Flory 102	3
ACADEMIC SUPPORT CENTER	Dr. Chip Studwell	828-5370	Bicknell House	57
ADMISSIONS	Mrs. Linda Stout	828-5366	Yount 103	
ALUMNI RELATIONS	Miss Ellen Layman	828-5452	Carter Center 204	
ATHLETICS	Mr. Curtis Kendall	828-5401	Nininger 201	33
BOOKSTORE	Mr. John Overacker	828-5334	KCC	59
CAMPUS POLICE & SAFETY DEPARTMENT	Security Office	828-5609	Blue Ridge	31
CAREER SERVICES	Ms. Sherry Talbott	828-5369	Moomaw Apts. 205	61
CHAPLAIN	Chaplain Robbie Miller	828-5383	Rebecca Hall 207	62
COLLEGE ACTIVITIES CALENDAR	Mrs. Carrie Harman	828-5614	KCC	
COMPUTER/IT SERVICES	ITC Help Desk (on-campus)	x.4357	Bowman 200	68
CONVOCATION ATTENDANCE	ITC HelpDesk (on-campus)	x.4357	Bowman 200	70
CONVOCATION PROGRAMS	Dr. Jeff Pierson	828-5347	Memorial 1st	5
COUNSELING SERVICES	Ms. Marty Barlow Ms. Jill Langridge	828-5358 828-5379	205 Moomaw Apts. 205 Moomaw Apts.	61
DAY STUDENT CONCERNS	Mr. John Manson	828-5324	Rebecca 205	
DEAN OF STUDENTS	Dr. William Miracle	828-5380	Rebecca 202	
DINING SERVICES	Mr. Haitham Shtaiieh	828-5333	KCC	64
DIRECTORY INFORMATION	Ms. Cynthia K. Howdysshell Ms. Christina Myers	828-5313 828-5494	Flory 101	78
DISABILITY SERVICES	Dr. Chip Studwell	828-5370	Bicknell House	58
FACULTY ADVISORS	Dr. Arthur Hessler Dr. Robert Andersen	828-5607 828-5350	Flory 101 Rebecca 208	
FINANCIAL AID	Mr. J. Vern Fairchilds Mrs. Cindy Garletts	828-5376 828-5378	Yount 2nd	62
HEALTH SERVICES	Mrs. Linda Bowers	828-5384 H-433-9781	Funkhouser Ctr. 108	66
HOUSING OF NEW STUDENTS	Ms. Sara Norman	515-3794	Rebecca 210	
INFORMATION	KCC Front Desk	828-8000	KCC	
INSURANCE	Mrs. Marilyn Evers	828-5394	Flory 112	60
INTERNATIONAL STUDENTS	Mr. John Manson	828-5614	Rebecca 202	49
INTERNSHIPS	Ms. Sherry Talbott	828-5369	Moomaw Apts. 205	
INTRAMURAL ATHLETICS	Mr. Dustyn Miller	828-5391	Funkhouser Ctr. 108	34
LIBRARY	Ms. Donna Bible	828-5410	Library	72
LOST & FOUND	KCC Front Desk	828-8000	KCC Desk	
MEDIA RELATIONS	Dr. Karen Wigginton	828-5782	Carter Ctr. 206	
MOTOR VEHICLES & PARKING	Chief Nicholas Picerno	828-5761	Phibbs Maint. Ctr.	59
PAYMENT OF BILLS	Mr. David Nicholas	828-5386	Flory 114	60
POST OFFICE	Mrs. Marguerite Turner	828-5337	KCC	76
REGISTRATION	Ms. Cynthia Howdysshell Ms. Christina Myers	828-5313 828-5494	Flory 101	77
RELIGIOUS ACTIVITIES	Chaplain Robbie Miller	828-5383	Rebecca Hall 207	36
RESIDENCE HALLS	Mrs. Angela Roth	828-5356	Rebecca 209	18
RESIDENT HALL MAINTENANCE CONCERNS	Resident Directors			20
REUEL B. PRITCHETT MUSEUM	Mr. Dale Harter	828-5414 828-5462 (pm)	Cole Hall	76
ROOMMATE CONFLICTS	Mr. John Manson	828-5324	Rebecca 205	
SCHEDULE AND COURSE CHANGES	Ms. Cynthia Howdysshell Ms. Christina Myers	828-5313 828-5494	Flory 101	3
STUDENT ACTIVITIES ON CAMPUS	Mrs. Angela Roth	828-5356	Rebecca 209	
STUDENT GOVERNMENT	Dr. William Miracle	828-5382	Rebecca 202	37
STUDENT LIFE CONCERNS	Dr. William Miracle	828-5382	Rebecca 202	79
STUDENT LOANS	Mrs. Brenda Thompson	828-5389	Flory 111	
TELECOMMUNICATIONS	Mr. Aaron Klein	828-5646	Bowman 200	69
TELEVISION CABLE	ITC HelpDesk (on-campus)	x.4357	Bowman 200	70

