Dear Bridgewater Eagles,

Greetings and welcome to a new year! This handbook provides you with a guide to making good choices during your time here at BC and information about the resources to get connected on campus. I want to encourage you to take full advantage of the opportunities here, from participation in Student Government, intramurals, Eagle Productions, and club activities, to utilizing some of the many resources designed to help you with your coursework. Being actively engaged on campus enables you to expand your educational experience and maximize your potential. Every decision you make will guide the direction of your growth. Together we hope to make your experience at Bridgewater College both transformational and rewarding.

Bridgewater College is built upon a foundation of the principles of honesty, integrity and fair play. We expect our students to live and work together in harmony and treat all members of the larger campus community with dignity and respect, striving for excellence both in and out of the classroom. You are expected to be a positive role model at all times, representing Bridgewater College and its values both on and off campus.

My door is always open, and I look forward to meeting you this fall. Take good care of yourselves and each other, and remember, it’s a great day to be an Eagle!

Leslie Frere
Vice President for Student Life and Dean of Students
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DISCLAIMER

The content of any College handbook, website, any of the College’s referenced policies or procedures, and the contents of the College’s various other publications, communications or materials do not create and do not constitute a contract of any kind. All of these and other sources and references are simply statements or summaries of standards and expectations, or are informational or promotional as part of the College’s ongoing academic and other operations. The College reserves the right to vary from them and to modify any of them at any time without prior consent or notice even during the academic year or period, although it will endeavor to publish changes or updated versions as it may deem appropriate in its sole discretion.

MISSION STATEMENT

Bridgewater College educates the whole person by providing a challenging and supportive learning community that fosters the growth of its students and empowers and motivates them to live educated, intelligent, healthy, purposeful and ethical lives in a global society. The College embraces the core values of integrity, equality, service and community, which have been inspired by its history with the Church of the Brethren. The College is a welcoming, diverse and vibrant community, committed to understanding and respecting individual differences and actively engaging all of its members.
ABOUT THE COLLEGE

A History of Firsts
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 on June 1, 1891, thereby becoming the first degree-granting college with historical ties to the Church of the Brethren.

From its beginning, Bridgewater was a residential college, designed so students could learn from one another 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. This way of thinking holds true today.

Bridgewater College claims the distinction of being the first four-year, private, liberal arts college in Virginia to admit women. Bridgewater was also one of the first four-year colleges and universities in Virginia to admit an African-American student.

Purpose
Bridgewater College pursues its mission of developing the whole person by empowering students to achieve distinctive goals of intellectual excellence, personal and civic responsibility, ethical and spiritual development, and a commitment to lifelong wellness. The College nurtures an inclusive and caring community, encouraging students to explore what it means to be fully human and to live thoughtful and purposeful lives; to aspire for wisdom and not merely knowledge; and to learn the importance of serving something greater than oneself.

The education offered at Bridgewater is broad, deep and liberating. It can free individual creativity and promote the art of the examined life; it can develop the realization that the gift of life demands service to others. It leads one, while acknowledging that truth is not fully known, to continually seek out the fullest truths that can be known. It honors the past, embraces the present and envisions the future.

College Calendar
The College has a traditional semester system, with a three-week May Term. The May Term 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, May Term also offers a unique opportunity to travel while learning.
# Academic Calendar
2017-2018

## Fall Semester 2017

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Meeting Days</td>
<td>August 21 - August 24</td>
</tr>
<tr>
<td>International Student Orientation*</td>
<td>August 23-25</td>
</tr>
<tr>
<td>New Student Move-In*</td>
<td>August 25</td>
</tr>
<tr>
<td>New Student Orientation*</td>
<td>August 25-28</td>
</tr>
<tr>
<td>Fall Registration Day</td>
<td>August 28</td>
</tr>
<tr>
<td>First Day of Fall Classes</td>
<td>August 29</td>
</tr>
<tr>
<td>Last Day to Add a Class</td>
<td>September 5</td>
</tr>
<tr>
<td>Family Weekend</td>
<td>October 6-8</td>
</tr>
<tr>
<td>Fall Break (begins after last class)</td>
<td>October 13</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>October 18</td>
</tr>
<tr>
<td>Mid-Term Grades Due</td>
<td>October 20</td>
</tr>
<tr>
<td>Advising Week</td>
<td>October 23-27</td>
</tr>
<tr>
<td>Homecoming</td>
<td>October 27-29</td>
</tr>
<tr>
<td>Fall Board Meeting</td>
<td>November 2-3</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>November 7</td>
</tr>
<tr>
<td>Thanksgiving Break (begins after last class)</td>
<td>November 21</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>November 27</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>December 8</td>
</tr>
<tr>
<td>Reading Days</td>
<td>December 9-10</td>
</tr>
<tr>
<td>Exams</td>
<td>December 11-15</td>
</tr>
</tbody>
</table>

*Undergraduate events only*

## Spring Semester 2018

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Classes Begin</td>
<td>January 8</td>
</tr>
<tr>
<td>MLK Holiday (no classes)</td>
<td>January 15</td>
</tr>
<tr>
<td>Last Day to Add a Class</td>
<td>January 16</td>
</tr>
<tr>
<td>Mid-Term Grades Due</td>
<td>February 23</td>
</tr>
<tr>
<td>Spring Break (begins after last class)</td>
<td>March 2</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>March 12</td>
</tr>
<tr>
<td>Advising Week</td>
<td>March 12-21</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>March 28</td>
</tr>
<tr>
<td>Easter Break (begins after last class)</td>
<td>March 29</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>April 3</td>
</tr>
<tr>
<td>Founder’s Day</td>
<td>April 3</td>
</tr>
<tr>
<td>Spring Board Meeting</td>
<td>April 5-6</td>
</tr>
<tr>
<td>Last Day of Spring Classes</td>
<td>April 24</td>
</tr>
<tr>
<td>Reading Day</td>
<td>April 25</td>
</tr>
<tr>
<td>Exams</td>
<td>April 26-28</td>
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</table>
Reading Day  
Exams  
Baccalaureate  
Commencement  

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Reading Day</td>
<td>April 29</td>
</tr>
<tr>
<td>Exams</td>
<td>April 30 – May 1</td>
</tr>
<tr>
<td>Baccalaureate</td>
<td>May 4</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 5</td>
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</table>

**May Term 2018***

<table>
<thead>
<tr>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May Term Begins</td>
<td>May 7</td>
</tr>
<tr>
<td>May Term Ends</td>
<td>May 25</td>
</tr>
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</table>

**4-Week Summer Sessions 2018***

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
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<tbody>
<tr>
<td>Session 1 Begins</td>
<td>May 29</td>
</tr>
<tr>
<td>Session 1 Ends</td>
<td>June 22</td>
</tr>
<tr>
<td>Session 2 Begins</td>
<td>June 25</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
</tr>
<tr>
<td>Session 2 Ends</td>
<td>July 20</td>
</tr>
</tbody>
</table>

**8-Week Summer Session 2018***

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Session 3 Begins</td>
<td>May 29</td>
</tr>
<tr>
<td>Independence Day Holiday</td>
<td>July 4</td>
</tr>
<tr>
<td>Session 3 Ends</td>
<td>July 20</td>
</tr>
</tbody>
</table>

*Undergraduate events only*

**2018 Summer Graduate Session**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation and Registration</td>
<td>June 4</td>
</tr>
<tr>
<td>First Day of Classes</td>
<td>June 4</td>
</tr>
<tr>
<td>Last Day to Withdraw</td>
<td>July 23</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>August 24</td>
</tr>
</tbody>
</table>
**Academics**

**Academic Affairs**
Dr. Leona Sevick is the provost and vice president for academic affairs. Her office is located in Flory Hall, room 101. Dr. Robert B. Andersen is the associate dean for academic affairs. His office is located in Flory Hall, room 100. The following is a brief overview of Bridgewater’s academic policies. For complete information, please refer to the graduate and undergraduate 2017-2018 Academic Catalogs.

**Class Attendance Policy**
Regular class attendance is expected of all students and attendance records are kept. Specific policies regarding the number of absences allowed in particular courses are determined by instructors; however, if a student is absent for an entire week without credible explanation or has what the instructor considers excessive absences overall (whether or not they are consecutive), he or she will be reported to the associate dean for academic affairs who will determine the circumstances of the absences and, after consulting with the instructor, make a recommendation as to whether the student should continue in the course. If a student, through excessive absences, demonstrates minimal academic motivation, or an attitude inconsistent with reasonable expectations of a member of an academic community, the student will be subject to administrative disciplinary review, which could result in suspension or expulsion.

Absences that occur because of College activities approved by the provost and vice president for academic affairs will be reported in advance to the registrar by the instructor sponsoring the activity, and the registrar will notify instructors of the students involved. The student is responsible for all work missed when absent from class. **Students should discuss absences with their professors before the absence occurs.**

**Schedule and Course Changes**
Students may make course changes on days designated by the registrar’s office. Students make course changes via the course planning module on WebAdvisor, in consultation with and approval of the academic advisor.

Course schedules for the next academic year are available to students during the spring semester. Beginning in March, students register for the next academic year. New freshmen and transfer students register for courses during the spring and summer orientations. During the fall semester, students may register and make changes to May Term and the upcoming spring semester.

Summer session schedules are available to students in March, listing course offerings for the summer sessions. Students may 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 academic catalog.
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 to make course changes for the semester. Following this period, students may drop a course and receive a Withdrawn (W) grade through the last day of the tenth week of the full semester, the second week of May Term, during the third week of summer session 1 and 2, and the fifth week of summer session 3. Following these deadlines, the option of withdrawing will no longer be available. Add/Drop periods for graduate summer sessions are program specific and can be found in the Graduate Academic Catalog. Some programs may not have an Add/Drop period during summer sessions.

Information listing specific deadline dates is listed on the inside front cover of the Academic Catalog, emailed to students and faculty at the beginning of each semester, posted on MyBC under Campus Bulletin and posted on the registrar’s webpage (www.bridgewater.edu/life-at-bridgewater/services-for-students/registrar).

Textbook Purchases
Textbooks for classes should be ordered online at least several weeks before the start of classes to ensure delivery prior to the first day of classes. The College partners with Akademos, and books can be ordered at Bridgewater.TextbookX.com.

Academic Support Center
The academic support center provides services that assist students in their development of skills necessary for effective performance in a learning environment. Students can enhance their study habits and learn the skills of ongoing learning and work completion through a range of resources including academic coaching, academic advising, tutoring, individual learning assistance, workshops, and assessment of learning challenges.

The director of academic support is also the director of disability services and the Transition Program. Services are extended to all enrolled students. Consultation is also provided to faculty, staff and parents.

Director
Dr. Chip Studwell
Location
Bicknell House
Hours
8 a.m. – 4:30 p.m., Monday – Friday
Telephone
540-828-5370
Address
Box 42
Email
cstudwell@bridgewater.edu
Webpage
www.bridgewater.edu/life-at-bridgewater/services-for-students/academic-advising-support
MyBC Portal
see Academic Support and Tutoring under Student Academics tab
**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:
- Time management
- Improving memory and learning
- Taking and using notes effectively
- Improving reading and comprehension
- Increasing motivation

**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 and disability services is the primary campus resource for students with a disability.

**Disability Services Include:**
- Accommodations to provide access to the college’s living and learning environment such as copy of class notes, books in alternative format, and class location adjustments
- Testing center for extended time, separate rooms, and computers
- Housing exceptions due to disability
- Academic advising and preregistration
- Academic coaches
- Individual meetings
- Tutoring and study groups

It is the responsibility of the student with a disability to identify themselves, prior to receiving services, by presenting appropriate documentation to the director of academic support and disability services. This is done as early as possible upon acceptance to the College. A letter from the director of academic support and disability services, delivered by the student to the professor, is required for student accommodations to be active at the college. Accommodations are not retroactive and cannot be applied to tests or assignments occurring prior to professors receiving the accommodation letter. The student can initiate this process by contacting Dr. Chip Studwell at 540-828-5370 or cstudwell@bridgewater.edu.
**Definition of a Disability**

A student with a disability is defined as one who has a physical or mental impairment that substantially limits a major life activity; has a record of a substantially limiting impairment; or is regarded as having such an impairment.

Examples: ADHD, learning disabilities, processing disorders, depression, anxiety, bi-polar disorders, epilepsy, digestive disorders, diabetes, migraines, vision and hearing impairments, cerebral palsy, mobility impairments and autism spectrum disorders.

**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.
3. A description of the current functional limitation of the disability.
4. Accommodations, assistive aids and devices, support services, and how they mitigate the effects of the disability.
5. A description of the expected progression or stability of the disability over time, particularly the next five years.
6. The signature and credentials of the diagnosing professional on office stationery.

*Psychoeducational reports are required when documenting cognitive or learning disabilities and should be dated after age 13. If documentation is inadequate in scope or content or does not address the student’s current level of functioning and need for accommodations, an addendum or re-evaluation may be necessary.

**Accommodation Process**

1. Upon the request of the student, and after an interactive process, the director of disability services reviews the student’s documentation to determine accommodations to be received at Bridgewater College.
2. An accommodations letter is prepared by the director of disability services and reviewed with the student.
3. Students obtain their accommodation letter at the academic support center, at the beginning of each semester and deliver them to their professors. *Academic accommodations are only activated when the professor receives the letter from the student for the new semester.
4. The student and professor meet to discuss accommodations; the professor then signs and returns a form to the director of disability services verifying receipt of the letter and discussion of the student’s accommodations.
5. Accommodations are **NOT** retroactive and cannot be applied to tests or assignments occurring prior to professors receiving the accommodation letter.
Temporary Conditions
Students may experience conditions such as concussion, surgery, illness, injured limbs or hospitalization that may impact learning, testing or mobility on a temporary basis. The director of academic support and disability services can assist with helping students to recover academically, modify but continue the learning process, arrange for class notes, schedule missed tests at the Academic Support Center and communicate with faculty. Wheelchairs, scooters and crutches are the responsibility of the student. The college has a wheelchair available on a first come, first served basis for temporary use.

Students with concerns about accommodations or any other disability related matters, should contact the director of academic support and disability services.
For further information on disability services and accommodations, please visit:
www.bridgewater.edu/life-at-bridgewater/services-for-students/disability-services or MyBC under Student Academics.

Service and Assistance/Emotional Support Animal Policies
Inquiries about service or assistance/emotional support animals should be directed to the director of academic support and disability services. Bridgewater College reserves the right to amend this Policy as circumstances require.

A “Service Animal" is a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Occasionally a miniature horse may be permitted as a service animal.

Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, fetching items, and providing balance to an individual with a mobility disability.

The work or task a service animal has been trained to provide must be directly related to the person’s disability. The College may ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

Students are asked to register with disability services with their service animal regarding housing, student needs and preferences.

Assistance, emotional support, and companion animals are not service animals.

Emotional Support Animals may be identified by various names such as companion animal, therapy animal, or assistance animal. An Emotional Support Animal may be a reasonable accommodation under the Fair Housing Act.

For purposes of this document, the term emotional support animal will be used instead of assistance animal to distinguish it from a service animal and the emotional support it provides in alleviating one or more identified symptoms or effects of a disability in one’s dwelling.”

Emotional Support Animals alleviate identified symptoms or effects of a person’s disability. It must be shown that: (1) the person has a disability; (2) the animal is necessary to afford an equal opportunity to
use and enjoy the dwelling; and (3) there is an identifiable relationship or nexus between the disability and the assistance the animal provides. The student must provide documentation from a licensed health care provider with expertise in the specialty area related to the identified condition such as a physician, psychiatrist, social worker or other mental health professional that the animal provides support that alleviates at least one of the identified symptoms or effects of the existing disability. Emotional support animals may have access to the student’s College housing but are not permitted in other areas of the College. (See Guidelines for Approved Animals). No emotional support animal may be kept in College housing at any time prior to its approval as a reasonable accommodation and completion of required health and agreement forms.

1. Inquiries about the need for an emotional support animal should follow procedures for seeking accommodations due to a disability and include an interview with the director of academic support and disability services.

2. A person requesting permission to keep an assistance animal in college housing as an accommodation must make a request to the Housing Accommodation Review Board (HARB) by submitting the housing exception due to disability forms and scheduling a personal interview with the director of academic support and disability services. Students are responsible for the completion and return of all appropriate documents. Forms are available by contacting the office of academic support and disability services at cstudwell@bridgewater.edu.

3. The Housing Accommodation Review Board will meet after completed housing exception forms have been returned and a personal interview held with the director of academic support and disability services and will report its decision to the student thereafter. Students are responsible to schedule a personal interview with the director of academic support and disability services after all forms have been returned.

4. After a housing exception is approved, there may be circumstances, such as room availability, housing arrangements, and completion of roommate acknowledgement form (if relevant), that need to be resolved prior to the approved accommodation being implemented. Therefore, Bridgewater College may not be able to meet the student’s accommodation needs during (or within 60 days prior to) the semester for which a request is received.

5. Appeal Process. A student may appeal the decision of the Housing Accommodation Review Board by submitting a written appeal to the vice president for student life and dean of students or designee within ten calendar days after the date the result letter is sent to the student. To be considered, the appeal must include new and substantial information that was not available at the time of the Board’s decision and that would materially change the determination. The vice president for student life and dean of students or designee will typically respond to the student within 30 calendar days from receipt of the written appeal. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the review. If the appeal is denied, the written decision will include a summary of the information reviewed by the vice president for student life and dean of students or designee. The decision of the vice president for student life and dean of students or designee is final.

Guidelines for Approved Animals
The following guidelines apply to service and emotional support animals.
**Campus Access**
Individuals with a disability can be accompanied by their service animals in all areas of the college's facilities, services, programs or activities unless prohibited for health or safety considerations. Emotional support animals are not service animals. They are limited to the student’s residence and are not permitted in other parts of the college.

**Care and Behavior**
*Owner refers to the person with a disability who is in charge of the approved animal.

**Service Animals**
1. Care and supervision of the service animal are the responsibility of the owner at all times.
2. Service animals may not pose a danger to the safety of others.
3. Service animals must have a record of current vaccinations, according to local and state laws and wear an updated rabies tag.
4. Service animals must be under the control of the owner at all times. A service animal shall have a harness, leash, or other tether unless (a) the handler’s disability prevents using these devices, or (b) using a harness, leash, or tether will interfere with the animal’s work. In such cases, the owner must maintain control through voice control, signals, or other effective means.
5. For residential students with a service animal, no animal may be kept in College housing at any time prior to the individual registering with the director of academic support and disability services, completing the Animal Agreement form, Animal Registration form, and, if applicable, the Roommate Acknowledgement form.
6. The owner is responsible for assuring that the animal does not interfere with the routine activities of the living, learning environment of the college. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control. If a service animal is out of control, and the owner does not take effective action to control it, staff may request that the animal be removed from the premises until it can be demonstrated that the animal’s inappropriate behavior has been addressed and the animal is under control.
7. For residential purposes, the animal must be house broken.
8. The owner is responsible for independently removing, or arranging for the removal of, the animal’s waste. Animal waste must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters.
9. For residential purposes, the owner will keep the animal clean, including regular bathing, grooming, as well as flea and tick control.
10. For residential purposes, damages caused by the animal will be charged to the owner. If fleas, ticks or other pests are detected through regular inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any treatment above and beyond standard pest management in the residence halls.
11. Approved animals may not be left unattended by the owner or to be cared for by another student.
12. For residential purposes, the owner must provide information for an emergency contact person who will take responsibility of the animal and remove it from campus should the owner be unable to care for it (e.g. hospitalization, etc.). The emergency contact person must reside OFF campus and be available to remove the animal in a timely manner consistent with the animal’s care needs.
**Emotional Support Animals**

The above guidelines for the care and supervision of service animals are applicable to emotional support animals, as well.

In addition, for individuals with emotional support animals,

1. No animal may be kept in College housing at any time prior to the individual receiving approval as a reasonable accommodation, verifying health of the animal and completing the Approved Animal Agreement form, Animal Registration form, and, if applicable, the Roommate Acknowledgement form.

2. A request for an emotional support animal may be denied as unreasonable if the presence of the animal imposes an undue financial and/or administrative burden on the College, fundamentally alters College housing policies, and/or poses a direct threat to the health and safety of others or would cause substantial damage to the property of others, including that of the College.

3. The size of the animal may impact whether the presence of the animal is reasonable for the housing assignment.

4. Students with medical conditions, affected by animals (allergies, etc.) should provide documentation to the director of academic support and disability services that identifies the condition and need for accommodation. Either the student requesting the approved animal or the roommate may be moved to a different location based on space availability if the condition requires an accommodation.

5. If the animal’s presence violates individuals’ right to peace and quiet enjoyment, this may impact whether the presence of the animal or the housing assignment is reasonable.

6. Emotional support animals must be contained within the assigned residential area (room, suite) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness for toileting or exercising purposes. Community neighborhoods are immediate to the campus and may be used to exercise approved emotional support animals. When outside the residence, the owner of an emotional support animal shall carry proof that the animal is an approved animal.

7. A document, signed by a licensed veterinarian, within three months prior to the animal being on campus, verifying that the animal has been examined and is free of disease and other health conditions that my compromise the animal’s presence in a college residence facility is necessary. Dogs and cats must have a record of current vaccinations, according to local and state laws and wear an updated rabies tag. These documents must be updated each year.

8. Reasonable cleanliness is expected for an approved animal in a residence facility. **Due to transmission of germs and bacteria, residence facilities, bathtubs, sinks, showers, etc. are not to be used for cleaning animals. Local groomers may be an option.**

9. Approved animals may not be left overnight in College housing to be cared for by anyone other than the owner. If the owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the owner. The owner is responsible for ensuring that the approved animal is contained, as appropriate.

10. The owner must provide contact information for an emergency contact who will take responsibility for the animal and remove it from campus should the owner be unable to care for it (e.g. hospitalization, etc.). The emergency contact must reside OFF campus and be available to remove the animal in a timely manner consistent with the animal’s care needs.

11. College staff and students are not responsible for the animal during emergency situations or evacuation procedures.
12. The owner is responsible for assuring that the animal does not interfere with the routine activities of the residence or cause difficulties for students who reside there.
13. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.
14. If fleas, ticks or other pests are detected through regular inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The owner will be billed for the expense of any treatment above and beyond standard pest management in the residence halls.
15. The owner must notify the director of academic support and disability services and director of residence life, in writing, if there is a move to another room, the approved animal is no longer needed, or a different animal must be substituted for the animal initially approved. If applicable, a new Roommate Acknowledgement form must be completed prior to the student moving to the new residence.
16. To replace an emotional support animal, the new animal must be necessary because of the student’s disability and the Housing Exception Due to Disability Accommodation Policy must be followed when requesting a different animal.
17. Students must renew their Housing Exception Application each academic year to have an approved animal in College housing. The College reserves the right to request updated documentation.
18. College housekeeping, safety and residence hall staff will be informed about approved animals as appropriate.
19. Student guests may not bring an emotional support animal into a residence facility.
20. The assistant director of student conduct and deputy title IX coordinator in consultation with the director of academic support and disability services will address violations of the above guidelines.
21. If an approved animal acts inappropriately in residence facilities, staff will report that to the assistant director of student conduct and deputy title IX coordinator in consultation with the director of academic support and disability services. If needed, a verbal and written warning will be given to the owner.
22. An animal may be excluded if it poses a direct threat to the health and safety of individuals. This might include, but is not limited to, the animal’s illness, lack of cleanliness, disruptive behavior and presence in an inappropriate area that might put the animal or others at risk. If exclusion is warranted, the student or their designated emergency contact person will need to remove the animal immediately. Return to campus will not be allowed until it can be demonstrated that the animal’s inappropriate behavior has been addressed and the animal is under control.

Violation of the above rules may be reviewed through the College’s conduct process.

The director of academic support and disability services should be contacted regarding any questions or concerns pertaining to approved animals.

Campus police will be notified as needed regarding any animals which misbehave or any owners (or other individuals) who mistreat their service or emotional support animals.


**Tutoring Services and Student Success Groups**

Any student may request a tutor by submitting an online request form available on MyBC: mybc.bridgewater.edu/student-academics/academic-support-and-tutoring/Pages/default.aspx and submitting the form under “Find a Tutor/Study Group”. Following receipt of the request, the student will be assigned to a student success group led by a peer tutor.

Tutors are:
- matched with a student’s online request
- paid for by the College
- students who have grade point averages above 3.0
- recommended by the faculty

Student success groups are:
- an excellent way to clarify and reinforce course material on a regular basis, thereby improving both learning and grades
- based on active learning through discussion, clarification and reinforcement of course material
- small and provide support and encouragement

Once placed, the student requesting tutoring is responsible for contacting the tutor and scheduling a meeting time. Meetings with the tutor last about sixty minutes and occur once or twice a week.

Students should bear in mind that tutoring services are intended to supplement, not replace, the student’s individual efforts, discussions with professors, and other elements of academic success. The director of student outreach services will also do personal individual follow-up, consultation, and referral with students as needed.

Contact: John Manson, Director of Student Outreach and Tutoring Services
540-828-5324 or jmanson@bridgewater.edu.

**Writing Center**

The writing center, located in Bowman 310, is a tutorial facility available to all students who need assistance with their writing. Student tutors staff the writing center on Sunday through Thursday evenings and Friday afternoons. Any student may make an appointment or drop in to discuss a writing assignment or get help with final proofreading. After-hours tutorials are available through Facebook. Check the writing center webpage for current hours and other information, or email the writing center.

<table>
<thead>
<tr>
<th>Director of the Writing Center</th>
<th>Dr. Alice Trupe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Bowman 310</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:writing@bridgewater.edu">writing@bridgewater.edu</a></td>
</tr>
<tr>
<td>Webpage</td>
<td>bcwritingcenter.weebly.com</td>
</tr>
</tbody>
</table>
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 from current students, faculty, staff and alumni.

Registrar
Cynthia Howdyshell-Shull
Assistant Registrar
Amber Beall
Location
Flory 100
Hours
8 a.m. – 4:30 p.m., Monday – Friday
Telephone
540-828-5314, 540-828-5312

Email
registrar@bridgewater.edu
Webpage
www.bridgewater.edu/life-at-bridgewater/services-for-students/registrar

Family Educational Rights and Privacy Act of 1974
The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, pertains to student educational records maintained by Bridgewater College. The Act allows students and parents of dependent student’s 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. A more complete statement of the College’s FERPA policy may be found on the College’s website at www.bridgewater.edu/legal/consumer-information/ferpa.

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, including Dean’s List, academic probation and/or academic suspension.

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.

The College is in compliance with the Patriot Act. 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**

The College publishes and maintains a web directory for use by the campus community. The following information is generally included in the directory: name and campus address, campus email address and photograph. Currently, public access to the web directory is limited to a student’s name and email 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 (540-828-8000).

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 directory.

**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.
Withdrawing from a Class
At the beginning of each semester, students will use Student Planning to register and drop and add courses. During the time designated for withdrawal from a class with a Withdrawn (W) grade, students may withdraw from a class by obtaining a Change in Registration form at the registrar’s office. Students complete the form and obtain signatures from their academic advisor and instructor of the course and return the form to the registrar’s office for processing.

Undergraduate Academic Renewal Policy
Academic Renewal is a policy that allows first-year undergraduate students who decide to change their major field of study, or make other program changes, to either withdraw from up to two courses after the withdrawal deadline has passed in a current term, or to receive a retroactive W grade for up to two courses, taken during the first year, in which the student received a grade of D or F.

The policy is intended to serve the first-student who, because of a change in program or major field of study (or change in direction in the case of students who have yet to declare a major), no longer needs the course or courses in question to fulfill graduation requirements. The policy does not apply to courses that are required for general education or other programs the student is still pursuing.

Upon completion of the application (which begins in the office of the associate dean), a student would receive a W grade for the course or courses so designated. However, any student who utilizes the Academic Renewal Policy will not be eligible for the Dean’s List that term, regardless of the resulting grade point average. Grades of F assigned by the Honor Council cannot be subject to the policy.

The Personal Development Portfolio Undergraduate Program
Through the Personal Development Portfolio (PDP) program, Bridgewater College focuses on developing undergraduate students in a holistic way: helping them to develop the skills and perspectives to be passionate lifelong learners who can integrate their varied academic experiences in a meaningful way; helping them become more aware, involved and effective citizens of the communities—campus, local, national, global—to which they belong; helping them learn to examine and make fundamental ethical choices in their activities and to formulate the values from which those choices are made; and helping them understand the importance of emotional and physical wellbeing and possess the skills to pursue wellness during their college years and throughout the rest of their lives.

First-Year: Students enroll in PDP 150 (Critical Inquiry and the Liberal Arts) or PDP 350 (Integrating the Liberal Arts, for transfer students), a three-credit academic course that provides an introduction to concepts and skills important for a liberal arts education. Students will begin to archive and document their experiences, beginning the portfolio-building process.

Sophomore and Junior Years: Working with their primary academic advisor, students will continue their archiving and documenting activities, reflecting on the many ways their experiences and achievements help shape them as they develop over the college years.

Senior year: Students submit a senior reflective e-portfolio. Faculty members then evaluate the e-portfolio and assign a letter grade. A passing grade on the senior e-portfolio is a requirement for graduation.
**Honor Council**

The Honor Council, a Student Conduct branch of the Student Government, hears cases involving alleged violations of the Honor Code. The Code prohibits cheating, plagiarism, and lying in regard 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 by the student body president, oversees each case of alleged infractions.

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 Council may also recommend expulsion to the president of the College. Appeal of Honor Council decisions may be made to the provost and vice president for academic affairs. For more information, see the Honor Council Constitution at mybc.bridgewater.edu/student-life/student-government/. For more information on graduate students and the honor code please refer to the Student Conduct Section of the Eagle.

**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 through email, the College website, and the Weather/Information Hotline. Students may access the Weather/Information Hotline at 1-877-536-0041 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.

**Withdrawing from the College**

To withdraw from Bridgewater College at any time during the academic year (even at the end of a semester), 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 called to active military service is responsible for providing the appropriate military orders. A student who fails to withdraw properly may forfeit his or her housing room and key deposit, receive failing grades in all currently enrolled courses and be ineligible for refunds as described below. For complete information, please refer to the graduate and undergraduate 2017-2018 Academic Catalogs.
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 finance office located in Flory 114. Advance deposits are not refunded in any instance.

Withdrawal Due To Health Reasons or Military Service
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 associate dean for academic affairs by a physician, another certified medical practitioner or mental health professional.

In the event of an approved withdrawal for health reasons or active military service, a refund of tuition is provided according to the following schedule. A portion of the residential fee may be prorated.

- 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. A portion of the residential fee may be prorated.

- 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 located in Flory 114.

Academic Grievance Policy
The College recognizes that problems will occasionally arise between students and faculty regarding academic issues, including disputes regarding grades awarded. This academic grievance policy is intended to address those concerns. The primary objective of the policy is to ensure that students have the opportunity to present grievances regarding actions of members of the faculty and that the College has a consistent process for resolving those grievances in a fair, confidential and just manner.

Informal Resolution
The first step is for the student to attempt to resolve the grievance informally by discussing it with the faculty member. The discussion should take place within a reasonable time of the action of the faculty member with which the student takes issue. If the matter is not resolved to the student’s satisfaction at this level, the student should discuss the grievance with the faculty member’s department chair within five (5) days of receiving the response from the faculty member. The department chair will meet with the student and, as appropriate, the faculty member, and reach a decision, which will be communicated to the student. Generally, no record will be maintained regarding a grievance resolved informally.
**Formal Resolution**
If the matter is not resolved to the student’s satisfaction at this level, the student may request review by the appropriate division head by submitting a written statement to the division head within thirty (30) days of the action of the faculty member with which the student takes issue. The statement should include an explanation of the problem and a description of the desired resolution. The division head will then meet with the student to discuss the grievance, and, as appropriate, the faculty member. After reviewing all relevant information, the division head will inform the student in writing of his/her decision regarding the grievance.

If the decision of the division head does not resolve the matter to the student’s satisfaction, the student may request further review by submitting a statement of the problem in writing to the associate dean for academic affairs within five (5) days after the date of the division head’s decision. The statement should include an explanation of the problem and a description of the desired resolution, along with a copy of the division head’s decision. It is within the sole discretion of the associate dean whether to accept the student’s request for review of the grievance. The decision of the associate dean is final.

**Documentation of Grievances**
Records related to grievances under this policy will be maintained by the office of the associate dean for academic affairs.

**Career Services and Internships**
The mission of the office of career services is to develop a program of services that enhances the marketability of Bridgewater graduates. The office of career services promotes the College’s mission by specifically focusing on two of its facets: that the College endeavors to provide to its students a solid foundation of career development knowledge, experiential learning, and skill-development activity as students prepare for their careers in terms of occupational competence and success; and that they become both humane and effective professionals and practitioners focusing on career choices that integrate interests, abilities, values, and commitments. In order to achieve these initiatives, the office of career services provides students with a comprehensive wealth of resources geared toward preparation for and successful entry into meaningful employment or continuing education following graduation from Bridgewater College.

The office of career services provides undergraduate and graduate students with a comprehensive wealth of resources geared toward preparation for and successful entry into meaningful employment or continuing education following graduation from Bridgewater College. For undergraduates, offerings include career exploration; self-evaluation of interests, skills and values; knowledge of the world of work; resume and cover letter development; interview skills; networking; graduate school decision-making and testing; application preparation; internship development; and job search assistance. For graduate students, resources are similar but focus on the nature of advanced studies and specialized career paths. The career services webpage offers resources including career exploration, electronic job search options and an events calendar, and provides the opportunity for students to stay connected through graduation and beyond.
Students are encouraged to participate in internships within their majors and minors to gain practical hands-on experience to complement academic training and demonstrate skill competencies. While all students are encouraged to engage in internships, juniors and seniors may earn up to nine credit hours toward graduation through the internship program. The office of career services will provide guidance and resources for setting up internships locally, regionally, and nationally for all students who want to engage in experiential learning through an internship.

The director spends a class period with every PDP 150 section to connect to students in their freshman year and start developing a relationship early on. Statistics show that students who engage with their career services office while in school do better in their next endeavors whether they be graduate school, entering the workforce, or human service volunteerism.

<table>
<thead>
<tr>
<th>Director of Career Services</th>
<th>Sherry Talbott, M.S. Ed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:stalbott@bridgewater.edu">stalbott@bridgewater.edu</a></td>
</tr>
<tr>
<td>Telephone</td>
<td>540-828-5369</td>
</tr>
<tr>
<td>Location</td>
<td>Flory Hall 10</td>
</tr>
<tr>
<td>Office Hours</td>
<td>8 a.m. – 4:30 pm</td>
</tr>
<tr>
<td>Appointment Hours</td>
<td>10 a.m. – 3:30 p.m., T-Th</td>
</tr>
<tr>
<td>Address</td>
<td>Box 35</td>
</tr>
<tr>
<td>Webpage</td>
<td><a href="http://www.bridgewater.edu/life-at-bridgewater/services-for-students/career-services">www.bridgewater.edu/life-at-bridgewater/services-for-students/career-services</a> or through Student Academics on the MyBC portal.</td>
</tr>
</tbody>
</table>

**Financial Resources**

**Banking Services**
Students are advised to open checking accounts rather than keeping significant sums of money in their residence hall rooms.

Banks with facilities located in the town of Bridgewater include:

- SunTrust (located at Bridgewater Retirement Village) 540-828-0910
- BB&T – Bridgewater 540-828-2571
- Farmers & Merchants Bank 540-828-6300
- First Citizens Bank (ATM in campus post office lobby) 540-574-4661
- Wells Fargo 540-828-2565
- United Bank 540-515-0003
- Carter Bank and Trust 540-828-6630

**Student Accounts Office**
Students have access to WebAdvisor through [mybc.bridgewater.edu](http://mybc.bridgewater.edu) to view account statements and financial aid awards. Payments can also be made through WebAdvisor or at
If direct assistance is needed, our student accounts staff can be reached by using one of the following options:

**Telephone**
- 540-828-5388 – David Nicholas, student accounts coordinator
- 540-828-5389 – Gail Carr, student accounts coordinator
- 540-828-5394 – Bea-Bee Rankin, student accounts manager

**Email**
- student_accounts@bridgewater.edu

**Webpage**
- [www.bridgewater.edu/payments](http://www.bridgewater.edu/payments)

**Location**
- Flory Hall 114-116

Please note payment due dates of **August 4, 2017, and December 15, 2017**. 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 will be assessed a late fee. After thirty days, past due accounts are subject to additional penalties not to exceed 12 percent per year.

**Methods of Payment**
The inclusive fee for each semester is due according to the schedule above. Fees for part-time students are due at the time of official registration. All financial aid administered by the College is applied to the students’ accounts at the rate of one-half for each of the fall and spring semesters. Work-study earnings are paid directly to the student via direct deposit bi-weekly.

The College accepts cash, checks, money orders and all major credit cards for tuition payments. A service fee will be charged for all credit card payments, including debit card payments. People who prefer to pay the inclusive fee in equal installments may choose to enroll in the tuition payment flex plan administered by Advanced Educational Services (AES). For more information or to enroll, please visit our website at [www.bridgewater.edu/life-at-bridgewater/services-for-students/finance-office](http://www.bridgewater.edu/life-at-bridgewater/services-for-students/finance-office). Students may also contact AES directly at 800-551-2773, ext. 15, or custserv@aesppm.com.

**Withdrawals**
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 the Academic 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. For new students the deposit is due 30 days after admission and nonrefundable after May 1. Students admitted after May 1 must make a deposit within 10 days of admission. **For returning students, the reservation deposit is due early in the spring semester and is nonrefundable** (due dates to be announced each year). Returning students who fail to make the deposit on time must pay a penalty of $50 and may not complete preregistration, select classes or reserve a room until the deposit and the penalty have been paid.
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.

To begin the process of filing for assistance, students should submit the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov by our March 1 priority filing deadline. The analysis helps the aid office determine eligibility for grants, loans and work opportunities from federal, state and institutional programs.

Students are encouraged to reapply for aid each year. In order to receive federal aid in subsequent years, students must meet the following satisfactory academic progress standards:

Qualitative Measure: Students must have at least a 1.700 cumulative grade point average by completion of their second semester and at least a 2.000 cumulative grade point average by completion of their fourth semester. A minimum year-end 2.000 cumulative grade point average must then be maintained until graduation.

Quantitative Measure: Students must successfully complete at least 67 percent of the courses they attempt. Withdrawn (W) grades and transfer credits count as attempted hours for this purpose.

Maximum Time Frame: Title IV aid eligibility will be lost if a student attempts more than 150 percent of the hours required for their degree program.

Feel free to contact the office if you have questions related to your financial aid eligibility or awards.

<table>
<thead>
<tr>
<th>Location</th>
<th>Flory Hall, rooms 108-111</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>8 a.m. – 4:30 p.m., Monday – Friday</td>
</tr>
<tr>
<td>Telephone</td>
<td>540-828-5377</td>
</tr>
<tr>
<td>Address</td>
<td>Box 27</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:finaid@bridgewater.edu">finaid@bridgewater.edu</a></td>
</tr>
<tr>
<td>Webpage</td>
<td>bridgewater.edu/admissions-aid/tuition-and-financial-aid/financial-aid</td>
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</tbody>
</table>

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 wellbeing of 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 23 varsity programs which include baseball, basketball, cross country, lacrosse, football, golf, soccer, tennis, indoor track, swimming and outdoor track for the men; and basketball, cross country, equestrian, field hockey, lacrosse, soccer, softball, swimming, tennis, golf, 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, 35 percent 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 lifestyle 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 prohibit 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-and-safety](http://www.ncaa.org/health-and-safety). The College will test for all drug classes banned by the NCAA.

**Intercollegiate Sports Available At Bridgewater**

**Men:**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Head Coach</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Head Coach Curt Kendall</td>
<td>540-828-5407</td>
</tr>
<tr>
<td>Basketball</td>
<td>Head Coach Shawn Postiglione</td>
<td>540-828-5403</td>
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<tr>
<td>Cross-Country</td>
<td>Head Coach Brian Flynn</td>
<td>540-828-5777</td>
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<tr>
<td>Football</td>
<td>Head Coach Mike Clark</td>
<td>540-828-5406</td>
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<tr>
<td>Golf</td>
<td>Head Coach John Rogers</td>
<td>540-828-8023</td>
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<tr>
<td>Indoor &amp; Outdoor Track</td>
<td>Head Coach Shane Stevens</td>
<td>540-828-5419</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Head Coach William “Mic” Grant</td>
<td>540-828-8020</td>
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<tr>
<td>Soccer</td>
<td>Head Coach Ryan Bennison</td>
<td>540-828-5756</td>
</tr>
<tr>
<td>Swimming</td>
<td>Head Coach Gwynn Harrison</td>
<td>540-515-3769</td>
</tr>
<tr>
<td>Tennis</td>
<td>Head Coach Jordon Robinson</td>
<td>540-515-3770</td>
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**Women:**

<table>
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<th>Sport</th>
<th>Head Coach</th>
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<tr>
<td>Basketball</td>
<td>Head Coach Sarah Gaffney</td>
<td>540-828-5402</td>
</tr>
<tr>
<td>Cross-Country</td>
<td>Head Coach Brian Flynn</td>
<td>540-828-5777</td>
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<td>Field Hockey</td>
<td>Head Coach Allyson Kenyon</td>
<td>540-828-5784</td>
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<tr>
<td>Indoor &amp; Outdoor Track</td>
<td>Head Coach Shane Stevens</td>
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<tr>
<td>Soccer</td>
<td>Head Coach Michael Van Horn</td>
<td>540-828-5409</td>
</tr>
</tbody>
</table>
Softball  Head Coach Elizabeth “Lis” Schulz  540-828-5390
Swimming  Head Coach Gwynn Harrison  540-515-3769
Tennis  Head Coach Jordon Robinson  540-515-3770
Volleyball  Head Coach Erin Albert  540-828-5401
Golf  Head Coach John Rogers  540-828-8023
Lacrosse  Head Coach Rachael Bragg  540-828-8006

Non-Intercollegiate Spirit Groups Available At Bridgewater
Cheerleading  Head Coach Bridget Smith  540-828-5476
Dance  Head Coach Zilda Decker  540-828-5476

For additional information regarding intercollegiate athletics, contact Coach Curt Kendall, athletic director, at 540-828-5407 or Heather Grant, associate athletic director, at 540-828-8043

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.

Old Dominion Athletic Conference
Entering its 42nd 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 College, Roanoke, Shenandoah, Virginia Wesleyan and Washington & Lee.

Horse Stables and Horseback Riding
The Bridgewater College Equestrian Center is located about 10 minutes from campus in Weyers Cave, VA. Horseback riding lessons are available for Bridgewater College students (at additional cost) at the equestrian center. We have horses of our own, as well as a barn where Bridgewater College students may board their privately-owned horses. We also have a more casual barn on campus, where our students may board their horses if they so desire.

Bridgewater College offers an exercise science activity course in horseback riding and an equine studies minor. See the Academic Catalog for specifics.

Equestrian students have the opportunity to attend horse shows and to participate in the Intercollegiate Horse Show Association (IHSA) and ODAC riding team competitions. Additionally, intercollegiate
horseback riding is available. Students interested in riding on the Bridgewater College equestrian team must be enrolled in the lesson program. If interested, contact Jerry Schurink, director of riding, at hschurin@bridgewater.edu.

**SPIRITUAL LIFE**

As a liberal arts college that educates the whole person, Bridgewater encourages its members to actively pursue their spiritual path within a welcoming, diverse and vibrant community. As one of six colleges historically affiliated with the Church of the Brethren, Bridgewater seeks to honor its spiritual heritage while welcoming students of all religious traditions and spiritual perspectives as part of an open and engaging learning environment.

Recognizing that everyone is at a different place on the spiritual journey, Bridgewater provides a variety of resources, programs, and activities that enable students to connect in ways that fit who and where they are on that journey. From weekly BC Chapel services and Spiritual Life Groups to interfaith events and CROP Hunger Walks, Bridgewater invites you to discover all the ways you can explore, develop, and express your spirituality during the college years.

**College Chaplain**
The chaplain oversees the college’s spiritual life program and is available to students, faculty and staff for spiritual mentoring, personal counseling and vocational exploration.

**Campus Worship**
Casual and contemporary BC Chapel services are held every week in the Carter Center Stone Prayer Chapel, and Catholic Mass is celebrated in the Stone Prayer Chapel several weekends each year. In addition, Thanksgiving, Christmas, and Easter campus worship services are held each year in the Carter Center sanctuary.

