Students, please remember to sign up for the RBC Emergency Alert System. It is one of the quickest and most effective ways to find out if classes have been cancelled due to inclement weather. You may obtain additional information by going to: www.rbc.edu/campus-police-safety-security/rbc-alert/

The policies and procedures outlined in the Richard Bland College Student Handbook are subject to change with the approval of the College administration. Students should consult the online version of the Student Handbook (www.rbc.edu) for any revisions. The online version of this document serves as the College’s official Student Handbook.
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MISSION
To prepare students for university transfer through academically rigorous programs grounded in the liberal arts tradition of William & Mary and to expand access to college credentials through strategic partnerships, specialized programming, and scalable innovation.

VISION
As an extension of William & Mary, Richard Bland College is in the vanguard of learning-outcomes based liberal arts education for university transfer and a model for testing and applying outcomes-driven solutions in higher education.

The Campus
The Richard Bland College campus consists of over 825 acres of land with 16 buildings totaling nearly 345,000 gross square feet. The East Campus in Prince George County is notable for its signature pecan groves and the historic, white-washed buildings that supported a dairy farm until the early 1900s, and later a state hospital. Today, in addition to the Asian Water Garden and Barn Theater, campus services and administration occupy the East Campus. The West Campus in Dinwiddie County is the center of student and academic life. In addition to the library and academic buildings, athletic and recreation facilities and residence halls are located on the West Campus. A new Equine Center opened in 2015.

WEST CAMPUS

Academic Village
Social Sciences, Humanities & English Building (former Ernst Hall)
First Floor: classrooms, faculty offices, auditorium and the Office of the Dean of Faculty
Second Floor: art studio, classrooms, lounge
James B. McNeer Hall – Science and Technology
First Floor: classrooms, labs, faculty offices
Second Floor: classrooms, laboratories, faculty offices
Third Floor: classrooms and labs
The Commons
Library, Learning Commons, Café, and Bookstore

Student Village
Patriot Hall
Co-ed residential suites and Community Room
Freedom Hall
Office of Residence Life (1st Floor), coed residential suites
Equine Center
Located one mile south of campus off Halifax Road at 9208 Fort Dushane Road, Dinwiddie VA 23803

Athletic Village
Statesman Hall
First Floor: Gymnasium, Statesmen Athletic Department offices
Second Floor: ICT, physical education classrooms and faculty offices
Field House
Sports and Recreation:
• Sand Volleyball Court
• Tennis Courts
• Softball field
• Soccer/multi-purpose field
• ¼ mile Track

EAST CAMPUS

Campus Services and Administration
Maze Hall
Human Resources, Operations, Finance, Registrar and the Office of the President

Administration Building
First Floor: Alumni Relations and Communications
Second Floor: Enrollment Services and the Office of the Dean of Enrollment Services

Former Humanities and Social Sciences Building
Currently under renovation, this building will serve as a residential facility beginning in 2017

Barn Theatre
A vestige of the dairy farm that previously operated on the site, the Barn Theatre is a multi-purpose facility that provides a unique backdrop for lectures, live performances, and events. Because of its versatility, abundant natural light, and flexible, open space, the Barn Theatre is a popular venue for retreats, workshops, conferences, weddings, and other sponsored events.

President’s House
Prior to the establishment of Richard Bland College in 1960, the President’s House was one of two farmhouses built by the Hatcher Seward Family, who operated a dairy and cattle farm in the early 1900s. The house is nestled amongst the College’s pecan groves and Asian Water Garden. The two-story home was remodeled in the 1960s, and a distinct room for entertaining was added to the house in 2009. The room’s large glass windows give presidential guests an expansive, breathtaking view of the Asian Water Garden. A fountain with a statue of Hebe, carrier of the Torch of Youth in Greek Mythology, a gazebo, and guesthouse are also present on the grounds.

Asian Water Garden
Initiated by former President Clarence Maze Jr. in 1988, the College’s Asian Water Garden was inspired by Claude Monet’s Gardens in France. The garden was fully developed five years later in 1993 and is open to the public throughout the year. A quarter of the one-acre garden is underwater. There are two waterfalls, two Japanese-style bridges, a pier, a garden path, benches, and a cupola. Lotus, Iris, Cattails, Clover, Papyrus, Plantain and Thalia are just a few of the water plants. Shrubs, bog plants, and beds of Daylilies, Peonies, Black-Eyed Susans, Iris and numerous others surround the pond. Pecan, Japanese Maples, Cherry, Maple, and Dogwood Trees encase the garden.

Hospitality House Service and Maintenance Buildings
Statement of Civility & Positive Campus Citizenship

Civility and good citizenship on-campus occur when members of the college community display mutual respect, cooperation, and other forms of positive and productive behaviors. Richard Bland College is a higher learning institution that values educational and social virtues, integrity, and growth. The College appreciates inclusivity and diversity of cultures, opinions, and learning styles.

The Standards of Conduct included in this Handbook provide the community of learners at Richard Bland College with information that guides their behavior on-campus. These standards are in place to foster community building and a culture of civility, and to ensure that students will be able to function in a safe, enjoyable, and mutually respectful academic setting that supports their intellectual and social development.

Standards of Conduct

Preamble

The Richard Bland College community shares a commitment to achieving our educational mission, vision, and strategic goals. The Board of Visitors and the President bear ultimate responsibility and authority; however, faculty, staff, and students share a responsibility to help maintain on-campus, in the classrooms, and in the residence halls, an environment in support of the pursuit of academic learning and activities, respect for others, and the opportunity for personal growth and development.

The College has an expectation for students and student organizations to maintain a high standard of conduct both on and off-campus. The Standards of Conduct for students apply to conduct that occurs on College property, at College sponsored events and activities, and to off-campus conduct when the conduct adversely affects the College community and the pursuit of its objectives. The Standards of Conduct will be applied to conduct occurring off-campus on a case-by-case basis. These Standards of Conduct exist to provide an environment conducive to reflecting the mission, vision, and values of the institution. Through these standards, the College seeks to guide the development of personal responsibility, respect for others, and mature behavior.

The students’ observance of College regulations and policies is important, as is the observance of public laws. The Code of Virginia contains public laws governing the conduct of all citizens and contains specific provisions relating to colleges and universities such as hazing; the malicious burning, exploding, or destruction of College buildings or property and the threat to do the same; and bribery of any amateur sport participant, to name a few. The College has an expectation for students to comply with all of these requirements.

Definitions

The terms “Standards of Conduct”, “Student Code of Conduct”, and “Student Code” are used interchangeably.


2. “Student” includes all persons taking courses at the College, either full-time or part-time, pursuing undergraduate degrees or non-degree seeking students. Persons who
withdraw after allegedly violating the Standards of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have applied for admission to the College are considered “students.” These Standards of Conduct apply at all College locations.

3. “Faculty member” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

4. “College official” includes any person employed by the College performing assigned administrative or professional responsibilities.

5. “Member of the College community” includes any person who is a student, faculty member, administrator, or any other person employed by the College. The President or designee will determine a person’s status in any particular situation.

6. “College property” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

7. “Organization” means any number of persons who have complied with the formal requirements for College recognition.

8. “Student Conduct Board” means any person or persons authorized by the President to determine whether a student has violated the Standards of Conduct and to impose sanctions when a violation has been determined.

9. “Will” and “Shall” are used in the imperative sense.

10. “May” is used in the permissive sense.

11. An “attempt” is any act beyond mere preparation carried out with the intent to engage in conduct that violates College policies. Attempted violations may be sanctioned in the same manner as completed violations.

12. “A preponderance standard, preponderance of the evidence, or preponderance of the facts” exists when a reasonable person, after a careful balancing of available information, would conclude a violation has occurred and the student/organization charged is responsible for the violation.

13. The Associate Dean of Instructional & Learning Resources is that person designated by the President to be responsible for the administration of the Standards of Conduct. The Associate Dean of Instructional & Learning Resources in turn may delegate some functions to a designee.

14. “Policy” means any written regulations of the College as found in, but not limited to, the Student Handbook, Residence Life Housing Agreement, the College website, Computer Use Policy, and College Catalog.

15. “Reporting Party” means any person who submits a charge alleging that a student violated the Standards of Conduct.
16. “Respondent” means any student or student organization alleged to have violated the Standards of Conduct.

17. “Working days” means any day that the College is open for business exclusive of weekends or official holidays.