TRANSCRIPTS	Ms. Cynthia Howdysshell Ms. Christina Myers	828-5313 828-5494	Flory 101	77
VETERAN BENEFITS	Ms. Cynthia Howdysshell	828-5313	Flory 101	
VP FOR ACADEMIC AFFAIRS AND DEAN OF THE COLLEGE	Dr. Arthur Hessler	828-5607	Flory 102	
VP FOR COLLEGE RELATIONS	Dr. Karen Wigginton	828-5782	Carter Center 206	
VP FOR FINANCE & TREASURER	Mrs. Anne Keeler	828-5386	Flory 110	
VP FOR INSTITUTIONAL ADVANCEMENT	Ms. Brenda Duncan	828-5450	Flory 10	

# CAMPUS MAP



- |                          |                                      |                     |
|--------------------------|--------------------------------------|---------------------|
| 1. Yount Hall            | 2. Memorial Hall                     | 3. Flory Hall       |
| 4. Old Gymnasium         | 5. Paul V. Phibbs Maintenance Center | 6. Honors Houses    |
| 7. Carter Center         | 8. Alexander Mack Memorial Library   | 9. Wright Hall      |
| 10. Heritage Hall        | 11. Geisert Hall                     | 12. Bowman Hall     |
| 13. McKinney Center      | 14. Student Apartments               | 15. Wakeman Hall    |
| 16. Blue Ridge Hall      | 17. Daleville Hall                   | 18. Dillon Hall     |
| 19. Funkhouser Center    | 20. Moomaw Hall                      | 21. Rebecca Hall    |
| 22. Kline Campus Center  | 23. Cole Hall                        | 24. Boitnott House  |
| 25. Strickler Apartments | 26. College Stable                   | 27. Honors Houses   |
| 28. Bicknell House       | 29. President's House                | 30. Nininger Center |
| 31. Mapp Field           | 32. Jopson Athletic Complex          | <b>P = Parking</b>  |

# ACADEMIC CALENDAR

2006 – 2007

## Summer Sessions

May 30	Session I Begins
June 16	Session I Ends
June 19	Session II Begins
June 23	New Student Orientation
July 4	Independence Day Holiday
July 14	New Student Orientation
July 28	New & Transfer Student Orientation
July 28	Session II Ends

## Fall Semester

Aug 21-25	Meetings of the Faculty
Aug 26	New Student Orientation
Aug 27	New Student Orientation & Registration
Aug 28	New Student Orientation Upper Class Registration
Aug 29	Classes Begin Opening Convocation, 9:30 am
Sep 6	Last Day to Add a Class
Sep 30	Homecoming Weekend
Oct 9-10	Fall Break
Oct 13	Mid-term Grades Due
Oct 20	Last Day to Withdraw from a Course; WP Assigned
Oct 28	Family Week-end
Nov 3	Last Day to Withdraw from a Course; WP/WF Assigned
Nov 21	Thanksgiving Recess Begins after Last Class
Nov 27	Classes Resume
Dec 6	Last Day of Classes
Dec 7	Study Day
Dec 8-9	Final Exams
Dec 10	Study Day
Dec 11-13	Final Exams; Christmas Break Begins after Last Exam

## Interterm

Jan 3	Interterm Begins
Jan 23	Interterm Ends

## Spring Semester

Jan 24	Registration
Jan 25	Classes Begin; Senior Comprehensives in afternoon
Feb 2	Last Day to Add a Class
Mar 2	Spring Break Begins After Last Class
Mar 12	Classes Resume
Mar 16	Mid-term Grades Due
Mar 23	Last Day to Withdraw from a Course; WP Assigned
Apr 3	Founder's Day Convocation
Apr 6	Last Day to Withdraw from a Course; WP/WF Assigned
April 5	Easter Break Begins (after last class)
April 10	Classes Resume
May 1	Last Day of Classes
May 2	Study Day
May 3-5	Final Exams
May 6	Study Day
May 7-8	Final Exams
May 13	Baccalaureate, 10:00am Commencement; 2:00pm

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