**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. Many other Protestant and Catholic churches, as well as an Islamic mosque and a Jewish synagogue, are located in the area and are listed in the BC Directory of Local Congregations & Campus Ministries that is available on the MyBC portal.

**Policy for Community Religious Groups and Organizations**
With its mission of educating the whole person, Bridgewater College encourages our students to pursue their spiritual path and welcomes the involvement of community religious groups and organizations. A policy has been established to ensure the privacy and protection of our students.

Any community religious group or organization requesting access to Bridgewater students must first contact the College chaplain and may only contact students who have identified the group/organization’s specific religious tradition as their religious preference with the College. The college does not release the personal information of students to outside parties. More information about the policy is available from the College chaplain.
Honor Societies

An integral part of the Bridgewater College experience is participation in student organizations and honor societies. The College sponsors many 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 Fair 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 vice president (senate@bridgewater.edu) and the assistant dean of students, Whitney Smith (wsmith@bridgewater.edu), or refer to Article IV, Section 1 of the Student Government Constitution at mybc.bridgewater.edu/student-life/student-government/.

**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, have a minimum quality point average of 3.4 and rank in the top 10 percent of the junior or senior class.

**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.

**Lambda Pi Eta**

Lambda Pi Eta is the honor society sponsored by the National Communication Association. The more than 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.

**Omicron Delta Kappa**

Omicron Delta Kappa (ODK), 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 of a 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           Randall C. Young

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

**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, received all satisfactory grades for Convocation attendance during the year prior to nomination and not been suspended from the College for disciplinary reasons during the year prior to induction is eligible to be nominated for membership.

**BETA BETA BETA (TRIBETA)**
Beta Beta Beta (TriBeta) National Biological Honor Society was started in 1922 at Oklahoma City University and has since grown to more than 521 chapters across the country. The chapter here at Bridgewater, Nu Upsilon, formed in 2008. As an honor society, academic achievement is important with a required GPA of 3.0 in the major for regular membership. The goals of the organization are to promote study in the biological sciences, participate in and/or conduct research, and share that knowledge with each other and the community through teaching, papers and presentations. The national society publishes its own research journal BIOS. Nu Upsilon belongs to a very active Southeast Region who meets ever April in conjunction with the Association of Southeastern Biologists.

   Advisor           Dr. Ed Lickey

   Dr. Ed Lickey    elickey@bridgewater.edu
STUDENT CLUBS AND ORGANIZATIONS

Student Clubs

ACTIVE MINDS
Active Minds at Bridgewater College is a student run and initiated organization utilizing the student voice to raise mental health awareness among college students. This student organization promotes a dialogue around issues of mental health and educates the entire student body about available resources in and around the campus community. Active Minds seeks to raise students’ awareness of mental health issues and symptoms of mental illness, reduce the stigma that surrounds mental health, provide information about available resources and encourages students to seek help as soon as needed. It targets the entire college community with large scale educational campaigns and events.

Contact: Liz Howley, ehowley@bridgewater.edu

AMERICAN ASSOCIATION OF FAMILY AND CONSUMER SCIENCES STUDENT UNIT (BCFCS)
The mission of Family, Career, and Community Leaders of America is to promote personal growth and leadership development through family and consumer science education. Focusing on the multiple roles of family members, wage earner and community leader, members develop skills for life through character development, creative and critical thinking, interpersonal communication, practical knowledge and career preparation. Meetings are once a month and our chapter focuses on community service. All are welcome; you do not have to be a family and consumer science major.

Contact: Donna Hoskins, dhoskins@bridgewater.edu

ASIAN STUDENT ASSOCIATION
The Asian Student Association celebrates the Asian cultures through music, dance, holiday celebrations, and social issues that impact the Asian identity at Bridgewater College and the surrounding community. ASA provides social and service activities for all interested individuals and promotes identity and unity among the Asian students of Bridgewater College.

Contact: Joanne Harris-Duff, jharris-duff@bridgewater.edu

BC COMPUTING CLUB
Bridgewater College Computing Club is a student organization that aims to educate those interested in computers and technology, complete cool 3D printing projects, organize projects and activities related to the IT field, compete in the annual Association for Computing Machinery (ACM) competition sponsored by IBM, and host video game nights.

Contact: Eric McGregor, rmcgregor@bridgewater.edu
ATHLETIC TRAINING STUDENT ASSOCIATION
The Bridgewater Athletic Training Student Association’s mission is to create an interactive community where individuals have the opportunity to grow personally and professionally through education, instruction, experience and camaraderie and to promote the athletic training profession to the local and global community.

Contact: Tom Campbell, tcampbell@bridgewater.edu

BC ALPHA PHI OMEGA (APO)
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.

Contact: Betsy Hayes, hhayes@bridgewater.edu
Chad Trevitte, ctrevitt@bridgewater.edu

BC ALLIES
BC Allies is a student group whose purpose is to promote awareness and understanding of Lesbian/Gay/Bisexual/Transgender/Questioning (LGBTQ) issues, to educate, encourage open dialogue within the BC community about LGBTQ issues and events, and to create a campus atmosphere that is open to LGBTQ individuals where LGBTQ and non-LGBTQ individuals are comfortable. BC Allies is an organization that is open to all students regardless of race, ethnicity, national origin, religion, age, disability, gender or sexual orientation.

Contact: Joanne Harris-Duff, jharris-duff@bridgewater.edu

NEW COMMUNITY PROJECT
The Bridgewater Campus Chapter of New Community Project (NCP) is the first collegiate chapter of New Community Project, an organization that promotes peace through justice, care for creation, and experiential learning. The club coordinates the Bike BC bikeshare program that provides bikes for student use on campus.

Contact: Robbie Miller, rmiller@bridgewater.edu

BC 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.”

Contact: Ruairi Walsh: rwalsh@bridgewater.edu
**BC COMMUTER CLUB**
BC Commuters attempts to bring non-resident students, resident students and faculty members together to foster communications and good relationships and to promote non-resident students’ participation in College functions.

Contact: Courtney Van Leuvan, evanleuvan@bridgewater.edu

**BC DIALOGUE CLUB**
The purpose of the Dialogue Club is to train members for the student body and campus community how to effectively facilitate Reflective Structured Dialogue and to provide trained facilitators for other clubs, classes, Convocations, residence halls, and members of the Bridgewater College community.

Contact: Jamie Frueh: jfrueh@bridgewater.edu

**BC DISC GOLF**
The purpose of BC Disc Golf is to promote the sport of disc golf at Bridgewater College and encourage participating in disc golf. Disc golf is a sport formalized in the 1970s, using Frisbees to drive off tee-pad and then to putt into baskets. Disc golf is a one of the fastest growing sports world wide, and BC has a nine-hole disc golf course with a practice basket and tee #1 located by Wakeman Hall.

Contact: Robyn Puffenbarger, rpuffenb@bridgewater.edu

**BC IN STEP DANCE CLUB**
In Step Dance Club seeks to promote ballroom dancing on the campus of Bridgewater College. The club provides regular instruction in a variety of ballroom dances for all students and hopes to promote events in the future. Some of the goals include practice for social occasions, finding opportunities to dance in this area off the campus, and the forming of friendships which emerge from dancing together.

Contact: Michael Hough, mhough@bridgewater.edu

**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.

Contact: Tim Kreps, tkreps@bridgewater.edu

**BC WRESTLING CLUB**
The wrestling club wrestles other collegiate teams and builds wrestling skills.

Contact: Tom Campbell, tcampbell@bridgewater.edu
BLACK STUDENT ASSOCIATION (BSA)
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.

Contact: Joanne Harris-Duff, jharris-duff@bridgewater.edu

BRETHREN STUDENT MOVEMENT
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.

Contact: Chris Zepp, czepp@bridgewater.edu

BRIDGEWATER COLLEGE CHEMISTRY CLUB
The Bridgewater College Chemistry Club is composed of students who are interested in science, especially chemistry. The purpose of the club is to promote students 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.

Contact: Ian McNeil, imcnel@bridgewater.edu

BRIDGEWATER EQUESTRIAN CLUB
The main objective of the Equestrian Club is to celebrate the equestrian sport and to foster and encourage equine involvement in the Bridgewater College community. The Equestrian 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 Equestrian Club, and all Club members are encouraged to be engaged in the BC riding program.

Contact: Kamerra Brown, kbrown3@bridgewater.edu

BUSHIDO
Bushido serves to promote the development and advancement of Eastern Martial Arts practices. These include but are not limited to: self-defense maneuvers, supplemental exercise conditioning, meditation, historic knowledge, philosophy, ethics, cultural etiquette and emergency preparedness involving science awareness and basic life support techniques. An eclectic gathering of martial styles will be presented as available at each regular group meeting to supplement individual research done and allow a well-rounded understanding of ancient as well as modern martial arts culture.

Contact: Kevin Pallister, kpallister@bridgewater.edu

CAMPUS CRUSADE FOR CHRIST (CRU)
Cru is a caring community passionate about connecting people to Jesus Christ. Cru offers spiritual guidance, resources and programs tailored for people from all cultures in every walk of life through
many diverse outreaches. Its mission statement is “Turning Lost Students into Christ-Centered Laborers.” Helping students come to know Jesus, grow in their faith, then go to their families, their communities & all over the world to tell others about God’s love. The group meets weekly for fellowship, prayer and to share the message of the gospel. All are welcome to attend.

www.facebook.com/bridgewatercru

Contact: John Manson, jmanson@bridgewater.edu

CATHOLIC CAMPUS MINISTRY (CCM)
Catholic Campus Ministry (CCM) meets on campus weekly to share faith, fellowship, prayer and service to the community. 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.

Contact: Chip Studwell, cstudwell@bridgewater.edu

COLLEGE REPUBLICANS
College Republicans of Bridgewater College is a charter member of the College Republican Federation of Virginia and is affiliated with the College Republican National Committee. The purpose is to develop any and all students on campus interested in learning more about the Republican Party and its platform into intelligent and politically aware citizens.

COLLEGIATE ENTREPRENEURS ORGANIZATION (CEO), BRIDGEWATER COLLEGE CHAPTER
The Collegiate Entrepreneurs Organization (CEO) is the premier entrepreneurship network with more than 400 chapters on college/university campuses across North America. CEO’s mission is to inform, support and inspire college students to be entrepreneurial and to seek opportunities through enterprise creation. In addition to regular meetings, current CEO activities include an annual CEO Billiards Tournament, Elevator Pitch contest for proposed start-up ventures, bringing entrepreneurial guest speakers to campus, hosting “Getting to know an Entrepreneur” events, sponsoring students to the national CEO conference in Chicago, supporting members to attend the Self-Employment in the Arts (SEA) annual conference and joint venturing with the Greater Ashby Business Council of the Harrisonburg-Rockingham Co. Chamber of Commerce to host an annual Business Expo. Membership in CEO is open to all BC students regardless of major.

Contact: Maria Lugo, mlugo@bridgewater.edu

COMITATUS
The Bridgewater College Comitatus promotes the study and safe practice of Western Martial Arts, and the armed and unarmed combat arts of Medieval and Renaissance Europe and Britain, specifically the longsword, sword and buckler, dagger, poleax and wrestling. Our focus is the 14th and 15th century German tradition, specifically the teaching of Johannes Liechtenauer, grandmaster of the German school of fencing. No prior experience or equipment is necessary, just the desire to become a part of an ancient martial arts tradition.

Contact: Gavin Lawson, glawson@bridgewater.edu
COMM CLUB
The Comm Club’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.

Contact: Jeff Pierson, jpierson@bridgewater.edu

CREATIVE WRITING CLUB
The Creative Writing Club is a place for everyone to come and work on their creative writing in any genre. We have free writing time and optional writing prompts as well as workshop pieces written by participants.

Contact: Maryann Wolfe, mwolfe@bridgewater.edu

DIVERSITY LEAGUE
The mission of the Diversity League is to provide programs, workshops, and events for all of our diverse Bridgewater students. Diversity League will create campus-body events to support and educate our student, faculty, and staff members of all backgrounds and walks of life. This club strives to promote the campus community on all cultures regardless race, gender, ethnicity, sexual orientation or disability. The Diversity League shall create opportunities to learn about people at Bridgewater that may be different and acknowledge and respect their culture, gender, or ethnicity. Diversity League is geared to all of our student body and will enlighten our campus on racial, cultural, and ethnic issues. The Diversity League events and meetings will offer engaged learning opportunities for personal growth and discovery of all student, faculty, and staff members alike. The Diversity League is open to all members of the Bridgewater campus community without any specific regard to race, gender, ethnicity, sexual orientation or disability.

Contact: Joanne Harris-Duff, jharris-duff@bridgewater.edu

EAGLE PRODUCTIONS (EP)
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, Terror Tour and Spring Fest. Regular activities include musicians, comedians, movies, lectures and game shows. 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.

Contact: Courtney Van Leuven, cvanleuvan@bridgewater.edu
**ECO ACTION CLUB**
To develop and promote sustainable practices on the Bridgewater College campus and the surrounding communities.

Contact: Teshome Molalenge, tmolalen@bridgewater.edu

**FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**
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.

Contact: Carmen Moyer, cmoyer@bridgewater.edu

**FLY FISHING CLUB**
This club provides students with the opportunity to learn about fly fishing, including stream and fish ecology, history of the sport, practice skills and participating in the sport of fly fishing with other club members.

Contact: Jim Josefson, jjosefso@bridgewater.edu

**FUTURE EDUCATORS OF BC**
Membership in the Future Educators of BC is open to all students who are interested in the teaching profession. The purpose of the Future Educators of BC is to provide opportunities for leadership development and training, professional development and student membership in the National Education Association and the Virginia Education Association.

Contact: Jennie Carr, jcarr@bridgewater.edu

**BC GAMES CLUB**
The games club provides BC with a community of people who enjoying playing games that range from tabletop RPGs to run of the mill board games. This club raises awareness of tabletop and board games to change the public opinion held about these games.

Contact: Gavin Lawson, glawson@bridgewater.edu

**HABITAT FOR HUMANITY**
The BC Campus Chapter of Habitat for Humanity is a collegiate chapter of Habitat for Humanity International, an ecumenical housing ministry that seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action. The club sponsors an annual Collegiate
Challenge alternative spring break program in which students travel out of state to build houses with a local Habitat affiliate.

Contact: Robbie Miller, rmiller@bridgewater.edu

**HEAL CLUB**
The purpose of H.E.A.L is to promote health awareness among campus communities by providing peer support, education and advocacy on campus.

Contact: Carmen Moyer, cmoyer@bridgewater.edu

**KNITTING CLUB**
The purpose of the Knitting Club is to promote knitting awareness among campus communities by providing opportunities and instruction.

Contact: Deva O’Neil, doneil@bridgewater.edu

**LATINO STUDENT ASSOCIATION**
The Latino Student Association of Bridgewater College exists to foster a sense of cultural identity and community while celebrating the diversity of Latino identity and the Bridgewater community. It serves to inform the Bridgewater College campus of the different cultures of Spanish-speaking students through cultural activities and programs, and it celebrates and promotes cultural and linguistic diversity through activities and outreach.

Contact: Mahan Ellison, mellison@bridgewater.edu

**LEND A PAW**
Lend A Paw is open to any student wanting to promote kindness towards animals. The organization seeks to educate members about animal welfare issues so they can lend a helping hand and voice to animals. As an advocacy and action-oriented organization, we strive to educate the community about animal health and well-being, instill a value of respect for all animals and provide community service to local animal-oriented, not for profit organizations.

Contact: Lori Gano-Overway, lgano@bridgewater.edu

**MUSLIM STUDENT ASSOCIATION**
The Muslim Student Association of Bridgewater College exists to foster a sense of cultural identity and community while celebrating the diversity of the Muslim identity and the Bridgewater community. It serves to inform the Bridgewater College campus of the different cultures of Muslim students through cultural activities and programs, and it celebrates and promotes cultural and linguistic diversity through activities and outreach.

Contact: Robbie Miller, rmiller@bridgewater.edu
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.

Contact: Deva O’Neil, doneil@bridgewater.edu

PHYSICAL EDUCATION CLUB
This club is for individuals interested in teaching Health and Physical Education. Members will be able to share teaching strategies and ideas, access professional resources, attend professional conferences, share their passion with the local community, and support and get to know peers within the major.

Contact: Amanda Campbell, acampbel@bridgewater.edu

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 playwriting. 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.

Contact: Scott Cole, scole@bridgewater.edu

PRE-LAW SOCIETY
The Pre-Law Society is a student-led club for students interested in 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.

Contact: Jim Josefson, jjosefso@bridgewater.edu

PRE-HEALTH SOCIETY
The Pre-Health 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.

Contact: Tracy Deem, tdeem@bridgewater.edu

PUBLIC HISTORY CLUB
The Public History Club is for all students interested in expanding knowledge and raising awareness of public history through field experiences, internships and volunteerism.

Contact: Christopher Versen, cversen@bridgewater.edu
**RESIDENCE HALL ASSOCIATION**
The Residence Hall Association (RHA) is a student-run organization that exists to foster community among resident students at Bridgewater College. RHA is run by an executive board that is responsible for all aspects of the organization. RHA seeks to promote a healthy and enjoyable on-campus residence experience. Each residence hall has a local version of RHA that is called Hall Council. All students are welcome to be members of Hall Council and take part in planning fun activities for the residence halls. It is a great opportunity to gain leadership experience and meet new people.

Contact: T.J. Stafford, tstafford@bridgewater.edu or attend info session held in your residence hall

**SCREAMIN’ EAGLES 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.

Contact: Christine Carrillo, ecarrill@bridgewater.edu

**SKI AND SNOWBOARD CLUB**
The Ski and Snowboard Club was created to encourage participation in skiing and snowboarding for BC students. The Ski and Snowboard Club will take trips to places such as Snowshoe, West Virginia, and Massanutten, Virginia, to explore skiing and snowboarding. The club will be a network for students who have similar interests and passions in skiing and snowboarding, or for those would like to learn to ski and snowboard.

Contact: Bryan Duncan, jduncan@bridgewater.edu

**SPIKEBALL CLUB**
Spikeball Club is welcome to anyone who enjoys being physically active while playing a fun and easy to learn game! With opportunities to participate in tournaments and scrimmages against other collegiate teams, using your skills while getting good (and fun!) exercise is a great benefit of playing Spikeball. You can play pickup games just for fun, or get competitive and come with us to some tournaments! Last year, Bridgewater sent two teams to Collegiate Nationals at Clemson in the spring. Let’s bring more this year! Join the movement!

Contact: Rob Hammill, rhammill@bridgewater.edu

**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.

Contact: Louis Sanchez, lsanchez@bridgewater.edu

**STUDENT SUPPORT FOUNDATION**
The BC Student Support Foundation provides emergency financial assistance to Bridgewater College students. The organization accepts applications for grants up to $200 from students who find themselves in difficult financial circumstances and distributes funds to alleviate specific, short-term financial needs. Students may apply for grants through the student Support Foundation website, under the Student Life tab on the MyBC web portal.

Contact: Karie Dornon, kdornon@bridgewater.edu

**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.

Contact: Leslie Frere, lfrere@bridgewater.edu or Whitney Smith, wsmith@bridgewater.edu

**BC VOICE**
BC Voice is the College's student-run media organization. The organization produces several products, including a print newspaper, *Veritas*; live Spark Radio broadcasts, Spark it Up!; podcasts, web content and other multimedia news and opinion. BC Voice's products are written, recorded, edited, and published by students. The organization aims to serve the College with news and information, and provides students hands-on media production experience.

Contact: Jessica Brophy, jbrophy@bridgewater.edu

**WORLD LANGUAGE CLUB**
The World Language Club exposes students to many cultures and languages of the world. This group often takes day trips to places such as Washington D.C. and Richmond to visit embassies, art exhibits, film festivals, etc.

Contact: Chris James, cjames@bridgewater.edu

**YOUNG AMERICANS FOR LIBERTY (YAL)**
YAL of Bridgewater College is a charter member of Young Americans for Liberty. Its primary mission is to cultivate and support Bridgewater College students interested in fostering awareness about liberty, both civil and economic. The club encourages political activism, political and social awareness, and
political participation; further, it promotes liberty in every honorable way for all people regardless of race, religion, sex, sexual orientation, gender or creed.

Contact: Teshome Molalenge, tmolalen@bridgewater.edu

Student Organizations

**BC INTERFAITH BOARD**
The Bridgewater College Interfaith Board (BCIB) seeks to create a welcoming and diverse campus community where interfaith awareness, understanding, respect and cooperation are the norm and all work together for the common good. The board sponsors interfaith awareness programs on campus and visits to local gatherings of varied religious traditions. The board is committed to interfaith advocacy and community-building.

Advisor	Dr. Nancy Klancher	nklancher@bridgewater.edu

**BC SPIRITUAL LIFE BOARD**
The Bridgewater College Spiritual Life Board (BCLB)”meets weekly to plan activities that extend the reach of God’s love at BC. Freshmen, sophomores and juniors may apply in the spring semester for service on the BCSLB the following year.

Advisor	Chaplain Robbie Miller	rmiller@bridgewater.edu

**BRIDGEWATER GOSPEL CHOIR**
Participation in the Bridgewater College Gospel Choir is open to all members of the student body at BC and specifically focuses on the uplifting messages in gospel music.

Advisor	Dr. John McCarty	jmccarty@bridgewater.edu

**CHORALE**
The Bridgewater College Chorale is a curricular (MUS-442), auditioned chamber choir comprised of 16-24 singers. The focus of Chorale is to build skills, including musical literacy, vocal production, music history and musicianship, through challenging choral repertoire. Auditions are held at the beginning of every school year and are open to all Bridgewater students.

Advisor	Dr. John McCarty	jmccarty@bridgewater.edu

**CHURCH TRAVEL TEAMS**
Student Church Travel Teams travel on weekends in Virginia and surrounding states to provide leadership for worship services and other events in local congregations. Church Travel Teams strengthen the church/college relationship and provide church leadership experience for Bridgewater College students.

Advisor	Chaplain Robbie Miller	rmiller@bridgewater.edu
CONCERT CHOIR
The Bridgewater College Concert Choir is a non-auditioned, curricular (MUS-441) choir with approximately 40 members. Concert Choir focuses on skill building through choral music representing a variety of musical styles, eras, and genres. Concert Choir performs several times throughout the year. Membership in Concert Choir is open to all Bridgewater students and students can enroll in Concert Choir without an audition.

Advisor Dr. John McCarty jmccarty@bridgewater.edu

HANDBELL CHOIR
The Handbell Choir has approximately 12 members who are drawn from the Concert Choir. The ensemble performs at various campus events. The Handbell Choir is administered and directed by junior or senior music majors. Membership is based on experience, an application and an audition.

Advisor Dr. Larry C. Taylor ltaylor@bridgewater.edu

INTERDISTRICT YOUTH CABINET
The Interdistrict Youth Cabinet (IYC), jointly sponsored by the Church of the Brethren in the Southeastern United States and Bridgewater College, supports and strengthens the youth program in the Church of the Brethren. IYC’s responsibilities include the planning of youth retreats and the Southeastern Regional Youth Roundtable, a conference held at BC each spring.

Advisor Robbie Miller rmiller@bridgewater.edu

JAZZ ENSEMBLE
Performing a wide variety of music from the jazz idiom, this ensemble performs several on-campus concerts each year.

Advisor Dr. Christine Carrillo ccarrill@bridgewater.edu

NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAfME)
The National Association for Music Education (NAfME) 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. Christine Carrillo ccarrill@bridgewater.edu

ORATORIO CHOIR
The Bridgewater Oratorio Choir is a non-auditioned choir that is open to faculty, staff, alumni and community members who are interested in choral music. Oratorio Choir members join Bridgewater’s Concert Choir during fall semester for rehearsals and a performance of a large choral masterwork. Oratorio choir meets every Monday in the Carter Center from 3:30-4:45, beginning with the first Monday of classes.
SOAR MENTORS
Soar Mentors are a select group of student leaders who work closely with the spring and summer orientation programs, Welcome Week and the PDP program at Bridgewater College. These students are selected via an application process near the conclusion of the fall semester. Soar Mentor positions are limited and tend to be highly competitive. Soar Mentors are tasked with assisting new students with their transition to Bridgewater College by role modeling, answering questions and being available during these transitions.

Advisor Whitney Smith  wsmith@bridgewater.edu

SPEAK UP!
SPEAK UP! is a student organization that educates the campus community on issues surrounding sexual violence. Speak Up! aims to create a supportive environment for survivors on campus, and hosts annual events like the Red Flag Campaign, The Clothesline Project and Take Back the Night.

Advisor Liz Howley  ehowley@bridgewater.edu

SPIRIT TEAM
The Spirit Team is a group that encourages school spirit. This team is focused around Ernie the Eagle and consists of mascots and mascot handlers. Mascots and handlers have monthly practices and attend various Bridgewater Community activities. This group is run through the Student Activities office in collaboration with the cheerleading coach.

Advisor Courtney Van Leuvan  cvanleuvan@bridgewater.edu

STEP UP
Step Up is an organization comprised of Bridgewater College Student Athletes that works to promote bystander intervention and harm reduction around alcohol use. Step Up leads workshops and programs that educate students on how to help other students and make our campus a safer place to study, work and live.

Advisor Liz Howley  ehowley@bridgewater.edu

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.

Advisor Erin Albert  eablert@bridgewater.edu
SYMPHONIC BAND
Currently an ensemble of approximately 50 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. Three formal concerts are presented each year as well as a performance during the commencement ceremony.

Advisor
Dr. Christine Carrillo
ccarrill@bridgewater.edu

Clubs and Organizations Policy for Bridgewater College
Only officially approved and registered Bridgewater College clubs and organizations may reserve rooms, post literature, attend Activities Fairs and Spring Orientation Extravaganzas, host fundraisers and hold events on the Bridgewater College campus. Until a proposed club or organization is notified by the vice president for student life and dean of students that the club or organization has been approved, they may not entertain any of the above rights. They also may not hold events or travel as an acting group associated with Bridgewater College. They also may not use “Bridgewater College” in their nomenclature. The coordinator for student programming and student senate work together, under the direction of the vice president for student life and dean of students, to assist clubs and organizations with the registration/approval process. All clubs and organizations must register annually with the office of student activities.

The steps to becoming an active club or organization on campus are as follows:
1. Obtain registration form from the office of student activities.
2. Draft a constitution utilizing the mock constitution document attached to the registration form.
3. Submit the club registration form, a draft constitution, and the names of at least 15 interested students to the coordinator for student programming for review by the Clubs and Organizations Committee of Student Senate.
4. Meet with the Clubs and Organizations Committee of Student Senate to propose club.
5. Following approval from the Clubs and Organizations Committee of Student Senate, the Clubs and Organizations Committee Chairperson will present the proposed club or organization to Student Senate for approval.

EVENT POLICY
Only officially approved and registered Bridgewater College clubs and organizations may hold events on the Bridgewater College campus. All clubs and organizations that are interested in holding an event that will be open to all campus members (with the exception of a regularly scheduled meeting) must fill out an event approval form. This form is required to seek college approval for a club or organization to hold an event on campus. This form will insure that all necessary contacts with campus parties (i.e. campus police and safety, Parkhurst Dining Services and room reservations) have been successfully completed. This form may be obtained from the office of student activities and is due to the coordinator for student programming five weeks prior to the event. Please note: when planning campus events or activities, two events or activities (this includes, but is not limited to, club/organization events/activities,
convocations, lyceums, and musical performances) may not be scheduled during the same time frame. You will be notified of any conflicts upon making your room reservations.

**CONDUCT POLICY**
Student club or organization misconduct is subject to review under our student conduct and disciplinary system. Please see the Violations and Outcomes section of this handbook for specific details and definitions of hazing and its consequences.

**INCLUSIVITY STATEMENT**
All clubs and organizations are required to be open to all members of the Bridgewater College community. The clubs and organization’s approval status will be evaluated and may be revoked for attempting to exclude any member for any reason. Questions concerning this can be brought to the coordinator for student programming.

**SOLICITATION POLICY**
Sales representatives are not permitted on campus. Likewise, the use of student directory material for either direct or indirect solicitation or for mail-order businesses is prohibited. Only official Bridgewater College clubs and organizations and teams may post literature or sell items on campus. All postings or sales must be pre-approved by the coordinator for student programming, who serves as the clearinghouse for club and team fundraisers with the following guidelines in place.

**COLLEGE SPONSORED MEDIA**
Only social media accounts approved by the office of marketing and communications will be recognized by the College as official. This office should be used as a resource for the College community for any social media needs and can assist in creating pages that are set up properly according to the social media site’s policy.

All social media accounts officially recognized by Bridgewater College must have a BC faculty or staff member as an administrator at all times. Should a Bridgewater employee administrator of an account leave the College for any reason or no longer wish to be an account administrator, it is that individual's responsibility to designate another employee to be an account administrator prior to removing himself or herself from that role. The office of marketing and communications should be notified when a new administrator takes over.

The College’s web manager must also be listed as an account administrator on all College Facebook pages. For all College Twitter accounts, send the web manager the account username and password. Bridgewater employees identified as administrators of accounts are held responsible for managing and monitoring content of their officially recognized accounts. Administrators are responsible to remove content that may violate College policies.

BC Voice is the student-run media organization on campus. Its members produce web-based radio broadcasts called Spark it Up, the college’s print newspaper Veritas, and multimedia web content. Members learn valuable media production skills while providing the Bridgewater College community with news and information about college-specific, local, and national events. A faculty advisor is appointed annually by the Department of Communication Studies and Theatre to assist the student-run operation and monitor the quality of its work. 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.

**GENERAL FUNDRAISER GUIDELINES**

What follows are guidelines to assist with the planning and implementation of a successful fundraiser for your club/organization or sporting team on campus.

1. All fundraisers must be approved by the coordinator for student programming in writing by completing the Fundraiser Application.
2. All Fundraiser Applications must be submitted to the coordinator for student programming two weeks (10 business days) before the fundraiser is to take place.
3. No reservations for fundraisers can be made without the approved Fundraising Application. (i.e. KCC, MDH, football)
4. There can be no solicitation in residence halls.

**ATHLETIC EVENT FUNDRAISER GUIDELINES**

What follows are guidelines to assist with the planning and implementation of a successful fundraiser for your club/organization, or sporting team on campus during either a basketball or football game.

The process for football games:
1. All Fundraiser Applications must be submitted to the coordinator for student programming two weeks (10 business days) before the fundraiser is to take place.
2. Once the application has been approved by the coordinator for student programming, approval by the vice president for student life and dean of students will be sought; food to be sold will be confirmed with Parkhurst; then the form will be submitted to the athletic director for approval.
3. Once the form is returned to the coordinator for student programming from the athletic office, your group will be notified.
4. There will only be a total of 10 fundraisers allowed at any given football game (first come, first served basis)
5. Tables will be clothed and skirted. Please make sure your presentation (signage, food presentation, etc.) is professional looking, in an attempt to eliminate any tackiness, in keeping with the nice look of the plaza.
6. If there is an unusually large number of requests for some dates, and the groups exceed eight, the director of athletics reserves the right to add more tables outside of the plaza area. This will be the sole decision of the director of athletics.

The process for basketball games:
1. All Fundraiser Applications must be submitted to the coordinator for student programming two weeks (10 business days) before the fundraiser is to take place.
2. Once the application has been approved by the coordinator for student programming, approval by the vice president for student life and dean of students will be sought; then the form will be submitted to the athletic director for approval.
3. Once the form is returned to the coordinator for student programming from the athletic office, your group will be notified.
UNRECOGNIZED ORGANIZATIONS
Among the College’s foremost concerns are the safety and welfare of its students. For this reason, the College has established processes, policies and training for our recognized student organizations to foster safe, informed, and thoughtful groups, and to address any negative behavior. Any type of organization that is not recognized (or authorized) by Bridgewater College may undermine those groups that are recognized by the College and may put the safety of students at risk. For these reasons, unrecognized organizations are prohibited from operating on property owned or under the control of the College or from using any College resources or property (including the College name). In addition, students are prohibited from participating in unrecognized organizations while on the Bridgewater College Campus, or through the use of any other College resources or property.

If an unrecognized organization is found to be operating on property owned or under the control of Bridgewater College or using any College resources or property (including the College name), it will be immediately disbanded and all affiliated individuals will be in violation of College policy and will be subject to discipline by the College.

FRATERNITIES AND SORORITIES
Bridgewater College does not officially recognize social organizations, such as fraternities and sororities, and prohibits their activities in our community. The College prohibits all students from affiliating and/or attending events associated with any unrecognized organization as the College does not provide any form of support, oversight and advisement for unrecognized organizations.

Bridgewater College would like to advise all students and parents/guardians that there may be groups of students that wrongfully attempt to function and are not recognized by the College. For your own well-being, we discourage you from affiliating with these groups and/or attending any affiliated events. Students, faculty, staff, or family/community members are encouraged to report suspected unsanctioned Greek activities to the office of student life.

STUDENT GOVERNMENT
Student Government represents the student body by presenting student opinions and ideas to the faculty and administration. The Student Senator Executive Board, comprised of a president, vice president, secretary, treasurer and Eagle Productions president, leads the Student Senate. Senators represent all campus constituent groups, including 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 at mybc.bridgewater.edu/student-life/student-government/.

Student Senate
Student Senate, the largest organization within the Student Government, is comprised of students elected to represent their respective residence hall or areas; three from each hall/area and four commuters elected by nonresident students, 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. All students, undergraduate and graduate, are able to participate in Student Senate.

**Student Government Officers**

2017-2018 Student Senate Executive Board
- **Student Body President**: Marshall Miller
- **Student Body Vice President**: Stephen Hoyle
- **Treasurer**: Cody Daugherty
- **Secretary**: Michelle Alty
- **EP President**: Rachel Flood

**Student Senate Advisors**
- Dr. Leslie Frere, Vice President for Student Life and Dean of Students
- Whitney Smith, Assistant Dean of Students
- Dr. Meg Dutnell, Associate Dean of Students

**Class Officers**
Class officers serve to organize and lead activities for their classes. Specific responsibilities include holding class meetings and organizing fundraisers. Additionally, the senior class president obtains funds for and oversees the choice of the senior class gift.

**Class of 2018**
- President: Emmanuel Maku
- Vice President: Josh Cretaro
- Senior Class Co-Advisors: Shawni Mas and Whitney Smith

**Class of 2019**
- President: Joshua Stein
- Vice President: Cheyenne Mitchell

**Class of 2020**
- President: Joe Anderson
- Vice President: Stephen Bates

**Class of 2021**
- President: Sydney Cook
- Vice President: Kaitlin Trillhaase

**Honor Council**
The Honor Council investigates and determines sanctions for violations of the Honor Code, which prohibits cheating, plagiarism 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, see mybc.bridgewater.edu/student-life/student-government/.

| Chair          | Kristin Anklowitz            |
| Members        | Bailey Kratz                 |
|                | Jonathan Beck                |
|                | Jeanine Wagner               |
|                | Nino Matkava                 |
|                | Michael Gruver               |
|                | Samantha Van Winter          |
|                | Savannah Laury               |
| Advisors       | Dr. Edgar Lickey             |
|                | Dr. Ben Albers               |
|                | Dr. Joseph Crockett          |

**DEPARTMENT OF STUDENT LIFE**

The department of student life strives to provide all students at Bridgewater College with an atmosphere and program that complements and enhances the students’ academic experience. The experiences are to occur within a framework that recognizes that “affective learning” is an integral and necessary part of the students’ educational endeavor.

The department of student life is responsible for the portion of students’ education and welfare that occurs beyond the classroom. The student life staff also works closely with Student Government, the Honor Council, Eagle Productions, campus media and all campus clubs and organizations.

**Vice President for Student Life and Dean of Students**
- Dr. Leslie Frere

**Associate Dean of Students**
- Dr. Meg Dutnell

**Administrative Assistant**
- Kristen Grathwal

**Director of Counseling Services**
- Randy Hook

**Office Support Specialist**
- Samantha Marfield

**Funkhouser Center for Health and Wellness and Intramural Sports**
- Dustyn Miller

**Health Services (located in the Funkhouser Center)**
  - Director of Health Services
    - Paige French
  - College Nurse
    - Linda Bowers

**Assistant Director for Student Conduct and Deputy Title IX Coordinator**
- Jordyn Bailey

**Wellness Education Director**
- Liz Howley

**Residence Life**
- Director of Residence Life
  - Dawn Ohanessian
- Assistant Director of Residence Life
  - TBD
  - Savannah Gallant – Geisert Hall, The Cottages, and Crimson Inn
  - Christopher Brier – Blue Ridge and Wakeman Halls
- Area Coordinator
  - T.J. Stafford – Heritage and Wright Halls
Area Coordinator: Jade Orth – Daleville and Dillon Halls
Spiritual Life: Chaplain Robbie Miller
Director of Diversity Education and Advocacy: Joanne Harris-Duff
Assistant Dean of Students: Whitney Smith
Campus Events Coordinator: Kylie Cempre
Coordinator of Leadership and Outdoor Programs: Marc Lonett
Coordinator of Student Programming: Courtney Van Leuvan

**Counseling Services**

The counseling center, staffed by licensed counselors, provides confidential short-term individual and group counseling to students. The staff members of the counseling center frequently consult and collaborate with faculty, staff and administration on the mental health needs of students and the campus community at-large. Goals of the counseling center include helping students reach their full personal, relational and academic potential through a process of engagement that embraces the unique qualities of each individual student.

The counseling center is open 8:30 a.m. - 5:00 p.m. Monday through Friday. Students are encouraged to call the counseling center at 540-828-5402, email counseling@bridgewater.edu or stop by to set up an appointment.

Some of the issues students might discuss with counseling services:

- Homesickness
- Stress management
- Relationship issues
- Self-esteem concerns
- Anxiety
- Depression

Counseling records are confidential and are maintained separately from all other College records. Counseling services are available on campus at no cost to students.

Bridgewater's counseling services also sponsors and supports a unique student opportunity through the Peer Advocate program. Peer advocates provide a link between counseling services and residential freshman who are in distress and in need of intervention. Peer advocates are trained in listening skills, empathy, advocacy and basic mental health symptoms. Peer advocates are trained to make appropriate referrals to counseling services and educated about BC crisis protocols. Peer advocates serve as positive and healthy role models on and off campus. In addition, they are sincerely committed to the diversity and well-being of all of their fellow students in the Bridgewater College community.

**Licensed Professional Counselors on staff:**

Director of Counseling Services: Randall B. Hook, M.S.W., L.C.S.W.
Location: Rebecca Hall 219
Email: rhook@bridgewater.edu
Commuter Services
Commuter students have the same access to campus resources as residential students. Thus, commuters are encouraged to take advantage of all student resources. In order to stay connected to campus, commuter students are encouraged to use MyBC, check e-mail, join clubs and organizations, and attend student activities. An easy way to get involved is with the BC Commuter Club, which has monthly events specifically for commuters. For more information check out mybc.bridgewater.edu/student-life/commuters/.

Commuters should contact the coordinator for student programming with any questions or issues related to being a commuter.

Coordinator of Student Programming  Courtney Van Leuvan
Office Location                 Rebecca Hall 209
Telephone                     540-828-5326
Email                        cvanleuvan@bridgewater.edu

Center for Diversity Education and Advocacy
The Center for Diversity Education and Advocacy, located at 112 College View Drive, creates meaningful opportunities for all BC students, faculty, staff and community. Together we can share, learn and grow in understanding and appreciation of cultural differences and similarities.

The center provides a variety of educational, social and cultural activities and programs that promote awareness and increase support and appreciation for diversity at BC. Cultural awareness programs, student leadership initiatives, mentoring programs and international awareness are among the programs sponsored by the center.

Director of Diversity Education and Advocacy  Joanne Harris-Duff
Office Location                 Rebecca 208
Telephone                     540-828-5749
Email                        jharris-duff@bridgewater.edu
Website
www.bridgewater.edu/life-at-bridgewater/activities-clubs/center-for-diversity-education-and-advocacy

Funkhouser Center for Health & Wellness
The fully equipped Funkhouser Center for Health & Wellness is available for Bridgewater College student 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 by 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, soccer balls, boxing gloves, 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 to the staff person on duty at the control desk each time you use the facility. 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 enforces center policies, which are posted throughout the building. These policies promote safety, cleanliness and preservation of a non-threatening exercise environment.

**Heritage/Wright Fitness Center**
The Heritage/Wright Fitness Center is located on the third floor of the Link adjacent to Bowman Hall. The room has 24/7 access with student ID and is self-service. It is equipped with cardio equipment and several strength training stations.

<table>
<thead>
<tr>
<th>Manager</th>
<th>E. Dustyn Miller</th>
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<tbody>
<tr>
<td>Location</td>
<td>Funkhouser Center, Room 104</td>
</tr>
<tr>
<td>Telephone</td>
<td>540-828-5391</td>
</tr>
<tr>
<td>Address</td>
<td>Box 37</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:dmiller@bridgewater.edu">dmiller@bridgewater.edu</a></td>
</tr>
<tr>
<td>Webpage</td>
<td>mybc.bridgewater.edu/campus/funkhouser-center</td>
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</tbody>
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**Health Services**
The primary focus of health services is to promote the health and wellness of each student. We provide a variety of services related to maintaining good health and promoting wellness individually and corporately as a campus community.

Health services works with students to help them become more responsible and proactive in their own health care and overall wellbeing. This includes their development in the areas of physical, emotional and social health. Health services provides professional and compassionate medical treatment, as well as information, instruction and counseling concerning health and wellness issues. Our aim is to assist students in making good health choices for today and developing a healthy lifestyle.
General Information:
Health services is located in the Funkhouser Wellness Center. The entrance to the clinic is located to the right of the main double door entrance facing the parking lot off College View Drive.

Clinic Hours:  
Mon.-Fri. 8:30 a.m. to 12 Noon and 1 p.m. to 4 p.m.

Paige French, FNP-BC, is our primary medical provider with Dr. Arlene McCain as supervising physician.

Nurse Practitioner  
Paige French, FNP-BC  
Telephone 540-515-3749  
Address Box 37  
Email pfrench@bridgewater.edu

College Nurse  
Linda Bowers, LPN  
Telephone 540-828-5384  
Address Box 37  
Email lbowers@bridgewater.edu  
FAX 540-828-5778

Services include but are not limited to:

- The nurse and nurse practitioner are available for initial consultation, evaluation, treatment and follow up of acute illnesses and injuries. The nurse practitioner writes prescriptions as necessary. There are times when the medical provider may determine that a specialist in the field would be better able to treat a particular health problem. In that event, the student may be referred to a local provider. In those cases, the student would contact parents or their insurance company directly for information regarding insurance coverage, since the cost of those services would be the responsibility of the student or parent.

- We provide blood pressure monitoring, first aid treatment and supplies. We will supply ice/heat packs and slings, as needed. We also have crutches available for loan. If student does not return crutches after use, the student will be billed through the business office for a replacement set.

- The following diagnostic tests are available at no charge to the student, upon the order of our provider: Rapid strep test, Mono test, Routine urinalysis, Pregnancy tests and TB tests.

All services and supplies provided at health services are free of charge to any student, whether they are full or part time, resident or non-resident status. Any off-campus services, including labs, and all prescription medications are 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 tests, x-rays or other diagnostic procedures that are ordered by our nurse practitioner.

After-Hours Medical Emergency Information:  
If a student has a medical problem or a question that needs immediate attention after health services has closed, he or she should do one of the following:
In the case of a medical emergency or if someone is involved in a serious accident, call 911 (from campus phone dial 9-911). The Bridgewater Rescue Squad is located less than a mile from campus and provides prompt, professional service in conjunction with Sentara Rockingham Memorial Hospital in Harrisonburg, which is approximately seven miles away from campus.

- Contact an area coordinator or resident assistant who will assist you in getting appropriate medical attention or help the student find transportation, if necessary, to the Rockingham Memorial Hospital Emergency Room or other after-hours primary care facility.
- Contact Linda Bowers (college nurse) at 540-908-7138. If you are unable to reach someone at this number, may contact the campus police at 540-828-5609. You may feel free to contact these numbers at any time.

Confidentiality:
Information contained in the student’s medical record is confidential and may not be released to anyone, including parents, faculty or staff without permission from the student. If a student has any chronic medical condition, takes special medications or needs specific medical attention or treatment, he or she should make these needs known to health services. It may also be helpful to notify your area coordinator or roommate in the event that you may, at some time, need emergency assistance (i.e. if you are an insulin dependent diabetic or have a history of seizures, etc.).