18. “Conduct Board Advisor” means the person designated by the President to act as the chief staff person in charge of the Student Conduct Board. This individual trains the Board, assures the Board’s adherence to procedure and due process, answers questions about process and facts or hearing information, and keeps the Board reminded of precedent and previous violations by the respondent to be considered during sanctioning.

19. “Consultant/Counsel” is the person a respondent may bring to a hearing for consultation or from whom the respondent may seek advice about information provided or questions asked during a hearing. This person could be an attorney if the respondent is facing criminal/civil action outside of the institution’s hearing for the purpose of advice on questions that may be self-incriminating. This person is not to argue, advocate, or present information on behalf of the respondent but only serves to help the respondent feel comfortable and to provide advice on how to behave during a hearing.

Conduct Against Persons

Any student found to have committed or attempted to commit the following misconduct is subject to disciplinary action as outlined in the Sanctions section of the Handbook.

Alcohol and Drugs

1. Use, possession, manufacturing, or distribution of alcoholic beverages, or public intoxication is prohibited on-campus or at any college-related event.
2. Use, possession, manufacturing, or distribution of any drug(s) and/or drug paraphernalia, or other controlled substances except as expressly permitted by law is prohibited on-campus or at any college-related event.

Endangering Health or Safety

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person, including violation of the College’s Sexual Misconduct and Harassment Policy (see Appendix 1 for policy).

Hazing

Hazing is an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purposes of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Apathy or acquiescence in the presence of hazing is not considered a neutral act; they are violations of this rule. The express or implied consent of the victim, tradition, and intent of such acts are not valid defenses.
Weapons
Violating the Weapons Policy and/or the Richard Bland College Weapons On-Campus Regulation as written in the Virginia Administrative Code, 8 VAC 115-30-20 (see Appendix 2 and 3 for policy).

Conduct Against Property
Any student found to have committed or attempted to commit the following misconduct is subject to the disciplinary actions outlined in the Sanctions section of the Handbook.

Theft and Property Damage
The attempted or actual possession of another's property without authorization and/or damaging property of the College or property of a member of the College community or other personal or public property, on or off campus.

Theft or Abuse of Technology
The theft and/or abuse of computer facilities and resources, including but not limited to:
1. Entering into a file for any purpose without authorization.
2. Transferring a file without authorization.
3. Using another person's identification and/or password.
4. Interfering with the work of any student, faculty member, or College Official; or interfering with normal operation of the College computing system by using computing facilities and resources.
5. Sending obscene or abusive messages using computing facilities and resources.
6. Violating copyright laws using computing facilities and resources.
7. Any violation of the College’s Computer Use Policy.

Unauthorized Entrance
The unauthorized possession, duplication, or use of keys or access cards to any College premises; or the unauthorized entering into, use, or presence in any College premises without authorization.

Conduct Against the Community
Any student found to have committed or attempted to commit the following misconduct is subject to the disciplinary actions outlined in the Sanctions section of the Handbook.

Abuse of the Conduct System
Abusing the Standards of Conduct System, including but not limited to:
1. Failing to obey a notice from the Student Conduct Board or College Official to appear for a meeting or hearing.
2. Falsifying, distorting, or misrepresenting information before a Student Conduct Board.
3. Disrupting or interfering with the orderly conduct during a proceeding of the Student Conduct Board.
4. Discouraging or attempting to discourage a person's participation in, or use of, the student conduct system.
5. Attempting to or influencing the impartiality of a member of the Student Conduct Board prior to, during, or after a proceeding.
6. Any physical or verbal harassment and/or intimidation of a member of the Student Conduct Board prior to, during, or after a proceeding.
7. Failing to comply with the sanction(s) imposed by the Student Conduct Board or College Official.
8. Attempting to or influencing another individual to violate the Standards of Conduct.
Acts of Dishonesty
Acts of dishonesty include but are not limited to the following:
1. Cheating, plagiarism, or other acts of academic dishonesty.
2. Providing false information to any College official, faculty member, or staff.
3. Forging, altering, or any misuse of any College document, record, or instrument of identification.
4. Violating the Honor Code (see Appendix 4 for policy).

Disorderly, Lewd, or Indecent Conduct and Breach of Peace
Any conduct that is disorderly, lewd, or indecent; a breach of peace; or encouraging or attaining another person to breach the peace on College property or at events sponsored by, or participated in by, the College or members of the College community.

Disorderly Conduct is inclusive of but not limited to: any unauthorized use of any device to make an audio or video record of any person while on College property without the person’s knowledge, or without the person’s active consent when this type of recording is likely to cause injury or distress. This is inclusive of, but not limited to, furtively taking pictures of another person in a gym, locker room, or restroom.

Disruption or Obstruction of College Activities
1. When the participation of an on or off-campus demonstration, riot, or activity disrupts the normal operations of the College and/or infringes on the rights of other members of the College community.
2. Leading or inciting others to disrupt a scheduled and/or normal activity on College property.
3. The act of obstructing the free flow of traffic (pedestrian or vehicular) on College property or property immediately adjacent; or at College sponsored or supervised events.

Failure to Comply
Failing to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failing to identify oneself to these individuals when requested to do so constitutes misconduct.

Violation of Institutional Policies
Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College website constitutes misconduct.

Violation of Law
Conduct leading to arrest, indictment, or conviction, for violating a local, state, or federal law may result in disciplinary action by the College if the President or designee, determines that such action is necessary for the protection of other members of the College community; for the safeguarding of the educational community; to prevent the disruption of any lawful activity carried on by the College or others on behalf of the College, or activities on College property; and/or if the conduct tarnishes the educational mission and vision of the College.
The Student Conduct Board

The Student Conduct Board
The Student Conduct Board upholds the College’s “Standards of Conduct” to provide an environment conducive to reflecting the mission, vision, and values of the institution through the resolution of student conduct incidents and education. The Student Conduct Board should use the most current ACPA Student Conduct Board Manual and Reference for training and as a best practice guide.

Board Composition: The Student Conduct Board shall be comprised of RBC students, two faculty members, and one administrator. There must be at least seven members of the Board present at a hearing and of those seven, one member must be a faculty member or administrator. A faculty member or administrator will serve as the Chairperson and will be designated by the Coordinator of Counseling Services.

I. Chairperson’s Duties: The Chairperson is designated by the Coordinator of Counseling Services and is responsible for the overall performance and flow of the Student Conduct Board which includes the following:
   A. Review alleged submissions of misconduct and meet with the Board Advisor to determine if a hearing is needed.
   B. In consultation with the Advisor, write the respondent a notification letter.
   C. Inform Board members and witnesses about the date, time, and location of the hearing.
   D. Serve as spokesperson for the Student Conduct Board.
   E. Name a recorder for each hearing from one of the members so an accurate account of the hearing is recorded.
   F. Assure all procedures are followed by the Board.
   G. In consultation with the Advisor, write the decision letter.
   H. With assistance of the Advisor, follow-up on the completion of sanctions.

II. Student Conduct Board Member Duties and Responsibilities: All Board members are responsible for following hearing procedures and ensuring that all Parties involved are treated fairly and provided due process. The following are to occur:
   A. Arrive on time and be present during the entire hearing.
   B. Review all materials thoroughly.
   C. Ask open-ended questions.
   D. Be open-minded and willing to consider all the information being presented.
   E. Listen carefully to each person and withhold all judgment until all facts and information have been presented and considered.
   F. Allow for thorough discussion before an additional question is asked.
   G. Before making a decision, review hearing information and compare to the Code of Conduct to verify a violation occurred.
   H. Be open, creative, and thorough when discussing and determining sanctions.
   I. Assist in the development of the written decision.

Student Conduct Board Process and Procedures for On-Campus Misconduct:

I. Student Conduct Board Process and Procedures for On-Campus Misconduct: If an alleged conduct violation has occurred:
   A. The Reporting Party will submit the student’s full name (respondent) and a detailed statement (including the date and the approximate time and place of the occurrence of the alleged misconduct) to the Coordinator of Counseling Services and Student Conduct Board Chairperson.
B. The Student Conduct Board Chairperson holds an informal meeting to determine if a hearing is necessary.
C. If it is determined that a hearing is needed, the respondent is provided written notice that a formal complaint of misconduct has been made to the Board, supply the standard of conduct or policy on which the complaint is based, list all sanctions that may be imposed, and set a hearing date which will not be fewer than two working days after the notice is provided to the respondent.
D. A hearing is held.
E. Sanctioning (if found in violation).
F. Opportunity for an appeal.
G. The process ends.