In preparing to come to Bridgewater, it is important to remember that a completed Heath Record, including documentation of all required immunizations, must be submitted via the online Athletic Trainer System (ATS) portal prior to arriving on campus in the fall. Instructions for completing the Health Record can be found at [www.bridgewater.edu/files/healthservices/New-Student-ATS-Directions.pdf](http://www.bridgewater.edu/files/healthservices/New-Student-ATS-Directions.pdf).

It is also important for the student to have a personal copy of his or her insurance card. You may want to consider putting together a freshman first aid kit. It could include a few commonly needed items such as: a thermometer, band-aids, Ibuprofen or Tylenol, cold meds, cough drops, etc.

**Intramural Sports**

The Intramural Sports Program provides 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**

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
<th>Co-Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flag Football</td>
<td>Tennis Singles</td>
<td>Flag Football</td>
</tr>
<tr>
<td>Tennis Singles</td>
<td>Golf Singles</td>
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<tr>
<td>Golf Singles</td>
<td>Racquetball (singles/doubles)</td>
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<tr>
<td>Racquetball (singles/doubles)</td>
<td>Horseshoes Singles</td>
<td>Racquetball Doubles</td>
</tr>
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<td>Horseshoe Singles</td>
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<td></td>
</tr>
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</table>
For additional information regarding Intramurals, contact Dustyn Miller, director of intramurals, at 540-828-5391 or dmiller@bridgewater.edu or learn more at mybc.bridgewater.edu/student-life/intramurals.

**Kline Campus Center**
The Kline Campus Center is an integral part of student life. You will find everything you need day to day, including the campus information desk, campus store, post office, student government office, main dining hall and KCC Lounge.
Assistant Dean of Students  Whitney Smith  
Location  Kline Campus Center Lobby  
Telephone  540-828-5614  
Email  wsmith@bridgewater.edu  
Information Desk  540-828-8000

**Student Conduct Office**
The office of student life strives to promote a learning environment that is safe and positive, where the rights of all members of the campus community are respected. Supporting the college mission, we seek to promote student learning and development of the whole person by increasing awareness of the college community’s expectations of behavior, holding students accountable for violations of these expectations, and developing educational sanctions designed to help students learn and grow from their personal decisions. We strive to help students see both the immediate and the long-term consequences of their behavior.

We believe the conduct process is an educational opportunity that allows individuals to learn from their personal decisions, while at the same time protecting the rights of all members of the campus community. This process provides opportunities for students to discover underlying issues that lead to irresponsible behavior and to recognize the need to accept responsibility. Recognizing that our students are the leaders of tomorrow, we seek to help them develop their character and become a person of integrity through this educational process.

The conduct process is explained further under the Student Conduct System. Students involved in conflict(s) with another individual(s) or roommate may have the conflict(s) mediated with the assistance of an assigned third party mediator. To request mediation please speak to a student life staff member.

We also use restorative justice practices regarding harms caused. In a situation where a student takes responsibility we may use restorative justice in addition to or in place of the conduct process.

Assistant Director for Student Conduct & Deputy Title IX Coordinator  Jordyn Bailey  
Office Locations  Rebecca Hall 212  
Telephone  540-828-8072  
Email  jbailey2@bridgewater.edu

**Spiritual Life**
The chaplain facilitates the college’s spiritual life program and is available to students, faculty and staff for spiritual mentoring, personal counselling and vocational exploration.
Student Activities

The office of student activities is a student-driven office that houses Eagle Productions (E.P.), the Student Programming Board, and outdoor programs, and acts as a consultant to all clubs and organizations on campus. The mission of the office is to provide students with co-curricular activities that enrich the academic experience, and to provide an opportunity for leadership development, creative expression, social interaction and relaxation. These activities include participation in clubs and campus organizations and weekend activities through the leadership of Eagle Productions and outdoor programs. Our office works to enhance leadership on campus through programs for leadership development and continued education on leadership excellence. Please stop by the office if you would like to join E.P., have suggestions for Eagle Productions, want to join or start a club or organization or if you would like to participate in an outdoor programs event.

Assistant Dean of Students
Whitney Smith
Office Location
Kline Campus Center Office
Telephone
540-828-5325
Email
wsmith@bridgewater.edu

Coordinator of Leadership and Outdoor Programs
Marc Lonett
Office Location
Kline Campus Center office
Telephone
540-828-5614
Email
mlonett@bridgewater.edu

Coordinator of Student Programming
Courtney Van Leuwan
Office Location
Rebecca Hall 209
Telephone
540-828-5326
Email
cvanleuwan@bridgewater.edu

Campus Events Coordinator
Kylie Cempre
Office Location
Kline Campus Center Office
Telephone
540-828-8073
Email
kcempre@bridgewater.edu
Wellness Education
Wellness is an integral part of student success at Bridgewater. Programs and services are available to students in every dimension of wellness, including early intervention programming for alcohol and other drug use.

Wellness Education Director
Liz Howley
Location
Rebecca Hall, Room 204
Telephone
540-828-5356
Email
ehowley@bridgewater.edu

Residence Life
The mission of the office of residence life is to provide a safe, inclusive, and engaging residential community that supports the educational mission of the College and encourages students’ social, moral, and intellectual growth and development.

Director of Residence Life
Dawn Ohanessian
Location
Rebecca Hall 206
Hours
8 a.m. – 4:30 p.m., Monday – Friday
Telephone
540-515-3794
Email
reslife@bridgewater.edu

Assistant Director of Residence Life
TBD
Location
Rebecca Hall 210
Telephone
540-828-5685
Email
TBD

Area Coordinator for Blue Ridge and Wakeman Halls
Christopher Brier
Location
Blue Ridge 106
Telephone
540-828-8037
Email
cbrier@bridgewater.edu

Area Coordinator for Daleville and Dillon Halls
Jade Orth
Location
Dillon 120
Telephone
540-828-8040
Email
jorth@bridgewater.edu

Area Coordinator for Geisert Hall, Cottages and Crimson Inn
Savannah Gallant
Location
Geisert 128
Telephone
540-828-8039
Email
sgallant@bridgewater.edu
Area Coordinator for Heritage and
Wright Halls
Location
Telephone
Email

TJ Stafford
Wright 109
540-828-8038
tstafford@bridgewater.edu

Residence Life Professional Staff
All residential areas are supervised by a full-time, live-in professional staff member, either the assistant director of residence life or an area coordinator (AC). The assistant director and area coordinators work to establish a residential community in which students feel ownership and acceptance. They also supervise a staff of Resident Advisors (RAs), and respond to student concerns. There is a residence life professional staff member on call year round to address any concerns or emergencies after hours. During business hours of 9:00 a.m. to 4:00 p.m. students should call or email the area coordinator for their own residence hall at the office number (or email address) above. From 4:00 p.m. to 9:00 a.m., students should contact their RA or call the residence life professional staff member on call at 540-705-0668.

Residence Life Student Staff
Aiding the residence life professional staff in attending to students’ needs are Senior Resident Advisors (SRAs) and Resident Advisors (RAs). SRAs and RAs are upperclassmen students who have been carefully selected and trained to assist students and to help build community in the residential areas. The SRAs and RAs are also responsible for both the active and passive programming and policy enforcement in the residential areas. An SRA or RA is on duty in all residential areas except the Cottages and Crimson Inn from 8:00 p.m. to 7:00 a.m. during the week and 8:00 p.m. to 8:00 p.m. on the weekend.

The Senior Resident Advisor and Resident Advisor Staff for 2017-2018:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Building</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daron Tardy</td>
<td><a href="mailto:dtardy@eagles.bridgewater.edu">dtardy@eagles.bridgewater.edu</a></td>
<td>Blue Ridge</td>
<td>019</td>
</tr>
<tr>
<td>Renee Eshenauer</td>
<td><a href="mailto:reshenauer@eagles.bridgewater.edu">reshenauer@eagles.bridgewater.edu</a></td>
<td>Blue Ridge</td>
<td>114</td>
</tr>
<tr>
<td>Joshua Matheney</td>
<td><a href="mailto:jmatheney@eagles.bridgewater.edu">jmatheney@eagles.bridgewater.edu</a></td>
<td>Blue Ridge</td>
<td>214</td>
</tr>
<tr>
<td>Jazzmyn Proctor</td>
<td><a href="mailto:jproctor@eagles.bridgewater.edu">jproctor@eagles.bridgewater.edu</a></td>
<td>Blue Ridge</td>
<td>314</td>
</tr>
<tr>
<td>Jillian Carpenter</td>
<td><a href="mailto:jmc018@eagles.bridgewater.edu">jmc018@eagles.bridgewater.edu</a></td>
<td>Cottages</td>
<td>2nd Street Apartments A</td>
</tr>
<tr>
<td>Jamison Meadows</td>
<td><a href="mailto:jmeadows@eagles.bridgewater.edu">jmeadows@eagles.bridgewater.edu</a></td>
<td>Crimson Inn</td>
<td>206</td>
</tr>
<tr>
<td>Amanda Staton</td>
<td><a href="mailto:astaton@eagles.bridgewater.edu">astaton@eagles.bridgewater.edu</a></td>
<td>Daleville SRA</td>
<td>108</td>
</tr>
<tr>
<td>Tori Smith</td>
<td><a href="mailto:tsmith@eagles.bridgewater.edu">tsmith@eagles.bridgewater.edu</a></td>
<td>Daleville</td>
<td>116</td>
</tr>
<tr>
<td>Dafne Espinal Pena</td>
<td><a href="mailto:despinalpena@eagles.bridgewater.edu">despinalpena@eagles.bridgewater.edu</a></td>
<td>Daleville</td>
<td>209</td>
</tr>
<tr>
<td>Kennesha Parker</td>
<td><a href="mailto:kparker@eagles.bridgewater.edu">kparker@eagles.bridgewater.edu</a></td>
<td>Daleville</td>
<td>314</td>
</tr>
<tr>
<td>Kameron Kyles</td>
<td><a href="mailto:kkyles@eagles.bridgewater.edu">kkyles@eagles.bridgewater.edu</a></td>
<td>Dillon</td>
<td>021</td>
</tr>
<tr>
<td>Fatou Ndiaye</td>
<td><a href="mailto:fndiaye@eagles.bridgewater.edu">fndiaye@eagles.bridgewater.edu</a></td>
<td>Dillon</td>
<td>114</td>
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<tr>
<td>Joseph Gebhart</td>
<td><a href="mailto:jgebhart@eagles.bridgewater.edu">jgebhart@eagles.bridgewater.edu</a></td>
<td>Dillon</td>
<td>213</td>
</tr>
<tr>
<td>Bailey Hardy</td>
<td><a href="mailto:bhardy@eagles.bridgewater.edu">bhardy@eagles.bridgewater.edu</a></td>
<td>Dillon</td>
<td>220</td>
</tr>
<tr>
<td>Brittany Cobbs</td>
<td><a href="mailto:bcobbs@eagles.bridgewater.edu">bcobbs@eagles.bridgewater.edu</a></td>
<td>Dillon</td>
<td>313</td>
</tr>
<tr>
<td>Name</td>
<td>Email</td>
<td>Residence Hall/Area</td>
<td></td>
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<tr>
<td>----------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>Leslie Bates</td>
<td><a href="mailto:lbates@eagles.bridgewater.edu">lbates@eagles.bridgewater.edu</a></td>
<td>Dillon 320</td>
<td></td>
</tr>
<tr>
<td>Keon Nesmith</td>
<td><a href="mailto:knesmith@eagles.bridgewater.edu">knesmith@eagles.bridgewater.edu</a></td>
<td>Geisert 019</td>
<td></td>
</tr>
<tr>
<td>Lissette Yeargain</td>
<td><a href="mailto:lyeargain@eagles.bridgewater.edu">lyeargain@eagles.bridgewater.edu</a></td>
<td>Geisert 105</td>
<td></td>
</tr>
<tr>
<td>Jordan Hogge</td>
<td><a href="mailto:jhogge@eagles.bridgewater.edu">jhogge@eagles.bridgewater.edu</a></td>
<td>Geisert 209</td>
<td></td>
</tr>
<tr>
<td>Paul Brown</td>
<td><a href="mailto:pbrown@eagles.bridgewater.edu">pbrown@eagles.bridgewater.edu</a></td>
<td>Geisert 221</td>
<td></td>
</tr>
<tr>
<td>Sarah McIntyre</td>
<td><a href="mailto:smcintyre@eagles.bridgewater.edu">smcintyre@eagles.bridgewater.edu</a></td>
<td>Geisert 309</td>
<td></td>
</tr>
<tr>
<td>Jahrika Allen</td>
<td><a href="mailto:jahlen@eagles.bridgewater.edu">jahlen@eagles.bridgewater.edu</a></td>
<td>Geisert 321</td>
<td></td>
</tr>
<tr>
<td>Naseer DeMoss</td>
<td><a href="mailto:ndemoss@eagles.bridgewater.edu">ndemoss@eagles.bridgewater.edu</a></td>
<td>Heritage SRA 115</td>
<td></td>
</tr>
<tr>
<td>Dylan Shannon</td>
<td><a href="mailto:dshannpn@eagles.bridgewater.edu">dshannpn@eagles.bridgewater.edu</a></td>
<td>Heritage 017</td>
<td></td>
</tr>
<tr>
<td>Jalisa Satchell</td>
<td><a href="mailto:jsatchell@eagles.bridgewater.edu">jsatchell@eagles.bridgewater.edu</a></td>
<td>Heritage 107</td>
<td></td>
</tr>
<tr>
<td>Christopher Delfico</td>
<td><a href="mailto:cdelfico@eagles.bridgewater.edu">cdelfico@eagles.bridgewater.edu</a></td>
<td>Heritage 207</td>
<td></td>
</tr>
<tr>
<td>Trovin Venable</td>
<td><a href="mailto:tvenable@eagles.bridgewater.edu">tvenable@eagles.bridgewater.edu</a></td>
<td>Heritage 218</td>
<td></td>
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<tr>
<td>Canesha Wells</td>
<td><a href="mailto:cwells@eagles.bridgewater.edu">cwells@eagles.bridgewater.edu</a></td>
<td>Heritage 307</td>
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<tr>
<td>Rachael Hale</td>
<td><a href="mailto:rhale@eagles.bridgewater.edu">rhale@eagles.bridgewater.edu</a></td>
<td>Heritage 318</td>
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<tr>
<td>Raneeka Foster</td>
<td><a href="mailto:rfoster@eagles.bridgewater.edu">rfoster@eagles.bridgewater.edu</a></td>
<td>Wakeman SRA C8</td>
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<tr>
<td>Bobby Hix</td>
<td><a href="mailto:ghix@eagles.bridgewater.edu">ghix@eagles.bridgewater.edu</a></td>
<td>Wakeman B7</td>
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<tr>
<td>Abenezer Tekle</td>
<td><a href="mailto:atekle@eagles.bridgewater.edu">atekle@eagles.bridgewater.edu</a></td>
<td>Wakeman D4</td>
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<tr>
<td>Madeline Carlson</td>
<td><a href="mailto:mcarlson@eagles.bridgewater.edu">mcarlson@eagles.bridgewater.edu</a></td>
<td>Wakeman E7</td>
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<tr>
<td>Christopher Hollie</td>
<td><a href="mailto:chollie@eagles.bridgewater.edu">chollie@eagles.bridgewater.edu</a></td>
<td>Wright 043</td>
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<tr>
<td>Julia Sigler</td>
<td><a href="mailto:jsigler@eagles.bridgewater.edu">jsigler@eagles.bridgewater.edu</a></td>
<td>Wright 147</td>
<td></td>
</tr>
<tr>
<td>Anwar Muhammad</td>
<td><a href="mailto:amuhammad@eagles.bridgewater.edu">amuhammad@eagles.bridgewater.edu</a></td>
<td>Wright 226</td>
<td></td>
</tr>
<tr>
<td>John Barker</td>
<td><a href="mailto:jbarker@eagles.bridgewater.edu">jbarker@eagles.bridgewater.edu</a></td>
<td>Wright 242</td>
<td></td>
</tr>
<tr>
<td>Morgan Sowers</td>
<td><a href="mailto:msowers@eagles.bridgewater.edu">msowers@eagles.bridgewater.edu</a></td>
<td>Wright 319</td>
<td></td>
</tr>
<tr>
<td>O’Shanel Epps</td>
<td><a href="mailto:oepps@eagles.bridgewater.edu">oepps@eagles.bridgewater.edu</a></td>
<td>Wright 333</td>
<td></td>
</tr>
<tr>
<td>Samantha Lebling</td>
<td><a href="mailto:slebling@eagles.bridgewater.edu">slebling@eagles.bridgewater.edu</a></td>
<td>Wampler Towers A2</td>
<td></td>
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<tr>
<td>Ryan Gilliam</td>
<td><a href="mailto:rgilliam@eagles.bridgewater.edu">rgilliam@eagles.bridgewater.edu</a></td>
<td>Wampler Towers B2</td>
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<tr>
<td>Jenna Chappell</td>
<td><a href="mailto:jchappell@eagles.bridgewater.edu">jchappell@eagles.bridgewater.edu</a></td>
<td>Wampler Towers C2</td>
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<tr>
<td>Juan Padilla</td>
<td><a href="mailto:jpadilla@eagles.bridgewater.edu">jpadilla@eagles.bridgewater.edu</a></td>
<td>Wampler Towers D2</td>
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</tr>
<tr>
<td>Gabrielle McReynolds</td>
<td><a href="mailto:mmcreynolds@eagles.bridgewater.edu">mmcreynolds@eagles.bridgewater.edu</a></td>
<td>Stone Village 424A</td>
<td></td>
</tr>
</tbody>
</table>

**Residence Hall/Area Descriptions**

- **Blue Ridge Hall**, built in 1949, is a coed residence hall by floor with a normal capacity of 154. 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 one TV lounge. This building houses upperclassmen.

- **Daleville Hall**, built in 1963, is a women’s residence hall with a normal capacity of 106. It is air conditioned as of 2016. 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. This building houses freshmen and upperclassmen.

- **Dillon Hall**, built in 1966, is a coed residence hall by floor, with a normal capacity of 178. It is air conditioned as of 2016. The average room size is 17’x10’. The building contains hall bathrooms. It also has one kitchen, one study lounge and one TV lounge. This building houses freshmen.
Geisert Hall, built in 1990, is a coed residence hall by floor, with a normal capacity of 173. It is air conditioned. The average room size is 11'x16'. The building contains hall bathrooms. It also has one kitchen per section, one study lounge per section, and one TV lounge. Geisert Hall is handicap accessible with separate bathroom and laundry facilities for students with special needs. This building houses freshmen.

Heritage Hall, built in 1964, is a coed residence hall by floor with a normal capacity of 191. It is air conditioned as of 2017. The average room size is 10’x17’. The building contains hall bathrooms, lounges and study spaces on each floor, and laundry machines on each floor. It has one large kitchen in the basement. This building houses freshmen and upperclassmen.

Wakeman Hall, built in 1980, is a coed residence hall by floor with a normal capacity of 101. 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 houses freshmen. The building is also handicap-accessible with separate bathroom and laundry facilities for students with special needs.

Wright Hall, built in 1959, is a coed residence hall by floor with a normal capacity of 207. It is air conditioned. The average room size is 10’x17’. The building contains hall bathrooms, kitchen and study spaces on each floor, and laundry machines on each floor. It has one TV lounge. This building houses upperclassmen.

The Wright/Heritage Link was built in 2010 as an expansion and connector for Wright and Heritage halls. The East Link provides residential housing and kitchen/lounge areas for 13 students in 11 residential rooms on the second floor. The basement and first floors provide a café and supporting kitchen area with mezzanine-level lounge space and an elevator that serves the entire complex. The third floor houses a game room, wellness center, and two conference/classrooms.

Wampler Towers, built in 2004, is a coeducational apartment complex; i.e., an apartment of male students may be living next to an apartment of female students. Wampler Towers has a normal capacity of 188 students. There are 44 apartments within the co-educational complex; 36 apartments contain two bedrooms for four people, and eight apartments contain three bedrooms for a total of six people. There is also a common area for each building. All apartments contain a furnished living room and a kitchen. (Pots, pans and utensils are not provided.) The four-person apartments contain one bathroom; the six person apartments two bathrooms. Within each of the four towers of Wampler Towers is a common area on the first floor; connected to the common area in each tower are laundry facilities.

Stone Village, completed in 2011, is also a coeducational apartment complex; i.e., an apartment of male students may be living next to an apartment of female students. The Stone Village complex includes the Strickler apartments as well as five additional apartment buildings and houses 103 students. All buildings in Stone Village have a porch with outdoor furniture. All apartments in Stone Village contain a furnished living room and kitchen. (Pots, pans and utensils are not provided.) The Strickler apartments contain three 4-person apartments and one 3-person apartment, all of which have one bathroom. Of the other 18 apartments in Stone Village, all are 2-bedroom and 2-bathroom. Ten of these apartments are double bedroom apartments, housing 4 students. The other 8 apartments are triple bedroom apartments.
and house 6 students. The laundry facilities for the Stone Village are located in the basement of the Strickler apartments.

*The Cottages* offer an alternative to the traditional residence hall experience. Students living in these houses are “on their honor” to live within College guidelines. Each Cottage generally houses five to twelve students with a total occupancy of 84 students. These houses are either on or adjacent to campus and offer many of the same services that are provided in the residence halls in addition to having a furnished living room and kitchen. Each house is wired for cable, telephone, has wireless internet and laundry facilities.

*The Crimson Inn* is a college-owned hotel located at 116 North Main Street in Bridgewater. It houses 44 students in double and single rooms. Each Crimson Inn room has its own bathroom, and contains a kitchenette, television, and queen-sized bed(s). Students in the Crimson Inn have linens provided and rooms receive light housekeeping (trash removal, new linens, counters wiped down) once a week.

**RESIDENTIAL POLICIES, PROCEDURES, AND SERVICES**

Students are responsible for the contents of their assigned rooms as well as all behavior occurring in their rooms. Students living in apartments and the Cottages are responsible for the contents and behavior occurring in their apartment/house. Students are also responsible for abiding by all other policies stated in this Eagle Student Handbook while in all residential buildings.

In addition, 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.

**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 limited exceptions, the expectation is that all full-time students will live on campus. Students who are enrolled for 11 credit hours or less are eligible to be non-resident students. Students enrolled for 12 credit hours or more will be automatically classified as residential students unless they qualify under one of the other criteria stated below to be a non-resident student. Students are strongly discouraged from signing a lease for an off campus rental property until you receive written approval from the associate dean of students or the Housing Accommodation Review Committee. If you are not approved to live off campus and sign a lease prematurely, you will have to pay room and board fees on campus as well as your off campus rent.

A student can apply to live off campus if he/she meets one of the following conditions and has a letter of support provided by the student’s parent or legal guardian:
1) The student lives at home with his/her parents or legal guardians within one of the following counties: Augusta, Highland, Page, Rockingham and Shenandoah. The student’s address will be verified with the registrar’s office. Students approved to live off campus with parents and are found to be living elsewhere may be billed for on-campus housing costs.

2) The student is 23 years of age or older at the start of the school year at issue. The student’s age will be verified with the registrar’s office.

3) The student is/was a member of the armed forces. The student must include a copy of a service record or discharge papers with the application.

4) The student is married or is a custodial parent. Verification must be provided via a legible copy of your marriage license and/or completed tax forms.

5) The student is a transfer student from another institution who has accumulated 12 credits or more from a post-secondary institution at the time of matriculation. Transfer credit verification will be obtained from the registrar’s office.

6) The student is enrolled as a part-time student (taking fewer than 12 credit hours per semester). Part-time status verification will be obtained from the registrar’s office. If a part-time student returns to full time status, the student is no longer eligible for off campus status for future semesters.

7) The student is a fifth year senior. A fifth year senior for purposes of off campus housing is defined as a student who has begun a ninth undergraduate semester or who is classified as a graduate student. Completed semesters will be verified with the registrar’s office.

Students wishing to apply to live off campus may obtain an Off Campus Housing Application form from the department of student life, Rebecca Hall 202 (studentlife@bridgewater.edu).

On campus housing for graduate students is not available.

**Medical or Disability Housing Accommodations**

Bridgewater College recognizes the importance of providing reasonable accommodations, where necessary, for students with disabilities to use and enjoy college housing. Bridgewater College reserves the right to amend this policy at any time as circumstances require. Bridgewater College is a community that considers residential living central to the education of the student. All students, freshmen – senior, live on campus unless otherwise qualified. Housing exceptions, due to disability, such as a single room, off-campus living, or other requests, are only granted when the accommodation can provide something that cannot otherwise be accessed in the standard living situation. If mitigating measures are in place, that provide equal access, further accommodations may not be necessary, even though the person may still have a disability. Requests for disability-related housing accommodations are considered on a case-by-case basis and space availability. Once housing sign up deadlines have passed and the spaces are filled, students approved for a single room will be placed on a first-come-first-served waiting list.
Housing Exception Due to Disability Application Process:
Students applying to live in a single room, off campus, or another housing exception request, due to disability, must submit the following to the director of academic support and disability services:

1. **Student application for housing exception due to disability form.** Completed by the student to describe their housing exception request.

2. **Application for Housing Exception Health Care Provider Form** to be completed by licensed health care provider. The provider completing this form should be familiar with the student; unrelated to them and preferably have expertise in the specialty area related to the identified condition. For example, for mental health concerns, the person providing the most ongoing and informed care may be a psychiatrist, nurse practitioner, psychologist, LPC or LCSW.

3. **Authorization for Release of Confidential Health Information Form** to be signed by the student and sent to the health care provider and director of academic support and disability services, granting permission for correspondence between the health care provider and the director of academic and disability services.

4. In the case of an off-campus housing request being made for disability reasons, a **letter from a custodial parent or guardian**, describing the need for the exception is required. An email to the director of academic support and disability services at cstudwell@bridgewater.edu is adequate.

*Students applying for a Housing Exception Due to Disability should contact the director of academic support and disability services at cstudwell@bridgewater.edu for appropriate forms.*

5. A **personal interview** is required with the director of academic support and disability services to encourage the interactive process and clarify the need of the student.

Students are responsible for the completion and return of all appropriate documents and scheduling an individual meeting with the director of academic support and disability services.

The Housing Accommodation Review Board, after considering the student’s request and health care provider recommendations, is responsible for determining whether the requested accommodation is necessary and reasonable. The board is comprised of professionals with a comprehensive range of expertise to most helpfully consider student requests, including the director of health services, director of counseling, associate dean of students, director of residence life and the director of academic support and disability services. The committee reserves the right to ask for further supporting documentation. If the timelines, noted below, need to be extended due to scheduling, consultation or to insure completeness of the review, that information will be communicated to the student.

Barring unforeseen circumstances, within fifteen working days of the fully completed housing exception application documents being returned by the student, health care provider consultation, and upon completion of an individual interview, the Bridgewater College Housing Accommodation Review Board will meet regarding the housing request. At least three (3) members of the Board, one of which must be the director of academic support and disability services, will be present for meetings. Members may participate in any meeting by means of remote communication and members participating in a meeting...
by means of remote communication shall be deemed present and may vote at such a meeting. The Board will respond to the student in writing within ten working days of the meeting, informing the student of the Board’s decision on the request. If this timeframe is extended for a more complete review of the request or other reason, the extension will be communicated to the student. If the housing exception request is made fewer than 60 days before the student intends to move into college housing, Bridgewater College cannot guarantee that it will be able to meet the student’s accommodation needs during the first semester of occupancy.

After housing exception is approved, there may be circumstances, such as room availability, housing arrangements, and completion of roommate acknowledgement form (if relevant), that need to be resolved prior to the approved accommodation being implemented. Therefore, Bridgewater College cannot guarantee that it will be able to meet the accommodation needs during the semester in which the request is received. If the request is denied, the written decision will include a summary of the information reviewed by the Board in reaching its decision, including information from the student’s health care provider(s).

**Appeal Process.** A student may appeal the decision of the Housing Accommodation Review Board by submitting a written appeal to the vice president for student life and dean of students or designee within ten calendar days of the date of the decision letter from the Board. To be considered, the appeal must include new and substantial information that was not available at the time of the Board’s decision and that would materially change the determination. The vice president for student life and dean of students or designee will typically respond to the student within 30 calendar days from receipt of the written appeal. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the review. If the appeal is denied, the written decision will include a summary of the information reviewed by the vice president for student life and dean of students or designee. The decision of the vice president for student life and dean of students or designee is final.

**Residence Hall Move-In and Check-In**
In order to make the move-in experience a smooth and positive transition for all, the College sets official dates for student move-in and arranges for special assistance for students for those days. The move-in date for first year students is Friday, August 26, 2016, from 8:00 a.m. to 12:00 p.m., and for transfer students on Saturday, August 27, 2016 from 8:00 a.m. to 12:00 p.m. Returning students may move in on Sunday, August 28, 2016 from 8:00 a.m. to 5:00 p.m. All students should make arrangements to move in on the designated dates. Check in tables will be present in each residential area. Students should report to the table in their residential area to begin the check-in process.

Students may not occupy or place belongings in rooms before official move-in dates unless they are participating in an approved College-sponsored program and have been approved by the department of student life to move in prior to the listed move in dates. Students who occupy or place belongings in rooms before the official move-in date will be subject to disciplinary action.

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 Residence Hall Check-Out, below). If a student does not check into their room properly with a residence life staff member, they may be charged a $75 fee.
**Residence Hall Check-Out**

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 residence life staff, clean the room, remove tape from the walls, sweep, etc. The staff will go over the Room Condition Report and retrieve the key. Any student who fails to follow the proper check-out procedure may be charged $75 for improper check-out. Failure to return a key at check-out will result in a $50 fee for changing the lock and replacing the key.

An individual 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 residence life staff. Such a person will have a maximum of 48 hours from the time withdrawal is finalized 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 and a fee may be assessed.

**Room Damage Assessments**

Upon moving into the residence halls, students are provided with a Room Condition Report that describes the current condition of the facilities (walls, floor, ceiling, door, windows, etc.) and College-owned room furnishings. Students are urged to carefully review this report and to ask their resident advisor or area coordinator to note any additions within 24 hours of checking in, noting even the slightest damage. Any damage or maintenance issues that occurs in the room during the year should be reported to the Resident Advisor or Area Coordinator as well, and a determination will be made at that time as to whether the student will be billed for the damage.

When the student moves from the room, he/she is responsible for scheduling a check-out time with residence life staff. Residence life staff then compares the current condition of the room and furnishings 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. The amount of damage charges is determined after the room has been inspected by the area coordinator of the area. Damage charge appeals must be sent to residence life in writing within thirty days of the billing date.

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.

**Housing during Official Breaks**

All residence halls will be closed during official college breaks (Fall Break, Thanksgiving Break, Winter Break, Easter Break and Spring Break). Due to safety concerns, students will need to find alternative housing during those periods unless granted an exception. If a student needs to remain on campus during a college break, they must fill out the appropriate form for an exception to be granted. A separate form must be completed for each break that the student is requesting to stay. Reasons exceptions may be granted include academic reasons, work, and transportation if the student lives a considerable distance from campus.
Students who are approved to stay on campus for a personal (non-College related) reason (including off-campus work and distance from campus) will pay a fee of $35 per night for every night they are on campus during a break period. Students who are staying on campus due to athletics or are working with a faculty or staff member for academic or employment reasons will not be charged the break housing fee. Any student who does not request or is not approved to stay on campus during a break period will be asked to leave the residence halls immediately and will be fined $50.

Residential housing will be closed for the following official College breaks in 2017-2018:

**Fall Break:** Buildings close on Friday, October 13, 2017, at 6:00 p.m. and open on Tuesday, October 17, 2017 at 1:00 p.m. Break Housing Request forms for Fall Break are due on Wednesday, October 4, 2017.

**Thanksgiving Break:** Buildings close on Tuesday, November 21, 2017 at 6:00 p.m. and open on Sunday, November 26, 2017 at 1:00 p.m. Break Housing Request forms for Thanksgiving Break are due on Friday, November 10, 2017.

**Winter Break:** Buildings close on Friday, December 15, 2017, at 6:00 p.m. and open on Sunday, January 7, 2018, at 10:00 am for spring semester. Break Housing Request forms for Winter Break are due on Wednesday, December 6, 2017. **Requests will only be accepted for December 15-22 and January 2-7. No students will be permitted on campus between December 23 and January 1.**

**Spring Break:** Buildings close on Friday, March 2, 2018, at 6:00 p.m. and open on Sunday, March 11, 2018 at 1:00 p.m. Break Housing Request forms for Spring Break are due on Wednesday, February 21, 2018.

**Easter Break:** Buildings close on Thursday, March 29, 2018, at 6:00 p.m. and open on Monday, April 2, 2018 at 1:00 p.m. Break Housing Request forms for Easter Break are due on Tuesday, March 20, 2018.

Please note that food service is not available during these breaks. The dining hall will be closed during the same dates as the residence halls with the dining hall closing at 2:00 p.m. on the last day of classes. The first meal served following an official break is dinner the night that residence halls open. Guests are also not permitted when residence halls are closed during official breaks, as well as when residence halls are closed before residence halls open for fall semester and after residence halls close for spring semester.

**Living with Roommates and Suitemates**

One of the goals of the residential environment is to help students develop the ability to live harmoniously with other individuals and to appropriately manage conflicts. As a result, the following protocol regarding roommate and suitemate relationships will be followed:

- Students with a space in their room/suite/apartment/house should expect to have a roommate/suitemate assigned at any time. As a result, students with a space in their room should always have the space free of personal belongings and available for a new resident to move in. Students with a space in their room must also be welcoming to students who are seeking a new
room. Students may not deter other students from moving into an available space in their room. Failure to follow this procedure may result in disciplinary action.

- Individual students will not be relocated to empty rooms. Empty rooms will be used to relocate roommate pairs or as temporary housing for extreme roommate/suitemate conflicts.

- Consolidations may need to occur, as determined by residence life staff, when there are spaces in rooms. When consolidations are required, students will be informed, and every effort will be made to disrupt students as little as possible.

- No room changes other than consolidations as determined by residence life staff will take place during the first three weeks of the academic year.

- During the first three weeks of the academic year, in order to set up every group of roommates and suitemates for a successful relationship, a residence life staff member will facilitate the completion of a Roommate Agreement and Suitemate Agreement (if applicable). The key to a successful roommate and suitemate relationship is communication. Keeping the lines of communication open and discussing key issues at the start of the roommate/suitemate relationship will increase the odds that individuals will be able to successfully live together. The Roommate Agreement and Suitemate Agreement are tools to discuss key issues and open the lines of communication.

Students may refuse to participate in this process, but must sign the Roommate/Suitemate Agreement form indicating that they are refusing, and that they understand that no room changes will be approved until the Agreement is completed. Students who complete the Roommate and Suitemate (if applicable) Agreement with their RA will be entered into a drawing for prizes.

- After the first three weeks of the academic year, a room change may be permitted if it is mutually agreed upon by all parties as space allows unless there is a roommate/suitemate conflict, in which case the students are expected to follow the roommate/suitemate conflict procedure steps outlined below.

- The department of student life 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. The department of student life also reserves the right to move any student who continually breaks campus policy and is infringing on the rights of the other roommate(s) or suitemates.

**Roommate/Suitemates Conflicts and Room Changes**

If a roommate or suitemate conflict does arise, it is important to address the concern early, work together, and compromise in order to resolve the problem. If a mutually agreed-upon compromise cannot be reached by the roommates/suitemates, they should request assistance from their resident advisor or area coordinator. When residence life staff becomes aware of a roommate or suitemate conflict, professional staff will assess the situation and take the appropriate immediate steps if warranted.
To assist the students appropriately manage the conflict, the following steps will be followed:

**Please note:** Each party must put forth and display reasonable effort to reach an amenable result before moving to the next step. In addition, there needs to be a reasonable amount of time between these steps to allow the process to succeed.

- **Step 1:** The RA will facilitate a meeting to review and edit the Roommate/Suitemate Agreement. If the Roommate/Suitemate Agreement has not been created, it will be facilitated by the RA at this time.

- **Step 2:** If reviewing the Roommate/Suitemate Agreement does not resolve the conflict, a mediation will be conducted by a professional staff member (either an area coordinator or the assistant director of residence life). The mediation will include the opportunity for all parties to discuss any concerns or issues and allows the staff member to guide the students in developing a mutually agreed upon resolution.

- **Step 3:** If a mediation does not resolve the conflict, staff will ask for a volunteer to be relocated. If no one volunteers, all individuals will be relocated as long as space allows for these moves. Residence life staff will work with the resident(s) 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.

- **Step 4:** If a room change results from a roommate or suitemate conflict, the students involved will meet with the area coordinator for the area to process the conflict and discuss how they can have successful roommate/suitemate relationships in the future.

It is essential that residence life staff have accurate room assignment information at all times for safety reasons. Therefore, students who are completing room changes for any reason must complete the appropriate protocol and follow the steps outlined by residence life staff before the room change takes place. This includes completing the Request for Room Change form that your area coordinator will supply, as well as scheduling check-in and check-out appointments with residence life staff. Failure to complete the appropriate paperwork before changing rooms may result in a $75 fine and/or disciplinary action.

After all room changes, the new roommate/suitemate group(s) will meet with their RA to have a new Roommate or Suitemate Agreement facilitated.

**Visitation Policy**

Visitation is defined as 24/7 visitation hours for on-campus housing. A resident of campus housing may have (with roommate's/suitemates’ permission) an overnight guest (regardless of gender) in campus housing no more than two consecutive nights, and may not have any guests overnight for more than a total of four nights per month. Overnight is defined as between the hours of 2:00 a.m. and 8:00 a.m.
Communication, respect, and treating each student with dignity and as a person of worth are at the core of our campus community. This is especially significant for roommates. These guidelines are an essential component of the visitation policy. The policy demands increased responsibility by each member of the campus community to put others before self.

Residents may host student or non-student guests in their campus housing only with the expressed permission of their roommate(s). Students are not able to host guests unless all roommates are in agreement. The pre-eminent rights of a student to sleep and study take precedence over the desire of a roommate to have guests in campus housing. No resident should be deprived of his/her right to privacy, study time, or sleep because of a guest. The hosting resident is responsible for attending to their guest and their guest’s behavior at all times. Guests are expected to conduct themselves in a responsible manner and within the framework of College policies at all times. Quiet hours and consideration for neighbors are always required. Based on noise or other college policy infractions, the residence life staff has the authority to require non-residents to leave a room at any time regardless of the visitation policy. All guests must use the appropriate gendered bathroom. The resident student assumes all liability and responsibility for guests.

**Room Entry**
The College affirms the right of each student to a degree of privacy. However, the residence hall rooms and furnishings are the property of the College (including apartments and Cottages). 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 policies. College officials, campus police, and housing staff reserve the right to enter rooms at any time for an institutional-purpose search.

If the College authorities believe that a room is being used for a purpose which is illegal or in violation of College policies, the student's room, refrigerators, storage areas, lockers, and all other property, may also be searched by College personnel. Therefore, students are strictly prohibited from tampering with locks that would, in any manner, prevent College personnel from entering or exiting rooms as needed.

College personnel also does periodic health and safety inspections of the residence rooms, apartments, and Cottages. The purpose of a health and safety check is to inspect the living environment to ensure there are no health concerns present and fire safety equipment is functioning properly; in addition, any policy violation found will be documented. 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.

**Personal Safety**
Although Bridgewater College is a safe campus, students should be conscious of safety issues. Locking residence hall room doors is very important. Most thefts that take place on college campuses occur during the day when students are in class. Lock your room any time it is vacant or when you are sleeping. All residence hall exterior doors are locked 24 hours/7 days a week for your protection. Students may access the building by utilizing one of the ID card readers located at convenient entrances to the buildings. These doors are locked to help ensure students’ safety; they do not lock students in the building. Tampering with the locked doors or card readers is a serious violation of campus policy. Please report anyone tampering with this equipment to campus police or a residence life staff member. Campus
police, an area coordinator or a resident advisor should be notified immediately if a student sees someone who does not belong in residential halls/areas, parking lots, etc.

Firearms, other weapons, and all types of explosives, including fireworks and gasoline, are prohibited anywhere on campus. Please note specific campus policies in the Firearms and Weapons section.

**Medical Amnesty**

Any student who has or has not consumed alcohol or other drugs that seeks assistance for a fellow student in need of medical assistance will not be held accountable for an alcohol violation for seeking help. It is expected that all members of the College community will seek the appropriate resources for assisting fellow community members. **To receive medical amnesty the student seeking assistance must be the one to contact residence life or campus police, provide his or her identity when calling for help, and stay with the student until help arrives.** If multiple students are involved in getting a student help, the College will evaluate each student’s involvement to see if medical amnesty applies. Residence life staff and campus police will dispose of any alcohol found.

**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 area coordinator so he or she can place a request for a lock change. The charge is $50 for lost keys, to replace the lock and key. Students are prohibited from duplicating the room key.

Students should take their room keys with them at all times to avoid getting locked out of their room. If a student is locked out of his or her room, the area coordinator, senior resident advisor or resident advisor can be notified to gain access to the room. There is a $10 charge each time a student is locked out and a residence life staff member is needed to gain access to the room.

**Fire Safety**

It is extremely important that all residents understand the importance of fire safety policies and procedures. Candles and incense are not permitted and no open flames are allowed in the residential areas because of the potential fire hazard. All fire doors must be closed at all times.

Residence life staff will review fire safety systems, fire alarm procedures, and fire safety policies at the first floor meeting of the academic year. It is important that all students know the fastest exit route from their room, which may not be the usual route the student takes to enter and exit the building. 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, evacuation procedures, and general fire safety.

Fire drills are held once a semester for each residential building. Fire drills are mandatory, supervised evacuations of a building. Students who fail to leave the building during a fire drill or any fire alarm will be held accountable and the incident will be reviewed by the office of student life.

**Student Housing Evacuation**

In case of a fire, students are instructed to sound the nearest fire alarm and evacuate the building, and follow these instructions. Once safely outside a building, it is appropriate to contact 911 and campus police and safety.
Know your emergency routes from your room and residence hall.
Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
Shut your door tightly when you leave.
Exit the building and follow the directions of residence life staff, campus police and or firefighters.
Do not remain in close proximity to the buildings. Remain in designated locations until cleared by either residence life staff or campus police.

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

The College facilities 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. Discharging or tampering with a fire extinguisher or pulling or tampering with a fire alarm is strictly prohibited.

**Items Not Permitted in Residence Hall Rooms**
Students are given much freedom in equipping their rooms; however, there are also some regulations to keep in mind. Due to fire hazards, electrical appliances such as space heaters, hot plates, and other appliances with exposed heating elements, are prohibited in campus housing. Halogen lamps and hover boards are not permitted due to the fire hazard they create. Use of televisions, stereos, computers, hair dryers, and coffee makers is generally permissible. However, amplifiers are not permitted.

In addition, only one energy efficient refrigerator (4.3 cubic feet maximum) and energy efficient microwave (800 Watt maximum) are permitted in each single or double room. Students placed in rooms with more than two students may have two refrigerators (4.3 cubic feet maximum) and/or two microwaves (800 Watt maximum) as space allows.

Personal air conditioners are prohibited in air conditioned buildings. Students may apply to bring a window unit for non-air-conditioned buildings with medical documentation. In order to apply, students should complete the Air Conditioning Request Form on the student life website or at www.bridgewater.edu/files/Air-Conditioner-Request-Form.pdf. Complete instructions can be found on the form. Once approved, the facilities department will install authorized air conditioning units according to code.

**Room Decorating**
All signs, posters and other decorations in residence halls and rooms must conform to acceptable community standards and policies of the College. For example, alcoholic beverage containers are
prohibited whether or not they contain any alcohol. Good judgment and discretion should be used in displaying items in student rooms, and students should be mindful and sensitive of the potentially offensive nature of some items, as they are living in a community setting. The College reserves the right to prohibit any items it deems inappropriate or inconsistent with the academic mission of the College.

For fire safety reasons, the following restrictions also apply:

- No more than 25% of any door may be covered with combustible material.
- 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.
- No sheet, towel or other object may be hung or draped around the overhead lighting.
- College-installed lighting may not be tampered with in any way.
- Live Christmas trees, wreaths or other similar decorations are prohibited in residential rooms and
- Bicycles cannot be stored in residential exits, stairways or hallways. Bicycles may be stored in personal rooms as long as they don’t block the room exit.

To avoid being billed for damages, students should ensure that items hung on walls and/or doors do not damage the paint or leave a sticky residue which would require excessive cleaning. Students should hang posters with handi-tak or other poster-hanging materials that are less likely to damage paint and leave a sticky residue. 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.

**Excessive Noise Policy**

Bridgewater College is committed to ensuring that the rights of each individual student are protected. Thus, the College maintains 24 hour a day, 7 day a week courtesy quiet hours to ensure an environment where students are able to focus on their academic responsibilities. The College’s expectation is that students are able to manage these hours primarily themselves. This means that if someone informs a student that they are being too loud, then out of respect for each other and in adherence with the courtesy quiet hours, the student will lower their volume. If the situation is not resolved by talking with another student about the noise level, students are encouraged to seek assistance from the residence life staff who will also address the noise with the students. At that point, failure to adequately address the noise complaint will result in further disciplinary action. Multiple warnings by residence life staff will not be given. If a student or room needs to be asked more than one time in a night by a staff member to quiet down or if noise becomes a frequent issue, the situation will be documented.

During final exams, all residence halls adhere to a closely monitored 24/7 quiet hour policy, and no warnings are given. The official quiet hours in the residential areas are from 10:00 p.m. to 8:00 a.m. from Sunday through Thursday and 12:00 a.m. to 8:00 a.m. on Fridays and Saturdays. During these times, noise should not be heard outside a student’s room if the door is closed.

Also, the College does not allow students to use amplifiers within the residential area out of respect for the other residents. The purpose of an amplifier is to allow music to reach higher volumes and increase other components, like bass. Due to the community nature and the size of each residential room, amplifiers cause a noise concern and are prohibited.
**Project P.R.I.D.E.**

Project P.R.I.D.E. stands for Promoting Responsibility in Damage Elimination and is residence life’s approach to common area damage control. There are three basic goals:

- Increase student awareness of common area damage and increase positive student behavior.
- Teach community responsibility and help students understand the importance of accountability.
- Develop building pride and ownership.

Common area damage is defined as any willful and/or malicious action, which results in damage to property. Accidental damages not reported are also considered common area damage. The school does not tolerate any kind of damage or destruction of college or personal property. Incidents that may result in damage are also not permitted. This includes, but is not limited to, playing with sports equipment inappropriately in the residence halls and throwing water or snow in, at, or from the residence halls. In addition, not disposing of trash appropriately, e.g. contaminating recycling areas or throwing personal trash away in public areas, is also considered common area damage.

It is the hope of the College that each student actively participates in promoting a more positive living environment by both preserving and improving the quality of the residence hall. Each resident is responsible for the condition of his/her room as well as all common areas within the living unit.

Project PRIDE includes both recognizing positive behavior and holding students accountable for negative behavior. Residence life staff works hard to recognize good behavior. Residential areas and students who work to combat common area damage and do not participate in behavior that leads to common area damage are rewarded on a regular basis. Here are ways residence life plans to reward positive behavior:

- Flyers or electronic communication will periodically be used to track how long a floor/building has gone without common area damage.
- A Resident of the Month will be recognized for each residential area
- Healthy competitions between residence halls will be promoted; the Residence Hall Student Association will help to coordinate these competitions

If common area damage does occur, residence life staff will work quickly to address the damage. Residence life staff and/or campus police will thoroughly investigate each incident to attempt to determine the individual(s) responsible for the damage. Repair costs for damages are charged to the individual(s) responsible whenever possible. This includes labor costs when trash must be removed or areas must be cleaned. When the individuals responsible for damages cannot be identified, common area damages may be charged collectively to residents of the living unit where the damages occurred.

The rationale for billing a specific floor, area, or building is based on the assumption that community members:

1. Have a responsibility for creating an environment where this behavior is discouraged
2. May know the perpetrator and have a responsibility for divulging that information
3. Have a responsibility to engage in activities that will result in the perpetrator coming forward or being discovered.
When common area damage occurs, the following steps will be taken:

1. Residents will be notified of the common area damage via signs and email.
2. Residence life staff will work with facilities staff to determine the cost to fix the damage.
3. Residents will be notified via signs and email about the cost and will be given two weeks to come forward with any information as to who is responsible.
4. After two weeks, if a student is not found responsible for the damage, the cost of the damage will be split evenly between each resident that is within the designated area/floor.
5. Damage charges for common area damage will be placed on students’ accounts throughout the year.

The College reserves the right to charge all residents for common area damages when the responsible person(s) is not identified. Common area damage appeals are not accepted.

**Pet Policy**

For health and safety reasons, pets (with the exception of small harmless fish and approved service or emotional support animals) are not permitted in the residence halls or other campus buildings.

**Residential Bathroom Policy**

Residence hall floors are single gender, and the floor bathrooms are only to be used by residents of that floor and guests of the same gender. Members of the opposite gender are expected to use a bathroom on another floor or in a common area that is designated for their gender.

**Community Living Agreement**

The Community Living Agreement is a document, unique to each floor/area, 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, which is led by the resident advisor for the floor/area, during the beginning weeks of the fall semester. The building, floor, or area will review and update the Community Living Agreement as found necessary to meet the needs of the residents. No official college policy can be changed within the Community Living Agreement.

**Maintenance Requests**

Inform your area coordinator or RA in person or via email, of any maintenance requests. Each RA will also have a sheet outside their door for residents to report maintenance concerns. The appropriate maintenance personnel will be contacted on your behalf, and the area coordinator will follow-up on the concern if necessary.

**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. Trash cans in bathrooms and common areas should only be used for trash created in those spaces (e.g. shampoo bottles or paper towels in bathrooms).

**Recycling**
Each room has the option of a recycle bin. Residents are encouraged to recycle. Large bins are conveniently located in common areas in the basement or first floor of each residence hall. Residents are responsible for taking the recyclables to the larger bins in the common areas.

**Residence Hall Furnishings**

Each residence hall room is equipped with beds, desks, desk chairs, closet/wardrobe space, dresser space and blinds. The beds are extra-long twin-sized. Students are prohibited from moving furniture from the assigned room without approval from the area coordinator. Stacking of desks or other potentially hazardous manipulation of College furniture is also prohibited.

**Lounges**

Each residence hall has lounges for hall activities and programs, as well as student use for studying and socializing. 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 disciplinary action. Residence life reserves the right to close a public lounge at any time if behavioral issues arise.

**Kitchens**

Most residence halls have 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. Pots, pans and utensils are not provided. As with lounges, residence life reserves the right to close a hall kitchen at any time if behavioral issues arise.

**Laundry**

Each residence hall is equipped with a laundry room containing 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 liquid detergents (High Efficiency) and other necessary materials.

Residents should ensure that they do not leave their personal clothing or other items in the laundry room for more than 24 hours. If there becomes an excessive amount of clothing left in laundry rooms, residence life staff may inform the building via email and flyers that the clothing will be donated or discarded. Students will be given at least one week’s notice before the clothes are donated or discarded.

**Hall/Apartment Councils**

In addition to the residence life staff, each residential hall/area has an elected Hall/Apartment Council. The Hall/Area Councils are composed of members from residential area, elected at the beginning of the fall semester. The Hall/Apartment Council provides a leadership opportunity for students, organizes and implements hall activities for the residents throughout the year, and serves as a voice for their specific residential area. The Hall/Apartment Council is advised by the area coordinator and senior RA (if applicable) for the area.

**Programming and Community Building**

Residence halls are more than just a place to sleep and study; they also have the potential to be fun and educational. Residence life strives to have your residence hall feel like your home by building a supportive, accepting, safe community. You are asked to be an active participant in this community, to get to know the people living around you, and to act in a respectful manner to your fellow community.
members. Residence life staff and the Hall/Apartment Council host social and educational programs throughout the year. Residents are encouraged to let their area coordinator, senior resident advisor, resident advisor, or Hall/Apartment Council know of ideas they have for programming.

**Housing Selection Information**
At the beginning of the second semester, students should begin making plans and discussing housing options for the following academic year. In the middle of spring semester, returning Bridgewater students typically select their room for the next year. Details about this process are sent to students before the process begins. In order to participate in this process, students must complete their Housing Application and pay the Reservation Deposit Fee for the following year to the finance office by the deadline set.

The Housing Selection process is an online process completed through the myHousing portal. The process has three parts: the Housing Application, Roommate Selection, and Room Selection. Students failing to reserve a room during the Housing Selection process will lose preferential privilege. In addition, students who are able to fill the room, apartment, or cottage will have priority over those who are not.

There are many housing options for returning students. Based on the selection timeslot sent to students via email during part 3 of the process, students may select from available residential rooms. Students should read the “Housing Selection Information” provided during the housing selection period carefully to see which rooms are reserved for upperclassmen or restricted to incoming freshmen.

There are additional charges per semester for rooms in certain residential buildings. Students living in a room built as a single will pay a private room fee. All fees can be found on the college’s website. Please note that Bridgewater College does not offer any double rooms as private rooms. The College seeks to work with any student who has a documented medical condition to provide a positive residential experience. For more information, see the Housing Accommodations information above.

**Summer Housing**
Bridgewater College offers limited space for summer housing. Summer school housing is a privilege and students are not guaranteed housing. 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 30+ hours a week. All College policies are in effect for all summer housing students. If a student is found violating a campus policy, they may be asked to leave campus for the remainder of the summer or be assigned other sanctions. Students wishing to live on campus for the summer should sign up with residence life staff 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.

**Personal Property Insurance**
Bridgewater College is a safe and caring environment, but, like your home, it still requires proactive planning to protect personal belongings. We strongly advise students to have personal property insurance for their belongings, especially with expensive electronic equipment and other personal items. The majority of students can obtain coverage under their parents' homeowner's policy, but all residents should consult an insurance agent to determine their eligibility, or whether a separate renter's policy is
necessary. The College carries no insurance on student property and accepts no responsibility or liability for its security, damage or loss.

**STUDENT CODES**

**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 among 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.

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 Honor Council. The matter also may be handled administratively by the provost and vice president for academic affairs.

**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 regard 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. Please note: Cases involving potential campus theft will be deferred to the Conduct Hearing Board.
This community of mutual trust cannot be fully developed if the members do not take an active part in it. Students are responsible for understanding and maintaining the guidelines set forth in the Honor Code. Because preserving integrity is a community effort, the Honor System is upheld by the honor council, composed of nine students appointed by the student body president with faculty members serving as advisors. Through its investigation and adjudication of potential 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 the Honor Council Constitution at https://mybc.bridgewater.edu/student-life/student-government/Pages/default.aspx.

**Honor System and Code of Ethics**

Ethics, honor and integrity are the fundamental principles at the core of the Bridgewater College experience. Our community can only flourish in an environment of trust and respect, and these notions of personal honor and academic integrity are the fundamentals of the Bridgewater Honor System. The Code of Honor prohibits cheating, stealing and lying in regard to academic matters, lying during Honor Council proceedings, and failing to report or confront known violators of the Code of Honor, and Bridgewater College’s commitment to ethics, integrity and values is embodied in the Code of Ethics. Violation of these Codes demonstrates harm to the community.

**Honor Code Violations in Graduate Programs**

In graduate programs, suspected Bridgewater College Honor Code (academic integrity) violations will be handled through the following process.

1. Professor in consultation with his or her division head determines if academic integrity requires informal or formal resolution.
   a. For **informal resolution**, the professor assigns sanctions and student must acknowledge sanctions in writing.
      i. The informal sanctions are forwarded to both the program director and division head with no further action.
      ii. A student is only eligible for one informal sanctions resolution during the length of the graduate program. Any subsequent academic integrity issue will result in formal sanctions being filed. The division head will maintain records for all informal sanctions.
      iii. Students cannot appeal informal sanctions. The student, however, may choose to opt out of the informal sanctions process in favor of formal resolution.
   b. For **formal resolution**, the professor forwards pertinent information to the division head of the respective graduate program. The division head investigates the academic integrity issue and assigns formal sanctions.
      i. The formal sanctions may impact the enrollment status within the course, the program, the College.
      ii. Student may appeal formal sanctions.

2. **Appeals of Formal Sanctions**
   a. In writing, within 10 business days of adjudication, student may appeal a decision by the division head related to academic integrity.
   b. Appeals of the decision are made to the provost.
c. Decision of the provost is final.

**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 of Conduct 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 into a positive statement, in an affirmative manner, the attitudes and actions that are appropriate for a member of our community. 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 Code of Conduct**

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 that 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 conduct 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 wellbeing 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.

**Student Rights and Responsibilities**

In an academic community of excellence there are many opportunities for learning and growth. Bridgewater College is committed to the development of the whole person. To make this learning process effective, students, faculty and staff together must be open to the learning process and committed to the values of the College mission. The College has set forth various tools and instruments to guide students in the learning process. In order to be a community of excellence in education there must be established rights and responsibilities. All members of the College community should be aware of and abide by all College policies.

**Expectations**

The College expects students to represent themselves in all places and at all times in a manner that shows respect for self, others and the College community. Being a Bridgewater College student means you are representing our academic community and the greater local community in Bridgewater, Virginia, and are serving as a contributing member of our global society.

The College has set forth the following student expectations:

- To have mutual respect for all members of the College community, and not harass, intimidate, assault, threaten or discriminate against any member of the College community.
- Hold self and others accountable for adhering to community standards set forth in the Honor Code and Student Code of Conduct.
- To be engaged in academic coursework and seek involvement opportunities through co-curricular and leadership activities.
- To exhibit mature, ethical and responsible behavior at all times.
- To be mindful of the safety of self and others.
- To manage academic and personal affairs to the best of your abilities.
- To not be a bystander and instead help your fellow Eagles (members of the Bridgewater College community) when there is a situation in which your involvement can make a difference in the lives of others.

Students can expect the College to promote the following:

- Fairness and respect
- An open environment to give feedback
- Growth opportunities: academically, socially and personally
- Shared accountability for all members of the College community to adhere to all College policies
- An environment where there is freedom of expression
- Support for diversity and inclusiveness
- A residence hall environment where students have the right to be able to sleep, study and focus on academic endeavors
- Non-discrimination
- Access to College resources
- In situations where a student’s behavior or citizenship is being reviewed an opportunity to share his/her viewpoints before a decision is made regarding an outcome
- Direct access to staff who can provide assistance, guidance and support

Bridgewater College’s standards are built on the foundation of respect; respect for self, respect for others, and respect for the educational function of the College. The standards below are intended to provide a framework for the campus community to live and work in and facilitate not only a respectful environment but also a safe and secure one. The standards are not intended to be punitive but rather the College promotes high standards of student conduct and is dedicated to fostering student growth through educational sanctioning and the promotion of a safe living-learning environment for all members of the College community. Through the system, students are held accountable for their actions and expected to reflect on how their behavior impacts the larger community and ways in which they can be more productive as citizens. The College works diligently to help students gain an understanding of community values and behavioral expectations. If students engage in behaviors that violate the standards of the Code of Ethics, they are held responsible for their behavior through the student conduct system. The goals of this process are centered in educational growth and development and personal responsibility.

As with classroom or academic participation, the student conduct system is centered on student learning and developing the students’ independent critical thinking, reflection and self-advocacy skills. As such the student is expected to be an active participant in the conduct process. The Eagle Student Handbook is a reflection of the policies, values, and expectations that the college has of its students. By attending Bridgewater College students agree to abide by these policies regardless of personal opinions about the validity of policies and agree to the conduct processes as outlined in this handbook.

**Free Expression Policy**

Bridgewater College celebrates the exercise of freedom of expression on our campus. Free inquiry and free expression, exercised in a responsible manner, are indispensable to the vibrancy and vitality of a campus community. We value and honor diverse perspectives and believe it essential that students, faculty and staff (the “Campus Community”) have the opportunity to engage in peaceful and orderly protests and demonstrations. This policy is structured to assure equal opportunity for all members of the Campus Community, to preserve order within the College campus, to protect and preserve College property, and to provide a secure environment for members of the Campus Community exercising freedom of expression.

The College does not permit conduct or attempted or threatened conduct that is in violation of College policies or standards of conduct, unlawful, or otherwise prohibited by law. Such conduct includes, but is not limited to, defamation, incitement to unlawful conduct, imminent threats of actual violence or harm, obscenity, criminal or civil harassment, sexual harassment, bullying and trespass.

In order that members of the Campus Community, in exercising freedom of expression, not interfere with the operation of the College, state or federal law, or with the privileges of others, the following provisions apply:
a. Consistent with the mission and ideals of the College, with its emphasis on respect for others, and in deference to the operations of the College, members of the Campus Community are expected to provide at least 24-hour advance notification to the College’s department of student life prior to any demonstration or similar activity on the Bridgewater College campus.

b. Advance notification is intended solely to promote the safety of all individuals on the Bridgewater College campus. Advance notifications will include the day, time and location where the demonstration or similar activity is expected to begin as well as the full name and detailed contact information for the primary organizer and/or person responsible for the demonstration. Any demonstration or similar activity will comply with the College’s guidelines regarding time, place, and manner of such activities and the allocation of the use of campus facilities.

c. Use of sound amplification on the campus for any purpose must be registered with the College’s department of student life at least 72-hours in advance. If using sound amplification, it must not unreasonably interfere with the educational and administrative activities of the College.

d. Demonstrations or similar activities must not obstruct, frustrate or delay in any way vehicular or pedestrian traffic or block ingress to or egress from facilities, whether outdoor or indoor. Obstruction of public sidewalks and streets is a violation of Virginia law. Demonstrations or similar expressive activities must not unreasonably interfere with the educational and administrative activities inside or outside of campus buildings. Demonstrations or similar expressive activities inside a campus building must end at the close of the business day.

e. There may be no attempt to prevent, delay or frustrate the orderly conduct of scheduled College ceremonies or events.

f. Local, state and federal laws and regulations, as well as the Bridgewater College standards of student conduct, if applicable, must be observed and followed.

g. Chalking is permitted on campus to publicize campus events and resources, to make announcements, and to share messages. Any enrolled full time Bridgewater student, registered student group, or College department, faculty member or staff member is permitted to chalk on campus consistent with the following guidelines:

   i. Chalking must be placed on concrete sidewalks, and may not be placed on buildings, steps or other College-owned property. Chalking is prohibited on all vertical surfaces including but not limited to walls, benches, tables, signs, poles, columns, light poles, and trees.

   ii. Chalk must be placed where it will be washed away by rain or snow. Chalking on horizontal surfaces covered by an overhang is prohibited.

   iii. Chalking must conform to the guidelines in this Free Expression Policy.

   iv. Chalking cannot interfere with another message that has already been chalked. Overwriting, erasing, defacing, or altering the chalking of another person or organization is prohibited.

   v. The materials used to chalk must be water-soluble chalk (sidewalk chalk). The use of indelible markers, paints (latex or oil-based), or spray chalk is prohibited.
vi. The College reserves the right to clean and remove any chalking that does not comply with this policy or any other policy of the College, and to charge the cost of removal and any associated repairs to any identifiable sponsoring organization or individual(s).

vii. Individuals or organizations found in violation of this policy will be subject to disciplinary action.

viii. Individuals or groups seeking any exceptions to this policy must obtain prior approval either from the associate dean of students or assistant dean of students in the department of student life.

Individuals or groups not affiliated with Bridgewater College are not permitted on College property without the prior, express, written approval of the vice president for student life and dean of students.

**STUDENT CONDUCT SYSTEM**

**Student Conduct Services**

**Mission:**
Student Conduct Services provides learning and developmental opportunities through facilitating a process that holds students accountable for their behavioral decisions in violation of College policies through educational programs and sanctions.

**Sanctions:**
In keeping with the mission, goals and learning outcomes of Student Conduct Services, sanctions are intended to meet students where they are, educate students as to why their actions were inappropriate, help students improve their ethical decision making, and hold students accountable for their behavioral decisions as members of the College community.

**Goals for Student Conduct System:**

- Promote a safe and positive learning environment. (ASCA)
- Promote student learning and development through the utilization of educational sanctions and/or mediation. (ASCA)
- Engage and educate students to be better citizens through accountability and guidance towards ethical decision making. (ASCA)
- Develop, disseminate, interpret and enforce College policies and procedures. (CAS)
- Protect the rights of students.
- Respond to student behavioral problems in a fair and reasonable manner. (CAS)
- Facilitate and encourage respect for and involvement in campus governance. (CAS)
**Student Conduct System Process**

As stated in the Student Code of Conduct, college officials have both the responsibility and the authority to address incidents of alleged campus violations. The College expects all students to treat any campus officials (residence life staff, campus police and safety, etc.) with respect and dignity. It is the expectation of the College that students comply with reasonable requests by any campus official. Students are to always provide accurate information regarding identity and any other information that these campus officials need to ascertain to provide a safe and secure environment for the entire campus community.

When a violation of the Code of Conduct 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 a college official serving as hearing officer or a Conduct Hearing Board. The matter also may be handled administratively by the vice president for student life and dean of students or designee. Violations that occur during breaks or the last week of the academic year may be handled administratively due to time and resource constraints.

Off-campus behavior that is viewed as dangerous to self or reflects poorly on the College may be reviewed by the department of student life and referred to a Conduct Hearing Board. The College reserves the right to escalate any incident to a hearing board depending on the severity of the situation, particularly when any campus community member’s health or safety is involved. Students who participate in any elevated behavior due to alcohol consumption such as vandalism, violence, assault or failure to cooperate with campus police or residence life staff may be subject to additional sanctions. When multiple violations occur in a single incident, the hearing officer, associate dean of students or the hearing board will consider all applicable violations.
Student Conduct System Flow Chart
2017-2018

Incident Report Created

Incident Report received and reviewed for policy violations.

- Minor or first time offenses turned into case; Individual Hearing scheduled.
  - Hearing Officer finds student not in violation of policy.
    - Sanctions assigned to student.
    - Student accepts being in violation of policy.
      - Sanctions assigned to student.
      - Student has 5 business days to appeal decision.
        - Associate Dean of Students approves the appeal.
          - Original sanctions take effect.
          - Board finds student in violation of policy.
            - Sanctions are removed.
            - Original sanctions take effect.
        - Associate Dean of Students denies the appeal.
          - Original sanctions take effect.
          - Board finds student not in violation of policy.
            - Sanctions are removed.
            - Original sanctions take effect.

- Warning letter sent; no action taken by student.
- IR turned into an FYI file; no action taken by student.
- Serious and repeat violation turned into case; Pre-Hearing Meeting.
  - Student accepts being in violation of policy.
    - Sanctions assigned to student.
    - Student has 5 business days to appeal decision.
      - Dean of Students approves the appeal.
        - Second Conduct Hearing Board.
          - Original sanctions take effect.
          - Board finds student in violation of policy.
            - Sanctions are removed.
            - Original sanctions take effect.
        - Dean of Students denies the appeal.
          - Original sanctions take effect.
          - Board finds student not in violation of policy.
            - Sanctions are removed.
            - Original sanctions take effect.

Policy violations that occur during breaks or the last week of the semester may be expedited due to time and resource constraints.
Evidentiary Standard: Preponderance of Evidence
Our student conduct process utilizes the evidentiary standard preponderance of evidence in the determination of responsibility. This standard means, whether the accused more likely than not committed the alleged act. In some instances circumstantial information can be sufficient to determine that an act was “more likely than not” to have occurred.

The student life staff is responsible for the implementation of the student conduct process. Members of the student life staff, and/or members of our Student Conduct Boards, will hear student conduct cases, and sanctions may be imposed as outlined in the Student Conduct System section as outlined in this handbook.

Reporting Forms
The first step in reporting an incident or student of concern is to complete the appropriate incident reporting form.

1. General Student Conduct Reporting Form:
https://cm.maxient.com/reportingform.php?BridgewaterCollege&layout_id=0
Use this form to report incidents of student conduct policy violations. Once this report is submitted, it will be directed to the Assistant Director for Student Conduct and Deputy Title IX Coordinator. Individuals included in the report may be contacted through the Student Conduct Process. This form does NOT automatically initiate formal disciplinary proceedings.

2. BC CARES: Student Concerns Reporting Form:
Use this form to report concerns regarding student behavioral issues that could be detrimental to the student or the Bridgewater College community. This reporting form may be completed by current students, faculty, staff, families, and Bridgewater College community members. If you have any questions related to completing this form please call our Associate Dean of Students, Dr. Meg Dutnell, at (540) 828-8051.

3. Sexual Misconduct Reporting Form:
Use this form to report incidents of sexual misconduct--which includes sexual/gender harassment, sexual exploitation, nonconsensual sexual intercourse, nonconsensual sexual contact, dating and domestic violence, and stalking. Anyone can use this form to report sexual misconduct that has happened to them personally or sexual misconduct of which they become aware.

Once this report is submitted it will be directed to the Title IX Coordinator or a Deputy Title IX Coordinator. The Coordinator will then contact the victim/complainant to offer resources and explain resolution option. This form does NOT automatically initiate formal disciplinary proceedings. Complainants are entitled to receive information, assistance and a broad range of support and remedial measures regardless of whether they choose to pursue criminal and/or College disciplinary resolution of
sexual misconduct. More information about College policy and procedures can be found in Bridgewater College’s Sexual Misconduct Policy.

Please note that these forms should not be used for emergency reporting. In the case of an emergency please contact Campus Police and Safety at 540-828-5609.

**Individual Meeting with Hearing Officer**

Below is the step-by-step process that typically occurs when a student is documented for a policy violation.

1. **Incident Report/Policy Documentation**
   If any campus officials (residence life staff, campus police and safety, etc.) believe that a policy has been violated on or off campus, they will document the possible violation with the hearing officer.

2. **Student Notification**
   The student will be informed in a timely manner by a conduct officer or designee that a concern or allegation has been raised and a response by the student is necessary. It is the responsibility of the student to attend the scheduled appointment with the appropriate hearing officer. The student will be notified in advance of the date, time, and location of the hearing. Should the student choose not to attend the hearing, it may be held in his/her absence, and any decisions made at the hearing are not eligible for appeal. It is the responsibility of the student to attend the scheduled appointment with the appropriate hearing officer.

3. **Appointment with College Official / Student Conduct Meeting**
   Typically, this meeting is attended only by the student and the hearing officer. Any additional attendees will be at the discretion of the associate dean of students. The matter may be resolved during this conduct meeting with the student. During the meeting the student is advised of the nature of the concern and provided an opportunity to respond and discuss. The student may choose to accept responsibility for his or her involvement in the incident. The student is also advised, if appropriate, of the opportunity to provide additional relevant information. This method is the preferred conduct intervention, because it allows for more conversation, more agreement as to decisions, and provides an opportunity for resolution at the lowest level. The student conduct meeting serves as a hearing. The college official will determine the appropriate sanction if a violation occurred. The student alleged to have committed the violation will be notified of the outcome, as well as any sanctions imposed, after a decision has been reached by the conduct officer. **The student will receive a written outcome within five (5) business days after the meeting. If a student thinks they have not received an outcome notification after their hearing it is their responsibility to request a copy. Failure to comply with disciplinary sanctions or requirements may result in further sanctions and/or possibly a hearing board meeting.**

4. **Appeal Process Guidelines**
   A student may appeal the decision of the hearing officer within 5 days of receiving their official results letter. A student may appeal the decision based on only two reasons: a violation of process outlined in the handbook or new evidence not available at the time of the hearing, which
would have the potential for altering the outcome of the conduct process. Evidence that was known to the student at the time of the original hearing shall not constitute “new evidence.”

Not wanting to be sanctioned, disagreeing with the sanction, or personal opinion about the validity of policies is not grounds for an appeal.

The online Conduct Appeals Form (https://cm.maxient.com/reportingform.php?BridgewaterCollege&layout_id=12) should be submitted within five (5) business days after receiving the Meeting Outcome Letter. If the request for an appeal is accepted (based on the reasons listed above for appeals) by the associate dean of students or designee, a Conduct Hearing Board will review the incident report and the student’s written appeal and determine the student’s responsibility. The conduct board may confirm the original decision, modify (increase/reduce) the sanction, or reverse in whole or in part the decision of the hearing officer. The board will submit an outcome letter within five (5) business days of the conduct review. The decision of the board is final unless the sanction is suspension. (If the sanction is suspension please see number 7 in the Conduct Review Hearing Board section).

**Conduct Hearing Board**
The conduct hearing board (hereafter, “the board”) adjudicates more serious offenses, as well as cases involving repeated inappropriate behavior. The board entails a comprehensive review of the student’s conduct at Bridgewater College. The board may address inappropriate behavior that occurs either on or off campus. A board is comprised of the associate dean of students or the assistant director for student conduct and deputy title IX coordinator serving as chairperson and a minimum of one representative each from trained staff, faculty, and students. During the hearing process the incident is reviewed by board members. The process involves the board members listening to and speaking with the accused and considering other relevant information, including witnesses. The board members make a determination of responsibility for the allegation and determine sanctions.

The College is an academic institution, not a courtroom or an administrative hearing room. While order and decorum will be respected, the chair and the board may vary the procedures somewhat as long as there is a reasonable opportunity for the accused student to know the essence of what is being alleged and the opportunity to respond.

**Hearing Procedures**
1. **Pre-hearing meeting to discuss procedures, charge letter, and submissions**
   Prior to a hearing, the student will be given a written notice, describing the alleged violation, and informing the student that the matter will be heard by the board. To help the student understand the procedures of the board, the hearing officer will offer to meet with the student to explain the details of the board procedure. At this time, if the student wishes, he or she may provide the chair with a list of witnesses the student proposes to call (these must be people who were actual witnesses to the incident, not character witnesses) and any documentation the student wishes to present at the hearing. If the student does not have this information prepared at the time of this meeting, then the student must provide it to the chair prior to the date set for the hearing. The
parties may not introduce witnesses, documents, or other evidence at the hearing that were not provided to the chair by this deadline. The student is also responsible for the attendance of his or her witnesses at the hearing.

In addition, witnesses to an incident and others who have specific information concerning the incident may be invited to participate. In all instances, the chair of the board has the authority to decide whether a witness other than the student directly involved will be invited to participate.

If, at any time prior to the hearing, the accused student elects to acknowledge his or her actions and take responsibility for the alleged violation(s), he or she may request that the chair propose a resolution to the charges and a sanction, and resolve the case without a hearing.

2. **Conduct of the hearing**
   Because the board hearings are not legal proceedings, parents, legal counsel and other observers are not permitted to be in attendance. The chair will determine the order of the witnesses and resolve any questions of procedure arising during the hearing. Only the chair and the board may question the individual parties and any witnesses. If the board determines that unresolved issues exist that would be clarified by the presentation of additional evidence, the chair may recess the hearing and reconvene it in a timely manner to receive such evidence. If the student who is the subject of the hearing fails to appear at the scheduled hearing, the board chair may direct that the board proceed and determine the complaint on the basis of the evidence presented, provided the absent party was duly notified of the scheduled hearing date. What might be considered hearsay or second or other indirect evidence may be presented and given that weight to which it may be entitled, as determined by the board as part of considering the totality of the information and the credibility of any witnesses.

3. **Testimony or participation by the accused**
   The accused student has the option not to testify; however, the exercise of that option will not preclude the board from proceeding and determining the complaint on the basis of the evidence presented. If the accused student determines to testify, they will be asked to identify themselves and describe what had occurred. At that time, the chair and all board members will be invited to ask questions of the accused student.

4. **Evidentiary Standard**
   The outcome of the hearing will be evaluated on the preponderance of the evidence, meaning that the evidence shows that it is more likely than not that the accused student violated the policy. The accused student will be found to be responsible for the alleged violation, if the board, by majority vote, concludes that a policy violation more likely than not occurred based upon review of all evidence presented.

5. **Sanction**
   The board may impose any sanction that it finds to be fair and proportionate to the violation, including suspension or recommending expulsion. In determining an appropriate sanction, the board may consider any record of past violations of the standards of conduct, as well as the nature and severity of such past violation(s). The board will consider as part of its deliberations whether the sanction will (a) bring a resolution to the violation in question, (b) reasonably
prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the complainant and the Bridgewater College community. The sanction decision will be made by the board through majority vote. Any sanction imposed will be described in the written decision of the board.

6. **Decision**
After the hearing concludes the student will be informed of the decision of the board. **In addition to verbal notification,** within five (5) business days from the conclusion of the hearing (or such longer time as the chair may for good cause determine), the chair will provide to the accused student a copy of the board's written decision. If the violation involved the safety and security of another student, that student will also be notified of any specific outcomes which directly relate to that student.

7. **Appeals**
A student may appeal the decision of the hearing officer within 5 days of receiving their official results letter. A student may appeal the decision of the board based on only two reasons: a violation of process outlined in the handbook or new evidence not available at the time of the hearing, which would have the potential for altering the outcome of the conduct process. Evidence that was known to the student at the time of the original hearing shall not constitute “new evidence.”

*Not wanting to be sanctioned, disagreeing with the sanction, or personal opinion about the validity of policies is not grounds for an appeal.*

The online Conduct Appeals Form (https://cm.maxient.com/reportingform.php?BridgewaterCollege&layout_id=12) should be submitted within five (5) business days after receiving the Hearing Board Outcome Letter. If the request for an appeal is accepted (based on the reasons listed above for appeals) by the vice president for student life and dean of students or designee, a new conduct hearing board will review all relevant information and determine the student’s responsibility. The board may confirm the original decision, modify (increase/reduce) the sanction, or reverse in whole or in part the decision of the hearing officer. The board will submit an outcome letter within five (5) business days of the conduct review. The decision of the board is final.

8. **Sanction Implementation**
Sanctions imposed by the board are not effective until any timely appeal of the decision is resolved. However, if advisable to protect the welfare of the campus community, the board may include in its determination letter that any probation, suspension, or recommended expulsion be effective immediately and continue in effect until such time as the vice president for student life and dean of students or designee may otherwise determine. If the matter is appealed, the vice president for student life and dean of students or designee may suspend the determination pending exhaustion of appeal, or allow the student to attend classes or other activity on a supervised or monitored basis, or make such other modifications to the determination as may be deemed appropriate. Once a board has taken action regarding a student violation of College policies, in cases involving a student-athlete, the director of athletics may add additional
sanctions, which could include removal from a sports team or participation in intercollegiate contests. **Failure to comply with disciplinary sanctions or requirements may result in further sanctions and/or possibly another hearing board meeting.**

9. **Privacy of the hearing process; Determination letter**
   The hearing process is not open to the public. Accordingly, documents prepared in anticipation of the hearing, documents, testimony, or other evidence introduced at the hearing, and any transcript of the hearing itself may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

**Sanctions**

In keeping with the mission, goals and learning outcomes of Student Conduct, sanctions are intended to meet students where they are, educate students as to why their actions were inappropriate, help students improve their ethical decision making, and hold students accountable for their behavioral decisions as members of the College community.

Sanctions are a developmental and educational tool, whose purpose is to redirect the student's behavior towards a pattern more acceptable with community standards, if such redirection is beneficial to both the student and the community. 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 suspension or a written warning for a first offense. The same sanctions may be imposed whether the offense is addressed by a Conduct Hearing Board or handled administratively. In cases where a student plays an intercollegiate sport, the athletic director will be notified of the policy violation. Any crime can also be referred to campus police for possible prosecution.

1. **A DOCUMENTED VERBAL WARNING** noted in an incident report.

2. **A WRITTEN WARNING** documents an issue a student needs to address.

3. **DISCIPLINARY PROBATION** carries a specific length of time during which the student’s conduct must be exemplary (usually at least one full semester). While on probation, students may be ineligible to fulfill student teaching requirements and/or participate in international travel as part of study-abroad. Moreover, 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. Any violation of College policy by a student who is already on disciplinary probation can result in a conduct hearing board and suspension from the College.

4. **EDUCATIONAL PROGRAMS** are positive actions that may be assigned to students as part of the conduct process. These are required activities that are intended to engage the student in a positive learning experience related to the student’s inappropriate behavior. Programs are intended to allow students to reflect upon their inappropriate behavior, to learn about the behavior in which they engaged and understand why it is inappropriate or unacceptable. These programs are designed to enable students to have an understanding that they are responsible for their actions. When a student fails to uphold the responsibilities outlined in the Code of Ethics
or other policies, the College has an obligation to help him or her come to a deeper understanding of how behavior impacts the campus community and the student’s educational goals. **There may be an educational fee associated with these programs.**

**Educational Program Fees include:** CHOICES $50 and BASICS $100. All fees are billed directly to the student’s account.

- **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. CHOICES is a one-time, 90-minute program.
- **BASICS (Brief Alcohol Screening and Intervention of College Students):** A Harm Reduction Approach is a preventive intervention for college students 18 to 24 years old. It is aimed at students who drink alcohol heavily and have experienced or are at risk for experiencing alcohol-related problems such as poor class attendance, missed assignments, accidents, sexual assault and violence. BASICS is conducted over the course of two interviews. This brief, limited intervention prompts students to change their drinking patterns and reduce alcohol-related harm to themselves and others. BASICS-M has been developed to do a similar screening and intervention for marijuana use.
- **Education Modules** are one-time online courses that include a reflection assignment that a student will apply to his or her future success as a student at Bridgewater College. Students may also be assigned various educational programs in the conduct process. These can include research papers, reflection assignments and attending a campus/community program. These programs are designed to foster student development and enhance a student’s decision-making abilities.
- **Referral to pre-approved off campus program/facility.** Students may be referred to an off campus facility and/or program for completion of a required service and/or program if it is determined their needs are beyond the scope of what the College offers and will be better met elsewhere. Any and all costs associated with off campus services/programs are the responsibility of the student.

5. **OTHER EDUCATIONAL REMEDIES:** These may include, but are not limited to, referrals to student health services and/or counseling services, attendance at workshops or panel discussions, letters of apology, and reflective essays. Where a violation involves alcohol or drug use, the student may be required to participate in an alcohol or drug screening on a scheduled or random basis. Any and all costs associated with the screening are the responsibility of the student.

6. **RESTITUTION:** The College may determine that the student is responsible to pay for damage, vandalism, replacement of a stolen item, or cost associated with cleaning. The amount will be determined by the College.

7. **FINE:** The College may assess a monetary fine in certain cases. Fines or fees are charged to the student’s account.

Unauthorized Housing Fine  $50
Failure to adhere to College Pet Policy $75 + restitution for any cleaning and fumigation costs
Discharging or Tampering with Fire Equipment $100 + restitution for any clean-up and equipment replacement costs
Vandalism/Damages Fine is determined by the College based on the type of vandalism as well as the extent of the damage incurred

8. **CAMPUS WORK HOURS:** The Conduct Hearing Board and all Hearing Officers have the authority to require campus work hours. The student will be given a set number of work hours and a completion date. Failure to abide by the terms of work hours will result in additional sanctions from the College.

9. **PARENTAL NOTIFICATION:** Per FERPA, the College is permitted to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a student at a postsecondary institution regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance. The school may non-consensually disclose information under this exception if the school determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under 21 years of age at the time of the disclosure to the parent.

Therefore, if a policy violation involves an alleged policy violation of federal, state, or local law, or any rule or policy of the College, governing the use or possession of alcohol or a controlled substance, parents/guardians may be notified. If a student is a documented independent, no parental notification will occur.

10. **DEFERRED SUSPENSION:** In certain cases, deferred suspension may result in a sanctioned suspension being delayed until the end of the current academic semester. During this time, a student will be allowed to stay on campus and attend classes. However, a student may be limited on access to College facilities, participation on intramural and athletic teams, and involvement in student clubs or organizations.

In addition, students may be ineligible to fulfill student teaching requirements, and/or participate in international travel as part of study abroad while on deferred suspension. Moreover, any student government official placed on deferred suspension during his or her term of office will be required to take a leave of absence from office for the duration of the sanction.

Furthermore, students may be required to attend designated meetings with a designated staff member during this time. If a student fails to comply with sanctions or further violates any policies, the sanctioned suspension will take immediate effect.

11. **INTERIM SUSPENSION:** In certain situations the College may deem an immediate interim suspension necessary to protect the campus community.

12. **SUSPENSION** from the College may be recommended for a full academic semester, a year or longer depending upon the severity of the individual’s actions. Upon suspension, generally all tuition, fees and room charges will be forfeited, and no refund will be made. Board fees are
prorated. Forfeiture shall be subject to state and federal guidelines regarding the refund of financial aid. In the case of a suspension the department of student life notifies the registrar, financial aid, business, and academic affairs departments and keeps a record in the student’s file. 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 without permission from the vice president for student life and dean of students or designee.

13. **EXPULSION** may be recommended by the Conduct Hearing Board and imposed by the vice president for student life and dean of students or designee. Normally expulsion requires the student to vacate the campus immediately, and he or she may not return to campus without the written permission of the vice president for student life and dean of students or designee. 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.

14. **DENIAL OF ACCESS TO CERTAIN COLLEGE FACILITIES**: Exclusion from College owned or leased facilities, including housing, athletic fields, grounds, or parts of these facilities indefinitely or for a specified period of time.

15. **NO CONTACT ORDER**: A No Contact Order is issued to prohibit contact between involved parties, and provides guidelines for and restrictions of behaviors and communications between them. The No Contact Order is a disciplinary sanction, and it will appear on a student’s disciplinary record. Furthermore, a knowing violation of a No Contact Order is prohibited and may result in disciplinary action up to and including suspension or expulsion (a “knowing” violation is defined as follows: whether the student knew or reasonably should have known that his/her behavior constituted a violation of the No Contact Order).

16. **NO TRESPASS ORDER**: A student receiving a no trespass order is not authorized to be on College property, or any portion thereof, and may be subject to arrest without further warning if they refuse to leave the property or return at any time in the future. The student may not return to campus without prior permission from the vice president for student life and dean of students or her designee. They must be sure to abide by this at all times.

Sanctions for violation of College policy will be determined on a case-case-base basis. The circumstances surrounding a violation as well as the following criteria will determine the precise sanction(s):

1. The severity of the violation(s);
2. The sanction that has been assigned in the past for similar situations (a.k.a. the established precedent);
3. The student’s previous conduct history, as well as their attitude throughout the conduct process;
4. The importance of learning through the Student Conduct process.

Violations involving personal and/or community risk may be handled administratively.
Failure to comply with disciplinary sanctions or requirements may result in further sanctions and/or possibly a hearing board meeting.

Additional Sanctions for Student Athletes
If a student athlete is charged or has been found responsible for violating any of the College’s policies found in the Eagle Student Handbook, the director of athletics or designee, in consultation with the head coach, may approve sanctions over and above those imposed through the College’s student conduct system, which may range from a warning to dismissal from the team.

Graduate Students and the Student Conduct System Process
Graduate students must adhere to all policies outlined in the Eagle. In some cases graduate programs may have additional requirements or more stringent enforcement of established requirements. Graduate students will be notified of program specific or differing interpretations of policies found in the Eagle, in writing, during the program orientation process. Failure to follow both institutional and program specific policies can result in immediate dismissal from the graduate program. All outlined policies and procedures of Bridgewater College, including specific graduate programs, must be maintained.

If a graduate student is charged or has been found responsible for violating any of the College’s policies found in the Eagle Student Handbook, the division head, department chair and/or program director will be notified due to possible potential problems with the credentialing of the student upon graduation. Certain outcomes and sanctions, particularly suspension or expulsion, could have specific implications on the student’s ability to continue in the graduate program. Sanctions and implications on continuation in graduate studies may be program specific.

Policy for Required Administrative Withdrawal

A. Student Conduct. Bridgewater College is committed to the wellbeing and safety of its community members and the integrity of its learning environment. Admission to the Bridgewater College community carries with it certain expectations concerning personal conduct. The College may require a student to take an administrative withdrawal if there is sufficient evidence that the student is engaging in or is likely to or threatens to engage in behavior that:

i. presents a significant risk of physical or emotional harm to members of the campus community that cannot be eliminated or reduced by reasonable accommodation;
ii. substantially disrupts the learning environment or activities of the campus community;
iii. directly and substantially impedes the lawful activities of other members of the campus community or the College’s regular operations;
iv. may cause significant property damage;
v. demonstrates an inability to satisfy personal needs (e.g., nourishment);
vi. demonstrates disregard for College policies, minimal academic motivation (e.g., excessive absences), or an attitude inconsistent with reasonable expectations of a member of an academic community; or
vii. demonstrates that the student is not otherwise qualified to participate in College programs or activities, with or without reasonable accommodation, including but not limited to a
determination that the student requires a level of treatment and care which the College cannot provide to support the student’s continued enrollment and presence on campus.

Any of the above circumstances will support a required administrative withdrawal when based on a reasonable, individualized assessment of the current available information, in consultation with qualified professionals, as appropriate.