II. **Student Conduct Board Hearing Process:** The hearings are developmental and educational in nature, and as such, should not be considered as trials since they are not conducted according to the procedures of the law. Members, however, comply with due process procedural safeguards and guidelines to ensure that those who violate the College’s disciplinary policies are granted the opportunity to have a fair hearing. The respondent will be provided the following opportunities before, during, and after the hearing:
   A. Notice of a hearing will be provided no fewer than two days before the hearing.
   B. Have knowledge of the charges in order to prepare a response.
   C. Be given a choice between a public or private hearing.
   D. Bring a consultant/counsel to the hearing.
   E. Challenge the statements of the complainant(s).
   F. The opportunity to present his/her own information or facts and have witnesses on his/her behalf.
   G. A complete record of the hearing should be made.
   H. Notification of the decision of the hearing and/or any sanctions within five working days of the hearing.
   I. An opportunity for appeal.

III. **Student Conduct Board Appeal Process:** If the respondent wishes to appeal the decision of the Student Conduct Board, he/she will notify the Student Conduct Board Chairperson in writing of his/her desire to an appeal within five working days of receiving the Board’s notice on the hearing decision and sanction(s). The basis for an appeal will be limited to particular criteria as follows:
   A. Whether the hearing process was conducted fairly in accordance with procedure.
   B. Whether the hearing decision was based on sufficient facts.
   C. Whether the sanctions imposed were appropriate.
   D. To consider new information that is sufficient to alter the decision.
   E. New information and/or facts were not known to the respondent at the time of the original hearing.
   F. If one or more of the criteria is met, the appeal will be granted. The respondent will have another hearing based on the appeal criteria in accordance with the Student Conduct Board Process and Procedures for On-Campus Misconduct.
IV. **The Process for an Administrative Hearing:** Students have the option of choosing an Administrative Hearing instead of a Student Conduct Board Hearing. The hearing administrator will be the Conduct Board Advisor or a designee approved by the Coordinator of Counseling Services. Should the student request to have his/her incident heard by a college administrator, he/she must notify the Conduct Board Advisor in writing. If the student requests an Administrative Hearing, he/she waives their ability to request that the same incident be heard by members of the Student Conduct Board. The respondent will be provided the following opportunities before, during, and after the hearing:

A. Notice of a hearing will be provided no fewer than two working days before the hearing.
B. Have knowledge of the charges in order to prepare a response.
C. Bring a consultant/counsel to the hearing.
D. Challenge the statements of the complainant(s).
E. The opportunity to present his/her own information or facts and have witnesses on his/her behalf.
F. A complete record of the hearing should be made.
G. Notification of the decision of the hearing and/or any sanctions within five working days of the hearing.
H. An opportunity for appeal.

V. **Administrative Appeals Process:** The administrative appeal process will be the same requirements as those listed in the Student Conduct Board Appeal Process section except the respondent will have another hearing based on the appeal criteria in accordance with the Administrative Hearing process.

VI. **Off-Campus Student Misconduct Process:** A student’s off-campus misconduct and/or actions will be reviewed on a case-by-case basis. A student’s misconduct off-campus that results in a negative reflection on the mission, vision, and values of the institution or is a criminal violation that could constitute a threat or the safety of the campus community would be areas of misconduct that could constitute a Student Conduct Board hearing. It is necessary that Richard Bland College review off-campus misconduct as the College has a genuine interest in the character of its students and believes that a student’s off-campus behavior reflects his/her ability to be part of an academic community. The Student Conduct Board Process and Procedures for On-Campus Misconduct, Hearing Process, and Appeal Process will be followed for a student whose off-campus misconduct warrants a Student Conduct Board hearing.

VII. **Postponement of Hearings:** A respondent may request one postponement of a hearing by contacting the Conduct Board Advisor (or the designated hearing officer) at least 24 hours prior to the scheduled hearing. Postponement will be allowed only under the following conditions:

A. The respondent has a class conflict;
B. The respondent is unable to produce necessary witnesses on his/her behalf on the scheduled date of the hearing;
C. The respondent has a family emergency;
D. The respondent is too ill to attend the hearing;
E. The consultant/counsel to the respondent is unable to attend because of illness, emergency, or legal court appearance; or
F. The respondent cannot attend because of a religious holiday.
*The Student Conduct Board or Administrative Hearing Officer may require written verification of the reason claimed from the affected witness/witnesses, consultant/counsel, family member(s), or a healthcare provider as appropriate.

VIII. **Hearing Decisions:** All decisions made through a Student Conduct Board Hearing or an Administrative Hearing will be guided by a specific standard of proof. The College has adopted the preponderance standard to guide hearing decisions. The preponderance standard means that the facts represented at the hearing show that it is more likely than not that a violation occurred.

IX. **Sanctions:** Sanctioning is a method to educate students on the consequences of his/her conduct and provide insight why and/or how their actions impact the College community. Although this process is not used in a punitive or retaliatory way, its goal is to increase a student’s awareness level and promote the growth of the student as an effective and productive citizen. Previous sanctions for violation of the “Standards of Conduct” will be considered and may impact subsequent sanctioning decisions. Students who are found in violation of the “Standards of Conduct” will face consequences through appropriate sanctioning. Sanctioning may include, but not be limited to:

- A. Written warning.
- B. Disciplinary Probation.
- C. Academic Probation (Honor Code violations).
- D. Suspension.
- E. Dismissal.
- F. Restitution.
- G. Other sanctions as deemed appropriate by the Coordinator of Counseling Services.

*Students whose on or off-campus actions and/or presence on-campus poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed the College. A notice and hearing should follow as soon as practicable.

X. **Ethics and Confidentiality**

- A. Information regarding a hearing or a respondent’s conduct hearing or sanctioning status is not to be discussed outside of the Board.
- B. The misconduct of any respondent will not be disclosed or discussed outside the hearing.
- C. No information given in confidence in a hearing will be discussed outside the hearing.
- D. When members of the Board are speaking with a respondent, the members should refrain from making accusations or statements which cannot be supported.
- E. A Board member will not participate in a hearing where he/she feels unable to be fair or impartial.
- F. All decisions of the Board should be supported by all members of the panel once a vote has been administered and a final decision has been determined.

A student identified as violating any of the following policies may be immediately suspended from the residence halls or college campus - pending the appropriate hearing. The Coordinator of Counseling Services, in conjunction with the Residence Director and others, as appropriate, will determine if the student may continue to reside on campus and attend classes throughout the appeals process (until all appeals have been exhausted). This decision is based on the
severity of the incident. The student will not be allowed to return to campus if found in violation as charged. It is not necessary to wait for the disposition of legal action related to a criminal offense for the above action to occur.

Any violation of these policies requiring arrest or the issuing of a summons may be carried out simultaneously with the above action. It is not necessary to wait for the completion of the campus process to arrest the student or to issue the student a summons. All violations falling under these policies are heard by the appropriate administrator(s) on-campus.

Richard Bland College has a strict policy for the following violations. An immediate suspension may be imposed on students who are suspected of being directly or indirectly involved with the incidences below.

I. Violence to Persons—Engaging in any form of physical violence directed toward another person or group of people, except when such a response constitutes legitimate self-defense.

II. Sexual Misconduct—Coerced sexual intercourse (e.g. rape, date-rape, attempted rape, sodomy, or other sexual acts or misconduct), or when the victim is incapable of consent by reason of age, mental incapacity (including when the person is under the influence of drugs or alcohol and is incapable of giving consent), or physical helplessness.

• All students, faculty, and staff of Richard Bland College are required to complete Title IX training.

III. Illegal Drugs—Distribution of an illegal drug or possession of an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia. At Richard Bland College, this includes illegal drugs, paraphernalia, and/or residue. Spices and synthetic drugs fall in this category. Students who are suspected of possessing/using illegal drugs may be dismissed from the College.

IV. Possession/use of a weapon(s)—using, possessing, or threatening to use a weapon or any object as a weapon.

V. Other inappropriate or threatening actions that disturb the academic and/or living environment of another student or a group of students.

Process for Aforementioned Cases

I. If the violation requires immediate attention, please call the Richard Bland College Police department at (804) 863-4085 and they will call the Coordinator of Counseling Services if appropriate.

II. If the violation is egregious enough to warrant arrest, the accused may be removed from housing until the Student Conduct Hearing is convened and the Student Conduct Board submits their findings.

III. A findings report is submitted to the Coordinator of Counseling Services at the following email address: ewatts@rbc.edu.

IV. The accused will be required to meet with the Coordinator of Counseling Services within 48-72 hours of the incident’s reporting.

V. The accused is notified that the incident in which he/she has been allegedly involved has been reported. The notification includes the hearing date, time, and location of the hearing.

VI. The accused is reminded to take a look at the written language related to students’ rights.

VII. If the individual is responsible/guilty, sanctioning takes place.
Appeals Process
Students must submit their formal, written appeals for a violation to the Coordinator of Counseling Services within five (5) working days following the decision of their hearing.

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

Dialing 911 from a cell phone or College phone will connect you with either the Dinwiddie or Prince George County Emergency Communications Center that can relay the emergency to the RBC Police Department. In non-emergency situations, please contact the College Police Department at (804) 863-4085.

Emergency Call Boxes
Emergency call boxes are located strategically across campus. They are relatively simple to use but are only to be used for an emergency. Once a person presses the red button, the call box sends a message to the police officer’s radio from the particular call box that was activated. The officer may communicate with the person via police radio until they arrive at the location.

Press and hold the red button to talk and then release the button to hear the officer. If a student has any questions concerning the call boxes, please call the RBC Police Department at (804) 863-4085.

Campus Parking and Traffic Regulations

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

Registration of Vehicles
1. All motor vehicles, including motorcycles and scooters, operated on campus by a person associated with the College, must be registered for the current academic year with the College Police Department.

2. Parking decals will be available at the College Police Department once payment of tuition and fees has been received by the College.
3. Parking decals will be issued to students once they provide a valid operator's license and the vehicle registration card of the primary vehicle and secondary vehicle they plan to use on-campus. If there are any changes of the vehicles being used on-campus, the student shall notify the College Police Department immediately.

4. All parking decals must be obtained and displayed in accordance with the subsequent section on general parking regulations by the beginning of the third week of each semester.

General Parking Regulations
All students, faculty, and staff must display an RBC parking decal. Decals shall be displayed on the on backside of rear view mirror located inside the vehicle. Students not displaying their parking decal will be subject to a parking citation. Penalties and fines are described later in the section on penalties and fines. All parking signs shall be obeyed.

It is impossible to mark, with signs, all areas of college property where parking is prohibited. Parking is definitely prohibited on grass plots, tree plots, construction areas, sidewalks, or any place that will mar the landscaping of the campus, create a safety hazard, or interfere with the use of College facilities. Parking is prohibited on all campus roads at all times, at crosswalks and all fire lanes whether marked by painting in the lane or by signage. A vehicle must be parked in one space only and in designated parking areas, with marked spaces and lanes, leaving clear access to adjacent spaces, and without blocking driving lanes or creating a hazard for other drivers. Any motor vehicle or trailer parked in violation of College parking regulations or abandoned on-campus is subject to removal and impounding at the expense of the owner or operator.

Parking Lots
There are two main parking lots on-campus. One is located on the East side of Johnson Road and the other on the West side for student parking.

8:00am-5:00pm: Parking regulations will be enforced and citations issued for parking in faculty/staff, visitor, and handicapped parking spaces.

5:00pm-8:00am: Parking will be allowed in all parking lots on campus EXCEPT the Residence Hall Parking Lot, which is restricted to residents and approved visitors. Students must display a resident’s parking decal or proper visitor’s parking pass issued by the Office of Residence Life for all parking, including any handicapped parking spaces. Resident students’ hosts must bring their guest(s) to the ORL Office located in Freedom Hall, room 104 during normal business hours, or contact the on-duty RLA after normal business hours, to obtain a visitor parking pass. The visitor pass will be prominently displayed on the front dashboard of the vehicle so that it is visible through the front windshield of the vehicle. Parking citations will be issued for parking without the proper pass and are subject to College parking penalties and fines listed below in the sections titled penalties and fines.

Penalties and Fines
1. All parking violations - $30.
2. Additional delinquency penalty of $10 for failure to pay fines within two weeks.
3. Failure to pay fines:
   a) No academic credit.
   b) No transcript or grades issued.
c) No re-admittance until settlement of account.

4. Repeat offenders and failure to pay fines can result in police using the wheel lock.

5. All wheel lock removals - $50.

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

Appeals
The appeal of a citation for a parking violation must be made in writing, within fourteen days of the issuance of the citation, and must be submitted to the Business Office located in Maze Hall. The Parking Appeals Committee will review and render a decision. Students desiring to appear on their own behalf in person may do so. Decisions of the committee are final.

General Traffic Regulations
All motor vehicles are subject to College traffic regulations and/or Virginia traffic laws while on-campus. The College assumes no responsibility for loss or damage to private property. All traffic signs shall be obeyed. Operation of any motor vehicle in such a manner as to create excessive noise or smoke, or operation of any vehicle in a parking lot, in an unsafe condition, will result in revocation of parking privileges. Pedestrians shall have the right-of-way at all times. The maximum speed for a vehicle on Johnson Road and Carson Drive is 25 miles per hour when classes are in-session.

Campus Safety

Bomb Threats
All bomb threats will be considered real. Should such a threat be received over the phone, the person receiving the call should dial *97 immediately after terminating the call. Dialing *97, allows the call to be traced. The person receiving the bomb threat call should then immediately call 911 and then evacuate their building or area. Suspicious packages, boxes or other containers containing possible explosive devices or contaminants should not be tampered with or handled by students. In such cases, during normal business hours (8:00am-5:00pm, Monday-Friday) students should keep the area clear and RBC Police should be contacted immediately at (804) 863-4085.

Fire Evacuation Procedures
Students are required to know and understand the following procedure for evacuating a campus building when the fire alarm is activated. Richard Bland College will not be held liable for students demonstrating noncompliant evacuation behaviors.
General rules for fire evacuation:
1. When the fire alarm sounds, all occupants must leave the building immediately.
2. No one is to return to the building until the RBC College Police give permission.
3. All persons should proceed to the nearest parking area and must stand at least 50 feet away from the buildings.
4. All persons must stand clear of roadways to allow firefighting equipment to reach buildings.

In case of an actual fire:
1. Pull alarm and evacuate building.
2. Call Fire Department 911 from a cell phone or College phone.
3. Call College Police (804) 863-4085.
4. Fire alarm pull stations are to be used only for fire and fire drills.

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

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

**Student Financial Services**

**Check Cashing Service**
Students may cash their checks in the Business Office in Maze Hall. There is a $30 limit. A service charge of $50 will be applied for any returned checks.

**Financial Aid**
The College offers financial assistance including Federal, State, Institutional, and Private scholarships, grants, loans, and student employment (College Work-Study Program). Inquiries concerning financial assistance and the College Work Study Program should be directed to the Financial Aid Office at (804) 862-6260 or (804) 863-4035.

**Refunds to Students**
A full or part-time student who withdraws in good standing shall be entitled to a refund of a portion of tuition paid for the semester in which currently enrolled. Refund checks are received only from the Office of the Treasurer of Virginia; six (6) to eight (8) weeks from the date of withdrawal or drop should be allowed for receipt of refund checks.

A student will be entitled to a refund of 100% of tuition minus a $50 processing fee upon withdrawal before the end of the first week of the semester (seven consecutive calendar days from the beginning of classes) and a decrease of 20% each week thereafter up to and including the fifth calendar week from the beginning of classes. NO AMOUNT WILL BE REFUNDED FOR WITHDRAWAL AFTER THE FIFTH CONSECUTIVE CALENDAR WEEK FOLLOWING THE BEGINNING OF CLASSES.
1. Students who register and withdraw from the College prior to the beginning of classes will receive a full refund minus a $50 withdrawal processing fee.
2. No refund of fees will be made to a student who has been required to withdraw by the
College regardless of the date of withdrawal.

3. Students changing from 12 or more hours to 11 or fewer hours change status from full-time to part-time. When this occurs within the prescribed period allowed for course changes, charges are established at the semester credit hour rate for the course or courses retained. The resulting overpayment of tuition will be refunded. No refund of tuition will be made for a change of status from full-time to part-time occurring after the deadline for course changes, usually the fifth day after the beginning of the semester.

4. Part-time students who withdraw or who drop one or more courses will be entitled to refunds according to guidelines 1, 2, and 3 above.

5. The actual date of proper notice will be certified by the Office of the Registrar, and refunds, when applicable, will be computed based on the certified date. Refunds are not based on the last day of class attendance.