This policy and associated procedures do not take the place of sanctions associated with a student's behavior that is in violation of College policies, standards, or regulations. This policy is to be invoked in circumstances in which, in the discretion of the Associate Dean of Students (“Associate Dean”) or designee, the conduct board process cannot be used or is not appropriate, or the student is unable or unwilling to request a voluntary withdrawal and the Associate Dean or designee deems a withdrawal necessary to protect the health and safety of the campus community or the integrity of the learning environment and campus programs and activities.

B. Consideration of Information. Upon learning of a student’s behavior that may support a required administrative withdrawal, the Associate Dean or designee will notify the student that a required administrative withdrawal is under consideration and will afford the student an opportunity to discuss the behavior and circumstances. The Associate Dean or designee will discuss with the student the implications of a required administrative withdrawal and the relevant procedures, and will provide the student with a copy of this policy. Whenever possible and appropriate, the Associate Dean or designee will encourage the student to take a voluntary withdrawal from the College. The Associate Dean or designee may involve a parent, guardian, or spouse in this process, either with the student’s consent or, when she/he deems it appropriate and in the student’s best interest to do so, in accordance with the College’s policy on the privacy of student education records.

The Associate Dean or designee, as appropriate and feasible, also may confer with College officials, or others as appropriate to the circumstances, regarding the need for a required administrative withdrawal under this policy. The Associate Dean or designee may require an evaluation of the student’s behavior and any relevant physical/mental conditions by an appropriate health professional if the Associate Dean or designee believes that an evaluation will facilitate an informed decision. This evaluation may be done by the College’s Student Health Services and/or the Counseling Center, or by outside health professionals, including the student’s treating health professional(s), as indicated and appropriate in the Associate Dean’s or designee’s judgment.

C. Imminent Threat. In cases involving an imminent threat to health or safety, the Associate Dean or designee has the discretion to take immediate action to remove the student from campus pending receipt and review of all relevant information.

D. Opportunity to Provide Information. Prior to the final decision by the Associate Dean or designee, and as appropriate, the student will be provided the opportunity to fully and completely discuss her/his situation, provide to the Associate Dean or designee all information she/he deems relevant, and review and comment on all documents, information, and statements considered by the Associate Dean or designee regarding the proposed decision, unless the Associate Dean or designee reasonably believes that the student’s review of certain documents, information, and statements would
be detrimental to the student’s condition or treatment. The student may submit an independent professional physical/mental health review for consideration by the Associate Dean or designee.

E. Decision on Withdrawal. Following these consultations and the review of all relevant information available, the Associate Dean or designee will make a decision regarding a required administrative withdrawal. At any time prior to the Associate Dean’s or designee’s decision, the student may choose to take a voluntary withdrawal.

1. Administrative Withdrawal Required. If the Associate Dean or designee determines that a required administrative withdrawal is warranted, following an individualized assessment of the current available information and consultation with qualified professionals, as appropriate, the Associate Dean or designee will give the student written notice of the determination, including the beginning date of the withdrawal and the steps that the student must take to request readmission. The Associate Dean’s or designee’s decision to require an administrative withdrawal may be appealed as provided in Paragraph F of this policy. The student must leave campus within the time frame established by the Associate Dean or designee in the withdrawal notice. During the duration of the withdrawal, the student may visit the campus only with prior written authorization from the Associate Dean or designee. The Associate Dean or designee may notify a parent, guardian, or spouse of the withdrawal, either with the student’s consent or, when she/he deems it appropriate and in the student’s best interest to do so, in accordance with the College’s policy on the privacy of student education records.

2. Administrative Withdrawal Not Required. If an administrative withdrawal is not required, the Associate Dean or designee will notify the student of the decision, and may impose specific conditions and/or requirements for the student to remain enrolled and present at the College, after an individualized assessment of the student’s situation. One of the requirements may be a behavioral contract. Non-compliance with such conditions/requirements will result in reconsideration of a required administrative withdrawal from the College. The Associate Dean or designee may notify a parent, guardian, or spouse of the specific conditions and requirements for the student’s continued enrollment, either with the student’s consent or, when she/he deems it appropriate and in the student’s best interest to do so, in accordance with the College’s policy on the privacy of student education records.

F. Appeal. A student may appeal a decision by the Associate Dean or designee made pursuant to Paragraph E of this policy to the Vice President for Student Life and Dean of Students (“Dean”), or designee. At the discretion of the Associate Dean or designee, the Associate Dean’s or designee’s decision may remain in effect during the appeal. A student who wishes to appeal must do so in a writing delivered to the Dean or designee within three (3) business days following receipt of the decision from the Associate Dean or designee. The written appeal must state specifically why the student believes the decision is not warranted under the circumstances. The review by the Dean or designee shall be limited to whether proper College procedures were followed and whether the decision is supported by the record. After reviewing the written appeal and record, the Dean or designee may meet with the student and consult with the Associate Dean or designee and/or other College officials before reaching a decision. The Dean or designee may: (a) affirm the decision; (b) modify the decision; (c) remand the matter back to the Associate Dean or designee for further proceedings or consideration; or (d) reverse
the decision. The Dean or designee will give the student written notice of the Dean’s or designee’s decision. The decision of the Dean or designee is final.

G. **Nondiscriminatory Application of Policy.** The College will apply all College policies and associated procedures in a nondiscriminatory manner, in consultation with qualified professionals, as appropriate. Each determination is based on an individualized assessment of a student’s situation, including observations of student conduct, actions, and statements and their impact on others and the campus community, not on mere perceptions or speculations, and what is in the best interests of the student, the campus community, and the College.

**Violations and Outcomes**

**Alcohol Policy**
In Virginia, people under 21 years of age may not possess, buy or use alcoholic beverages of any kind. Most of our students are under 21. The research in higher education supports that alcohol can have negative impacts on students’ academic study environment and can increase incidents of vandalism, violence and sexual assaults on college and university campuses. Therefore, the possession, use or distribution of alcoholic beverages (or powdered or crystalline alcohol) on campus is not permitted. 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 and subject to prosecution in accordance to Virginia state laws.

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 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 items 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/apartment/cottage alcohol is discovered will be deemed in possession of alcohol. Permitting alcohol to be brought into one’s room/apartment/cottage, or permitting it to be kept in one’s room, will be viewed by the College as the student possessing alcohol, and the student will be considered in violation of the College’s alcohol policy, unless they can demonstrate to the satisfaction of the College that they had no responsibility for its presence. Further, students associated with on-campus gatherings involving large quantities of alcohol or high-risk alcohol consumption (drinking games or contests, beer bongs, 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.

*Medical Amnesty*
Any student who has or has not consumed alcohol or other drugs that seeks assistance for a fellow student in need of medical assistance will not be held accountable for an alcohol violation for seeking help. It is expected that all members of the College community will seek the appropriate resources for assisting fellow community members. **To receive medical amnesty the student seeking assistance must be the one to contact residence life or campus police, provide his or her identity when calling for help, and stay with the student until help arrives.** If multiple students are involved in getting a student help, the College will evaluate each student’s involvement to see if medical amnesty applies. Residence life staff and campus police will dispose of any alcohol found.

**Illegal Drug Policy**

Illegal drugs may not be marketed, possessed, used or distributed on campus. Any student found in the presence of illegal drugs or drug paraphernalia (including hookahs) may be asked to appear before a Hearing Board or be administratively dismissed. In the event of the use, possession or possession with apparent intent to distribute illegal drugs, campus police will be contacted to investigate the incident. If students are suspended they forfeit their academic work for the current term. Virginia law provides stiff penalties for illegal possession or distribution of drugs. Bridgewater College will cooperate with law enforcement authorities in apprehending and prosecuting any alleged violations of drug laws. A student is found 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.

**Tobacco Products & Smoking Products Policy**

Smoking and the use of other tobacco products are discouraged on campus and are prohibited in all campus buildings. Usage of any tobacco, E-cigarettes (vapes), hookahs, or any nontobacco and aromatic smoking products, including but not limited to clove cigarettes, herbal cigarettes, bidis, etc. is not permitted in or within 25 feet of any campus building. Students or guests of students found smoking in any undesignated area may be sanctioned. If this behavior is a continual problem for individual students, further disciplinary action may be taken.

**Prohibited Items Policy**

Use or possession of prohibited items, including but not limited to butane torches, empty alcohol bottles/shot glasses/flasks for display, unauthorized appliances, road signs (stolen property), candles, incense, drones hover boards, live Christmas trees and anything else that is against College policy.

**Visitation Policy**

Visitation is defined as 24/7 visitation hours for on-campus housing. A resident of campus housing may have (with roommate’s/suitemates’ permission) an overnight guest (regardless of gender) in campus housing no more than two consecutive nights, and may not have any guests overnight for more than a total of four nights per month. Overnight is defined as between the hours of 2:00 a.m. and 8:00 a.m.

Communication, respect, and treating each student with dignity and as a person of worth are at the core of our campus community. This is especially significant for roommates. These guidelines are an essential component of the visitation policy. The policy demands increased responsibility by each member of the campus community to put others before self.
Residents may host student or non-student guests in their campus housing only with the expressed permission of their roommate(s). Students are not able to host guests unless all roommates are in agreement. The pre-eminent rights of a student to sleep and study take precedence over the desire of a roommate to have guests in campus housing. No resident should be deprived of his/her right to privacy, study time, or sleep because of a guest. The hosting resident is responsible for attending to their guest and their guest’s behavior at all times. Guests are expected to conduct themselves in a responsible manner and within the framework of College policies at all times. Quiet hours and consideration for neighbors are always required. If based on noise or other college policy infractions, the residence life staff has the ability to ask non-residents to leave a room at any time regardless of the visitation policy. All guests must use the appropriate gendered bathroom. The resident student assumes all liability and responsibility for guests.

If a roommate feels that their rights are being violated as defined above, they have the right to utilize the following procedures:

- If a violation occurs, such as a resident not asking or receiving permission for a guest, the roommates should discuss a reasonable step for correction or mediation with their roommate.
- If the situation is severe and there is no agreement or change in behavior, the roommate may report the incident to the residence life staff (resident advisor, senior resident advisor or area coordinator).
- The staff member will secure mediation promptly and assist the students in arriving at a written agreement.
- If a subsequent violation of the policy occurs during or after a written agreement, the roommate may again report the incident to a residence life staff member. The student in violation may be relocated to the first available space and may lose the privilege of overnight visitors.
- If the student continues to violate the visitation policy, he or she will be subject to further conduct sanctions.

**Pet Policy**
For health and safety reasons, pets (with the exception of small harmless fish, service animals, and pre-approved emotional support animals) are not permitted in the residence halls or other campus buildings.

**Fire Regulations Policies**
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.

**Possession of Prohibited Items Policy:** including but not limited to candles, incense, halogen lights, and live Christmas trees. Use, charging and/or storage of hover boards or self-balancing scooters in or on any campus property is prohibited.
Discharging or Tampering with Fire Equipment Policy: including but not limited to fire extinguishers, fire alarms, fire/smoke detectors, and/or blocking exits or hallways, or opening Fire Doors.

Failure to Evacuate Policy: For your safety, evacuating the building when the fire alarm sounds is required regardless of whether there is an actual fire.

Possession of and/or Use of Fireworks Policy: Possession/use of fireworks or explosives of any kind is prohibited on College property.

Arson Policy: Intentional reckless setting fire to or burning any College owned, leased or operated property (buildings or otherwise) is prohibited.

Student Room/Apartment/Cottage Restrictions
1. 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.
2. No more than 25% of any door may be covered with combustible material.
3. No sheet, towel or other object may be hung or draped around the overhead lighting.
4. Bicycles cannot be stored in residential exits, stairways or hallways. Bicycles may be stored in personal rooms.
5. Removal of the fire evacuation plans from any building on campus is not permitted.
6. College-installed lighting inside or outside of any building on campus may not be tampered with in any way.

Firearms and Dangerous Weapons Policy
In an effort to provide a safe and secure educational and working environment for its students, employees and visitors, it is the policy of the College that no person shall possess, carry or store a weapon on any property owned, leased or operated by Bridgewater College. This policy also applies to a concealed weapon, regardless of whether the carrier has a legal permit, as well as weapons in any College facility or within a vehicle parked on College property or the streets within or adjoining College property. The term “weapon” includes, but is not limited to, firearms of any kind, BB guns, pellet guns, air guns, airsoft guns, paint ball guns, ammunition, bows and arrows, cross bows and arrows, slingshots, Tasers and other electronic incapacitation or other stun devices, knives or blades of any kind (other than pocket knives with a nonspring-loaded folding blade less than two inches in length), metallic knuckles, black jacks, martial arts weapons, toy, counterfeit, replica, or blank firing firearms, pepper spray or mace, or any other object (including an otherwise innocuous object) that the College determines could be or is being used to harm, threaten or cause fear to others. This policy includes use or possession on College property of dangerous chemicals or substances, or any materials, explosives, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others is prohibited.

Enforcement
For the safety of students, employees and visitors, all members of the College community are encouraged to report violations of this policy to the office of campus police. Any person in possession of a weapon or other item in violation of this policy is subject to disciplinary action, up to and including expulsion from the College, removal from campus, and/or arrest. Any weapon in violation of this policy
is subject to immediate seizure and forfeiture. The owner of a weapon seized pursuant to this policy may petition the Chief of Campus Police for return of the weapon. Any such petition will require the completion of a criminal history check. Whether to grant the petition and return the weapon is within the sole and unfettered discretion of the Chief of Campus Police, and his decision is final.

**Exceptions**

1. Any student who wishes to bring to campus a rifle, shotgun or bow that is to be used for hunting or skeet shooting must obtain written approval from the chief of campus police prior to bringing the weapon on the campus. The College may refuse any request, place conditions on the approval of a request or revoke an approval at any time. Upon receiving approval and bringing the weapon to campus, the student shall immediately deliver it to the chief of campus police for storage. The owner of the weapon may check the weapon out of storage from the chief of campus police for hunting, in accordance with procedures established by the chief of campus police, and thereafter shall immediately return the weapon to the chief of campus police upon returning to campus. All weapons are to be carried or transported while on College property in hard or soft case enclosures at all times.

2. Any item that appears to be a weapon, including, but not limited to, props used in plays and disabled weapons used in class presentations, must be reported to and approved in writing by the chief of campus police and safety prior to being brought to campus.

3. Members of a law enforcement agency who are authorized to carry a weapon and have official business on campus are exempt from the prohibition of this policy.

**Excessive Noise Policy**

Bridgewater College is committed to ensuring that the rights of each individual student are protected. Thus, the College maintains 24 hour a day, 7 day a week courtesy quiet hours to ensure an environment where students are able to focus on their academic responsibilities. The College’s expectation is that students are able to manage these hours primarily themselves, meaning that if someone informs a student that they are being too loud, then out of respect for each other and in adherence with the courtesy quiet hours, the student will lower their volume. If the situation is not resolved by talking with another student about the noise level, students are encouraged to seek assistance from the residence life staff who will also address the noise with the students. At that point, failure to adequately address the noise complaint will result in further disciplinary action. During exams, all residence halls adhere to a closely monitored 24/7 quiet hour policy.

**Vandalism and Theft Policy**

Each student has the right to take advantage of the shared resources of the College community. Thus, any theft, damage, or vandalism to college property or property of another student is prohibited. This includes but is not limited to attempted or actual theft of, damage to, use of, or possession of other persons’ or College property or identity, or unauthorized use of such; unauthorized entry, use, or occupation of other persons’ or College facilities, property, or vehicles; or unauthorized possession, duplication, or use of College keys or access devices. We encourage students to hold each other accountable to this standard and to confront and/or report students who are engaging in this kind of
destructive behavior. College property (i.e. lounge furniture) may not be removed from its place of original intent.

**Disorderly Conduct Policy**
Conduct which is disorderly, lewd, indecent, and/or which disturbs the peace on College premises or at functions sponsored by, or participated in by, the College or a College student group are prohibited.

**Abusive Conduct Policy**
Abusive conduct, including physical abuse, verbal abuse, assault, threats, intimidation, bullying, stalking, coercion, and/or other conduct which objectively threatens or endangers and individual’s (or individuals’) physical or psychological health, safety, or welfare is prohibited (see Grievance Procedures).

**Harassment Policy**
Harassment, meaning verbal or physical harassment on the basis of race, color, national or ethnic origin, disability, religion age, veteran status or political affiliation (see Grievance Procedures) is prohibited.

**Discrimination Policy**
Discrimination, meaning discrimination on the basis of race, color, national or ethnic origin, disability religion, age, veteran status or political affiliation is prohibited (see Grievance Procedures).

**Furnishing False Information Policy**
- Knowingly furnishing false information to any College official, faculty member, office, organization, or on any College applications. Intentionally initiating or causing to be initiated any false report; any warning or threat of fire, explosion, or any other emergency. Possession of false identification.
- Forgery, alteration, misuse, mutilation, or unauthorized removal of any College document, record, identification, educational material, or property.
- Filing a false police report.

**Failure to Comply with College Officials and/or Law Enforcement Policy**
Failure to comply with the verbal or written directions of any College officials, law enforcement officers, or campus safety officer acting in the performance of their duties and in the scope of their employment, or resisting police officers while acting in the performance of their duties, including failure to correctly and fully identify oneself to these persons when requested to do so.

**Failure to Comply with Disciplinary Sanctions Policy**
Failure to comply with disciplinary sanctions or requirements may result in further sanctions and/or possibly a hearing board meeting.
**Education Disruption or Obstruction Policy**
Disruption or obstruction of teaching, classroom or other educational interactions, research, learning environment, administration or disciplinary proceedings, residential communities, or participation in an activity that disrupts normal College activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to College facilities or freedom of movement of any person on campus.

**Federal, State, Local Law or Ordinance**
- Violation or conviction of any federal, state or local law or ordinance.
- Assisting others to commit or attempting to commit any act of misconduct set forth in the *Eagle Student Handbook*.

**Abuse of Computer Facilities or Technological Resources Policy**
Abuse of computer facilities or technological resources including, but not limited to: unauthorized entry to, or use of computers, access codes, telephones and identifications belonging to the College or other members of the College community; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any College member; sending abusive or obscene messages or images; cyber-bullying/stalking; disrupting the normal operation of the College computing systems; violating copyright laws; or any other violation of the College computer use policy.

**Retaliation Policy**
It is a violation of College policy for anyone to retaliate against any person making a complaint, a staff person documenting an incident, or against any person cooperating in the investigation of (including testifying as a witness to) any allegation. For these purposes, “retaliation” includes intimidation, threats or harassment against any Complainant or third party. Retaliation should be reported promptly to campus police and safety or the department of student life and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations.

**Solicitation Policy**
- Unauthorized soliciting or selling in violation of the College solicitation policy: only official Bridgewater College clubs and organizations and teams may post literature or sell items on campus. All postings or sales must be pre-approved by the coordinator of leadership and outdoor programs, who serves as the clearinghouse for club and team fundraisers.
- Only clubs and organizations and teams that are officially recognized by Bridgewater College may conduct fundraisers on campus. Permission must be obtained from the office of student activities. The coordinator for student programming serves as the clearinghouse for club fundraisers.
- Sales representatives are not permitted on campus unless pre-approved. Likewise, the use of student directory material for either direct or indirect solicitation or for mail-order businesses is prohibited.
• Business operations are not allowed on College property without pre-approval of the vice president for finance and treasurer. Please send an email to akeeler@bridgewater.edu to seek prior approval. No phone calls or in-person requests will be considered.

Hover Boards and Drones Policy
Serious concerns have been raised about the safety of hover boards or self-balancing electric scooters. Many news outlets have reported on the popular devices catching fire while charging or while in use. Even SNL has a skit warning of the danger of the devices. The batteries in these devices can spontaneously combust, resulting in a metal fire that can burn with intense heat.

This concern is so significant that the United States Department of Transportation has issued guidance to parcel carriers, major U.S. airlines have banned them as a safety hazard from flights, and several major retailers have stopped selling them. The U.S. Consumer Product Safety Commission has opened an investigation into the safety of these devices.

The College is committed to the safety of the campus community. Because of the warnings surrounding these products, the concerns about the safety of these devices, and the College’s policy to prohibit the possession and use of devices that are considered a fire hazard, the College is prohibiting the use, charging and/or storage of hover boards or self-balancing scooters in or on any campus property. This prohibition includes all self-balancing boards/scooters, hands-free segways, electric-powered skateboards and other similar devices that are self-driven and either motor or battery powered. The College joins a growing list of colleges and universities around the country in prohibiting the use, charging and storage of these devices on campus.

This prohibition will be in effect until the College determines that safety standards have been adequately developed and implemented across all hover board models and related products. The College will continue to monitor guidance from the Consumer Product Safety Commission and the State Fire Marshal’s Office on this issue.

If you have one of these devices, please remove it from campus.

Likewise, there has been some concern among colleges and universities about the proliferation of remote-control flying drones. These devices come in a variety of sizes and are currently being regulated by the FAA. The College is researching the safety of these devices and as well as the privacy concerns raised by their use. The safety issues are of particular concern considering the College’s proximity to a very busy airport. Until we can establish a policy that properly addresses the use of these devices, we ask that students refrain from using any drones on campus. If you are seeking to use a drone or other remote-controlled device over or on campus property, we require that you seek specific permission from the campus police and safety department to avoid creating a dangerous situation or one that may compromise the privacy of fellow community members.

Student Club or Organization Misconduct Policy
Student Clubs and organizations are expected to comply with all College policies including the Code of Conduct and all additional policies pertaining to groups and organizations. Allegations of policy violations by groups or organizations will be investigated and resolved through the office of mediation.
and conduct services. A club or organization may be held responsible for the actions and behaviors of its members and guests.

The decision to hold a group or organization responsible as a whole is ultimately determined by examining the circumstances of a situation and by taking into account factors that include, but are not limited to, the following:

1. actions were committed by one or more officers or authorized representatives acting in the scope of their club or organizational capacities;
2. actions involved, were committed by, or were condoned by (actively or passively) club or organization members, alumni, or guests;
3. actions occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the club or organization;
4. actions occurred at or in connection with an activity or event that a reasonable person would associate with the club or organization;
5. actions should have been foreseen by the club or organization or its officers, but reasonable precautions against such actions were not taken;
6. actions were the result of a policy or practice of the club or organization;
7. actions would be attributable to the club or organization under the group’s own policies (including local or national risk management guidelines);
8. actions were taken by individuals who, but for their affiliation with the club or organization, would not have been involved in the incident;
9. one or more officers or members of a club or organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate college or emergency officials; and
10. the club or organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

Groups working through the formal approval process, as well as their members and officers, may be held collectively and/or individually responsible for violations of the Student Code of Conduct and/or other College policies.

Sanctions for club or organization misconduct may include revocation or denial of registration, as well as other appropriate sanctions. Sanctions for misconduct by group working through the formal approval process may include denial of recognition, as well as other appropriate sanctions.

**Student Club and Organization Due Process**

A student club or organization must uphold the College’s Code of Conduct. This code is a guideline of how the College expects groups to act; consisting mainly of basic common sense and respect for people and property. For a comprehensive description of sanctionable circumstances, information about a “Student Organization Due Process” is provided.

Purpose: Student clubs and organizations are recognized through a process established in the office of student activities. In granting official approval to organizations, the College reserves the right to review this approval and the privileges associated with it. It is important that the rights and privileges of student clubs and organizations and their members be protected by a policy that provides a process for review of
inappropriate behavior. It is important that the student clubs and organizations approved by the College are meeting established policies and laws. This policy applies to situations that occur on or off campus at the discretion of the College.

I. Club and Organization Conduct
   a. College clubs and organizations are subject to the same standards of conduct, both on and off campus,
   b. Failure to follow the Code of Conduct, or the failure to abide by federal, state, or local laws, or any other pertaining policies will constitute inappropriate behavior on the part of the club or organization.
   c. The failure of any club or organization to act in a manner that prevents their members from abiding by the College Code of Conduct, federal, state or local laws, or other applicable policies will constitute inappropriate behavior on the part of the group.
   d. Applicable sanctions may result from inappropriate behavior on the part of the club or organization; see below.

II. Due Process for Clubs and Organizations:
   a. A report of inappropriate behavior on the part of any student club or organization may be brought to the attention of the administration. Any student, faculty or staff member, administrator, or aggrieved person, or organization on campus or in the community may report inappropriate behavior.
   b. A student club or organization may be referred for a violation of the Student Club and Organization Due Process by submitting a statement, in writing, to the associate dean of students or designee within 15 days after the group in question has been identified.

III. Structure for Process:
   a. The associate dean of students or designee shall convene and serve as the chair of a board composed of at least one faculty, one staff, and one student member. The conduct board will do the following:
      1. Determine if the organization is found responsible of violating College Code of Conduct or the failure to abide by federal, state, or local laws, or any other pertaining policies.
      2. Make recommendations, when necessary, regarding the club or organization’s failure to abide by appropriate policy or laws, to the vice president for student life and dean of students or designee, and recommend sanctions against the group.
      3. Determine if individuals, rather than/or in addition to the club or organization, should be held responsible. Responsible individuals will be referred to the student conduct system separately.

IV. Determining Responsibility for Actions:
   a. Any one of the following criteria may be used to determine that the club or organization is responsible for violating the College Code or the failure to abide by federal, state, or local laws, or any other pertaining policies. Criteria include, but are not limited to, the following:
      1. is sanctioned or condoned by one or more of the club or organization’s officers whether implicitly or explicitly, occurs during the course of an activity financed, planned, advertised, assisted, or sponsored by the group,
      2. the inappropriate behavior is perceived by any of those involved as a condition for membership in the club or organization,
      3. was discussed and supported during a meeting of the club or organization,
4. the action is carried out using the name of the club or organization,
5. the action occurs in an area reserved for the club or organization at a public event,
6. the action is carried out by any member of the club or organization who is aware of the potential of inappropriate behavior and does not take appropriate action to prevent inappropriate behavior and/or inform the appropriate College officials.

Note: for the purpose of this policy, a pledge or candidate is considered to be a member of the club or organization.

V. Club and Organization Rights: Student clubs and organizations at Bridgewater College are guaranteed the following rights:

a. to be afforded due process in the offering of a pre-board meeting by the associate dean of students or designee as well as a fair and timely meeting of the conduct hearing board
b. to be afforded adequate time to prepare for the conduct board. A minimum five-day-academic-day notice shall be given before the meeting. A club or organization may waive this five-day minimum,
c. to offer information and to provide the names of others to offer information during the pre-board meeting with the associate dean of students or designee,
d. to have the advice of their adviser in preparing for a conduct board,
e. to receive, in writing, the decision of the conduct board,
f. to appeal, in writing (within 5 business days of receipt of the board’s decision in writing), any sanction to the vice president for student life and dean of students or designee based on claims that improper procedures were followed or with any new evidence not known before or during the conduct hearing,
g. to waive any of these rights. A statement that the group accepts responsibility for the behavior represents a waiver of the hearing rights of those individuals involved in the inappropriate action,
h. to a closed conduct board,
i. to have the organizational (faculty/staff) adviser present when the board is discussing the behavior in question.

VI. Club and Organization Sanctions: If the club or organization is found responsible, one or more of the following sanctions may be imposed:

1. Reprimand: is an official notice of censure. If, within two years, a club or organization with a reprimand is held responsible for any additional behavior in violation of the Code of Conduct, the sanction imposed shall be nothing less than probation.

2. Social Probation: is imposed for a specific period, but not less than four weeks during a regular academic term. The sanction prohibits the club or organization from sponsoring any organized activity or function on or off campus. The group may have meetings; however, they will not be allowed to use other College resources in any other way.

3. Probation: is for a period of time and carries the immediate threat of losing College approval for any inappropriate actions committed during the term of the sanctions. The club or organization may seek and add members, but may not enjoy any of the privileges removed under social probation.

4. Club or Organization Suspension: is the temporary removal of the college recognition, usually not for more than one semester in addition to the one in which the behavior occurred. While under suspension, the club or organization may not continue to occupy property on campus, may not seek or add members, hold or sponsor events in the college community on or off campus, or enjoy any of the privileges removed under social probation.
5. Club or Organization Expulsion: is the permanent removal of college recognition for a club or organization. Charter revocation of 1-4 years may be recommended by the panel but can be imposed only by the recommendation of the vice president for student life and dean of students to the College president.

6. In addition to the above sanctions, any of the following sanctions may be added to the total sanctions at the discretion of the hearing board:
   a. Exclusion from intramural competition,
   b. Restitution of loss to college or person, denial of use of College facilities for meetings or activities,
   c. Recruiting suspension,
   d. Special educational assignments,
   e. Loss of funding opportunities and ability to fundraise, including but not limited to student senate,
   f. Community service assignments, and
   g. Special sanctions when appropriate.

VII. College Rights and Obligations:
Bridgewater College has the right and responsibility to respond to situations involving student clubs and organizations and its members in a timely and responsible manner. The College reserves the right to suspend official approval of any student organization for an interim period prior to the conduct board convening to discuss the problem. This will be done only when the nature of the allegations justifies a reasonable belief by the vice president for student life and dean of students and/or the College president that such an action is appropriate to protect the interest of one or more individuals, or the College community as a whole.

Student clubs and organizations as well as their leaders play an important role in meeting the needs of members and providing valuable learning experiences; however, the College has a responsibility to the community as a whole, and therefore will take action on matters of violation whether they occur on or off campus, depending on the severity of the behavior.

**Hazing Policy**

I. Introduction

The purpose of this policy is to ensure that students at Bridgewater College are not subjected to any type of hazing. It is the responsibility of all individuals associated with the College to encourage an atmosphere of learning, social responsibility, and respect for human dignity. Hazing is an unproductive and hazardous activity that is incongruous with this responsibility and has no place at the College, either on or off campus. This kind of behavior is injurious to the individuals involved and the College itself.

This policy applies to all persons and groups associated with the College, including, but not limited to, administrators, coaches, faculty, organization advisors, staff, students, athletic teams, music groups, and organizations.

II. Definitions

The following definitions shall apply to this policy:
“Administrator” means the president, vice presidents, deans, associate deans, directors of programs or campus offices, including Title IX coordinators, and a designee of one of the aforementioned individuals.

“Organization” means association, athletic team, music group, club, society, or other similar group, whose members primarily are students of the College.

“Staff” means any person employed directly by or retained through a contract with the College, including a coach, advisor for an organization, faculty member, or intern.

“Student” means any person who is enrolled in or matriculating from the College, registered or in attendance in a program operated by the College, or who has been accepted for admission into any program operated by the College.

III. Guidelines

A. Hazing. Hazing, as defined in this policy, is prohibited under Virginia law, as well as this policy. It is impossible to anticipate every situation that could involve hazing, and the following list does not, and cannot, encompass every circumstance that might constitute hazing under the policy. Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities:

- All forms of physical activity which are used to harass, punish, or harm an individual;
- Excursions or road trips;
- Confinement;
- Kidnapping;
- Paddling;
- Spraying, painting, or pelting with any substance;
- Burying in any substance;
- Nudity with the intent to cause embarrassment;
- Servitude;
- Exposure to uncomfortable elements;
- Verbal abuse;
- Wearing, in public, of apparel which is conspicuous and/or indecent;
- Forcing consumption of alcohol or any other substance, legal or illegal;
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
- Burning, branding, or tattooing any part of the body;
- Psychological hazing, defined as any act which is likely to:
  - Compromise an individual’s dignity;
  - Cause an individual embarrassment or shame;
  - Cause an individual to be the object of malicious amusement or ridicule; or
  - Cause an individual emotional distress;
- Interrogating an individual in an intimidating or threatening manner;
- Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
• Misleading prospective members into believing that they will be hurt during induction or
initiation;
• Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or
that are designed to punish or embarrass the carrier;
• Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor
vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
• Binding or restricting an individual in any way that would prohibit them from moving on their
own; and
• Requiring or suggesting that an individual obtain or possess items or complete tasks in an
unlawful manner (i.e. for a scavenger hunt).

Hazing also includes soliciting or directing, or otherwise participating, aiding or engaging actively
or passively in, the above acts.

This policy is not intended to prohibit the following conduct:
• Customary athletic events, contests, or competitions that are sponsored by the College, or the
organized and supervised practices associated with such events; or
• Any activity or conduct that furthers the goals of a legitimate educational curriculum,
extracurricular program, or military training program, as approved by the College.

B. Location. This policy encompasses all acts of hazing that occur, whether on or off campus. As
such, an act of hazing by an individual or organization will be viewed by the College as a violation of
the College’s hazing policy, regardless of where the act of hazing took place.

C. Consent. An individual may not consent to being hazed, and a person’s voluntary or willful
participation in hazing activities will not be considered as a defense against a violation of the College’s
hazing policy.

IV. Reporting

Any suspected violation of this policy should be reported to an administrator, a member of the Student
Life staff (including area coordinators and student resident advisors), a member of the faculty, an
athletic team coach, an athletic trainer, or a member of the Campus Police and Safety department. The
initial report of a suspected violation may be reported in person, by phone, or by electronic
communication, and may be done anonymously. Failure to report a suspected violation of this policy
shall constitute a separate violation of this policy.

V. Investigation

A report or complaint of hazing will be thoroughly investigated in accordance with federal and state
laws and College guidelines. The findings and conclusions of the investigation shall be addressed as
provided in the College’s student conduct system.
VI. Disciplinary Action

A. Sanctions. Any individual or organization found to be in violation of this policy shall be subject to the procedures set forth in the College’s code of conduct, and may be subject to appropriate disciplinary action in accordance with College policies and applicable law, which may include expulsion or other appropriate discipline based on the facts and circumstances of each case. If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization and all of its members.

B. Retaliation. It shall be a violation of this policy for an individual or organization to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary proceeding regarding an incident of hazing.

C. Report to Attorney for the Commonwealth. The president of the College, or his designee, shall report to the attorney for the Commonwealth of Rockingham County any incident of hazing which causes bodily injury for such action as the attorney for the Commonwealth may deem appropriate. Hazing is a class I misdemeanor and punishable by a fine of up to $2,500 and up to 12 months in jail.

VII. Notification of Policy

The College provides notice of this policy to employees, students, and all student organizations at the beginning of each academic year. The policy is in the College’s student handbook, the *Eagle*, and shall be referenced or included in the bylaws and other governing documents of student organizations.

Grievance Procedures

*General Student Grievance Procedure*

It is the policy of Bridgewater College that students should have an accessible process to bring problems or complaints to the attention of the College for review and resolution. The college has policies with specific procedures to address allegations of harassment or discrimination or concerns related to academic issues. The student grievance policy is intended to provide students with an opportunity to seek resolution for issues not covered by other policies. Please note that the procedures in this policy may not be used to challenge disciplinary or honor council decisions, appeals for which are addressed in other policies.

*Informal Resolution*

Students are encouraged, but not required, to discuss their concerns directly with the person or persons involved, either in person or in writing. If a student is uncomfortable directly discussing the concern with the involved individual(s) or, after discussing it, believes that the concern is not adequately resolved, the student may utilize the formal process described below. Generally, no record will be maintained regarding a grievance resolved informally.

*Formal Resolution*

A student may file a formal grievance regarding a complaint about a student, or a faculty or staff member, according to the procedure outlined below. The grievance must be submitted in writing (which...
may be in an electronic format) within ten (10) business days after the action giving rise to the grievance.

Students must include the following information in the notification:

- Name and phone number of the person filing the grievance
- The name(s) of the individual(s) or office against which the grievance is being alleged
- A detailed description of the action warranting the grievance (to include how the student has been harmed or treated unfairly) and what the student believes would be a fair and equitable resolution
- The date or period of time that the action occurred
- A list of any other people who were either involved or witnessed the action

If the action warranting the grievance relates to conduct by a student, the grievance should be submitted to the associate dean of students. If the action warranting the grievance relates to conduct by a faculty or staff member, the grievance should be submitted to the executive vice president. At the discretion of the associate dean of students, a grievance asserted regarding the conduct of a student may be resolved pursuant to the College’s existing student disciplinary procedures.

Following receipt of a written complaint, the appropriate reviewing authority or designee will conduct an investigation of the complaint. If the grievance related to conduct by an employee, the executive vice president will inform the appropriate vice president of the nature of the grievance and of progress in resolving the grievance. The investigation will be completed within a reasonable time frame based on the nature of the complaint. Following the investigation, the reviewing authority or designee will make a determination regarding the grievance and inform the parties involved, as well as the appropriate vice president. The determination will include any remedial actions necessary to resolve the grievance. The determination of the reviewing authority or designee shall be the final decision on the matter.

Every effort will be made to ensure confidentiality for all parties throughout the grievance process. While all grievances are handled discreetly and on a “need-to-know” basis, the student asserting a grievance should understand that the College cannot guarantee total confidentiality in the investigative process. College action and legal action (criminal or civil) are not mutually exclusive, and students may pursue all remedies available to them.

It is a violation of College policy for anyone to retaliate against any person making a complaint or against any person cooperating in the investigation of (including testifying as a witness to) any allegation. For these purposes, “retaliation” includes intimidation, threats or harassment against any complainant, respondent, or third party. Retaliation should be reported promptly to campus police and safety or the department of student life and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations.

**Documentation of Grievances**
Records related to grievances under this policy will be maintained by the office of the associate dean of students or the office of the executive vice president, as appropriate.
Harassment and Discrimination Grievance Procedure

This procedure is available for any student who believes that he or she has been assaulted, harassed or discriminated against by any member of the College community. Allegations of sexual misconduct, including harassment and discrimination on the basis of sex, gender identity or expression, and sexual orientation, are addressed in a separate policy.

Informal Resolution

Any student that believes that he or she has been assaulted, harassed or discriminated against is encouraged, but not required, to discuss their concerns directly with the person or persons involved, either in person or in writing. If a student is uncomfortable directly discussing her or his concern with the involved individual(s) or, after discussing it, believes that the concern is not adequately resolved, the student should utilize the formal process described below. Generally, no record will be maintained regarding a grievance resolved informally.

Formal Resolution

A student may file a formal grievance regarding a complaint of assault, harassment, or discrimination by written notification (which may be in an electronic format) to the associate dean of students, if the act or omission giving rise to the grievance relates to conduct by a student(s), or the executive vice president if the act or omission giving rise to the grievance relates to conduct by a college employee(s).

A student must include the following information in the notification:

- Name and phone number of the person filing the grievance
- The name(s) of the individual(s) or office against which the grievance is being alleged
- A description of the action warranting the grievance (to include how the student has been harmed or treated unfairly) and what the student believes would be a fair and equitable resolution
- The date or period of time that the action occurred
- A list of any other people who were either involved or witnessed the action

Once notified, the associate dean of students or the executive vice president, as the case may be, will seek to help the student resolve the complaint informally, if possible. If an informal resolution is not accomplished, the procedure described below will be followed.

If the complaint relates to conduct by another student, the grievance will be reviewed and resolved pursuant to the College’s existing student disciplinary procedures, including any appeal process provided in those procedures.

If the complaint relates to conduct by an employee of the College, the executive vice president or designee will investigate the complaint and determine an appropriate resolution within a reasonable timeframe. The executive vice president will inform the appropriate vice president of the nature of the grievance and of progress in resolving the grievance. The resolution of the grievance will be communicated to the student who asserted the grievance, the person whose alleged conduct gave rise to the complaint, and the appropriate vice president. Disciplinary action imposed under this paragraph, if any, 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 with the College. The decision of the executive vice president or designee is final and there is no appeal from the decision.
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. College action and legal action (criminal or civil) are not mutually exclusive, and students may pursue all remedies available to them.

It is a violation of College policy for anyone to retaliate against any person making a complaint of harassment and/or discrimination or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of harassment and discrimination. For these purposes, “retaliation” includes intimidation, threats or harassment against any complainant, respondent, or third party. Retaliation should be reported promptly to campus police and safety or the department of student life and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations.

**Documentation of Grievances**
Records related to grievances under this policy will be maintained by the office of the associate dean of students or the office of the executive vice president, as appropriate.

**Support Resources**

On campus:
- Counseling Services - 540-828-5358; counseling@bridgewater.edu
- Dr. Chip Studwell (Director of Academic Support and Disability Services) - 540-828-5370; cstudwell@bridgewater.edu
- Dr. Leslie Frere (Vice President for Student Life and Dean of Students) - 540-828-5380; lfrere@bridgewater.edu
- Dr. Meg Dutnell (Associate Dean of Students) - 540-828-8051; mdutnell@bridgewater.edu
- Joanne Harris-Duff (Director for the Center of Diversity Education and Advocacy) - 540-828-5749; jharris-duff@bridgewater.edu
- Dr. Robert Andersen (Associate Dean for Academic Affairs) - 540-828-5350; randerse@bridgewater.edu
- John Manson (Director of Student Outreach Services) - 540-828-5324; jmanson@bridgewater.edu
- Paige French (Director of Student Health Services) - 540-828-5384; pfrench@bridgewater.edu

Off Campus:
- Crime Victim Assistance Info-Line - 888-887-3418
- Office for Civil; Right, U.S. Department of Education – 800-421-3481; OCR.DC@ed.gov
- U.S. Department of Agriculture – 866-632-9992; program.intake@usda.gov

**Procedures for Readmission to the College**

A. **Request for Readmission.** A student seeking readmission following a withdrawal from the College, whether the withdrawal was voluntary or required, including suspensions, must complete
the online application for readmission and provide the materials described in the application. The Executive Vice President will work with the appropriate College officials to determine the student’s readiness to return to the College. Readmission may not be applicable to graduate programs.

B. Request for Readmission Following Academic Withdrawal. If a student seeking readmission withdrew from the College, whether voluntarily or as required, based on academic performance or academic misconduct, the Executive Vice President will work with the Associate Dean for Academic Affairs (“Associate Dean”) or designee, who, in consultation with other College officials, as appropriate, will determine the student’s readiness to return. After reviewing all relevant information and consulting with College officials as appropriate, the Associate Dean or designee will make the determination of whether to grant or deny the request for readmission. The decision whether to grant or deny the request is made at the sole discretion of the Associate Dean or designee, and is final.

C. Request for Readmission Following Non-Academic Withdrawal. If a student seeking readmission withdrew from the College, whether voluntarily or as required, for any reason other than academic performance or academic misconduct, including suspensions for disciplinary reasons, the Executive Vice President will work with the Associate Dean of Students (“Associate Dean”) or designee, who, in consultation with other College officials, as appropriate, will determine the student’s readiness to return.

1. Information for Readmission Determination. The College reserves the right to require from a student seeking readmission sufficient information, documentation, and evaluation, determined on a case-by-case basis, to demonstrate that the student is qualified and ready to return to full-time academic work and campus life. Depending on the particular circumstances and reasons for the student’s withdrawal, this may involve an on-campus interview with one or more College officials, an evaluation of the student’s behavior and any relevant physical/mental conditions by an appropriate health professional selected by the Associate Dean or designee, and/or submission of a written progress assessment from a treating health professional, indicating that: (a) the student is qualified and ready to resume the particular rigors and essential requirements of full-time academic work and campus life at the College, with or without reasonable accommodation; and (b) her/his treatment and care needs, if applicable, can be supported at the College. In cases where the College requires a written progress assessment from a treating health professional, the College will require a release from the student to permit appropriate College officials to discuss current treatment and follow-up needs with the treating health professional.

2. Decision on Readmission. In appropriate cases, as determined by the Associate Dean or designee, the directors of Student Health Services and the Counseling Center will review the information and recommend to the Associate Dean or designee approval (with or without conditions of treatment, education, counseling, or other) or denial of the request for readmission. The Associate Dean or designee may review any health professional’s written progress assessment and/or relevant health care records and consult with College health professionals and/or other College officials, as needed, to inform her/his decision-making. The Associate Dean or designee, after an individualized assessment based on current available information, will then act on the request for readmission. The Associate Dean or designee will provide the student written notice of the Associate Dean’s or designee’s decision. Decisions regarding readmission
made pursuant to this Paragraph are made at the sole discretion of the Associate Dean or designee, and may be appealed as provided in Paragraph C3 of this policy.

3. **Appeal.** A student may appeal a decision by the Associate Dean or designee made pursuant to Paragraph C2 of this policy to the Vice President for Student Life and Dean of Students (“Dean”) or designee. A student who wishes to appeal must do so in a writing delivered to the Dean or designee within three (3) business days following receipt of the decision from the Associate Dean or designee. The written appeal must state specifically why the student believes the decision is not warranted under the circumstances. The review by the Dean or designee shall be limited to whether proper College procedures were followed and whether the decision is supported by the record. After reviewing the written appeal and record, the Dean or designee may meet with the student and consult with the Associate Dean or designee and/or other College officials before reaching a decision. The Dean or designee may: (a) affirm the decision; (b) modify the decision; (c) remand the matter back to the Associate Dean or designee for further proceedings or consideration; or (d) reverse the decision. The Dean or designee will provide the student written notice of the Dean’s or designee’s decision. The decision of the Dean or designee is final.