6. Pro-rata refunds to first time students attending Richard Bland College who receive Title IV financial aid will be based on Title IV requirements.

7. Withdrawal for medical or legal reasons will follow the same refund schedule as published above.

8. Residential charges will be refunded according to the Housing Refund Policy.

**Student Employment Opportunities**

Student employment opportunities are available through the Federal Work-Study Program and the Campus Regular Student Employment Program. These programs provide eligible students an opportunity to earn money to help offset their educational-related expenses as well as to gain work experience. Jobs are available in various offices on-campus and students are generally assigned between fifteen to twenty hours per week. At least part-time enrollment is required.

**Unpaid Accounts**

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

**Veterans Affairs**

A representative in the Financial Aid Office is available to assist veterans in reference to their Veteran Education Benefits, and the Admissions Office is available to assist with admissions and counseling-related issues.

**The College Community**

More than lecture halls, more than experiments in the laboratory or the giving of examinations, education is a matter of people. It is the people at Richard Bland College who comprise the campus and animate its character.

Students at the College come from across Virginia, the country, and the world. With the addition of the Patriot and Freedom Residence Halls, RBC became the only residential two-year institution in the Commonwealth. The combination of the rich heritage of our traditional commuter region along with broader perspectives from beyond brings diversity to our campus population even as our small size helps ensure a friendly and supportive college community.

The faculty provides students intellectual stimulation and also broad opportunities for cultural enrichment. While their educational preparation and experiences are diverse, the Richard Bland College faculty shares a dedication to teaching and a desire to help each student reach individual potential.

Campus life is designed to stimulate the development of students in accordance with their potential. Through participation in the Student Assembly and various organizations and campus
activities, the administration, faculty, staff, and students work together to produce an environment that provides many opportunities for growth.

**Academic Support and Learning Resources**

**Student Success Center**
The mission of the Student Success Center at Richard Bland College of William & Mary’s is to ensure an exceptional student experience through wrap-around support services which foster a campus culture of engaged learners working in a collaborative environment that is rigorous academically and enriching socially. A wide variety of support services and resources designed to enhance the RBC Student Experience is offered through the Student Success Center including academic advising, training on campus technology, peer led and on-line tutoring, career and emotional counseling, and personal and professional development workshops. Please refer to the college website for times and locations of tutoring and other academic support services or call (804) 862-6483.

Our Student Success Center team strives to create a one-size fits one, student-centered, solutions-oriented focus. Our Guidance Practitioners and Learner Mentors advocate for students and support them in developing their individual strengths with targeted interventions suited to their specific goals. The Student Success Center assists in identifying and implementing academic success programs that support progress through graduation, empowering students to understand and take control of their academic journey. Faculty advisors are assigned to each student in their second year to provide additional support for in selecting majors, identifying transfer schools, and developing an academic and a transfer plan.

**Learner Mentors**
A hallmark of the Richard Bland College Exceptional Student Experience involves the assignment of a Learner Mentor to each incoming student. The goal of this program is to hone the knowledge, skills, work habits, and character traits commonly associated with success in the 21st century, and with the RBC Journey. Learner Mentors work with Richard Bland College students to foster their development as visionary, insightful, responsive, respectful, and resourceful citizens. Each Learner Mentor provides assistance in creating an academically sound plan of study that will lead to on-time graduation from RBC and allow for a successful transition and transfer of credits into a four-year college or university.

**Counseling Services**
Richard Bland College is committed to offering a variety of counseling services to assist students with their overall development and adjustment to campus. Free and confidential counseling is available for individuals or groups of students needing help with personal and academic concerns. Students may make an appointment to see the counselor in the Student Success Department (second floor of the Library, Room 211) by calling (804) 862-6263.

Because college life poses special challenges both inside and outside of the classroom, students often seek help with balancing their coursework, jobs, and personal lives. To facilitate their development, a counselor will meet with students to identify strategies that would help them to achieve realistic goals.

**Mental Health Services**
Mental Health referrals are available to students whose cognitive and emotional needs are beyond the scope of the services offered on-campus. Referrals are made for individuals requiring long-term specialized services or crisis intervention.
The Community Agency Referral Guide is a manual that provides students with a list of hospitals, counseling services, crisis centers, and educational agencies throughout the Petersburg /Tri-Cities area. Students may access the manual online: www.rbc.edu/areas-of-study/my-support-team/counseling-services/.

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

Transcript Requests
You can request your official transcripts in one of the following ways:

1. **Order online** through the National Student Clearinghouse: www.studentclearinghouse.org. You will be required to create a personal profile, submit a transcript request for each recipient, sign electronically, and pay by credit card. Richard Bland College will process the request(s). Ordering transcripts online allows students to track the progress of their requests.

2. **Submit your request to the College, in person or by mail.**
   - or submit a letter of request with the following information:
     a. Full Name (as it appeared when you were a student)
     b. Your RBC ID number
     c. Date of birth
     d. Your address and telephone number
     e. The address to which the transcript is to be sent
     f. Your signature
     g. The date of your request
     h. Cost of transcripts:
       i. $5* per transcript with 3-5 day processing period / $10* per transcript with same day/next day processing

Immediate processing may not be available for students who attended prior to 2004.

*The College does not currently accept credit card payments for transcripts. To pay by credit card, visit: www.studentclearinghouse.org.

In Person
Official transcripts can be requested in person by visiting the Registrar’s Office in Maze Hall.

By Mail
Transcripts may be requested by mail.
Requests sent by mail must include payment ($5 per official transcript) in the form of check or money order made payable to Richard Bland College (please do not send cash in the mail). The college does not currently accept credit card payments for transcripts.

To pay by credit card, visit: www.studentclearinghouse.org.

Mail signed request and payment to:
Richard Bland College Registrar’s Office
ATTN: TRANSCRIPTS
8311 Halifax Road
Petersburg, VA 23805

Note: Official transcripts cannot be released if a financial hold has been placed on your account. This hold must be resolved before a transcript request will be processed.

Unofficial Transcripts
An unofficial transcript is a record of your Richard Bland College enrollment, grades, credits earned, and your grade point average. You will need a copy for your degree planning purposes. It is a good idea to retain a copy for your personal files. Currently enrolled students at RBC may obtain their unofficial transcripts by accessing their Banner Web Account.

Privacy
Official transcripts issued to students will bear the stamp “Official Transcript Issued to Student” and will be placed in a signed, sealed envelope. Please be sure to follow the required instructions of the receiving institution/agency for an official transcript.

Pick-up of Transcripts
A photo ID is required to pick up a transcript. If the transcript will be picked up by someone other than the student, the person's name and telephone number must accompany the original request and that person must provide a photo ID. The student will be notified via email when the transcript is ready for pickup.

ADA Compliance

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

Information concerning the provisions of the Americans with Disabilities Act of 1990, and their rights provided there under, are available from the Assistant Dean of Academic Support or designee, who serves as the College’s ADA Coordinator for students.

ADA Grievance Procedure
Richard Bland College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in
programs or activities sponsored by a public entity. Complaints should be addressed to:
Richard Bland College of William & Mary
c/o Associate Dean Instructional & Learning Resources - ADA Coordinator
8311 Halifax Road
Petersburg, VA 23805

Procedures

1. A complaint should be filed in writing, containing the name and address of the person filing it, and briefly describing the alleged violation of the regulations.

2. A complaint should be filed within sixty (60) days after the complainant becomes aware of the alleged violation.

3. An investigation, as may be appropriate, shall follow the filing of complaint. The investigation will be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after its filing.

5. The ADA Coordinator shall maintain the files and records of Richard Bland College complaints.

6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

7. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate process standards and to assure that Richard Bland College complies with the ADA and implementing regulations.

8. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within ten (10) days to the Administrative Leadership team on-campus.

The Director of Human Resources & Compliance, who is also the Equal Employment Opportunity/ Affirmative Action representative, has been designated to coordinate compliance with the requirements contained in Section 35.107 of the Department of Justice regulations.

Grievance Procedure

Objective

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

Policy

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

When the question of grievance validity cannot be satisfactorily resolved at the departmental or supervisory level, a ruling will be made, in writing, by the appropriate College administrator within ten (10) days.