D. **Nondiscriminatory Application of Policy.** The College will apply all College policies and associated procedures in a nondiscriminatory manner, in consultation with qualified professionals, as appropriate. Each determination is based on an individualized assessment of a student’s situation, including observations of student conduct, actions, and statements and their impact on others and the campus community, not on mere perceptions or speculations, and what is in the best interests of the student, the campus community, and the College.

**POLICE AND SAFETY**

**Campus Police and Safety Department**
The campus police and safety department strives to make the Bridgewater College campus a pleasant learning environment 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 police, lieutenant, and police officers of the department are all sworn police officers. They have full law enforcement authority on campus and can investigate crime, make arrests and enforce all laws. The campus is patrolled seven days a week and 24 hours a day by campus safety officers. Campus safety officers are unsworn and are certified through the Virginia Department of Criminal Justice Services. Their responsibility is the security of the campus and the protection of the campus community and Bridgewater College assets.

Campus police personnel work closely with local, state, and federal law enforcement agencies and have direct radio communication with local and county law enforcement. By mutual agreement with state and federal agencies, the campus police and safety department maintains an NLETS terminal (National Law Enforcement Telecommunications Network). Through this system police personnel can access the
National Crime Information Computer system as well as the Virginia Criminal Information Network. These computer databases are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state, and federal law enforcement information.

Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations is monitored and reported to campus police. This information is provided to the vice president for student life and dean of students for any action or follow-up that may be required. If minor offenses involving college rules and regulations are committed by a Bridgewater College student, the campus police and safety department will refer the individual to the department of student life.

The Bridgewater College campus police department and the town of Bridgewater have a mutual aid/concurrent jurisdiction agreement which extends the law enforcement jurisdiction of campus police throughout the town of Bridgewater. 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 constantly attempts to ensure a safe environment conducive to the pursuit of the educational goals of Bridgewater College. The campus police office is located at 122 College View Drive.

More information about the Campus Police and Safety Department, including a list of violations and fines can be found at mybc.bridgewater.edu/campus/campus-police/.

<table>
<thead>
<tr>
<th>Chief</th>
<th>Milton Franklin</th>
</tr>
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<tbody>
<tr>
<td>Telephone</td>
<td>540-828-5761</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mfranklin@bridgewater.edu">mfranklin@bridgewater.edu</a></td>
</tr>
</tbody>
</table>

Campus safety officers can be contacted by:
| Telephone        | 540-828-5609 (x5609 on-campus) |

Emergency Call Phones
Three parking lot emergency call boxes have been installed. They are located 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. An emergency telephone call box is also located outside the campus police office.

Prompt Reporting of Criminal Activity
Bridgewater College campus community members are strongly encouraged to immediately report criminal activity and suspicious persons to the campus police and safety department. Incidents that campus community members believe may or may not be crimes may also be reported to campus security authorities (described below). Each campus safety officer carries a radio and cell phone and can be reached by calling extension 5609 on the college phone system, or 540-828-5609 from outside the
college phone system. Additionally, for any emergency one can contact 911 and an appropriate emergency response will be dispatched.

Campus police and safety personnel are available 24 hours a day to answer a call. In response, campus police and safety will take the required action, and follow up as needed. If assistance is required from local law enforcement, campus police and safety will contact the appropriate agency. Crimes reported to campus police and safety will be included in the annual crime statistics and aid in providing timely warning notices to the community, when appropriate.

Although the college encourages the reporting of criminal activity to the campus police and safety department, in some instances members of the campus community may choose to file a report with a campus security authority, which is any college official who has significant responsibility for student and campus activities. Any crime reported to a campus security authority must be immediately transmitted to the campus police. For reporting purposes at Bridgewater College, the following campus officials have been designated as campus security authorities:

- Campus Police and Safety Department
- Executive Vice President
- Provost and Vice President for Academic Affairs
- Associate Dean for Academic Affairs
- Vice President for Student Life and Dean of Students
- Associate Dean of Students
- Title IX Coordinator
- Director of Student Outreach Services
- Director of Residence Life
- Director of Academic Support Services
- Director of Career Services and Internships
- Director of Intramurals
- Faculty and Staff Advisors to Student Organizations
- Area Coordinators
- Senior Resident Advisors
- Resident Advisors
- Director of Student Activities
- Coordinator of Student Programming
- Coordinator of Leadership and Outdoor Programs
- Director of Multicultural Services
- College Nurse
- Director of Student Health Services
- Athletic Director
- Associate Athletic Director
- Athletic Team Coaches and Assistant Coaches
- Cheerleading Coach
- Dance Coach
- Director of Aquatics
- Athletic Trainers
Confidential Reporting of Criminal Activity
If the victim of a crime does not want to pursue action within the college system or the criminal justice system, he/she may still want to consider making a confidential report. With the victim’s permission, the chief of campus police can file a report on the details of the incident without revealing the victim’s identity. The purpose of a confidential report is to comply with the victim’s wish to keep the matter confidential, while allowing the College to take steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the College.

The College’s pastoral and professional counselors are encouraged to tell their clients about the College’s crime reporting procedures and policies. Confidential reports/anonymous reports are extremely valuable in order to prevent further victimization and to obtain a more accurate portrait of Bridgewater College campus crime. Licensed counselors and campus clergy (pastoral counselors) are exempt from reporting requirements under applicable law. However, the College encourages counselors and clergy, if and when they deem it appropriate, to inform those whom they counsel of the procedures for reporting crimes on a voluntary, confidential basis for inclusion into the annual campus crime statistics.

Timely Warning Policy
In the event that a situation arises, either on or off campus, that, in the judgment of the chief of campus police, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued through the College’s email system to students, faculty and staff. In addition to the procedures for complying with the “timely warning” requirements of the Clery Act, the College has instituted an emergency alert system that permits the rapid communication of emergency information to the campus community through both the text message capabilities, as well as email. Several campus officials, including the chief of campus police, have the authority to broadcast a message using this system alerting the campus community of an emergency that may involve an immediate threat of injury. Anyone with information warranting a timely warning should report the circumstances to the campus police office, by phone (540-828-5609) or in person at the campus police office located at 122 College View Drive. To sign-up to receive emergency alert go to www.bridgewater.edu/life-at-bridgewater/services-for-students/po

Emergency Response, Notification and Evacuation in Event of Emergency

The purpose of the Emergency Operations Plan is to establish clear guidelines detailing the appropriate response to emergency disaster and crisis situations. The goal of this plan is to limit the loss of life and property and achieve a safe and effective resolution in the event of an emergency or crisis that affects...
the operations of the College. In the event of an emergency, the College’s Emergency Operations Team (EOT) will be contacted and will meet. The EOT is comprised of key college administrators who are responsible for preparing for and responding to campus emergencies. With respect to notification, the EOT will confirm that a significant emergency or dangerous situation exists and will: (a) determine the appropriate segment or segments of the campus community to receive a notification; (b) determine the content of the notification; and (c) initiate the notification system.

In the event of a crisis or emergency situation, students, faculty and staff will be notified of the situation and provided direction on how to avoid potential harm. The College has emergency text messaging capabilities for members of the College community. Through this method, the College can send an almost instantaneous cell phone text message warning to everyone who has signed up for our emergency alert system notifying them of the emergency and how to respond. A web-based sign up system allows the campus community to register for this service from any computer on or off campus. Students, faculty, and staff are strongly encouraged to provide cell phone numbers for inclusion in the emergency notification system. In addition to text messaging, the emergency notification also sends the same message via an email to all students, faculty and staff.

The College also has installed an audible alert siren. If a crisis occurs, the audible siren will be activated to warn the campus community to seek shelter in place and check for communication and updates from the college administration.

The system is tested four (4) times each year. The campus police and safety department documents each test, including the date, time, and whether it was announced or unannounced. In conjunction with the test, the campus community is informed of the College’s emergency response and evacuation procedures.

The following Bridgewater College officials have the authority to disseminate emergency messages:

- President
- Executive Vice President
- Provost and Vice President for Academic Affairs
- Vice President for Finance
- Vice President for Student Life and Dean of Students
- Chief of Police
- Police Lieutenant and Police Officer
- Associate Vice President of Marketing and Communications
- Director of Information Technology

One of these officials will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, the official(s) will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the official(s), compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information will be disseminated to the campus community via the messaging system, email, and/or the College’s web site as needed.
The College also can notify the campus community of an emergency through the College's website. In addition, both the campus community and the greater community can be notified by local radio and TV stations.

**Facility Security, Access and Maintenance**
During business hours, campus buildings (excluding residence facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours and college closings access to all college facilities is restricted. Emergencies may necessitate changes or alterations to any posted schedules.

Security safeguards within the residence halls include 24/7 secured access requiring a college magnetic ID card for entrance, and external door prop alarm systems. Professional area coordinators and student resident advisors, all of whom are members of the department of student life staff, live on campus and provide 24-hour staff coverage.

Locking residence hall room doors is very important. Students are advised to lock their rooms any time they are vacant and at night. Students also are advised not to prop open exterior doors to the residence halls. These doors are locked to help ensure students’ safety; they do not lock students in the building. Students are informed that the campus police and safety office, an area coordinator, or a resident advisor should be notified if a student sees someone who does not belong in a residence hall, parking lots, or other campus locations. Any person who is viewed as a serious threat to the wellbeing of a member of the campus community may be removed from the College.

Campus police and safety personnel, as well as area coordinators and student resident advisors, are tasked with reporting to the facilities department areas of campus that may create safety concerns. The safety committee of the student senate walks the campus with facilities department personnel to review lighting and safety conditions on campus.

**Security Awareness Education Programs**
New students are informed during orientation sessions at the beginning of each academic year about security and campus safety procedures and practices. Also described are typical types of crime situations that might arise on campus, and how to avoid them through crime prevention measures, including personal safety tips.

There is also an orientation program for area coordinators, senior resident advisors, and resident advisors that includes crime prevention and security information. The program generally describes the security resources available, including a description of the responsibilities of safety and police personnel, crime reporting procedures and use of the security telephones.

Campus police officers also provide crime prevention sessions for resident students. These sessions are held both in the fall and spring semesters. The chief of police addresses crime prevention and student safety annually during a scheduled convocation. Additionally, a campus safety officer conducts two RAD (Rape Aggression Defense) courses each semester for female students.
Campus police and safety personnel are available to provide escort assistance on campus to members of the campus community upon request twenty-four hours a day. Students and staff are encouraged to utilize this service anytime they feel uncomfortable with walking across campus. Students and staff are requested to call campus police and safety at 540-828-5609 to request escort assistance.

**Preparation of Annual Security Report and Disclosure of Crime Statistics**

In compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, the annual safety and security report is prepared by the Title IX Coordinator in cooperation with the campus police and safety department in cooperation with local law enforcement agencies and the department of student life. The full text of the report may be found on the campus police page of the College’s web site: [www.bridgewater.edu/life-at-bridgewater/services-for-students/police-safety](http://www.bridgewater.edu/life-at-bridgewater/services-for-students/police-safety). Campus departments provide updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to the campus police, designated campus security authorities, and local law enforcement agencies. Counseling services staff inform their clients of the procedures to report crimes to the campus police on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to report crime statistics disclosed confidentially during such sessions.

Printed copies of the annual report are available from the office of the president as well as from the office of campus police and safety. Each year, an e-mail notification, with a copy of the report attached, is sent to all students, faculty and staff that provides the web site address to access the report. All prospective employees may obtain a copy from human resources in 313 Dinkle Ave., and prospective students may obtain a copy from the admissions office in Yount Hall.

**Drug and Alcohol Abuse Education Programs**

Alcohol abuse and illicit drug use are serious societal problems. To help contend with such problems, and to prevent drug or alcohol use that adversely affects academic and job performance and safety, the following programs are available in the area for students and employees, and students and employees are informed of the programs. Although a student’s or employee’s rehabilitation efforts will be encouraged, participation in any program will not serve as protection against the normal disciplinary process associated with a violation of the College’s alcohol and drug policies.

- The College’s student health services and counseling center provide free and confidential assistance to students with drug and alcohol problems. Both are staffed with qualified professionals who can provide direct assistance, and who also can refer students for substance abuse treatment by other providers.
- The department of student life conducts two educational programs to address student alcohol abuse. 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. BASICS (Brief Alcohol Screening and Intervention of College Students) is a preventive intervention for college students. It is aimed at students who drink alcohol heavily and have experienced or are at risk for
experiencing alcohol-related problems such as poor class attendance, missed assignments, accidents, sexual assault and violence.

Students also are informed that Bridgewater College will impose disciplinary sanctions on students (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, for violations of the College’s alcohol and illegal drug policies.

Students are informed that Virginia laws contain a variety of provisions governing the possession, use and consumption of alcoholic beverages. The laws apply to all students. Some of the pertinent laws and sanctions for violations are summarized below:

- **Drinking in Public** - A fine not to exceed $250
- **Purchasing for Minors** - Confinement in jail for up to 12 months, a fine not to exceed $2,500, and loss of driver’s permit for up to one year with loss of permit mandatory for at least six months
- **Underage Possession** - Fine not to exceed $2,500, confinement in jail for up to 12 months, loss of driver’s permit for up to one year but with loss of permit mandatory for at least six months
- **Driving While Intoxicated** - A fine not to exceed $2,500 (mandatory minimum fine of $250 for a first offense), mandatory jail time for a first offense based on the level of blood alcohol content, loss of driver’s permit up to 12 months (for first offense)
- **Fraudulent Use of Driver's License or ID Card to Obtain Alcoholic Beverages** - upon conviction of a violation of this section, the court shall revoke such convicted person's driver's license or privilege to drive a motor vehicle for a period of not less than thirty days nor more than one year.
- **Purchasing or Possessing Alcoholic Beverages Unlawful in Certain Cases** - upon conviction, face a fine of at least $500 or 50 hours of community service, and can lose their driver's license for up to one year.
- **Fraudulent Use of Birth Certificates and Driver's Licenses** –
  A. Any person who obtains or possesses a fictitious birth certificate or the birth certificate of another for the purpose of establishing a false identity for himself is guilty of a Class 1 misdemeanor. Any person who manufactures, sells, or transfers a fictitious birth certificate or the birth certificate of another for the purpose of establishing a false identity for himself or for another person is guilty of a Class 6 felony.
  B. Except as provided in subsection A, any person who obtains, possesses, sells, or transfers any document for the purpose of establishing a false status, occupation, membership, license or identity for himself or any other person is guilty of a Class 1 misdemeanor.
  C. Any person who obtains, possesses, sells, or transfers such birth certificate or document with the intent that such certificate or document be used to purchase a firearm is guilty of a Class 6 felony.

Students also are informed that the unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by Virginia law, are prohibited. Controlled substances are classified into “schedules,” ranging from Schedule I through Schedule VI. Some of the pertinent laws, including sanctions for their violation, are summarized below.
- Possession of a controlled substance classified in Schedules I or II (e.g., cocaine, Ritalin, LSD, Ecstasy, anabolic steroids) - term of imprisonment ranging from one to ten years, and a fine up to $2,500
- Possession of a controlled substance classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute - imprisonment from five to forty years and a fine up to $500,000
- Possession of marijuana (one-half ounce or less) - confinement in jail for up to thirty days and a fine up to $500, and upon a second conviction, confinement in jail for up to one year and a fine up to $2,500
- Possession of marijuana (more than one-half ounce) – term of imprisonment ranging from one to ten years, and a fine up to $2,500
- Possession of marijuana (more than one-half ounce) with intent to sell or otherwise distribute - confinement in jail for up to one year and a fine up to $2,500. If the amount of marijuana involved is more than one-half ounce to five pounds – term of imprisonment from one to ten years and a fine up to $2,500. If the amount of marijuana involved is more than five pounds – term of imprisonment from five to thirty years.

Parking
Bridgewater College provides on-campus parking in paved and lighted parking lots for properly permitted motor vehicles. All student vehicles must display a current-year parking decal. The parking decal for resident students is distributed along with the room key by the area coordinator when students arrive on campus. New commuter students receive their parking decal during the registration process on registration day. All other commuter students can obtain their parking permits from the campus police office. After the first week of classes, students may pick up their permits during administrative business hours at the campus police office, located at 122 College View Drive. Our administrative business hours are Monday – Friday, 8:30 a.m. – 4:00 p.m. with a lunch break from 11:30 a.m. – 12:30 p.m. during the week.

Specific parking areas are designated for resident students, commuter students, cottages parking, and faculty/staff. The town of Bridgewater prohibits students 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 parking decal fee for both resident and commuter students is $140, and is billed automatically to your account. If you do not plan to have a vehicle on campus you must indicate that in the space provided on the online parking registration form by the deadline, and upon receipt of this information your account will be credited. There will be no parking permit refunds issued after September 1, 2017 for the fall semester, and new students in the spring semester have until January 22, 2018 to request a parking permit refund. Replacement decals may be obtained at no cost only upon receipt of the old decal. If a student brings a vehicle to campus other than the one that is registered, then the registration information must be updated at the campus police office. Lost decals are replaceable at a prorated cost. If you obtain a different vehicle you may obtain a replacement decal at no charge, however you must exchange your old decal in order to receive a new parking decal. Parking decals are not transferable from one vehicle to another or from one individual to another.
Vehicles parked on the campus that do not display a current decal or are parked in an inappropriate area are subject to ticketing or towing. All parking fines are to be paid at the finance office. All parking ticket appeals must be made in person at Campus Police within seven (7) days of being issued, at 122 College View Drive during administrative business hours. Our administrative business hours are Monday – Friday, 8:30 a.m. – 4:00 p.m. with a lunch break from 11:30 a.m. – 12:30 p.m. during the week. You must have the original ticket to present at the time of appeal. Please do not call or e-mail the Chief of Police or any of his staff regarding ticket appeals. Students may, at no charge, obtain a temporary campus parking decal from any campus safety officer (24 hours a day) or at the campus police office during regular business hours. Guest parking decals are obtainable from the KCC Information Desk. Repeated parking violations may result in the loss of parking privileges at Bridgewater College.

Missing Person Policy
The purpose of this policy is to establish protocols for Bridgewater College’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

This policy applies to students who reside in on-campus student housing facilities.

For purposes of this policy, a student may be considered to be a "missing person" if the student's absence is contrary to his or her usual pattern of behavior, and there is reason to believe that unusual circumstances may have caused the absence. Such circumstances may include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends or family.

Procedures for Designation of Emergency Contact Information
Students will be given the opportunity during the fall semester registration process to designate an individual or individuals to be contacted by the College no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth in this policy. A designation will remain in effect until changed or revoked by the student.

Contact information provided by students will be registered confidentially, will be accessible only to authorized campus officials and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Official Notification Procedures for Missing Persons
1. Any individual on campus who has information that a residential student may be a missing person must notify a member of the campus police and safety department (ext. 5609) as soon as possible.
2. The campus police and safety department will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule). The department of student life will be notified and residence life staff will be alerted to aid in the search for the student.
3. No later than 24 hours after determining a student is missing, the campus police and safety department will contact local law enforcement regarding the missing student.

4. No later than 24 hours after determining that a residential student is missing, the chief of police or vice president for student life and dean of students will notify the emergency contact (for students 18 and over) or the parent or guardian (for students under the age of 18) that the student is believed to be missing.

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 Firearms and Dangerous Weapons section.

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

SEXUAL MISCONDUCT

BRIDGEWATER COLLEGE POLICY
AND PROCEDURES
FOR STUDENT SEXUAL MISCONDUCT COMPLAINTS

I. Introduction

a. Overview and Purpose. Bridgewater College endeavors to educate the whole person and to provide students and employees, regardless of gender, sexual orientation or gender identity, with an educational environment free from discrimination. Creating a safe and respectful environment is the responsibility of all members of the campus community. This policy (“Policy”) is intended to help accomplish this goal. The College seeks to apply this Policy in a manner consistent with other protected rights. It is not intended to and it does not impair the exercise of any other protected rights.

Sexual Misconduct, as defined by this Policy, comprises a broad range of behavior that will not be tolerated, and can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct may be committed by anyone, regardless of sex, gender, or gender identity, and it can occur between people of the same or different sex. Sexual Misconduct interferes with a student’s right to receive an education free from discrimination, violates Bridgewater College policy and federal civil rights laws, and may also result in criminal prosecution. Bridgewater College seeks to foster a community that promotes prompt reporting of Sexual Misconduct, support for those who have been subject to Sexual Misconduct, and prompt, fair and impartial resolution of Sexual Misconduct complaints. A complaint under this Policy is considered to be an alleged incident(s) of Sexual
Misconduct until an adjudication is made that an incident of prohibited Sexual Misconduct occurred, consistent with the provisions of this Policy.

b. **Scope.** This Policy applies to complaints of alleged Sexual Misconduct committed by Bridgewater College students, faculty, staff, or third parties, regardless of whether the Complainant is a Bridgewater student. As with other forms of misconduct, this Policy applies to Sexual Misconduct committed against or by a Bridgewater College student that occurs on and off the Bridgewater College campus, taking into account the effects of off-campus misconduct when evaluating whether there is a hostile environment on campus.

i. An employee of Bridgewater College, whether alleging an act of Sexual Misconduct, or alleged to have committed an act of Sexual Misconduct, will be accorded the protections, process and procedures as provided in the College’s Employee Handbook.

ii. An individual who is not a Bridgewater College student or employee who either alleges Sexual Misconduct by a Bridgewater College student or employee, or is alleged to have committed an act of Sexual Misconduct against a Bridgewater College student or employee, is not accorded any of the protections, process or procedures applicable to Complainants or Respondents under this Policy.

c. **Title IX Coordinators.** Bridgewater College has a Title IX Coordinator and two Deputy Title IX Coordinators.

   - **Title IX Coordinator – Heidi Hoover; 540-828-8063; TitleIXCoordinator@bridgewater.edu**
   - **Deputy Title IX Coordinator – Allyson Kenyon; 540-828-5784; akenyon@bridgewater.edu**
   - **Deputy Title IX Coordinator – Jordyn Bailey; 540-828-8072; jbailey2@bridgewater.edu**

   The Title IX Coordinator interprets this Policy; oversees the College’s response to Title IX reports and complaints; identifies and addresses any patterns or systemic problems revealed by such reports and complaints; is to be provided with notice of all complaints raising Title IX issues throughout the College; provides training, education and prevention opportunities on Title IX issues for the campus community; evaluates a student’s request for confidentiality in the context of the College endeavoring to provide a safe and nondiscriminatory environment for all students; conducts Title IX investigations, including investigating facts relevant to a complaint and determining appropriate interim measures and support for the Complainant; and is available to meet with students as needed. The College also has two Deputy Title IX Coordinators, whose responsibilities are to perform the same duties when the Title IX Coordinator is unavailable or when delegated or assigned some or all of those duties. For any reporting of Sexual Misconduct and other process under the provisions of this Policy, when reference is made to the Title IX Coordinator, it also includes the Deputy Title IX Coordinators, regardless of whether the Title IX Coordinator is otherwise available and regardless of whether duties have been delegated or assigned to a Deputy Title IX Coordinator. All reporting of Sexual Misconduct should be directly to the Title IX Coordinator.
Medical Attention. The hospital serving the Bridgewater area is Sentara RMH Medical Center, located at 2010 Health Campus Drive, Harrisonburg, VA. You may contact the hospital at 800-736-8272, or 540-689-6000, or call 911. Your safety and health are most important. Please consider seeing a health care provider even if you do not want to make an official report of Sexual Misconduct to the College or to the police. The health care provider can check for injuries and talk about possible pregnancy concerns and/or sexually transmitted infection. If you think you may want to report the assault, the health care provider can collect evidence of the assault from your body. This is called a P.E.R.K. (physical evidence recovery kit) exam. If you think you may want to report the assault to the police, the sooner you have evidence collected, the better. A P.E.R.K. exam will not be done if more than three days have passed since the assault.

In order to preserve any evidence collected in a P.E.R.K. exam, it is important to follow these suggestions:

- DO NOT bathe or shower
- DO NOT brush or comb your hair
- DO NOT douche
- DO NOT urinate (if possible)
- DO NOT change clothes. If clothes are changed, take the clothes worn at the time of the assault to the hospital in a PAPER bag (evidence deteriorates in plastic)
- DO NOT eat or drink anything or brush or rinse your teeth if there was oral contact
- DO NOT touch items at the incident or crime scene
- DO NOT put on or remove 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 the Complainant makes a decision about prosecution. You may have evidence collected through a P.E.R.K. exam even if you are not ready to report the assault or talk to the police. The Commonwealth of Virginia will pay for the costs of the P.E.R.K. exam. Your insurance will be billed first if you have Medicaid, Medicare, CHAMPUS, Tri-Care or another type of federal insurance. If you do not want the insurance information to be sent to your home, please tell the health care provider.

II Definitions

a. “Complainant” is a person who has made a report of a possible violation of this Policy to a Responsible Employee. A Complainant may be the victim or alleged victim of Sexual Misconduct or any other person, as the context requires, who makes a report of Sexual Misconduct. A Complainant shall be a “party” for purposes of this Policy only if the Complainant is the victim or alleged victim of Sexual Misconduct.

b. “Dating Violence” is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall
be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not, however, include acts covered under the definition of Domestic Violence.

c. “Domestic Violence” is a felony or misdemeanor crime of violence committed—
   (i) By a current or former spouse or intimate partner of the Complainant;
   (ii) By a person with whom the Complainant shares a child in common;
   (iii) By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
   (iv) By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
   (v) By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

d. “Effective Consent” is clear, knowing, informed, mutual and voluntary, and can be withdrawn at any time. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable, clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to any future sexual act. Consent cannot be gained by force and/or incapacitation (see definitions below). In order to give effective consent, one must be of legal age.

e. “Force” can never result in or lead to Effective Consent. Force includes the use of (i) physical violence, (ii) threats, (iii) intimidation, and/or (iv) coercion.
   i) Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and showing or using any weapon.
   ii) Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically or threats to harm themselves, to reveal private information to harm a person’s reputation, or to cause a person academic or economic harm.
   iii) Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person’s size, alone, does not constitute intimidation; however, a person’s size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).
   iv) Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear a decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider:
      (i) the frequency of the application of the pressure,
      (ii) the intensity of the pressure,
(iii) the degree of isolation of the person being pressured, and
(iv) the duration of the pressure.

f. “Gender-based Harassment” means unwelcome acts of aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping unreasonably interferes with a person’s college employment, academic performance or participation in college programs or activities or creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile or offensive. Gender-based harassment can occur if a student is harassed either for exhibiting what is perceived as a stereotypical characteristic of one’s sex, or for failing to conform to stereotypical notions of masculinity or femininity. In evaluating any complaint of gender-based harassment, the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute gender-based harassment. The conduct in question must create a Hostile Environment in order to violate this Policy.

g. “Hostile Environment” may arise when unwelcome conduct of a sexual or gender-based nature affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational and/or living environment. In determining whether a Hostile Environment exists, the College considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was Unwelcome to the student who was harassed. The College will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a Hostile Environment. To make the ultimate determination of whether a Hostile Environment exists for a student or students, the College considers a variety of factors related to the severity, persistence, and pervasiveness of the sex-based harassment, including:

(1) the type, frequency, and duration of the conduct;
(2) the identity and relationships of persons involved;
(3) the number of individuals involved;
(4) the location of the conduct and the context in which it occurred; and,
(5) the degree to which the conduct affected one or more student’s education.

A single, isolated incident of Sexual or Gender-based Harassment may, based on the facts and circumstances, be sufficient to create a Hostile Environment. Likewise, a series of incidents, whether occurring close in time or not to each other, may be sufficient to create a Hostile Environment even if each of the incidents is not particularly severe.

g. “Incapacitation” or diminished capacity, means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. When alcohol and other drugs are involved, one does not have to be intoxicated or drunk to be considered incapacitated. Incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. Signs of Incapacitation include, but are not limited to: slurred speech, stumbling, vomiting, and loss of consciousness. Some individuals may exhibit all or none of these symptoms and still be considered Incapacitated. In evaluating Effective Consent in cases of alleged Incapacitation, the College asks two questions:
(1) Did the person initiating sexual activity know that the other party was incapacitated? and if not,
(2) Should a sober, reasonable person in the same situation have known that the other party was incapacitated?

If the answer to either of these questions is “YES,” Effective Consent was absent and the conduct is likely a violation of this Policy. Because Incapacitation may be difficult to discern in some circumstances, students are strongly encouraged to err on the side of caution; when in doubt, assume that another person is Incapacitated and therefore unable to give Effective Consent. The responsibility to ensure Effective Consent when either party has been drinking falls on the initiator of further sexual activity. Being intoxicated, drunk or under the influence of a drug is never a defense for a Respondent to a complaint of Sexual Misconduct under this Policy.

i. “Respondent” is a person against whom a report of a possible violation of this Policy has been made. A “Respondent” shall be a “party” for purposes of this Policy.

j. “Responsible Employee” is an employee of the College who (i) is identified below, (ii) has the authority to take action to redress the alleged misconduct with appropriate College officials, or (iii) a student could reasonably believe has the authority or responsibility to redress or report the alleged misconduct. All Responsible Employees are expected to report any actual or suspected discrimination or harassment directly to the Title IX Coordinator. Federal law has defined the following employees as Responsible Employees:

- Title IX Coordinators
- Student Life staff, to include Area Coordinators
- Student Resident Advisors
- International Education Coordinator
- Athletic Coaches and Staff Trainers
- Faculty members
- Director of Human Resources
- Campus Police and Safety Officers
- Work Study supervisors
- Student Organization and Club Advisors
- Executive Administrators to include the President and Vice Presidents
- Director level staff and above

k. “Review Committee” (a) is mandated by Virginia law to determine whether reporting an act of alleged Sexual Misconduct to law enforcement is required; (b) consists of three or more persons, including the Title IX Coordinator or designee, a representative of law enforcement, and a student life representative; (c) reviews information related to acts of sexual violence; (d) may obtain law-enforcement records, criminal history record information, health records, available institutional conduct or personnel records, and known facts and circumstances of the information reported or information or evidence known to the College or to law enforcement; and (e) conducts its review in compliance with federal privacy law.

l. “Sexual Assault” is actual or attempted sexual contact with another person without that person’s Effective Consent. Sexual assault includes, but is not limited to:
- “Non-Consensual Sexual Contact,” which is Sexual Contact that occurs without Effective Consent. “Sexual Contact” means the deliberate, direct or indirect, touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch one's own or another person's intimate parts.

- “Non-Consensual Sexual Intercourse,” which is Sexual Intercourse that occurs without Effective Consent. “Sexual Intercourse” means penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth or any other body orifice of a person by the genitalia of another person.

m. “Sexual Exploitation” means taking sexual advantage of another person without Effective Consent and includes, without limitation, causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such person; causing the prostitution of another person; recording, photographing, or transmitting identifiable images of private sexual activity and/or intimate parts (including genitalia, groin, breast or buttocks) of another person; knowingly allowing third parties to observe private sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

n. “Sexual Harassment” means unwelcome conduct of a sexual nature which unreasonably interferes with a person’s college employment, academic performance or participation in college programs or activities or creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual Harassment may include, for example, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, including acts of sexual violence. In evaluating any complaint of sexual harassment the perceived offensiveness of a particular expression, standing alone, is not sufficient by itself to constitute sexual harassment. The conduct in question must create a Hostile Environment in order to fall under this Policy.

o. “Sexual Misconduct” means Sexual Harassment, Sexual Assault, Force, Sexual Exploitation, Domestic and Dating Violence, Intimidation, Gender-based Harassment, and Stalking and other prohibited behavior that interferes with a student’s right to receive an education free from discrimination.

p. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either fear for the person's safety or the safety of others, or suffer substantial emotional distress. For the purpose of this definition—

(i) “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

(ii) “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require or involve medical or other professional treatment or counseling.

(iii) “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the Complainant.
p. “Unwelcome” means something that was not requested or invited and is considered undesirable or offensive, and may be physically threatening, harmful, or humiliating. Something that is Unwelcome does not have to include intent to harm, be directed at a specific target, or involve repeated incidents, and can involve persons of the same or opposite sex. Participation in or failure to complain about something does not always mean that it was welcomed. The fact that a student may have welcomed something does not necessarily mean that the student welcomed other conduct, or that something welcomed on one occasion will be welcomed on a subsequent occasion.

C. Reporting Sexual Misconduct

a. General. The College strongly encourages students impacted by Sexual Misconduct to talk promptly to someone about what happened, so that any student who is the victim of Sexual Misconduct can get the support needed, and the College can respond appropriately. The following information describes the various reporting and confidential disclosure options available to students so they can make informed choices about whom to contact should they be a victim of Sexual Misconduct. These reporting options are available to students both on and off campus or who may be abroad or studying at another campus location.

b. Confidential Resources. Professional, licensed counselors, pastoral counselors and licensed health care professionals who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about alleged Sexual Misconduct to the Title IX Coordinator without a student’s permission. If a student wishes to discuss the details of an incident but does not yet wish to have it reported to the Title IX Coordinator, the student may speak with:

- Randy Hook, Counselor – 540-828-5358; rhook@bridgewater.edu
- Paige French, Nurse Practitioner – 540-828-5384; pfrench@bridgewater.edu
- Linda Bowers, College Nurse – 540-828-5384; lbowers@bridgewater.edu
- Robbie Miller, College Chaplain – 540-828-5383; rmiller@bridgewater.edu

c. Campus Police and Safety. A member of the Bridgewater College Campus Police and Safety Department is always on patrol on or about campus and is available to provide assistance to our students. A report of Sexual Misconduct may be made at any time, day or night, by contacting the Campus Police and Safety officer on duty at 540-828-5609. Campus Police and Safety officers are considered Responsible Employees who are required to report information about a Sexual Misconduct incident to the Title IX Coordinator.

d. Responsible Employees. Responsible Employees must report all alleged incidents of Sexual Misconduct that they observe or of which they are informed directly to the Title IX Coordinator, who, subject to student consent, is required to conduct an investigation and take appropriate action. Failure of a Responsible Employee, as described in this section, to report an incident or incidents of Sexual Misconduct of which the employee knew or in the exercise of reasonable care should have known, is a violation of College policy and may result in disciplinary action, up to and
including termination of employment. As noted above, the College has defined the following employees as Responsible Employees:

- Title IX Coordinators
- Student Life staff, to include Area Coordinators
- Student Resident Advisors
- International Education Coordinator
- Athletic Coaches and Staff Trainers
- Faculty members
- Director of Human Resources
- Campus Police and Safety Officers
- Work Study supervisors
- Student Organization and Club Advisors
- Executive Administrators, to include the President, Vice Presidents and Associate Vice Presidents
- Director level staff and above

Before a Complainant reveals any information to a Responsible Employee, the employee should explain to the Complainant the employee’s reporting obligations, and, if the Complainant wants to maintain confidentiality, direct the Complainant to confidential resources. If the Complainant wants to tell the Responsible Employee what happened but also wants to maintain confidentiality, the employee should tell the Complainant that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the Sexual Misconduct to the Title IX Coordinator, the Responsible Employee will also inform the Coordinator of the Complainant’s request for confidentiality.

Information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report, as well as those responsible for recording and reporting criminal activity while, to the extent reasonable, maintaining the confidentiality of personally identifying information. A Responsible Employee should not share information with law enforcement without the Complainant’s consent or unless the Complainant has also reported the incident to law enforcement.

All employees will endeavor to safeguard the privacy of the parties. Employees not deemed to be a Responsible Employee are strongly encouraged to share any information about alleged Sexual Misconduct of which they become aware with the Title IX Coordinator. Centralized reporting is an important tool to address, end, and prevent prohibited misconduct. Similarly, all students (who are not otherwise required to report as a Responsible Employee) are strongly encouraged to report any information about alleged Sexual Misconduct, including reports or partial reports, to the Title IX Coordinator.

e. Campus Events. Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of Sexual Misconduct, are not considered notice to the College of Sexual Misconduct for purposes of triggering its obligation to investigate any particular incident(s). Such events may,
however, inform the need for campus-wide education and prevention efforts, and the College may provide information about students’ Title IX rights at these events.

f. **Reporting to Local Law Enforcement.** As noted earlier, Sexual Misconduct may constitute both a violation of College policy and criminal activity. The College strongly encourages students to report alleged Sexual Misconduct promptly to Campus Police and Safety and/or the Town of Bridgewater Police Department. A Complainant has the option not to make a report with law enforcement. In circumstances of sexual assault, if a Complainant does not opt for a P.E.R.K. exam, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease and provide for support.

A Complainant may seek assistance to commence a criminal investigation from Campus Police, the Town of Bridgewater Police Department, or the Rockingham County Sheriff’s Office. College authorities will, upon request from a Complainant, assist the Complainant in notifying law enforcement authorities. The Campus Police Department can assist in contacting either the Town of Bridgewater police or the Rockingham County Sheriff’s Office. Once contacted, law enforcement’s primary concern will be the Complainant’s physical well-being and medical needs, to include arranging for transportation to the hospital. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this Policy, criminal investigations or reports are not determinative of whether Sexual Misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute Sexual Misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and, therefore, decline to prosecute.

The procedures set forth in this Policy following the filing of a complaint of Sexual Misconduct are independent of any criminal investigation or proceeding, and (except that the College’s investigation may be delayed temporarily while police criminal investigators are gathering evidence) the College typically will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and, as appropriate, take Interim Measures to protect the Complainant and the College community.

**Campus Police and Safety may be contacted by calling 540-828-5609.** **Town of Bridgewater Police may be contacted by calling 540-828-2611 or 911, and the Rockingham County Sheriff’s Office may be contacted by calling 540-564-3800 or 911.**

g. **Off-Campus Resources.** Off-campus counselors, advocates, and health care providers are available to assist and support Complainants following an act of alleged Sexual Misconduct. Those off-campus resources will generally maintain confidentiality and not share information with the College unless the Complainant requests the disclosure and signs a consent or waiver form.

Off-campus resources include the following organizations and contact information:

- **Collins Center, 24-Hour Sexual Assault Crisis Hotline - 540-432-6430**
  The Collins Center is a sexual assault crisis center located in Harrisonburg, and all services are free of charge and strictly confidential.
- **First Step, 24-Hour Domestic and Dating Violence Hotline - 866-223-9169**
h. **Office for Civil Rights.** A student also has the option of contacting the Office for Civil Rights of the U.S. Department of Education regarding sex discrimination issues at: Washington D.C. (Metro), Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475, Telephone: 202-453-6020, FAX: 202-453-6021; TDD: 800-877-8339; e-mail: OCR.DC@ed.gov.

i. **Reporting while Abroad.** Victims of sexual misconduct abroad can still access the support and resources they need. There are several ways to ensure the recovery and support of victims abroad. Contact the Office for Study Abroad at 540-828-8024 or atmarsh@bridgewater.edu. If no one is available or if it is after hours, call the Bridgewater Campus Police and Safety Department at 540-828-5609. As a Responsible Employee, a Bridgewater faculty/staff member accompanying the student abroad must notify the Title IX Coordinator.

**Additional Resources for Help if Outside the U.S.**

i. **US Consulate** - Contact the U.S. consulate and ask to talk to the warden (or emergency officer) on call. They are available to help 24 hours a day, seven days a week. The Department of State website explains how to get help. When you call the consulate, they will ask your name and a number where you can be reached. The consulate officer on duty will return your call. In addition, you may be contacted by the Regional Security Officer at the embassy as well as a representative of the American Citizen Services. They will help you with medical, legal and other advice. They will not require you to make a police report, but will help you do so if you wish to take legal action. You can ask someone from the consulate to accompany you to the medical exam and to help you make a police report. If you want your parent or another family member to talk to the U.S. consulate, then you will need to sign or give a verbal privacy waiver. They will only communicate with this individual about your situation. [http://travel.state.gov/content/passports/english/emergencies/victims.html](http://travel.state.gov/content/passports/english/emergencies/victims.html)


iii. **SASHAA (Sexual Assault Support and Help for Americans Abroad)** - Free and confidential services for all genders and sexualities available 24 hours a day, 7 days a week. Support services include an international toll free hotline, 866-USWOMEN, a live chat feature, and a crisis email: crisis@866uswomen.org. More information can be found at [http://sashaa.org/](http://sashaa.org/)


j. **False Reporting.** All College community members are expected to provide truthful information in any report or proceeding under this Policy. Submitting or providing information that the person knew or reasonably should have known was false or misleading, or was submitted or provided with a view to personal gain or with the intent to harm another in connection with an alleged incident is prohibited and subjects the one submitting or providing the information to disciplinary
action and possible sanctions. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.

k. Retaliation. It is a violation of College Policy for anyone to retaliate against any person who (i) reports an act of Sexual Misconduct, (ii) makes a complaint of Sexual Misconduct, or (iii) cooperates in the investigation of (including testifying as a witness to) any allegation of Sexual Misconduct. Retaliation by anyone against a person accused of Sexual Misconduct is also a violation of this Policy. Retaliation does not include good faith actions lawfully pursued in response to a report of Sexual Misconduct. For these purposes, “Retaliation” includes intimidation, threats, or harassment against any Complainant, Respondent, or third party. Retaliation should be reported promptly to Campus Police and Safety, the Title IX Coordinator, or the Department of Student Life and may result in disciplinary action independent of the sanction or Interim Measures imposed in response to the underlying allegations of Sexual Misconduct.

D. Initial Process
a. Meeting with Complainant. Following notification to the Title IX Coordinator of a report of an alleged act of Sexual Misconduct, the Title IX Coordinator will schedule a meeting with the Complainant to (a) determine the name of the Respondent, and the date, location and nature of the alleged Sexual Misconduct, and (b) obtain the Complainant’s consent to begin an investigation.

The Title IX Coordinator will provide the Complainant with an electronic or written copy of this Policy, and shall inform the Complainant of: (i) the available law enforcement options for investigation and prosecution; (ii) the importance of collection and preservation of evidence; (iii) the available options for a protective order; (iv) the available campus options for investigation and adjudication under the College’s policies; (v) the Complainant’s rights to participate or decline to participate in any investigation to the extent permitted under state or federal law; (vi) the applicable federal or state confidentiality provisions that govern information provided by a Complainant; (vii) the available on-campus resources (e.g., the College’s Counseling Center, Student Health Services, financial aid office) and any unaffiliated community resources, including sexual assault crisis centers, domestic violence crisis centers (e.g., the Collins Center), or other victim support services (e.g., counseling, health, mental health, victim advocacy, legal assistance, and visa and immigration assistance); and (viii) the importance of seeking appropriate medical attention and the opportunity for referrals for medical treatment. The meeting may also involve a discussion of any Interim Measures or remedies that may be appropriate concerning the Complainant's academic, College housing, and/or College employment arrangements.

b. Complainant Requests Confidentiality. If the Complainant does not wish to pursue a complaint and/or requests that the complaint remain confidential, the College nevertheless is required to investigate and take reasonable action to the extent it can do so within the restrictions requested by the Complainant. The Title IX Coordinator will inform the Complainant that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the Respondent(s) may be limited if the Complainant does not wish to pursue a complaint and/or requests that the complaint remain confidential. In order to determine the extent to which the College can honor the Complainant’s request for confidentiality, the Title IX Coordinator may conduct a preliminary investigation into the alleged Sexual Misconduct.
When weighing a Complainant’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including but not limited to:

1. The increased risk that the Respondent will commit additional acts of Sexual Misconduct or violence, such as:
   a. whether there have been other Sexual Misconduct complaints about the same Respondent;
   b. whether the Respondent has a history of arrests or records from a prior school indicating a history of Sexual Misconduct or violence;
   c. whether the Respondent threatened further Sexual Misconduct or violence against the Complainant or others; or
   d. whether the Sexual Misconduct was committed by multiple Respondents;
2. Whether the Sexual Misconduct was perpetrated with a weapon;
3. Whether the Complainant is a minor;
4. Whether the College possesses other means to obtain relevant evidence of Sexual Misconduct (e.g., security cameras or personnel, physical evidence, etc.)
5. Whether the Complainant’s report reveals a pattern of perpetration (e.g., via illicit drugs or alcohol) of Sexual Misconduct at a given location or by a particular group.