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

Definitions

1. Grievance means a complaint alleging any policy, procedure, or practice that would be prohibited by:
   a. Title VI--Nondiscrimination: “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...”
   b. Title IX--Nondiscrimination on Basis of Sex: “No persons in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program receiving Federal financial assistance...”
   c. Handicapped Individual: A handicapped individual as defined by Title V, Section 503 or 504 is an individual who (1) has a physical or mental impairment which substantially limits one or more such individual’s major life activities; (2) has a record of such impairment; or, (3) is regarded as having such an impairment. A handicapped individual is considered “substantially limited” if he/she is likely to experience a difficulty in securing, retaining or advancing in employment or education because of a handicap.
   d. Student’s Academic Rights: A student has the right to expect fair treatment in all of his/her educational pursuits while enrolled at the College. A student’s academic rights refer to all such activities related to the successful attainment of his/her educational goals.

2. Grievant means a student who submits a grievance relevant to policy, procedure, or practice of the College as it relates to academics, Title VI, and Title IX. Individual(s) may submit a grievance on behalf of a student(s).

3. AA/EEO/Title IX Coordinator means the employee(s) designated to coordinate College efforts to comply with and carry out its responsibilities and implement its regulations.

4. Respondent means a person alleged to be responsible, or who may be responsible for the violation alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory
Level One
A student who has a grievance shall discuss the problem with the person(s) responsible for the alleged violation. In case of a discrimination grievance, such a meeting shall be at the option of the grievant(s). The grievance need not be reduced to writing at this level.

Level Two
If the grievance is not resolved within ten (10) working days after the first level meeting, the grievant should submit the grievance in writing on a Grievance Form obtainable from the Director of Counseling and Academic Support.

The fully completed Grievance Form shall be delivered by the grievant to the department and/or division chairperson or immediate supervisor. An information copy should be forwarded to the Director of Counseling and Academic Support. The chairperson/supervisor and the next level of supervision shall meet with the grievant within ten (10) working days of receipt of the Grievance Form. The grievant may have a representative of his/her choice present at this meeting. A written reply by the chairperson or supervisor, or his/her designee, shall be made to the grievant within ten (10) working days following the second level meeting. An information copy of the reply should be forwarded to the Director of Counseling and Academic Support.

Level Three
If the reply from the second level meeting is unacceptable to the grievant, a request, in writing, may be made to the Administrative Leadership Team. The officials shall meet with the grievant within ten (10) working days of the grievant request and reply, in writing, to the grievant within ten (10) working days following the meeting. The Team may be accompanied by faculty or staff members as desired, and the grievant may have representatives of his/her choice.

An interim report will be made to the grievant within ten (10) working days. Included in this report will be a discussion of the development of the investigation, a timetable for future actions and estimated date that a final reply can be expected.

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

Note 2: Nothing in this procedure is intended to circumscribe or modify the existing right of any department to do the following, provided, however, that none of these rights may be exercised in an arbitrary or capricious manner:
   a. Supervise the education of students or the work of employees;
   b. Maintain the efficiency of departmental operations;
   c. Remove students from educational programs or employees from duties for legitimate reasons;
   d. Take actions as necessary to carry out the duties of the department;
   e. Determine the methods, means and personnel by which departmental operations are to be carried on.
**Students Requiring Special Accommodations (ADA)**

Richard Bland College does not discriminate on the basis of disability in the administration of its educational programs and activities, including admissions and employment practices, access to, or treatment in its programs and services. The Department of Student Support Services has been designated to coordinate compliance with the requirements of the Americans with Disabilities Act (ADA) contained in Section 35.107 of the Department of Justice Regulations. A Device for the Deaf (TDD) is available by calling 711-VaRelay/ (804) 863-1615.

Students in need of accommodations must follow the procedures listed below:

1. Submit their documentation(s) of their disability to the Department of Student Support Services.
2. Contact the Department of Student Support Services at (804) 862-6235 in order to schedule an appointment for accommodative services.
3. Bring all documentation to the appointment including the most recent psychological educational evaluation of the student and his/her most recent IEP for evaluation.
4. During the meeting, a member of the Department of Student Support Services will work with the student to determine the accommodation(s) he/she is eligible for based on the documentation provided.

Any information that is provided by the student, high school, or college/university becomes the property of Richard Bland College and will be kept strictly confidential.

The Department of Student Support Services, in consultation with the student (and parent/guardian if desired), will make the decisions regarding accommodations. It is the responsibility of the Dean of Faculty to communicate directly with the faculty members or other school officials as needed to ensure that proper accommodations are made. If accommodations are not made within a reasonable time, the student should notify the Dean of Faculty.

**Library**

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

**Library Catalog**

The Richard Bland College Library uses an online catalog that allows users to access the bibliographic records of the RBC Library. The catalog is accessible from the Library website. Students may review their RBC Library account and renew their books online one time each for an additional four weeks. To access this feature, click “Login” in the top right corner of the catalog. DVDs, reserves, and Interlibrary Loan materials are not eligible for renewal.

**Library Computers**

The Library contains 38 computers for student use. All students using Library computers must abide by the Campus Computer Use Policy. The RBC wireless network use is also subject to all
applicable RBC and state acceptable use policies. Use of the campus network implies consent to comply with those policies. Research and classwork always take precedence over recreational use of computers. Food and drink are prohibited near the computers.

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

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

**Proxy Server**
Off-campus access to VIVA databases is available from the Library website. Students may access databases off-campus using their RBC email username (without the @rbc.edu) and password.

**Collection Highlights**
Students have access to over 66,000 volumes; over 63,500 electronic books; 75 periodicals; 9 daily and weekly newspapers; numerous spoken and musical recordings as well as over 700 videos and over 4,700 DVDs. A comprehensive collection of ready reference materials is housed on the first floor of the Library. The RBC Library has an extensive collection of books in English and American literature covering all time periods. The history collection emphasizes American and European history with a broad collection of books on the Civil War and World War II. The RBC Library also has significant religion and philosophy sections within the collection. The Virginia Room houses the Library’s special collections, which include books and memorabilia pertinent to the history of Southside Virginia communities, rare books, and the archives of the College. Located upstairs, the Virginia Room is open by appointment only.

**eBooks**
Over 63,500 eBooks are available through EBSCO. Students may use the EBSCO eBooks link from the Library website or access these titles from the catalog. eBooks are electronic versions of printed books and can be viewed online from any computer connected to the Internet. Students may run keyword searches of eBooks, as well as print.

**Library Website**
[www.rbc.edu/Library](http://www.rbc.edu/Library)

**Online Requests**
Online forms, available on the Library website, allow students to request items they wish ordered through Interlibrary Loan and to ask reference questions.
Reference
The Library staff is available to answer reference questions, assist with research, and locate materials. Students may request assistance in person, by phone, by email, or by using an online form. The Library staff conducts Library orientation throughout the year and upon request from faculty and students, provides group and individualized instruction.

Reserves
Faculty place required and recommended curriculum materials on reserve. Reserve materials must be checked out from the Circulation Desk and are loaned for a short period of time as determined by individual instructors. Some reserve items are available for library use only. Because reserve materials are for the use of an entire class, they need to be returned on time. A non-negotiable late fee of $5 per day is charged for overdue reserve materials.

Interlibrary Loans (ILL)
Library staff will obtain research materials from other libraries when students need books or articles not available in the RBC Library. Students may use an online form or speak with a librarian to make a request. There is no charge for Interlibrary Loan services; there is, however, a non-negotiable late fee of $5 per day on overdue ILLs. Items borrowed through ILL may be recalled at the request of the loaning library which would require students to return an ILL item immediately. Students are limited to five requests at a time.

Library Cards
Students must obtain a library card to check out Library materials. At first checkout students must present photo identification, such as a driver’s license, military ID, or RBC student ID card, at the Circulation Desk to receive a complimentary library card. There is a $5 replacement fee for a new library card.

Circulation Policies
Books circulate for 28 days and may be renewed once. Reference books and periodicals do not circulate. DVDs and videos are available only to RBC students and faculty. DVDs and videos circulate for seven days and may not be renewed. Overdue notices are sent to students via College email accounts as a courtesy. It is the responsibility of the student to return items on time. Any item may be subject to recall if needed for Reserve. The Library has an outdoor book drop where students may return books and movies when the Library is closed. The green book drop is located on the loading dock of The Commons near the disabled parking area.

Fines
Fines are charged for overdue materials. For fine amounts, please refer to the website. The Library accepts cash and checks. Fees totaling $10 or more may be paid using debit or credit in the Business Office located in Maze Hall.

Lost Library Materials
Paying for lost or damaged items is the responsibility of the student borrower. Lost or damaged recreational DVDs are charged at a $25 standard fee per item, and all books are charged at a $50 standard fee per item with the exception of Interlibrary Loan materials. The replacement fee for lost or damaged Interlibrary Loan material will be determined by the respective lending library and may exceed the $50 standard fee.