The presence of one or more of these factors and others could lead the College to investigate, and if appropriate, pursue disciplinary action. If none of these factors are present, the College may likely respect the Complainant’s request for confidentiality. Even if the College does not take disciplinary action against the Respondent because the Complainant requests confidentiality or that the complaint not be adjudicated, the College nonetheless will endeavor to limit the effects of the alleged Sexual Misconduct and to prevent its recurrence through, for example, increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate surveys; and/or revisiting its policies and practices. If the College determines that it cannot maintain a Complainant’s confidentiality, the College will (a) inform the Complainant prior to starting an investigation; (b) to the extent reasonable, only share information with people responsible for handling the College’s response; and (c) if requested by the Complainant, inform the Respondent that the Complainant asked the College not to investigate or seek discipline, but that the College made the decision to go forward. The College may not require a Complainant to participate in any investigation or disciplinary proceeding.

c. Meeting with Respondent. If not inconsistent with any request of the Complainant for confidentiality, the Title IX Coordinator will meet with the Respondent to inform the Respondent of the allegation of Sexual Misconduct and obtain a preliminary account of the Respondent’s response to the allegation of Sexual Misconduct. The Title IX Coordinator will: (a) provide the Respondent with an electronic or written copy of this Policy; (b) inform the Respondent of campus options for investigation and adjudication under the College’s policies; (c) inform the Respondent about available on-campus resources (e.g., the College’s Counseling Center and Student Health Services) and any unaffiliated community resources; and (d) inform the Respondent of available Interim Measures.
d. **Review Committee.** Notwithstanding the provisions of paragraph (b) above, upon receipt of information regarding an act of sexual violence (as defined in Va. Code § 23.1-806) committed against a student attending the College or which may have occurred on campus, in or on a noncampus building or property, or on public property (all as defined in Va. Code § 23.1-806), the Title IX coordinator shall promptly report the information, including any personally identifiable information, to the Review Committee. The Review Committee shall meet to review the information within 72 hours of the Title IX Coordinator receiving information.

If, based on the consideration of all factors, the Review Committee, or if the Review Committee cannot reach a consensus, the representative of law enforcement on the Review Committee, determines that the disclosure of the information, including personally identifiable information, is necessary to protect the health or safety of the Complainant or other individuals, the representative of law enforcement on the review committee shall immediately disclose such information to the law enforcement agency that would be responsible for investigating the alleged act of sexual violence. Such disclosure shall be for the purposes of investigation and other actions by law enforcement. Upon such disclosure, the Title IX Coordinator or designee shall notify the Complainant that such disclosure is being or has been made.

In cases in which the alleged act of Sexual Misconduct is sexual violence that would constitute a felony, the representative of law enforcement on the Review Committee shall inform the other members of the Review Committee and shall, within 24 hours of receiving the information, consult with the attorney for the Commonwealth or other prosecutor responsible for prosecuting the alleged act of sexual violence and provide the information received by the Review Committee without disclosing personally identifiable information, unless such information was disclosed as described above. In addition, if such consultation does not occur and any other member of the Review Committee individually concludes that the alleged act of sexual violence would constitute a felony, that member shall, within 24 hours of receiving the information, consult with the attorney for the Commonwealth or other prosecutor responsible for prosecuting the alleged act of sexual violence and provide the information received by the Review Committee without disclosing personally identifiable information, unless such information was disclosed as describe above.

At the conclusion of the review by the Review Committee, the Title IX Coordinator and the law enforcement representative shall each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the Review Committee’s considerations, which shall be maintained under applicable state and federal law.

e. **Other Related Misconduct and Amnesty.** In accordance with its policies, the College is empowered to hear allegations of, and to impose sanctions for, Sexual Misconduct and any other violations of the College’s code of conduct directly related to the circumstances involved in the alleged Sexual Misconduct or any alleged violations of this Policy. It is not, however, the practice of the College to pursue disciplinary action against a Complainant or witness for improper use of alcohol or drugs that occurred during the events involved in the alleged Sexual Misconduct, provided that such student is acting in good faith related to such events. Students, whether as parties to the proceedings or as witnesses, are expected to provide truthful information and testimony in accordance with the College’s Honor Code.
f. Interim Measures. Interim Measures are those services, remedies, or other assistance that the College puts in place for all students after receiving notice of alleged Sexual Misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. Interim Measures may remain in place for the duration of the investigation and adjudication process. The College wants students to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. The College also wants students to understand their reporting options and how to access available Interim Measures. The College encourages victims of Sexual Misconduct to report such incidents to the College’s Title IX Coordinator or any Responsible Employee with whom the victim feels comfortable. The College recognizes that Sexual Misconduct can be traumatic and may leave victims feeling overwhelmed and confused. This Policy seeks to provide clear guidance regarding available resources and who can help in securing them.

Upon receiving a report of Sexual Misconduct, the College will provide all involved students, including parties and witnesses, with a written explanation of the Interim Measures available on campus and through local community resources. Some possible Interim Measures are listed below, and the College determines which measures are appropriate on a case-by-case basis. Not all of the measures listed below will be necessary in every case to ensure equal access to educational programs and activities. If a student identifies an Interim Measure that is not already provided by the College, the College will consider whether the request can be granted. In those instances where Interim Measures affect both a Complainant and the Respondent, the College will seek to minimize the burden on the Complainant where appropriate. The following Interim Measures may be requested by the Complainant, the Respondent, or any witnesses:

- Academic accommodations
- Medical and mental health services, including counseling
- Change in campus housing and/or dining locations
- Assistance in finding alternative housing
- Assistance in arranging for alternative College employment arrangements and/or changing work schedules
- A “No Contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another
- Providing an escort to help the student feel safe as the student moves between school programs and activities
- Transportation accommodations, such as shuttle service, cab voucher, or parking arrangements to help the student feel safe and provide access to other services
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services

The College will work with students to identify what Interim Measures are appropriate in the short term (e.g., during the pendency of an investigation or other school response), and will continue to work collaboratively throughout the College’s process and as needed thereafter to assess whether the instituted measures are effective, and if not, what additional or different measures may be helpful for the students.
The Respondent may be required prior to and during the investigation and hearing process to comply with the determined Interim Measures. In addition, the College may determine that an interim suspension of the Respondent during the investigation and hearing process may be appropriate. The College will maintain as confidential any interim or protective measures provided to students, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the interim or protective measures. The Respondent will be informed of Interim Measures requested by the Complainant or witnesses only to the extent necessary to ensure that the Respondent complies with Interim Measures which impact the Respondent's conduct.

If a Complainant’s counselor requests any of the above measures on the Complainant’s behalf without disclosing that Sexual Misconduct is the basis for the request, the College will consider those requests for supportive measures consistent with its general policy of allowing counselors to seek such measures for victims of trauma without requiring that the nature of the trauma be disclosed.

The College will provide reasonable remedial and protective measures to third parties as appropriate and available, taking into account the role of the third party, the actions of the Respondent, and the nature of any relationship with the College.

g. **Protective Orders.** Protective orders are civil court orders meant to protect victims who have experienced or are reasonably in fear of physical violence, sexual assault or stalking by another individual. The Bridgewater College Campus Police can provide assistance in the process of obtaining protective orders. A Complainant also may seek the assistance of the Town of Bridgewater Police Department or the Rockingham County Sheriff’s Department.

An emergency protective order (EPO) aims to protect the health or safety of any person regardless of a decision to arrest. A police officer may request an EPO for a Complainant for any act involving violence, force, or threat that results in bodily injury, or places one in reasonable apprehension of death, sexual assault, or bodily injury. Such acts include, but are not limited to, any forceful detention, stalking, or criminal sexual assault in violation of Virginia law that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury.

An EPO is issued by a judge or magistrate, upon request of a law enforcement officer or a Complainant. To obtain an EPO, the Complainant must have been subjected to an act of violence, force, or threat, and the judge or magistrate must find that (i) there is probable danger of further such acts being committed by the Respondent against the Complainant or (ii) a petition or warrant for the arrest of the Respondent has been issued for a criminal offense resulting from the commission of an act of violence, force, or threat. An EPO can:

- Prohibit acts of violence, force, or threat or criminal offenses resulting in injury to person or property;
- Prohibit contacts by the Respondent with the Complainant or the Complainant's family or household members; and
- Grant other conditions that the judge or magistrate deems necessary to prevent (i) acts of violence, force, or threat, (ii) criminal offenses resulting in injury to person or property, or (iii) communication or other contact of any kind by the Respondent.
The EPO remains in effect for 72 hours. The Complainant may request a preliminary protective order, within a reasonable period of time following the incident, through the General District Court. A preliminary protective order (PPO) is issued by a judge, upon request of a Complainant or law enforcement officer. To obtain a PPO, the Complainant must have been subjected to an act of violence, force, or threat, or a petition or warrant has been issued for the arrest of the alleged perpetrator for any criminal offense resulting from the commission of an act of violence, force, or threat. A Complainant must appear before a judge in person to request a PPO. A PPO can:

- Prohibit acts of violence, force, or threat or criminal offenses that may result in injury to person or property;
- Prohibit contacts by the Respondent with the Complainant or the Complainant's family or household members; and
- Grant other conditions that the court deems necessary to prevent (i) acts of violence, force, or threat, (ii) criminal offenses resulting in injury to person or property, or (iii) communication or other contact of any kind by the Respondent.

A PPO is valid for 15 days or until the date of the next hearing scheduled at the time of issuance of the PPO for a permanent or full protective order. A full protective is issued by a judge, following a hearing at which both the Complainant and Respondent are present. A full protective order can:

- Prohibit acts of violence, force, or threat or criminal offenses that may result in injury to person or property;
- Prohibit contacts by the Respondent with the Complainant or the Complainant's family or household members; and
- Grant other conditions that the court deems necessary to prevent (i) acts of violence, force, or threat, (ii) criminal offenses resulting in injury to person or property, or (iii) communication or other contact of any kind by the Respondent.

A full protective order is valid for any period of time up to a maximum of two years. It is very important to keep a copy of the Protective Order with you at all times. Show it to the police officer, magistrate, prosecutor, or judge if the Respondent violates the order.

The Campus Police and Safety Department will enforce valid protective orders issued in jurisdictions of the United States as if they were issued in the Commonwealth of Virginia. Students are encouraged to inform Campus Police of any protective orders upon arrival on campus.

h. **Privacy.** The College seeks to respect the privacy of all parties involved with a report of Sexual Misconduct, except insofar as it interferes with the College’s obligation to fully investigate allegations of Sexual Misconduct. Witnesses are required to maintain the privacy of information shared with them during interviews and/or hearings. Violations of the privacy of the Complainant or the Respondent may lead to disciplinary action by the College, though the parties may share their perspectives and experiences. All parties, including witnesses, involved in an allegation are strongly encouraged to maintain the privacy of information and/or written materials related to the Complaint.

V. **Resolution**
a. **Timing.** The period from commencement of an investigation through resolution (finding and sanction, if any,) will be approximately sixty (60) calendar days. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity, thoroughness, and completeness of the investigation, including circumstances related to: a request by external law enforcement for a temporary delay to gather evidence for a criminal investigation; accommodating the availability of witnesses; College breaks or vacations; complexities of a case, including the number of witnesses and volume of information provided by the parties; the unavailability of necessary information; or for other legitimate reasons. The parties will be notified in writing of any extension of this timeframe and the reason for such extension. The time for consideration and disposition of any appeal of the resolution will be in addition to the initial timeframe (approximately sixty (60) calendar days) described above.

b. **Investigation and Informal Processes.** Upon receiving a report (either verbally or in writing) of an act of alleged Sexual Misconduct, the Title IX Coordinator will conduct an initial assessment of the available information, including: the Complainant’s immediate and ongoing safety and well-being; the incident or conduct at issue; any risk of harm to the parties, any other individuals, or the broader campus community; the existence of severe, persistent or pervasive conduct, including evidence of a pattern, use of a weapon or other predatory conduct; and the necessity for any Interim Measures or accommodations. As outlined above, the Title IX Coordinator will also consider the interest of the Complainant and the Complainant’s expressed preference for manner of resolution, which may include confidentiality, the initiation of a formal investigation, or an informal resolution. The use of mediation for Sexual Assault complaints is prohibited. Informal processes and resolutions may be used for other Sexual Misconduct cases as appropriate following consultation with the Complainant and Respondent.

If the report and/or intake appear upon initial assessment to be a possible violation of this Policy, taking into consideration any requests for confidentiality from the Complainant, the Title IX Coordinator will either, if appropriate, institute informal resolution proceedings or assign an investigator to investigate the allegation of Sexual Misconduct. Investigators will receive annual training on issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking and on how to conduct an investigation that protects the safety of victims and promotes accountability. The investigation will usually include interviews with and obtaining statements from both or all parties, interviews with witnesses, and a review of documentary or other related evidence. The College will conduct the investigation regardless of whether a report has been made to law enforcement, but the College, in interviewing witnesses and gathering evidence on the matter, will be mindful of an active law enforcement investigation.

c. **Determination to Charge.** Following the conclusion of the investigation, the Title IX Coordinator will determine, based on the information obtained from the investigation, whether there is sufficient information available to charge the Respondent with an alleged violation of the Policy. The Title IX Coordinator will provide written notification of the determination to charge to the Complainant and Respondent concurrently. If the Title IX Coordinator determines that there is sufficient information to charge a violation of this Policy, the Title IX Coordinator will refer the case for a hearing. Any written report of the investigation will be
made available for review by the parties. The Title IX Coordinator will cause a transcript hold to be placed on the Respondent’s transcript pending final resolution of the complaint.

The determination to charge the Respondent does not mean that the Respondent will be found responsible for a violation of the Policy. Instead, it means that the Title IX Coordinator has determined that, based upon the available information obtained from the investigation, the matter warrants further review in a hearing. The Respondent will be found in violation only if the hearing officer determines, by a preponderance of the evidence, that the Respondent has committed a violation of this Policy.

Should the Title IX Coordinator determine that there is not sufficient information to charge the Respondent, the Title IX Coordinator will so inform the parties in writing concurrently, and will document the matter as closed. Either party may appeal the determination that there is not enough information to charge the Respondent by submitting a letter to any of the Deputy Title IX Coordinators outlining all reasons for the appeal. The appeal must be submitted to a Deputy Title IX Coordinator within five (5) calendar days of receipt of the written determination of the Title IX Coordinator. The Deputy Title IX Coordinator will review the appeal and notify the Complainant and Respondent in writing whether the appeal has been granted or denied based on a new review of the evidence. This determination by the Deputy Title IX Coordinator will generally be made within twenty (20) calendar days of when the appeal was received. That determination is final and may not be appealed further.

d. Advisors. The Complainant and Respondent may seek the advice and assistance of an advisor of their choice, at their own expense. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. An Advisor may accompany a party to meetings and any hearing, but may not present evidence, question witnesses, or otherwise participate in the meeting or hearing. Any party may request a brief recess of a meeting or hearing to consult with their Advisor, which may be granted at the discretion of the person conducting the meeting or the hearing officer, as appropriate.

e. Notice of Hearing. The Complainant and Respondent will receive written or electronic notification of the specific charges; the date, time, and location of the hearing; and an electronic or written copy of this Policy. The parties may request a reasonable extension of time to prepare for the hearing. Requests for an extension will not be granted for a period to exceed two business days except in unusual circumstances when the party can demonstrate the necessity for a longer delay. All requests for an extension of time must be made in writing to the Title IX Coordinator at least 24 hours prior to the scheduled hearing, except in cases of documented serious illness or emergency. The parties have the option not to appear and/or testify; however, failure to appear and/or testify will not preclude the hearing officer from proceeding and adjudicating the complaint on the basis of the evidence presented. A case may be decided notwithstanding an absence of the Complainant or Respondent who fails to appear at a scheduled hearing without good cause (e.g., serious illness), after proper notice of the hearing. In such cases, decisions will be based solely on witness testimony, documentary evidence (including any investigation report), and other information presented during the hearing. Failure to appear does not preclude a party from appealing a decision through the process detailed below.
f. **Hearing Officer.** The hearing will be conducted by a hearing officer, or at the College’s discretion, more than one hearing officer, selected by the College. The College may use College employees, or may ask other individuals with relevant experience and training to serve as a hearing officer. Hearing officers will receive annual training on issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking and on how to conduct a hearing process that protects the safety of all parties and promotes accountability. If more than one hearing officer conducts the hearing, the hearing officers shall select one of them to serve as chair of the hearing, and decisions of the hearing officers shall be made by majority vote.

g. **Bias or Conflict of Interest.** Investigators and hearing officers must be impartial and free from actual bias or conflict of interest. During the course of the investigation or hearing either party may contest the impartiality of an investigator or hearing officer by submitting the objection in writing to the Title IX Coordinator. The submission must detail why the party asserts that the investigator or hearing officer is biased or has a conflict of interest in the case. If the Title IX Coordinator determines that the investigator or hearing officer has demonstrated actual bias or has a conflict of interest, the Title IX Coordinator will assign an alternate investigator or hearing officer for the completion of the case.

h. **Pre-Hearing Submissions.** Parties are strongly encouraged to provide all information they believe is relevant to the investigation to the investigator during that phase of the proceedings. All parties will also have the opportunity to provide information in advance of the hearing to be considered by the hearing officer. Any such additional information must be submitted in writing to the Title IX Coordinator at least two business days prior to the scheduled hearing. The Complainant and Respondent each will have the opportunity to review any written information submitted by any other party.

All parties may provide to the Title IX Coordinator the names of witnesses a party believes to have information relevant to the incident and whom the party would like to be called to testify. Any witness list must be submitted in writing to the Title IX Coordinator at least two business days prior to the scheduled hearing. The hearing officer will determine whether the suggested witnesses will be permitted to participate in the proceeding. Character witnesses will not be heard. In general, a witness who is not a member of the College community will not be permitted to serve as a witness in the hearing. The parties are responsible for the attendance of their respective witnesses at the hearing. The Complainant and Respondent each will have the opportunity to review any witness list submitted by the other. In addition, the parties may submit in writing to the Title IX Coordinator questions the party would like the hearing officer to ask the other party or a witness. Any questions must be submitted in writing to the Title IX Coordinator at least one business day prior to the scheduled hearing. The hearing officer will determine whether to ask the questions.

i. **Resolution without a Hearing.** The hearing officer will review the investigation report and any written submissions. The hearing officer may determine that a hearing is not necessary if the hearing officer concludes that the information in the investigation report and the written submissions (if any) is sufficient to make a determination. If the hearing officer decides that a hearing is not necessary, the hearing officer will so notify the parties and then proceed directly...
to make a determination and issue a decision as provided in paragraph (l) below, including an explanation of why a hearing is not necessary.

At any time prior to the hearing, the Respondent may elect to acknowledge the alleged violation of the Policy, take responsibility for the alleged Sexual Misconduct, and request that the hearing officer propose a resolution to the charges and any remedies and sanctions. With the consent of the Complainant, the hearing officer may resolve the complaint without a hearing. In the event that the Complainant does not consent, the proceeding will continue as provided in this Policy.

j. Conduct of the Hearing. A hearing is closed to the public, including friends and parents of the parties and College personnel without an official interest in the case. Only the hearing officer, the Complainant, Respondent, and their advisors, witnesses, and necessary College personnel may be present in the hearing room during the proceeding, and the Complainant, Respondent, and their advisors, and the witnesses may be in the hearing room only when the respective individual is presenting testimony.

The hearing will not follow a courtroom model, and formal rules of process, procedure, and/or technical rules of evidence, such as applied in criminal or civil court, will not be observed. What might be considered hearsay or secondhand or other indirect evidence may be presented and given that weight to which it may be entitled, as determined by the hearing officer, as part of considering the totality of the information and the credibility of any witness. Deviations from prescribed procedures shall not necessarily invalidate a decision, unless such deviations result in significant prejudice to the Respondent, Complainant, or the College.

Absent extraordinary circumstances, the hearing officer will not consider the romantic or sexual history of either the Complainant or Respondent, except for testimony offered by one or the other about the Complainant’s and Respondent’s shared sexual history that the hearing officer deems relevant. If such information is offered by the Complainant or Respondent, the other party will be advised of the information and given an opportunity to respond. The existence of a prior consensual dating or sexual relationship between the Complainant and Respondent by itself does not support an inference of Effective Consent to alleged act(s) of Sexual Misconduct.

If the hearing officer determines that unresolved issues exist that would be clarified by the presentation of additional evidence, the hearing officer may recess the hearing and reconvene it in a timely manner to receive such evidence. A recess will not be based on the failure of witnesses to appear.

At the sole discretion of the hearing officer, an audio, video or stenographic recording of the hearing may be made for the use of the hearing officer, for sanctioning, and for purposes of appeal. Any such recording shall remain the sole property of the College.

k. Evidentiary Standard. The evidence of alleged Sexual Misconduct will be evaluated under a “preponderance of the evidence” standard, meaning that the evidence must show that it is “more likely than not” that the Respondent violated the Policy. The Respondent will be found
responsible for the alleged Sexual Misconduct if the hearing officer concludes that such Sexual Misconduct more likely than not occurred based upon a review of all the evidence presented.

1. **Decision.** Following the hearing, the hearing officer will issue a written decision, and will deliver it concurrently to both the Complainant and the Respondent. The decision will set forth the names of the Complainant and Respondent; the violation(s) of the Policy for which the Respondent was found responsible, if any; any essential findings supporting the hearing officer’s decision on the issue of responsibility; and any sanction(s) imposed and any remedies provided. The Respondent shall not be notified of any individual remedies offered or provided to the Complainant.

m. **Sanctions and Remedies.** If the hearing officer concludes that the alleged Sexual Misconduct occurred, the hearing officer may impose any sanction that is fair and proportionate to the violation. In determining an appropriate sanction, the hearing officer may consider any record of past violations of the College’s standards of conduct, as well as the nature and severity of such past violation(s). The hearing officer will consider whether the sanction will (a) bring an end to the violation in question; (b) reasonably prevent a recurrence of a similar violation; and (c) remedy the effects of the violation on the Complainant and the Bridgewater College community. Any sanction imposed will be described in the written decision of the hearing officer. The hearing officer may impose any one or more of the following sanctions on a Respondent determined to have violated this Policy. The hearing officer may also provide any one or more of the following remedies to the Complainant regardless of whether the hearing officer found a violation of the Policy.

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<th>Remedies</th>
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<td>Assigned restorative activities</td>
<td>Ensuring the parties do not share classes</td>
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<td>and clubs</td>
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<td>Restitution and/or fines</td>
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<td>Changing the Respondent’s academic</td>
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<td>schedule</td>
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<td>Disciplinary probation</td>
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<td>Issuing a “no contact” and minimum</td>
<td>order or requiring that such an order remain</td>
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<td>distance order or requiring that such an order remain in place both as to campus and off campus contact</td>
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<td>Revocation of honors or awards</td>
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<td>or activities (including student</td>
<td>through an outside provider</td>
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<td>activities and campus organizations</td>
<td>Providing academic support services, such as</td>
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<td>and dining facilities</td>
<td>tutoring</td>
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<tr>
<td>Community service</td>
<td>Arranging for the Complainant to have extra</td>
</tr>
<tr>
<td>Reassigning campus residence</td>
<td>time to complete or re-take</td>
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<td>Dismissal, suspension, demotion or</td>
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<td>restriction from College employment</td>
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- Removal from student housing
- Suspension (limited time or indefinite)
- Notation on transcript
- Expulsion
- Revocation of degree
- No trespass notice and ban from College campus or having any contact with or doing any transaction or attempted transaction with the College
- Other sanctions as may be determined appropriate under the circumstances

In addition to any other sanction (except when the sanction is expulsion or revocation of a degree), the College will require any Respondent determined to be responsible for a violation of the Policy to receive appropriate education and/or training related to the misconduct violation at issue. The College may also require counseling or other support services for the Respondent.

n. Appeals. Either party may appeal the hearing officer’s decision by notifying the Title IX Coordinator in writing within five (5) business days after receipt of the hearing officer’s decision. The party appealing the decision shall submit a detailed statement to the Title IX Coordinator which shall include the reasons the party believes the decision of the hearing officer should be modified or reversed. The Title IX Coordinator will then provide the written appeal to the other party for response. The other party may submit to the Title IX Coordinator a written response to the written appeal. Any response must be delivered to the Title IX Coordinator with five (5) business days of the party’s receipt of the written appeal.

Disagreement with the finding or sanctions is not, by itself, grounds for appeals. The only permitted grounds for appeal are:

i. A substantial procedural error that would materially change the determination or sanction;

ii. New, substantial, and credible information that was not available at the time of the investigation or hearing and that would materially change the determination or sanction; and

iii. Excessiveness or insufficiency of the sanction.

The appeal will be decided by an appeal officer, or at the discretion of the College, more than one appeal officer, selected by the College. The College may use College employees, or may ask other individuals with relevant experience and training to serve as an appeal officer. Appeal officers will receive annual training on issues related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking and on how to conduct an appeals process that protects the safety of all parties and promotes accountability. If more than one appeal officer is used, the appeal and any other decisions on appeal shall be decided by majority vote.
Unless the appeal officer determines, in the officer’s sole discretion, that a hearing on the appeal is required, the appeal will be decided solely on the record below and any written submissions on appeal.

If, following consultation with the Title IX Coordinator, the appeal officer concludes that a change in the hearing officer’s determination is warranted, the appeal officer may enter a revised determination; reconvene the hearing to reconsider the determination; return the matter for additional investigation; or modify the sanction. If both the Complainant and Respondent appeal, the appeals will be considered concurrently. Within thirty (30) calendar days after receipt of the notice of appeal (or such longer time as the appeal officer may for good cause determine), the appeal officer will provide to both parties, concurrently, and to the Title IX Coordinator, a copy of the written decision on the appeal. The decision of the appeal officer is final and there is no further appeal following this decision.

o. Transcript Notation. The College’s registrar shall include a prominent notation on the academic transcript of each student who has been suspended for, has been permanently dismissed for, or withdraws from the College while under investigation for an offense involving sexual violence under this Policy. The notation shall state that such student was suspended for, was permanently dismissed for, or withdrew while under investigation for an offense involving sexual violence under this Policy, and shall read substantially as follows: "[Suspended, Dismissed, or Withdrew while under investigation] for a violation of the College’s student conduct policies." The Respondent will be notified that any such suspension, permanent dismissal, or withdrawal will be documented on the student's academic transcript. The College shall remove from a student's academic transcript any notation placed on such transcript due to such student's suspension if the student (i) completed the term of the suspension and any conditions thereof and (ii) has been determined by the College to be in good standing according to the College's code, rules, or set of standards governing such a determination.

p. Effective Date of Sanctions and Remedies. Sanctions imposed by the hearing officer are not effective until any timely appeal of the decision is resolved within the appeal process of this Policy; provided, however, if advisable to protect the welfare of the Complainant or the campus community, the hearing officer may include in its determination letter that any sanction be effective immediately and continue in effect until such time as any appeal is finally resolved. The hearing officer may notify other campus officials to implement a decision that includes sanctions to protect the welfare of the Complainant or the campus community. If the matter is appealed, the appeal officer may suspend the hearing officer’s determination pending exhaustion of appeal, or allow the student to attend classes or other activity on a supervised or monitored basis, or make such other modifications to the determination as may be advisable. Remedies provided by the hearing officer for the Complainant are effective immediately.

q. Readmission. A student who is suspended pursuant to this Policy, or who withdraws from the College while under investigation for a violation of this Policy, must apply for readmission through the admissions office. Readmission is never guaranteed. Readmission is dependent on (i) the applicant demonstrating full compliance with the terms of suspension and (ii) the College being satisfied that (a) the student takes responsibility for the student’s individual
choices and actions and (b) the student is ready to participate as a positive, contributing member of this academic community, which includes full acceptance of the expectations of the College for the members of its community.

r. **Effect of Policy.** As with other College policies, this Policy does not create a contract and may be changed by the College at any time without consent or prior notice. Any incident of Sexual Misconduct shall be subject to the Policy in effect at the time of the alleged incident.
Report (From student, Responsible Employee, etc)

Complainant intake meeting with Title IX Coordinator or Deputy Title IX Coordinator

Complainant requests Confidentiality and does not want investigation. Campus safety factors not triggered

Investigator is assigned and investigation begins

Complainant and Respondent consent to informal resolution. (Not available for sexual assault)

Investigation concludes and report is given to Title IX Coordinator

Title IX Coordinator makes Determination to Charge

Hearing Officer is assigned and hearing date is set. Parties have opportunity to review investigative report and to submit witness lists and other submissions.

Hearing occurs. Hearing Officer reviews investigation report and any submissions by parties. Hearing Officer provides decision letter with findings and sanctions.

Parties have ability to appeal

Case is documented and closed

Parties have ability to appeal
C.E. SHULL INFORMATION TECHNOLOGY CENTER

It is the mission of the Information Technology Center to provide technology services in a timely, efficient, competent, and courteous manner to all constituents of the College by maintaining a modern infrastructure, conveying information about the efficient use of technology, and serving as a facilitator for the collaborative shaping of campus technology.

The IT center oversees many technology services on campus. These include virtual computer labs and general computer support; the campus network, wireless; the cable TV system; the Eagle ID card system; HelpDesk; and MyBC. Students should refer to the support center knowledgebase at help.bridgewater.edu.

Director           Kristy K. Rhea
Location           Bowman 200
Hours              7:30 a.m. – 4:30 p.m., Monday – Friday
Telephone          540-828-HELP
Address            Box 36
E-mail             help@bridgewater.edu
Website            help.bridgewater.edu

General Computer Support
The IT center provides HelpDesk support to students on general computer-related problems. The IT center publishes documentation at help.bridgewater.edu to assist students with the configuration of their own computers to operate on the campus network. Additional configuration support is provided if needed; however, due to liability issues, the IT center does not work on student computer hardware.

Students are responsible for:
- Bringing a device to campus
- Ensuring their computers are running updated virus protection software to prevent the spread of viruses on and off campus and to protect their own systems from viruses;
- Keeping their device PC up-to-date with all the latest updates.

Refer to the IT support center knowledgebase for more information at help.bridgewater.edu.
**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 or call HELP (540-828-HELP) The HelpDesk is staffed Monday – Friday from 7:30 a.m. – 4:30 p.m., and is located in Bowman Hall, Room 200. The IT center provides an online support center knowledgebase at help.bridgewater.edu.

**Campus Network**
The Bridgewater College network consists of fiber optic cable connecting each academic building, administrative building and residential building on campus. Each residential room has a connection for a computer, wireless internet and cable TV. Wireless network access is available campus wide. Students are not permitted to install or utilize their own network servers, wireless access points, network switches or hubs in the residence halls.

**Cable TV System**
Bridgewater’s cable TV network is provided via Comcast. Students must provide their own TV set. To gain access to the cable network, a cable-ready TV with a clear qam tuner must be used. IPTV is provided through XfinityOnCampus via Comcast through the Bridgewater network.

**WEPA Printing System**
WEPA stands for Wireless Everywhere Print Anywhere, these kiosks utilize the latest in print technology to provide easy to use and quality printing for our students.

Each WEPA station provides high quality black and color printing. There are 16 such kiosks in 15 different buildings on campus. Students may print to these kiosks from their personal computers as well as college systems. A map of campus and the various locations can be found on the kiosk itself.

There are three ways to pay for your print job when printing to the WEPA print kiosk. You can pay for your prints using a balance that is on your WEPA print account, use a credit card at the print kiosk to pay for the print job, or pay using a prepaid WEPA print card. When you log into the kiosk and select the print job you wish to print you will be given a choice to use one of these methods. Note: There will be a $.20 surcharge to print jobs paid for via credit card at the kiosk. You can avoid this surcharge by paying from your WEPA account. You can add value to your WEPA account by swiping a credit card at the WEPA kiosk, and there is no surcharge for doing this.

**Eagle ID Card System**
Your Eagle ID card is used for verifying meal plans in the Dining Hall, borrowing library resources, admission to athletic events, entry to the Funkhouser Center, and entry into dorms, the WEPA print system, and academic buildings after hours. You are responsible for appropriate use and care of your ID card. Cards should be kept protected in a wallet or card carrier and not altered in any way (i.e., punching a hole in the card) or exposed to direct sunlight or heat. 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 the Conduct Hearing Board.
In the event the Eagle Card is lost or stolen, the student should immediately notify the HelpDesk at 540-828-HELP (4357) to prevent the card from being misused. The IT center will deactivate the card to prevent un-authorized use. If a card is not scanning properly, the card should be returned to the IT center to be checked. If your card is worn out and not working due to normal wear and tear, a replacement card will be printed at no charge (you must turn in the worn out card). If the card has been lost you will need to purchase a new card. Any replacements for a lost card will be $25.00 each (cash, check, or we can charge your Bridgewater account) and must be paid for when picked up in the IT center.

Bring Your Own Device Program
For years students have been bringing their own computers to college, but only recently has technology allowed us to implement equipment that allows you to fully access college resources from your own personal device. With the tap of a finger or a click of the mouse, you will be able to access all of your usual network resources 24/7. We have created virtual computer labs that will allow you to access campus core software from any browser on any device at any time. The College provides Microsoft Office (PC and MAC) free of charge to all students. (See details below if you have not already downloaded your software.)

What should I look for in a device and what functionality should it have?
When selecting a new device, consider that it should last about three to four years before needing replacement. Most devices on the market today will meet minimum specifications; however, more detailed look at configurations can be found on the HelpDesk Support Site.

What devices will be acceptable?
A laptop, ultrabook, tablet* or an Apple MacBook are all options for your personal device. It must have a 10” minimum screen size, and tablets must have a Bluetooth keyboard. ChromeBooks are not acceptable due to their many limitations.

Will students be able to use iPads or other tablets?
Yes, but please understand that software cannot be installed on an iPad or other tablet, the file system cannot be directly accessed, and a tablet does not work for all uses and applications. Additionally, tablets are not acceptable as a primary computing device for many majors, including chemistry, biology, business administration, economics, communication studies, math, computer science and physics.

Are smartphones considered acceptable devices?
Smartphones are not practical as primary computing devices for the normal course of work students will encounter, but can be used as supplemental devices.

Will students continue to have access to College computers?
College-owned computers will be available for lab purposes in the physical science departments, digital media classes, as well as in the library for the foreseeable future.

Do the devices need to be new or can I use one my family or I already owns?
Devices may be either newly purchased or ones that you already own.
Can I use part of my financial aid award to purchase a device?
Please contact the office of financial aid at finaid@bridgewater.edu if you would like to use parent PLUS loan or private loan funds to help reimburse you for the purchase of a computer.

What is the expectation for charging equipment?
You should begin a routine of charging devices overnight to ensure a full charge. Of course, the devices may also be charged during the day as long as you have your power cord adapter with you.

Where can I get technical support if the device is not working properly?
It will be the responsibility of each student to find repair options from an outside company – not the College. However, the College can assist you with finding reputable repair vendors.

The IT center will continue to offer support on all network and Internet connectivity issues for all devices, as well as the scan and removal of viruses. The IT center will also reload a Windows operating system in the event it has been overcome by malware.

If your device is out for repairs, there will be a limited number of laptops, available on a first-come, first-served basis, which may be checked out from the library for a period of up to 10 days, so you can continue working until the repair is complete.

Additional Information:
- As students, you can download Microsoft Office (PC and MAC) software for no additional charge at login.microsoftonline.com. Complete instructions can be found on the HelpDesk Support Site.
- Be sure to install virus protection software. There are free virus protection suites that have received good reviews. Look on the HelpDesk Support Site for information.
- Please note students are responsible for all file backups. There are a number of reliable solutions that are free. See the HelpDesk Support site for additional information. Files can also be stored within a student’s Google Drive.
- Warranty and insurance: if you are purchasing a new device, look for extended warranty and repair agreements that last 3–4 years. Contact your insurance agent if you have questions about your policy coverage.
- Always ask about student discounts prior to purchase.
- A carrying case for your device is strongly recommended.
- You will not need to purchase 4G/3G data service to access the College’s network or the Internet while on campus.
- Please contact the office of financial aid at finaid@bridgewater.edu if you want to use Parent PLUS loan or private loan funds to help reimburse you for the purchase of a computer.

Device Requirement for Students
Depending on the students declared major the student may be best served with particular kinds of devices better than other devices. In general, students may satisfy this device requirement by having a tablet or laptop but some areas of study will be better suited to a laptop.
General purchasing guidance:

*Tablet*
- Screen size of 10” or larger
- Operating system: iOS or Android or Windows 8 or newer
- Minimum storage: 32GB (ideally with additional storage via SD or some other external media)
- Physical keyboard (Bluetooth is fine)
- Case or cover that permits the tablet to stand on its own

*Laptop*
- Screen size of 11” or larger
- Operating system: OSX or Windows 7/8/10
- Memory (RAM): 8GB or more
- Hard drive (Storage): 160GB or larger
- Wireless: 802.11n or ac (dual band 802.11ac preferred)
- Anti-malware software

Optional but strongly recommended
- Accidental damage protection (drops, liquid spills, etc.)
- Multiyear warranty

In many instances a laptop would be better served over a tablet if students will be expected to connect their device to lab equipment. In these instances iOS and Android tablets would have issues with device compatibility with this equipment.

**MyBC**
In addition to general web services for the Internet, Bridgewater College maintains the MyBC portal with access to college news and events, personal announcements and notifications, as well as access to grades, classes and registration. MyBC also includes information about campus resources and departments, as well as contact information and hours. MyBC is your single point of access, so bookmark it as a favorite.

**Computer Use and File Sharing Policy**

**General Principles**
Access to computer systems and networks owned by Bridgewater College, including information placed on or distributed through these systems and networks, imposes certain responsibilities and obligations on the user and is granted subject to College policies and local, state, and federal laws. Appropriate use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
Guidelines

In making appropriate use of resources you MUST:

- revise or remove material found to be in violation of these guidelines
- assume responsibility for materials on your personal web pages
- comply with local, state, and federal laws for materials made available on the Internet
- use copyrighted materials only with the prior approval by the copyright holder
- use resources only for appropriate purposes, such as, but not limited to, assignments given by instructors, college related work, communication (Inappropriate use is described in the section below)
- discontinue your use of a College computer for personal or recreational activities if no other resources are available for students to use for class assignments
  - For example, if you are on Facebook and the computer lab is full, you should discontinue your use of a computer so one will be free for students who need to work on class assignments
- protect your username (user account) from unauthorized use; you are responsible for all activities under your username
- use only files and data that are your own, that are publicly available, or to which you have been given authorized access
- use only legal versions of copyrighted software in compliance with vendor licenses requirements
- be considerate in your use of shared resources and refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, manuals, or other resources

In making appropriate use of resources you MUST NOT:

- use another person’s username and password at any time
- allow another person to use your user account
- access another person’s files or data without permission
- use computer programs to decode passwords or access control information
- attempt to circumvent or subvert system security measures
- engage in any activity that might be harmful to computers or to any information stored on them, such as creating or propagating viruses, disrupting services, or damaging files
- use College systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates
- transmit spam, junk mail, chain letters, pyramid schemes, or the like using or through the College systems or networks
- use College systems or networks to transmit content that is obscene, defamatory, libelous, slanderous, threatening, harassing, abusive, hateful, or racially or ethnically offensive to any other person, or that is unlawful or encourages conduct that would be considered a criminal offense, give rise to civil liability or violate any law
- use College systems or networks to stalk or impersonate any person
- make or use illegal copies of copyrighted software or information, store such items on College systems, or transmit them over College networks
• use College resources to harass, intimidate, or otherwise annoy another person, for example by broadcasting unsolicited messages or sending unwanted mail
• use College resources to create personal web pages containing 1) pornography or 2) abusive and/or profane language
• use the College network to access or view pornographic material
• modify or abuse computing resources, for example, by intentionally placing a program in an endless loop or by printing excessive amounts of paper
• use the College’s systems for personal gain, for example, by selling access to your user account or by performing work for profit in a manner not authorized by the College
• engage in any other activity that does not comply with the General Principles presented above

Enforcement

The College considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy, examine, and remove any files or information resident on College systems allegedly related to inappropriate use. Students found in violation of these principles or guidelines may have some or all of their computer usage privileges suspended temporarily or permanently by the Director of Information Technology. The privilege of presenting material on the College web site can be revoked, with or without cause, at the College’s discretion. Web pages found in non-compliance may be removed immediately by the Web Manager upon failure to revise web pages and conform to these guidelines.

Violators are also subject to disciplinary action or other sanctions as prescribed in the Eagle, the Employee Handbook and the Faculty Handbook. Offenders may also be prosecuted under laws including (but not limited to) the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, The Computer Virus Eradication Act of 1989, the Interstate Transportation of Stolen Property, The Virginia Computer Crimes Act, Electronic Communications Privacy Act, and the Telecommunications Act of 1996.

Resources include, but are not limited to, terminals, laptop computers, workstations, printers and other computer systems.

Access to Files on College Information Systems by System Administrators

YOU HAVE NO EXPECTATION OF PRIVACY WITH RESPECT TO ANY WEBSITES YOU VISIT USING COLLEGE SYSTEMS OR NETWORKS, ANY MATERIALS OR CONTENT THAT YOU ACCESS OR TRANSMIT USING COLLEGE SYSTEMS OR NETWORKS, AND/OR ANY CONTENT WHICH YOU POST ON ANY COLLEGE WEBSITE. THE COLLEGE MAY MONITOR YOUR ACTIVITY ON COLLEGE SYSTEMS, NETWORKS AND WEBSITES AS IF WE BELIEVE IT IS NECESSARY TO INVESTIGATE ANY ALLEGED VIOLATION OF THIS POLICY OR TO ENFORCE THIS POLICY OR ANY OTHER COLLEGE POLICY. THE COLLEGE MAY REMOVE ANY CONTENT FROM ANY COLLEGE WEBSITE FOR ANY REASON AND WITHOUT NOTICE AND THE COLLEGE SHALL HAVE NO LIABILITY TO YOU RELATING TO ITS REMOVAL OF ANY CONTENT FROM A COLLEGE WEBSITE.
College policy also allow system administrators to view any files, including e-mail messages, in the course of an investigation under the following circumstances: When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT systems; when required by federal, state, or local law or administrative rules; when there are reasonable grounds to believe that a violation of law or a breach of College policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct; when such access to IT Systems is required to carry out essential business functions of the College; or when required to preserve public health and safety. System administrators have as part of their jobs the authorization to do this and to treat any information on the system as confidential. A student is responsible for maintaining integrity of his or her computer files, computer printouts, and computer accounts. Computer files and passwords to computer accounts must remain confidential. Printouts from the computer must be collected promptly and kept private. They must not be left in computer labs or anywhere else where they might be seen or picked up by other students.

The College may amend or update this Policy from time to time in its sole discretion. The terms of this Policy that are in force as of the date of your use of College systems, networks or websites shall apply to such use.

Safety on Communal Websites

Thinking through where and how information about you is made available to others can help you maintain the level of privacy you wish and increase your level of safety and security. Communal websites (e.g. Facebook, Twitter, 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 aspects to consider when registering on a communal information site:

- Default security settings provided by these sites are relatively low because the sites assume that you want as many people to have as much information about you 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 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 and remove it an hour later, 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 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 that 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 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 is "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 online "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 nonverbal 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 and graduate schools routinely search these sites as another way to gather information about the character of potential employees and applicants. There have already been documented cases of applicants being refused employment because of the websites they maintained that showed them in a less-than-flattering light to employers.

(Reprinted with permission from Texas Women’s University, www.twu.edu/osl/counseling/SelfHelp066.html).

If the College becomes aware of information or material on a student's personal web space or site (e.g., Facebook, Twitter) that either (1) suggests that a College policy may have been violated, or (2) is offensive by general community standards, the College will investigate, and appropriate action will be taken, which may include revocation of College network privileges.

Additionally, if a student who represents the College (e.g. student senate, chorale, intercollegiate athletics) has material posted on his or her personal web space or site that reflects poorly on the student or Bridgewater College, the student may be suspended from participation in the activity.

**Resources**

If you have a specific concern about a communal website, you may contact the chief of campus police at 540-828-5761.

For counseling resources, contact Randy Hook, director of counseling services at 540-828-5358 or counseling@bridgewater.edu.
Copyrighted Material Policy

Policy
Use of Bridgewater College computing, network or other resources to obtain, store or redistribute files in violation of copyright laws is illegal. It is the college's policy to employ technical means where possible to prevent such activities, and to act on all notices received by organizations such as the MPAA and RIAA.

Technology-Based Deterrents
The College employs a traffic-shaping device to constrain identifiable peer-to-peer traffic to a minimal level. Additionally, the college firewall is configured to deny incoming connections by default, preventing external connections inbound to most devices on the college network.