Academic Holds
Fees for lost books and fines must be paid before registering for classes, viewing grades, or
requesting transcripts.

**Hours**
The Library schedule is posted on the website.

**Multimedia Viewing Room and Seminar/Study Rooms**
Located on the second floor, the two seminar/study rooms are to be used by students collaborating on academic projects. A room key to unlock the door may be borrowed at the Circulation Desk for a period of two hours. There is a $5 late fee for every hour that the room key is overdue, and there is a $50 replacement fee for a lost key. Located on the first floor, the multimedia viewing room is to be used by students watching DVDs, Blu-rays, and videos. Students may ask to use this room at the Circulation Desk. The walls are not soundproof in any of these three rooms, so excess noise is prohibited. Beverages and light snacks are permissible, but entire meals are not permitted. Students are expected to clean up after themselves and to return chairs to their rightful places and may be charged for room damages.

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

All Library users are entitled to:
1. Courteous assistance from Library staff.
2. Access to Library resources.
3. A quiet research and study environment.
4. A clean physical environment.

All Library users have the obligation to:
1. Interact courteously with other users and Library staff.
2. Maintain a quiet research and study environment, free of noise, distractions, and other offensive interpersonal behavior.
3. Limit use of cell phones to the foyer or outside.
4. Preserve accessibility to Library materials by:
   a) providing appropriate IDs or Library cards, as requested
   b) checking out materials properly
   c) returning materials on time and to the proper location
   d) responding promptly to all Library notices.
5. Keep Library materials and property clean, unmarked, and intact.
6. Maintain Library computer systems by refraining from unauthorized access and alteration of any Library computer system, network computer program, or data.
7. Abide by copyright laws and/or the College’s policies on copyright.
8. Maintain a clean environment by not eating or drinking at computer workstations, limiting food intake elsewhere in the Library to snacks and not entire meals, not smoking, and disposing of trash and recyclables appropriately.
9. Use only authorized areas of the Library during Library hours; exit the building when requested, such as during emergency situations or drills.
10. Ensure the safety of all persons in the Library by abstaining from activities inside or outside the Library that would endanger others, including bringing unauthorized weapons, vehicles or equipment, animals (except trained assistance dogs), and other items onto Library premises.
11. Abide by all library policies listed on www.rbc.edu/library.
General Information

Athletics and Recreation

Intercollegiate Athletics
The 2013-2014 academic year was the first year that RBC competed within Region X of the NJCAA.
Men's soccer, men’s and women’s cross country, men’s basketball, women’s softball, and men’s and women’s golf are offered to RBC students. To find out more information please contact each individual team’s respective coach. A directory of coaches as well as schedules and other information can be found at www.rbcathletics.com.

Intramural Sports
Intramural sports give RBC students the opportunity to compete with and against fellow students in individual and team competition. Students enrolled in 6 credit hours or more are eligible for participation. Activities for men and women include basketball, flag football, soccer, softball, tennis, and volleyball. More activities may be added or substituted as interest develops. The Coordinator of Recreation supervises the intramural program.

Statesman Hall Gymnasium
Statesman Hall gymnasium is open for use by all registered RBC students. A RBC student photo I.D. card and proper attire are required. The gymnasium has basketball and volleyball courts, along with a weight room. The gymnasium is open daily. Because intercollegiate athletics require the gymnasium for practice, times for “open” gym as well as schedules for group exercise classes will be posted in Statesman Hall at the beginning of each term.

Bulletin Boards
To inform the College community about new or changed rules, regulations and activities, the College has a responsibility to provide bulletins and bulletin boards. Advertisements must be posted on bulletin boards only. Posting on the wall, windows, porches, or doors is not allowed. Posting on the walls or doors is prohibited. All flyers and announcements must be removed from the bulletin boards within 48 hours after the expiration date. All flyers, advertisements, announcements, etc. must be approved by Communications prior to posting.

Change of Address and Status
Each student is required to notify the Office of the Registrar of any change of home address, telephone number, or change of legal name. The Student Information Update form (www.rbc.edu/administrative-offices/office-of-the-registrar/forms/) must be completed and documentation is required when a name change occurs.

Cancellation of Classes
At the discretion of the President or her designee, College classes may be cancelled due to inclement weather or other emergency situations. Announcements of schedule changes will be posted on the College website, College Social Media sites, standard media outlets and email. Call the College’s information number 804-862-6283, check the College website (www.rbc.edu) or College Social Media sites. If the duration of the cancellation is of some length, it may become necessary to extend the school year to compensate for the cancelled classes. The President or her designee shall determine the necessity for such extension.
The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a Federal Law that states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

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

Within the Richard Bland College community only those members individually or collectively, acting in the students’ educational interests, are allowed access to student education records. These members include personnel in the Office of the Registrar, Financial Aid, and academic personnel within the limitations of their need to know. At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar in writing within two weeks after the first day of class of the fall term. The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decision of the hearing panels is unacceptable.

The Registrar at Richard Bland College has been designated by the institution to coordinate the inspection and review procedures for student education records which include admissions, personal, academic, financial, cooperative education, and placement records. Students wishing to review their educational records must make written requests to the Registrar listing the item or items of interest. Only records covered by the Act will be made available within forty-five (45) days of the request.

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

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one
student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

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

Decision made by the Dean of Faculty will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place statements with the education records commenting on the information in the records, or statements setting forth any reasons disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students’ records, and released whenever the records in question are disclosed. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged, may file complaints with the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C. 20202, concerning the alleged failures of Richard Bland College to comply with the Act. Revisions and clarifications will be published as experience with the law and the institution’s policy warrants.

Flu Recommendations Advice

1. If you have a fever, stay home at least 24 hours after the fever has subsided without fever reducing medication.
2. If you live in the residence halls, develop a buddy system ahead of time so you will have a partner to bring you meals or medication.
3. If you suffer chronically from respiratory disorders (asthma, emphysema) or other debilitating illness (heart disease, immune suppression, etc.) follow up with your doctor as soon as possible after symptoms start.
4. Wash hands frequently and use hand sanitizer if a sink is not available.
5. Always cover your mouth when you cough. The sleeve technique is highly effective.
6. Avoid crowded areas.
7. Rest and maintain a healthy diet, as an intact and strong immune system is your biggest defense.
8. If you are a residential student in the residence halls and feel you have the flu or flu-like illness (fever, chills, cough, body aches, and sore throat), please contact the Office of
Residence Life immediately at (804) 862-6161.
9. Enjoy the upcoming semesters, and try not to stress!

**Food Sales**
Student organizations and clubs are allowed to sell food or refreshments on-campus without securing a permit from the local health department. However, despite the fact that these organizations are exempt from inspection, they are not exempt from a possible foodborne illness outbreak. The food regulation requires that all individuals working with unpackaged food, food equipment, utensils, or food contact surfaces understand basic food safety. Additional information is available at [www.vdh.virginia.gov](http://www.vdh.virginia.gov/).

**Lost and Found**
Articles that are found on-campus should be taken to the Cashier in Maze Hall or the Administrative Assistants in SSHE or McNeer. For articles lost in Statesman Hall, students should see one of the PE instructors.

**Public Performances**
No person or group of persons associated with Richard Bland College shall give a public performance in the name of the College unless prior to the first rehearsal the said person or group of persons shall have obtained from the appropriate administrators permission to present the entertainment. In order to secure permission, those in charge of the performance must make written application. The public areas in the Student Commons are designated freedom of speech locations for all students desiring to express their personal opinions/stances.

**Recycle for a Better Campus**
Richard Bland College is a recycling college. The faculty, staff, and students recognize the importance of Reduce, Reuse, and Recycle to help preserve the environment. The primary items which are recycled on-campus are white paper, computer paper, and aluminum cans. Appropriate containers are located throughout the campus.

**Selling and Soliciting**
Students and/or student organizations that wish to sponsor a fundraising project must obtain permission from the Chief Financial Officer. Requests to solicit for an agency or organization off-campus must be forwarded to the Chief Financial Officer for review and approval. Approval will depend upon the nature of the cause.

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

**Student Announcements**
Student Announcements are posted on the College website ([www.rbc.edu](http://www.rbc.edu)), College Social Media sites, and TV monitors throughout campus to inform the campus community of upcoming events and activities.
Ignorance of posted information will not constitute an excuse for any violation or reason for exception to any rule.