Educating the Community
There are several ways the college communicates to members of the college community about improper use of copyrighted material.

1. At the beginning of each semester, the IT center sends a notification to all constituents of the campus community informing them of the College's policy on copyrighted material.
2. Incoming students are informed of the copyright policy during new student orientation.
3. The policy is published in the student handbook.
4. The College's website contains information on the proper use of copyrighted materials, including the IT center's acceptable use policy.

Legal Alternatives to Download
The College encourages members of the community to avoid illegal use of copyrighted materials by taking advantage of the many legal alternatives available. EDUCAUSE maintains a list of legal alternatives at: [CHANGES](#)

Periodic Review
Members of the IT center network services group will review this policy on an annual basis.

Procedures
When the College receives notifications of infringement from the MPAA, RIAA or other similar organizations, it will:

1. Use technical means to identify the individual owning the device containing the infringing material.
2. Send notification to the individual, usually by email, of the reported infringement together with the action they need to take.
3. Keep records of such notifications for the purpose of tracking offenses.
4. For a second or greater offense, copies of such notification will be sent to student life staff for their records.
Sanctions
Bridgewater College acts on all notices from proper authorities of copyright infringing activities. "Offenses" are deemed to be consecutive offenses within a calendar year by an individual.

First Offense
Upon notification, the individual is expected to remove the infringing material from the device. Additionally, the IT center recommends removal of the software used for obtaining and sharing the infringing material.

Second Offense
The IT center will employ technical means to disallow network access for the device holding the infringing material. Network access will only be restored after the individual owning the device has contacted the IT center to inform it that the infringing material has been removed.

Third Offense
The IT center will employ technical means to disallow network access for the device holding the infringing material. To restore network access, the individual will be required to take the device to the IT center and provide administrative access so that the IT center may remove the copyrighted material and any software it deems as being used for unlawfully obtaining and sharing copyrighted material.

Fourth Offense
The IT center will employ technical means to disallow network access for the device holding the infringing material for a period no less than one full semester.

Fifth Offense
The individual will be referred to the Bridgewater College director of conduct services, who will determine appropriate sanctions, potentially consulting with members of the IT center.

Trademark Policy

a) Summary
The College owns and controls its names, marks, logos, colors, insignias, seal, designs, commercially used depictions of campus buildings and landmarks, and symbols that have become commonly associated with the College (collectively referred to as “trademarks”). The College’s trademarks include, but are not limited to: the words “Bridgewater”, “Bridgewater College”, “College of Character | Community of Excellence”, “Challenge to Grow On” and “Bridgewater Eagles”; the “B” logo; the McKinney graphic, the College’s official seal, and the Bridgewater eagle; and all current and future trademarks, service marks, word marks, designs, or logos used by the College. A partial list of the College’s trademarks is included in Appendix A. The College has obtained federal trademark registrations for some, but not all, of its trademarks. However, all of the College’s trademarks are protected as trademarks under applicable federal and state laws and no person, entity or group should assume that it has any right to use any of the College’s trademarks or any confusingly similar marks because the College does not own a federal registration for such trademark. If a person, entity or group
has any question as to whether a mark is a College trademark, it should check with the Bridgewater College office of marketing & communications before using such mark.

Bridgewater College owns all of its trademarks and all associated goodwill. Bridgewater College will vigorously defend its rights in the trademarks and will take all necessary action against parties who infringe the trademarks or who use the trademarks without Bridgewater College’s permission or in violation of this Policy.

The Bridgewater College office of marketing & communications is charged with promoting and protecting the College’s name and trademarks. Questions concerning this policy should be directed to the associate vice president of marketing & communications at 540-828-5782 or aparkhur@bridgewater.edu.

b) General Guidelines

The following General Guidelines apply to the use of the College’s trademarks by any individual, entity, or group (except as otherwise expressly and specifically agreed in writing by the Bridgewater College office of marketing & communications). Approval to use a College trademark for one application (e.g., a t-shirt) does not constitute approval to use the trademark again, or in connection with any other item, or to change the design in any way, without obtaining additional prior written approval.

i) College Seal

The Bridgewater College official seal may only be used on official documents from the office of the president (such as diplomas and transcripts). Any other use of the College seal requires prior written approval from the office of marketing & communications.

ii) No Modification of Appearance

The Bridgewater College trademarks are intended to present a positive image of Bridgewater College. The College’s trademarks must not be incorporated into the name or mark of another entity, organization, or group (except with prior written permission from the office of marketing & communications or as otherwise expressly permitted by this Policy).

Anyone interested in using the College’s logos (or other trademarks with graphic elements) should not attempt to recreate them or allow any printer, typesetter, or design professional to do so. Only the official logos provided by Bridgewater College may be used, copies of which are available from the office of marketing & communications.

The College’s trademarks must not be modified or altered in any way. The College’s logos (and other trademarks with graphic elements) must not be distorted or rotated, and none of the elements of the trademarks may be screened, flopped, or scaled out of proportion. No additional text or images may be added to any Bridgewater College trademarks, and no other text or graphics should be displayed on top of or behind the College’s trademarks.
All use of the College’s trademarks must follow the guidelines provided in the Bridgewater College Identity Handbook.

iii) Commercial Use

Any commercial use of the College’s trademarks requires a signed contract with the College, initiated through the office of marketing & communications.

iv) Non-Commercial Use

Except for approved use by officially recognized student organizations and College faculty and staff as described in Sections D and E below, any non-commercial use of the College’s trademarks requires prior written approval from the office of marketing & communications.

v) Copyright and Trademark Rights

Under no circumstances is any individual, entity, or group permitted to claim copyright or trademark rights in or seek to register any trademark or design that incorporates, in whole or in part, any of the College’s trademarks or is confusingly similar to any of the College’s trademarks.

vi) Internet Domain Names

No individual, entity, or group may register or use any Internet domain name (or sub-domain name) that includes, in whole or in part, any of the College’s trademarks without the prior written approval of the office of marketing & communications.

vii) No Endorsements or Discrimination

The College’s trademarks may not be used in any manner that suggests or implies the College’s endorsement of other organizations, companies, products, services, political parties or views, or religious organizations or beliefs. The College’s trademarks may not be used in any way that discriminates or implies discrimination against any persons or groups based on age, ancestry, belief, color, creed, disability, national origin, race, religion, sex, or veteran status, or in any other way that would be a violation of federal or state law or the College’s non-discrimination policies or practices.

viii) Student-Athletes

Any and all uses of the names, numbers, and/or images of the College’s student-athletes must comply with College policies and NCAA regulations. Questions should be directed to the office of marketing & communications, which will consult as appropriate with the Bridgewater College athletics department.

c) Restricted Uses

Under no circumstances is any individual, entity, or group permitted to use any of the College’s trademarks in connection with any of the following:
• Art or a design depicting or implying the use or endorsement of:
  o alcohol;
  o illegal drugs;
  o tobacco products;
  o firearms or other weapons;
  o racist, sexist, hateful, demeaning or degrading language or statements;
  o profanity;
  o sexual acts; or
  o statements impugning or insulting others, including other educational institutions.

• Art or a design incorporating trademarks or copyrights not owned by the College, unless written permission for such use satisfactory in form and substance to the College is obtained from the trademark holder or copyright owner, and approved in advance by the office of marketing & communications.

Except as expressly permitted by this Policy, third parties will require prior approval from the College prior to using any of the trademarks. All requests for approval should be made to the office of marketing & communications. The College may grant or deny approval for any request to use the trademarks in its sole discretion, and, if permission is granted, the College may impose such conditions or restrictions as it deems appropriate. However, the College will not approve the use of the College’s trademarks in connection with certain types of products. These include, but are not limited to, the following:

• Weapons;
• Alcohol-related products;
• Tobacco-related products;
• Illegal drug-related products;
• Sexually suggestive products or language;
• Gambling-related products;
• Food and beverage products and accompanying packaging (other than for limited internal consumption in connection with official College events, and approved in advance by the office of marketing & communications);
• Products that present an unacceptable risk of liability;
• Products harmful to the mission, integrity, or image of the College; and
• Products that contain another entity’s registered trademark, unless explicit written permission has been granted from that entity.

d) Use by Student Organizations

The following guidelines apply to student organizations that are officially recognized by Bridgewater College. All use of the College’s trademarks by officially recognized student organizations must comply with this policy and the *Bridgewater College Identity Handbook*. 
i) Use in Name of Student Organization

Student organizations that are officially recognized by the College may use the “Bridgewater” or “Bridgewater College” word mark as part of the student organization’s approved name. (For example: the “Bridgewater College International Club”.)

ii) Disclaimers

Student organizations may not use the College’s trademarks or the organization’s affiliation with the College in any manner that suggests or implies support or endorsement by the College of any product, movement, activity, event, or program that is not specifically endorsed or approved by the College. In circumstances where there is any potential indication of endorsement of such an event by the College, a disclaimer in a form acceptable to the office of marketing & communications is required.

iii) Other Non-Commercial Uses

Officially recognized student organizations may, in connection with such organization’s official activities and with prior written permission from the office of marketing & communications, use the College’s trademarks in a non-commercial manner for internal audiences in publications, flyers and posters, letterhead and stationery, advertisements, the organization’s website, and social media. However, none of the College’s trademarks may be used in the title of any publication. Student organizations must obtain prior approval from the office of marketing & communications before using any of the College’s trademarks on apparel or other products.

e) Use by College Faculty and Staff

The College’s faculty and staff may use the College’s trademarks in the ordinary course of conducting the College’s business, provided that such individuals comply with the other applicable provisions of this policy and follow the guidelines in the Bridgewater College Identity Handbook. Examples of permitted uses: using the College’s unmodified trademarks on stationery, business cards, reports, materials used in academic courses, and official College catalogs, publications, reports, and similar materials. Any use of the College’s trademarks outside the core Bridgewater College academic or business areas requires prior written permission from the office of marketing & communications.

f) Descriptive Use of the College’s Word Marks

Use of the Bridgewater College name or other of its trademarks in connection with news reporting and other fair uses that do not undermine the College’s rights to its trademarks do not require approval by the office of marketing & communications.

Examples of Permitted Descriptive Uses:

- Identifying an individual’s affiliation with Bridgewater College, such as a “Bridgewater College student”, a “Bridgewater professor”, or “Bridgewater College alumni”.
- Identifying the location of a meeting or event, such as “in the McKinney Center” or “on the Bridgewater College campus”.

• Direct references to Bridgewater College or its official events, classes, publications, products, or services, such as “the Bridgewater Eagles Baseball Team continues to lead the conference.”

Intellectual Property Policy

(Approved by the Executive Committee of the Bridgewater College Board of Trustees on August 11, 2010)

1. Policy Statement
The mission of Bridgewater College is to educate and develop the whole person. This mission is carried out in a learning community that encourages a spirit of intellectual inquiry among faculty, students and staff. The development of creative and scholarly research, works and inventions, known broadly as intellectual property, will be a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor and the College. The purpose of this policy is to support and reward scientific research and scholarship, and help faculty, students and staff identify, protect and administer intellectual property matters and define the rights and responsibilities of all involved.

2. Applicability
The policy applies to works created by all classifications of faculty, staff and students of the College, and to nonemployees such as consultants and independent contractors who create works on behalf of the College, unless a written agreement exists to the contrary.

3. Identification of Intellectual Property
Intellectual Property shall consist of the following:

(a) Copyrightable material produced from creative and scholarly activity, such as text (manuscripts, manuals, books and articles); videos and motion pictures; music (sound recordings, lyrics and scores); images (print, photographs, electronic and art); and computer software (programs, databases, webpages and courseware);

(b) Patentable works such as patents (processes, machines, manufactures or compositions of matter); devices; and software excluded from copyrighted materials;

(c) Trademarked materials, such as words, names, symbols or logos, domain names, trade dress and slogans or any combination of words that have been adopted by the College to identify itself and to distinguish itself and its sponsorship from others; and

(d) Trade Secrets.

4. Ownership and Use

4.1 Patentable Intellectual Property

4.1.1 Responsibility for Disclosure of Patentable Intellectual Property. College personnel who alone or in association with other individuals or entities create or intend to create patentable subject matter with
any use of College resources must disclose the matter and obtain prior authorization from the provost and vice president for academic affairs (or designee). Such disclosure shall be made when it can be reasonably concluded that a patentable subject matter has or will be created, and sufficiently in advance of any publications, presentation or other public disclosure to allow time for possible action that protects rights to the intellectual property for the creator and the College. Creators are encouraged to seek the advice of the provost and vice president for academic affairs (or designee) in determining whether the subject matter is patentable or whether the College desires to pursue patenting the matter.

4.1.2 Determination of Rights to Patenable Subject Matter. Except as set forth below, the creator of patentable intellectual property shall retain his or her rights, and the College shall not assert ownership rights. The College will assert ownership rights to patentable intellectual property developed under any of the following circumstances:

(a) Development was funded as part of an externally sponsored research program or pursuant to an agreement that allocates rights to the College.

(b) Development required significant use of College resources or more than minimal use of College personnel. Participation of students that influences development of the patentable subject matter constitutes significant use of College resources.

(c) The creator was assigned, directed or specifically funded by the College to develop the material.

(d) Material was developed by administrators or other nonfaculty employees in the course of employment duties and constitutes “work for hire” under U.S. law (e.g., the College’s website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines).

4.2 Other Intellectual Property

4.2.1 Responsibility for Disclosure of Intellectual Property. Faculty are not obligated to disclose the creation of original works (other than patentable intellectual property), even when the work might have commercial value, unless it is created under conditions by which the College may assert ownership rights to intellectual property as described below, in which case the creator is responsible for timely disclosure. Faculty is encouraged to disclose any protectable material that has commercial value to the extent that they may wish assistance in copyright protection and marketing in exchange for profit sharing with the College. All disclosures should be made to the provost and vice president for academic affairs.

4.2.2 Determination of Rights to Intellectual Property. Except as set forth below, the creator of intellectual property (other than patentable intellectual property) shall retain his or her rights, and the College shall not assert ownership rights. However, creators will grant the College a nonexclusive, royalty-free, perpetual license to use the intellectual property for internal instructional, educational and administrative purposes, including, without limitation, for satisfying requests of accreditation agencies for faculty-authorized syllabi and course descriptions and materials. The College may assert ownership rights to intellectual property developed under the following circumstances:
(a) Development was funded as part of an externally sponsored research program or pursuant to an agreement that allocates rights to the College.

(b) Development required significant use\(^1\) of College resources or more than minimal use of College personnel. Participation of students that influences development of the work constitutes significant use of College resources. Prominent use of the Bridgewater College name or any image, trademark or logo of Bridgewater College also constitutes significant use of College resources.

(c) A faculty member was assigned, directed or specifically funded by the College to develop the material.

(d) Material was developed by administrators or other nonfaculty employees in the course of employment duties and constitutes “work for hire” under U.S. law (e.g., the College’s website, alumni bulletins, admission materials, fundraising materials, catalogs and magazines).

4.3 Intellectual Property Developed Under Sponsored Research Agreements

Ownership of intellectual property developed pursuant to an agreement with any sponsor will be governed by the provisions of that agreement. Sponsored research programs funded by private sponsors will generally provide for the College to retain title to all intellectual property that arises in the course of the research program with the sponsor retaining an option to acquire commercialization rights through a separate license agreement. Government and nonprofit sponsors generally allow rights to intellectual property that arises from the research program to vest with the College, subject to certain retained rights held by the federal government.

5. Administration

5.1 General. This policy shall be administered by the provost and vice president for academic affairs, who shall determine and interpret its terms and provisions.

5.2 Dispute Resolution. In the event the creator of intellectual property objects in writing to a determination of the provost and vice president for academic affairs, the creator and the provost and vice president for academic affairs will provide all relevant information to the president. The president, or the president’s designee, is hereby empowered and authorized, after reviewing the circumstances of the case and considering the desirability of asserting the College's interests, to accept or reject the determination of the provost and vice president for academic affairs. The president shall then provide the creator and the provost and vice president for academic affairs with the president's final and binding written determination.

5.3 Changes to Policy. The College reserves the right to change this policy from time to time. In addition to the board of trustees, the president has the authority to change this policy.

6. Use of Bridgewater Names/Logos

Faculty, staff, and students may, consistent with the College’s Identity Guide, use the College's names, logos and/or other marks where necessary to identify themselves on matters of official College business.
“Significant use” of College resources requires resources of a degree or nature not routinely made available to all faculties. For example, providing a faculty member with his or her own dedicated lab space or significant materials specific to his or her research or extended IT support from a staff member would be considered significant use of College resources. However, ordinary use of computers or library resources or use of a departmental lab space that is available to all department members would not be considered significant use of College resources.

[Many portions of this policy are taken (with permission) from the same or similar provisions in the policies of Washington and Lee University.

**STUDENT SERVICES**

**Alexander Mack Memorial Library**

Located centrally on campus, the Alexander Mack Memorial Library enables students to continue their learning outside the classroom in an environment equipped with services and technology to help students study, conduct research or gather for group projects.

Librarians and other trained staff are available to offer formal research instruction or point-of-use assistance for students learning how to conduct research or use resources. The library’s webpage includes research guides, “how-to” guides and video tutorials on using the library’s resources.

The library also supports the learning community with an arrangement of group and individual study seating for more than 240 students along with four group study rooms equipped with audio/visual technology. Students have access to 31 library desktops or laptops or are able to connect their own laptops to the library’s wireless network.

The library offers both an onsite collection and a virtual collection of information. The onsite collections include a general print collection, a reference collection, a core set of print journals, a DVD collection, CD collection and Special Collections. Its virtual collection includes over 40,000 full-text journals, 26,000 e-books, online reference databases as well as thousands of streaming videos.

Students may also engage in research using primary materials in the library’s Special Collections, which contains published and non-published materials pertaining to genealogy and the history of Virginia, the College and the Church of the Brethren.
The library houses the Cleo Driver Miller Art Gallery, which is located on the second floor. The gallery serves the Bridgewater College community as both a teaching space for the visual arts and a formal exhibition space for student exhibitions as well as local and nationally recognized artists’ work.

**Contact Information**
Front Desk 540-828-5413
Administration 540-828-5410

**The library is open the following hours during the regular semester:**
- Monday – Thursday: 7:45 a.m. – 12 a.m.
- Friday: 7:45 a.m. – 9 p.m.
- Saturday: 9 a.m. – 9 p.m.
- Sunday: 12 p.m. – 12 a.m.

*Hours may vary during summer and holidays.*

**CIRCULATION POLICY**
All students must hold a valid borrower’s card.

**Loans:**
- **Books:** Two months for students or community patrons, and 120 days for faculty and staff. Students and community borrowers are limited to 25 items at a time. Faculty and staff are limited to 40 items.
- **CDs & DVDs:** 5 items for 1 week for students or community patrons, and 10 items for two weeks for faculty and staff.
- **Reserves:** 3 hours, 3 items at a time. Items may not leave the library unless otherwise noted.
- **Laptops:** 3 hours at a time. Devices may not leave the library. Available for students, faculty, and staff only. Extended usage is available when service is required on a personal laptop. Students must contact IT to request extended loans.
- **Media Equipment:** 4 day loan. Available for students, faculty, and staff only.
- **Periodicals & Reference:** Do not circulate.
- **Special Collections:** Do not circulate

**Fines:**
- Overdue charges are $.0.25 per day per item (DVDs, CDs, books and other materials in our general collection).
- Overdue fines will not accrue for students on days that the library is closed and when school is not in session.
- Overdue charges are $1.00 per day for interlibrary loans. After 14 days, the account will be billed for $75 per item and frozen until charges are resolved.
- Electronic media devices have an overdue charge of $3.00 per day per item.
- Charges for lost items are generally $40.00 per book and $20.00 for audiovisual materials, but may be more depending on purchase price. There is an additional $20.00 processing fee for each item.
• An item is considered lost (unless otherwise indicated) either when the item is 120 days overdue, or when student loan materials have not been returned within 14 days after the student has completed the academic year or has left the College.

**Renewals:** General circulating items may be renewed once. Students may renew items in person, by phone or by email at circulation@bridgewater.edu. Renewals can also be placed through the library’s website.

**Holds:** Any patron may place a hold on unavailable items. Students 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.

Students are expected to return all materials before the end of spring semester or before graduation or receipt of final transcripts, regardless of the item’s due date.

**LENDING OF ELECTRONIC MEDIA DEVICES**

Electronic devices are available to Bridgewater College students, faculty, and staff for use both in and outside of the library. In general borrowers must follow the following guidelines:

- Devices may be borrowed based on the policies listed at libguides.bridgewater.edu/circulationpolicies.
- Borrowers must have a valid college ID card.
- Borrowers are prohibited from permitting others to use their College ID.
- Borrowers are responsible for the replacement fee if a device is not returned or is damaged.
- Returning the device does not clear borrowers from responsibility if the device is damaged while in their possession.
- Devices must be returned to the circulation desk and may not be returned through the outside book drop. Borrowers must ensure that all parts of the device are present when returning the device.
- Borrowers are expected to abide by the Bridgewater College Policy on Computer Usage.
- Laptop borrowers must leave their ID cards at the circulation desk for the duration of their usage of the device.

**INTERLIBRARY LOAN POLICY**

**A. Mission**

The purpose of the interlibrary loan service is to support individual research, teaching, scholarship, and lifelong learning by providing access to materials not available or licensed by the Alexander Mack Memorial Library. ILL allows patrons to tap into other college research collections across the United States. The Mack also shares owned materials with other libraries upon request.
Bridgewater College is a member of VIVA (consortium of the nonprofit academic libraries within Virginia) and LVIS (Libraries very interested in sharing) and adheres to their stated ILL guidelines, as well as ILL policies set forth by ALA (American Library Association).

**B. Who can borrow? How much is it?**

The Interlibrary Loan service is FREE to all faculty (current and emeritus), students, and staff. The costs are paid through the library's ILL budget. Community patrons are encouraged to make requests via their local library; or, residents may use the service, but will need to make requests in person and pay mailing costs (for books). To be eligible, patrons are required to have a valid Alexander Mack Memorial Library card or Bridgewater College ID, and the account must be in good standing.

**C. Types of items we can borrow**

Patrons may request books, book chapters, journal articles, musical scores, government documents, technical reports, patents, law cases, conference papers, and some DVDs - particularly, documentaries and foreign films.

Patrons may also request items that the Mack library owns but are currently checked out or not available.

**D. Difficult items to get**

Bridgewater's ILL service is willing to try to get anything. However, patrons should not have high expectations about getting special collection items, popular DVDs and CDs, and newly published books, particularly bestsellers.

1) **special collection items** - whereas many unique, rare and/or older items are usually non-circulating; we have had better success requesting copies of sections within these materials. Email ILL@Bridgewater.edu for help!

The Library of Congress lends some rare or hard-to-get items. Please note that the LOC asks for 20 days to process requests (at the least); and, all their items are for in-library-use only.

2) **popular DVDs and CDs** - it seems odd that materials so widely available from Netflix, Redbox, and streaming services can be so difficult to get through ILL; but many libraries do not lend out popular a/v materials (especially feature films, TV series, and CDs). We have the option of purchasing these items for our collection. See purchase options below (section F).

3) **newly published books, particularly bestsellers** - many libraries have a "new books" section, which means the items are kept for their own patrons' use for a couple months before they are lent out to other libraries. Should your requested item not be available through ILL, we have two other options: we can place a request through our "browsing" book service (this is a leasing agreement for newly printed hardcover books) or we have the option of purchasing your request for our collection. See purchase options below (section F).
E. Borrowing restrictions (or) Items we cannot borrow

1) The library does not borrow items to be placed on reserve. See purchase options below (section F).

2) The library does not borrow textbooks or required class texts as stated on the class syllabus. See Textbooks, (section G).

3) The library does not borrow materials from international libraries (except for copies).

4) The library sets a limit of 15 ILL books out at a time per patron. Articles are unlimited.

5) The library does not order items for patrons who simultaneously have overdue ILL items and/or fees.

If you would like further explanation of these restrictions, please contact the ILL office at ill@bridgewater.edu.

F. Purchase Options

College departments are given yearly library allocations to purchase materials to support their curriculum including reserve items and a/v materials. Library liaisons receive requests and answer questions about these funds. Click for a list of librarian liaisons by department.

Also, ILL requests are used as tools in collection development under various monikers: purchase-on-demand (POD), patron-driven acquisitions (PDA), and demand-driven acquisitions (DDA). The goal is to streamline the process (whether through borrowing, purchasing or licensing) to meet the immediate needs of our users while potentially adding high-use titles to our collection.

ILL requests that are not available for borrowing will be considered for purchase or licensing. (Requests are filtered through Bridgewater's PDA criteria - contact ILL@bridgewater.edu).

G. Textbooks - why we do not order them through ILL

- **Mission.** Textbooks and required classroom texts do not fit within the interlibrary loan mission (as stated in Section A). We do not have the budget to supply required classroom materials for all students and all classes. Even if not all students nor all classes request items, textbooks are potentially high demand with multiple requests. This puts a strain on both our budget and staff time.

- **High Demand and Multiple Requests.** By and large, our VIVA (Virginia) network can accommodate single item requests very well. But, multiple requests for the same title puts stress on a system based on other libraries' collection development; as opposed to a bookstore model, where resources are secured based on our college's curriculum needs.

- **Collection Development.** Our VIVA network works to provide a greater variety of materials by collaborating in collection development. This collaboration includes sharing acquisitions so that a select number of libraries purchase select books (as opposed to all libraries getting the same
item); this creates a wider pool of resources for us to share within our network; but not the depth for multiple requests of a title.

- **Supply & Demand / Fairness.** Currently, Interlibrary loan is a service we offer for free to all of our students. All patrons and requests are treated equally. We do not endeavor to support a system in which some patrons receive requests and others do not.

- **Wear and tear.** ILL books are required to be returned in the same condition in which they were received. Textbooks receive extensive daily wear and tear that goes beyond the intended purpose of ILL. (This is also why ILLs are not put on reserve.)

**Alternatives** - the library provides the reserve system service. Faculty may place required class readings on reserve for students to check out in 3 hour intervals for use in the library. Also, our library is part of VIVA's Open Textbook Network. We promote use of the Open Textbook Library. Contact ILL@bridgewater.edu for more details or visit the website: [https://open.umn.edu/opentextbooks/](https://open.umn.edu/opentextbooks/)

**H. How to Submit an ILL Request**

Prior to submitting requests for materials, patrons are asked to check the library catalog (ALEX Discovery) to verify that the library does not already provide access to the requested items.

A patron may place a request via the online ILL request form, ALEX Discovery request link, email (to ILL@bridgewater.edu), or via the interlibrary loan form available at the library's circulation desk.

**I. How long does it take?**

Orders are placed during ILL office hours: Monday - Friday, 8:30 a.m. to 4:30 p.m. We treat all orders as ASAP … we will get the item as quickly as possible.

Once an order is placed, the patron will receive an email confirmation, with an appx. time of when we'll receive the item. This turnaround time varies depending upon the lending library and the materials requested:

1) **articles** - articles usually have quick turnarounds, especially if available from our VIVA network (1 - 2 days). If the publication date is prior to 2000 or if it is ordered from out-of-state, it may take up to a week.

2) **all other materials** will arrive within two to three days if ordered from our VIVA network. Items ordered from out-of-state or public libraries will take longer (sometimes up to two weeks). In these cases, the ILL librarian will suggest similar materials available within our library and beyond, in case the patron is under a time constraint. We do not want to leave a patron empty handed!

Patrons will be notified by email when the item is available for pick up at the library's circulation desk. ILL books have a shelf life of one week; after that, they may be returned to the lending libraries and marked as unused.
J. How will my article arrive?

Most often, you will receive an email with a link and a password to access the article. Sometimes, we receive PDFs that we forward to our patrons.

Please note! If you receive a link and password: Copyright on journal articles is 30 days or 5 views (the number of times you can access the article). After 30 days or 5 views, access to the link automatically will turn off.

Also, some universities send articles in TIFF formats. Should this happen, let the ILL librarian know, and they will be able to convert it to a PDF for you. Contact ILL@bridgewater.edu.

K. Circulation Period - books and other media

When books come in, you will receive an email notice that your ILL is ready to be picked up. ILLs will sit at the circulation desk shelf up to one week for pick up; after that, they may be returned to the lending libraries and marked as unused.

Lending libraries set the conditions or restrictions on lending materials (such as lending periods, availability of renewals, “in library use only” policies, etc.) All requests are subject to the approval and terms of the lending libraries. Lending library have the right to recall an item. Should this happen, we are required to immediately return the item. We will order a replacement copy from a different library for our patron.

VIVA libraries do not usually allow renewals. Please check your book strap for renewal information. We can submit a renewal request up to the day your item is due. We cannot request a renewal for an overdue item.

As is the case with all other Library services, patrons are expected to comply with copyright in their use and disposal of materials obtained through Interlibrary Loan.

The borrower is responsible for honoring the due date of each item and for paying any charges associated with overdue materials, loss, or damage. Borrowed items should be returned in the condition in which they were received by the patron.

Return ILL books to the Mack's circulation desk. Items come with paperwork (a book strap and sometimes other materials). The paperwork must be returned with the item.

L. Overdue Fines

As part of our loan agreement with other libraries in our consortiums, loaned items must be returned according to its due date.

1. Overdue items are charged $1/day up to 14 days. The maximum overdue fee per book is $14 from our library; however, after 14 days, we will request an invoice for replacement and
processing fees from the lending library. The patron will be required to pay our library's overdue fines as well as the lending library's invoice.

2. When the book is 1 day overdue, a block will be placed on the patron’s borrowing privileges.
3. After 14 days, the patron will receive an invoice (as noted above).
4. Once the item is returned and overdue fine paid (and) invoice is paid, the ILL librarian will remove the block on the patron’s account during normal work hours (Mon-Fri, 8:30 a.m. – 4:30 p.m.)

There are no fines incurred with article requests.

**M. How do I check my order? How do I get in touch?**

The library uses the WMS system. If you log onto the library and/or sign into ALEX Discovery, go into your account. The ILL status will let you know if it's "on order", "considering", "in transit" or "complete".

Also, you can email ILL@bridgewater.edu with any questions!

**Dining Services**

The Main Dining Hall, located in the Kline Campus Center Building, upper level, serves a variety of an all-you-can-eat menu options and features continuous dining. All resident dining meal plans include unlimited access to the Kline Campus Center. This means that you can visit the Kline Campus Center as many times as you would like each and every day. There are no limitations to the number of meals you can have per semester. There is no “to-go” program at the dining hall.

The Crimson Café, located in the Wright Heritage Link, is where you will find Starbucks. Along with Starbucks coffee and signature drinks, gourmet sandwiches, salads, and pastries are featured.

The Bowman Hall Lobby features a Take 5 program as a convenient alternative to the Kline Campus Center Dining Hall. Open for breakfast and lunch, students with meal plans are welcome to come and select 5 items from the Take 5 station in exchange for their meal in the dining hall.

For additional information and hours of operation, please visit our web site at: [www.bridgewater.edu/life-at-bridgewater/housing-dining/dining](http://www.bridgewater.edu/life-at-bridgewater/housing-dining/dining)

<table>
<thead>
<tr>
<th>General Manager</th>
<th>Mary Speir</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Kline Campus Center, Main Dining Hall</td>
</tr>
<tr>
<td>Telephone</td>
<td>540-828-5706</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:mspeir@parkhurstdining.com">mspeir@parkhurstdining.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive Chef</th>
<th>Brian Gooch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Kline Campus Center, Kitchen</td>
</tr>
<tr>
<td>Telephone</td>
<td>540-828-8008</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:bgooch@parkhurstdining.com">bgooch@parkhurstdining.com</a></td>
</tr>
</tbody>
</table>
Director of Catering
Geordon Duncan
Location
Kline Campus Center, Kitchen
Telephone
540-828-5704
e-mail
gduncan@parkhurstdining.com

Administrative Assistant
Molly Mays
Location
Kline Campus Center, Kitchen
Telephone
540-828-5333
e-mail
mmays@parkhurstdining.com

**Auxiliary Services**

**Bridgewater College Campus Store**
The campus store offers school supplies, imprinted clothing and gifts, gift cards and personal items. It accepts all major credit cards, debit cards, checks with proper ID and cash. For more information, see a campus store employee.

**Director of Retail**
Sarah Landis
Location
Cole Hall, lower level
Telephone
540-828-5334
Email
slandis@parkhurstdining.com

**General Manager**
Mary Speir
Location
Kline Campus Center, Main Dining Hall
Telephone
540-828-5706
Email
mspeir@parkhurstdining.com

**RICOH Post Office/Copy Center**
The post office provides shipping and receiving services for the students, faculty and staff of Bridgewater College.

Questions for Post Office – BCmail@bridgewater.edu
Questions for Copy Center – PrintServices@bridgewater.edu
Hours of Operation: 8 am to 5 pm Monday through Friday

Your student ID is required to pick up all mail and packages. Put your proper name (no nicknames please) on all mail packages being sent to the College.
Mail sent to students should be addressed as follows:
Name (full name, no nicknames please)
402 East College St.
Box # (please just put the box number, do NOT put the word “Box”) 
Bridgewater, VA 22812

**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.

<table>
<thead>
<tr>
<th>“Right to Know” Information</th>
<th>How to Obtain</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student financial assistance programs available to students enrolled at the College.</td>
<td>See the “Financial Aid” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>The methods by which student financial assistance is distributed among student recipients at the College.</td>
<td>See the “Financial Aid” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>The means, including forms, by which application for student financial assistance is made and the requirements for accurately preparing applications.</td>
<td>See the “Financial Aid” section of the 2017-2018 Academic Catalog and instructions on loan application forms.</td>
</tr>
<tr>
<td>The rights and responsibilities of students receiving federal financial assistance.</td>
<td>See the “Financial Aid” Section of the 2017-2018 Academic Catalog and the “Borrower’s Rights and Responsibilities” section of Stafford Loan Application.</td>
</tr>
<tr>
<td>The cost of attending the institution, including tuition and fees, books and supplies, room and board, commuter fees, program costs.</td>
<td>See the “Financial Information” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>A statement of the College’s refund policy.</td>
<td>See the “Financial Information” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>A statement of the federal requirements for the return of federal grant or loan assistance.</td>
<td>See the “Financial Aid” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>The requirements for officially withdrawing from the College.</td>
<td>See the “Financial Information” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>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 that relate to the academic program; and the faculty and other instructional personnel.</td>
<td>See the 2017-2018 Academic Catalog in its entirety.</td>
</tr>
<tr>
<td>The financial assistance staff and the methods by which and locations at which such staff may be contacted by students and prospective students.</td>
<td>See any College directory (including the web directory).</td>
</tr>
<tr>
<td>Special facilities and services available to handicapped students.</td>
<td>See the “Academics – Services for Students with Disabilities” section of the 2017-2018 Academic Catalog, available to students with a disability.</td>
</tr>
<tr>
<td><strong>“Right to Know” Information</strong></td>
<td><strong>How to Obtain</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>The names of associations, agencies or governmental bodies which accredit approve or license the College and its programs.</td>
<td>See the “Bridgewater College Past and Present” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>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.</td>
<td>Contact the executive assistant to the president.</td>
</tr>
<tr>
<td>The standards students must maintain in order to be considered to be making satisfactory academic progress.</td>
<td>See the “Financial Aid” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>The completion or graduation rate of degree-seeking, full-time, undergraduate students entering the College.</td>
<td>See the “Bridgewater College Past and Present” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>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.</td>
<td>See the Stafford Loan Application form and “Deferments,” a publication of Chase Manhattan Bank available in the College’s financial aid office.</td>
</tr>
<tr>
<td>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.</td>
<td>See the “Academics-Learning Opportunities” section of the 2017-2018 Academic Catalog.</td>
</tr>
<tr>
<td>The campus crime report prepared by the College pursuant to federal legislation.</td>
<td>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.</td>
</tr>
<tr>
<td>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, 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;</td>
<td>This information is available in the Equity in Athletics Disclosure Act report for the NCAA and Department of Education. For copies, contact the athletics director.</td>
</tr>
<tr>
<td><strong>“Right to Know” Information</strong></td>
<td><strong>How to Obtain</strong></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>The total revenue and the revenue from football, men’s basketball, women’s basketball, and all other men’s sports combined and all other women’s sports combined derived by the College from intercollegiate athletics activities.</td>
<td></td>
</tr>
</tbody>
</table>
## Directory of Services

### Emergency

Dial 911 from a cell phone
Dial 9-911 from a campus telephone

### Campus Police

Dial 5609 from a campus telephone

<table>
<thead>
<tr>
<th>For This Service</th>
<th>Contact</th>
<th>Phone</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Dr. Leona Sevick</td>
<td>540-828-5607</td>
<td>Flory 101</td>
</tr>
<tr>
<td></td>
<td>Dr. Robert Andersen</td>
<td>540-828-5350</td>
<td>Flory 100</td>
</tr>
<tr>
<td></td>
<td>Cynthia Howdyshell</td>
<td>540-828-5313</td>
<td>Flory 100</td>
</tr>
<tr>
<td></td>
<td>Your Academic Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Support Center</td>
<td>Dr. Chip Studwell</td>
<td>540-828-5370</td>
<td>Bicknell House</td>
</tr>
<tr>
<td>Admissions</td>
<td>Jarret Smith</td>
<td>540-828-5469</td>
<td>Yount 105</td>
</tr>
<tr>
<td>Alumni Relations</td>
<td>Becky Hylton</td>
<td>540-515-3773</td>
<td>303 E. College St.</td>
</tr>
<tr>
<td>Associate Dean for Academic Affairs</td>
<td>Dr. Robert Andersen</td>
<td>540-828-5350</td>
<td>Flory 100</td>
</tr>
<tr>
<td>Athletics</td>
<td>Curtis Kendall</td>
<td>540-828-5407</td>
<td>Nininger 250</td>
</tr>
<tr>
<td>Campus Store</td>
<td>Sarah Landis</td>
<td>540-828-5335</td>
<td>Cole Hall Lower Level</td>
</tr>
<tr>
<td>Campus Police &amp; Safety Department</td>
<td>Police Office</td>
<td>540-828-5609</td>
<td>122 College View Dr.</td>
</tr>
<tr>
<td>Career Services</td>
<td>Sherry Talbott</td>
<td>540-828-5369</td>
<td>Flory Hall 10</td>
</tr>
<tr>
<td>Chaplain</td>
<td>Chaplain Robbie Miller</td>
<td>540-828-5383</td>
<td>Rebecca 207</td>
</tr>
<tr>
<td>College Activities Calendar</td>
<td>Kylie Cempre</td>
<td>540-828-8073</td>
<td>Kline Campus Center</td>
</tr>
<tr>
<td>Computer/IT Services</td>
<td>ITC Help Desk (from on campus)</td>
<td>540-828-4357</td>
<td>Bowman 200</td>
</tr>
<tr>
<td>Convocation Attendance</td>
<td>Kelly Coverstone</td>
<td>540-828-5399</td>
<td>McKinney 163</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Randy Hook</td>
<td>540-828-5358</td>
<td>Rebecca 218</td>
</tr>
<tr>
<td>Commuter Concerns</td>
<td>Courtney Van Leuvan</td>
<td>540-828-5326</td>
<td>Rebecca 209</td>
</tr>
<tr>
<td>Vice President for Student Life and Dean of Students</td>
<td>Dr. Leslie Frere</td>
<td>540-828-5380 for appointment</td>
<td>Rebecca 202</td>
</tr>
<tr>
<td>Dining Services</td>
<td>Mary Speir</td>
<td>540-828-5706</td>
<td>Main Dining Hall</td>
</tr>
<tr>
<td>Directory Information</td>
<td>Cynthia K. Howdyshell</td>
<td>540-828-5313</td>
<td>Flory 100</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Dr. Chip Studwell</td>
<td>540-828-5370</td>
<td>Bicknell House</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Cindy Garletts</td>
<td>540-828-5378</td>
<td>Flory 110</td>
</tr>
<tr>
<td>Finance Office/Financial Accounts</td>
<td>David Nicholas</td>
<td>540-828-5388</td>
<td>Flory 115</td>
</tr>
<tr>
<td>Health Services</td>
<td>Linda Bowers, L.P.N.</td>
<td>540-828-5384</td>
<td>Funkhouser Ctr. 108</td>
</tr>
<tr>
<td>Housing of New Students</td>
<td>Dawn Ohanessian</td>
<td>540-515-3794</td>
<td>Rebecca 206</td>
</tr>
<tr>
<td>For This Service</td>
<td>Contact</td>
<td>Phone</td>
<td>Place</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------</td>
<td>---------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>Information</td>
<td>KCC Front Desk</td>
<td>540-828-8000</td>
<td>KCC Information Desk</td>
</tr>
<tr>
<td>International Students</td>
<td>Anne Marsh</td>
<td>540-828-8024</td>
<td>Center for Engaged Learning</td>
</tr>
<tr>
<td>Internships</td>
<td>Sherry Talbott</td>
<td>540-828-5369</td>
<td>Flory Hall 10</td>
</tr>
<tr>
<td>Intramural Athletics</td>
<td>Dustyn Miller</td>
<td>540-828-5391</td>
<td>Funkhouser Ctr. 104</td>
</tr>
<tr>
<td>Library</td>
<td>Andrew Pearson</td>
<td>540-828-5410</td>
<td>Library</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>KCC Front Desk</td>
<td>540-828-8000</td>
<td>KCC Information Desk</td>
</tr>
<tr>
<td>Marketing &amp; Communications</td>
<td>Abbie Parkhurst</td>
<td>540-828-5782</td>
<td>Carter Ctr. 206</td>
</tr>
<tr>
<td>Media Relations</td>
<td>Abbie Parkhurst</td>
<td>540-828-5782</td>
<td>Carter Ctr. 206</td>
</tr>
<tr>
<td>Motor Vehicles &amp; Parking</td>
<td>Chief of Campus Police</td>
<td>540-828-5761</td>
<td>122 College View Dr.</td>
</tr>
<tr>
<td>Post Office</td>
<td>Sharon Bucher</td>
<td>540-828-5337</td>
<td>KCC lower level</td>
</tr>
<tr>
<td>Registration</td>
<td>Cynthia Howdyshell</td>
<td>540-828-5313</td>
<td>Flory 100</td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Dawn Ohanessian</td>
<td>540-515-3794</td>
<td>Rebecca 206</td>
</tr>
<tr>
<td>Residence Hall Maintenance Concerns</td>
<td>Dawn Ohanessian</td>
<td>540-515-3794</td>
<td>Rebecca 206</td>
</tr>
<tr>
<td>Roommate Conflict</td>
<td>Your Area Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule and Course Changes</td>
<td>Cynthia Howdyshell</td>
<td>540-828-5313</td>
<td>Flory 100</td>
</tr>
<tr>
<td>Student Activities On Campus</td>
<td>Courtney Van Leuvan</td>
<td>540-828-5326</td>
<td>Rebecca 209</td>
</tr>
<tr>
<td>Student Government</td>
<td>Dr. Leslie Frere</td>
<td>540-828-5382</td>
<td>Rebecca 202</td>
</tr>
<tr>
<td>Student Life</td>
<td>Dr. Leslie Frere</td>
<td>540-828-5380 for appointment</td>
<td>Rebecca 202</td>
</tr>
<tr>
<td>Student Account Inquiries</td>
<td>David Nicholas</td>
<td>540-828-5388</td>
<td>Flory 115</td>
</tr>
<tr>
<td></td>
<td>Gail Carr</td>
<td>540-828-5389</td>
<td>Flory 116</td>
</tr>
<tr>
<td></td>
<td>Bea-Bee Rankin</td>
<td>540-828-5394</td>
<td>Flory 114</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Cynthia Howdyshell</td>
<td>540-828-5313</td>
<td>Flory 100</td>
</tr>
<tr>
<td>Veteran Benefits</td>
<td>Cynthia Howdyshell</td>
<td>540-828-5313</td>
<td>Flory 100</td>
</tr>
<tr>
<td>Provost and VP for Academic Affairs</td>
<td>Dr. Leona Sevick</td>
<td>540-828-5607</td>
<td>Flory 101</td>
</tr>
<tr>
<td>VP for Finance &amp; Treasurer</td>
<td>Anne Keeler</td>
<td>540-828-5470</td>
<td>313 Dinkel Ave</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>Dustyn Miller</td>
<td>540-828-5391</td>
<td>Funkhouser Ctr. 104</td>
</tr>
</tbody>
</table>