Bulletins, announcements, advertising material may be posted on prescribed bulletin boards around the campus after being approved by Communications (communications@rbc.edu). Any material posted without approval and deemed inappropriate by the College will be removed. Advertising material and notices must not be affixed to trees, pillars, doors, windows, walls, or windshields of automobiles.

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

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

**Student Assembly**
All registered students are members of the Student Assembly. The Student Assembly is the official representative and legislative body of the students at the College. Individually and through elected representatives, students have a voice in student government.

**Student Clubs and Organizations**
A variety of clubs and organizations is available on the RBC campus. Students interested in forming a new club or organization may obtain an application form from the Assistant Director of Student Engagement located in the Student Commons. All student clubs and organizations must have an advisor who sponsors the group. The advisor is expected to be in close contact with the club or organization, to advise it on compliance with college regulations, to be called upon for such other advice as may be appropriate and necessary to the group and to the College authorities. All members must have a minimum GPA of 2.0.

**Eligibility for Organization and Club Membership:**
1. Officers and members of all organizations/clubs, academic, religious, social, service, professional, or cultural must be in good academic standing.
2. All organizations/clubs will submit to the Assistant Director of Student Engagement a complete membership roster at the beginning of each semester.
3. Assurance of nondiscrimination in race, color, and national origin is a necessary condition to recognition of clubs and organizations by the College.
4. Organizations and clubs that have not met or held events in two years will be placed on an inactive status.
5. To remain active, organizations and clubs must submit important updated information annually including budget, student leaders, and faculty/staff sponsor to the Assistant Director of Student Engagement.

**Student Photo ID Cards**
Students are required to have their RBC Photo ID Card at all times. Students may obtain their ID Cards at the Campus Police Building on campus (near the Barn Theater). Please contact the Campus Police for available times at (804) 863-4085.

Student Photo ID cards are required to use the gymnasium facilities, to check out library materials, and to attend all student activities. Students may receive discounts from various businesses in the area with their Student Photo ID card. If students lose or misplace their IDs, replacements can be obtained from the Campus Police Building; call for office hours. There is a $20 fee for ID Card replacement that may be paid for in the Business Office at Maze Hall. The
receipt must be presented when requesting a new ID Card.

**Textbook Return Policy**
Do not purchase your textbooks until you are absolutely certain of the correct titles required. Books will be accepted for refund or exchange if:
1. Books are free from any writing, markings, stains, binding or cover damage unless purchased "Used." Also, all online codes must be unopened.
2. NO BOOKS ARE ACCEPTED for return without the cash receipt. NO EXCEPTIONS.
3. All refund dates are posted and listed in the semester schedules.

**Use of Facilities**
Any officially recognized campus organization may request the use of College facilities. Forms for this purpose may be secured from Communications (Jackie Bryan - harrison@RBC.EDU). The signature of the faculty advisor must be obtained.
Appendix 1

Discrimination, Harassment, Sexual Misconduct, and Retaliation Policy

I. Policy Statement
Richard Bland College of William & Mary is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based on race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, against otherwise qualified persons with disabilities, or based on any other status protected by law. In pursuit of this goal, any question of impermissible discrimination on these bases will be addressed with efficiency and energy and in accordance with this policy and the Richard Bland College Discrimination Grievance Procedures. This policy and the Discrimination Grievance Procedures also address complaints or reports of retaliation against those who have opposed practices prohibited by this policy, those who have filed complaints or reports under this policy, and those who have testified or otherwise participated in enforcement of this policy.

II. Reason for Policy
The purpose of this policy is to establish clearly and unequivocally that Richard Bland College of William & Mary prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control or supervision and to set forth procedures by which such allegations shall be filed, investigated and adjudicated.

III. Applicability of the Policy
This policy applies to on-campus conduct involving students, employees, faculty and staff, visitors to campus (including, but not limited to, students participating in camp programs, non-degree seeking students, exchange students, and other students taking courses or participating in programs at Richard Bland College), and contractors working on-campus who are not Richard Bland College employees, and to students, visiting students, employees, faculty and staff participating in Richard Bland College-sponsored activities off-campus. This policy also is applicable to any conduct that occurs off-campus that has continuing effects that create a hostile environment on-campus. Allegations of on-campus or off-campus violations of this policy should be reported to the Title IX Coordinator in accordance with the guidance below and the Discrimination Grievance Procedures. This Policy is effective February 6, 2015. This policy supersedes any and all previously adopted policies or procedures for the handling of discrimination, harassment, sexual misconduct, and retaliation.

IV. Definitions
Discrimination: Inequitable and unlawful treatment based on an individual's protected characteristics or statuses -- race, sex, color, national origin, religion, age, veteran status, sexual orientation, gender identity, pregnancy, genetic information, disability, or any other status protected by law -- that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in an educational program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
Harassment: A form of discrimination in which unwelcome verbal, written, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses, by any member of the campus community. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual Harassment: A form of discrimination based on sex. It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); nonverbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes. Sexual harassment may also include sex-based harassment directed toward stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

This policy prohibits the following types of sexual harassment:

1. Term or condition of employment or education: This type of sexual harassment (often referred to as "quid pro quo" harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a Richard Bland College activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a Richard Bland College program or activity.

2. Hostile environment: Acts that create a hostile environment, as defined below.
   a) Hostile environment may be created by oral, written, graphic or physical conduct that is sufficiently severe, persistent or pervasive and objectively offensive that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered: (a) the degree to which the conduct affected one or more individuals’ education or employment; (b) the nature, scope, frequency, duration, and location of the incident(s); (c) the identity, number, and relationships of persons involved; (d) the perspective of a “reasonable person” in the same situation as the person subjected to the conduct, and (e) the nature of higher education.

   a) Sexual assault is non-consensual contact of a sexual nature. It includes any sexual contact when the victim does not or is unable to consent through the use of force, fear, intimidation, physical helplessness, ruse, impairment or incapacity (including impairment or incapacitation as a result of the use of drugs or alcohol, knowingly or unknowingly); intentional and non-consensual touching of, or coercing, forcing, or attempting to coerce or force another to touch, a person's genital area, groin, inner thigh, buttocks or breast; and non-consensual sexual intercourse, defined as anal, oral or vaginal penetration with any object.
b) **Consent** is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, or exposing one's genitals to another in non-consensual circumstances.

d) **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 victim. A social relationship of a romantic or intimate nature means a relationship that is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a 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 can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse. Dating violence does not include acts covered under the definition of domestic violence.

e) **Domestic violence** is a felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the law of the Commonwealth of Virginia; or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family laws of the Commonwealth of Virginia. Domestic violence can be a single event or a pattern of behavior that includes, but is not limited to, sexual or physical abuse.

f) **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress, meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A "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, surveys, threatens, or communicates to or about, a person, or interferes with a person’s property.
V. Policy Implementation

1. Retaliation: Any form of retaliation, including intimidation, threats, harassment, and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging discrimination, sexual harassment, or sexual misconduct or any person cooperating in the investigation of allegations of discrimination, sexual harassment, or sexual misconduct to include testifying, assisting or participating in any manner in an investigation pursuant to this policy and the Discrimination Grievance Procedures is strictly prohibited by this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of discrimination, sexual harassment or sexual misconduct.

2. Reporting:
   a) Conduct in violation of this policy shall be reported promptly by all students, employees, visitors, or contractors. The Richard Bland College Title IX Coordinator is responsible for overseeing the investigation of all reports of alleged discrimination, sexual harassment, or sexual misconduct in accordance with the Discrimination Grievance Procedures. Employees receiving such reports or complaints should immediately notify the Title IX Coordinator and should not undertake any independent efforts to determine whether or not the report or complaint has merit before reporting it to the Title IX Coordinator. The Richard Bland College Title IX Coordinator is:
      Deanne Bell, HR & Compliance Director
      Maze Hall, Room 210
      11301 Johnson Road, Petersburg, VA 23803
      (804) 862-6208
dbell@rbc.edu
   b) Employees initiating a complaint must report violations of this policy to the Title IX Coordinator. In the alternative, reports of violations may be made to an employee's immediate supervisor or the President. Supervisors are required to forward reports of violation to the Title IX Coordinator without delay.
   c) Reports made by Students: Students should report violations of this policy to the Title IX Coordinator, the Dean of Faculty, or the Student Conduct Board. Note: Students are not restricted to reporting to student contacts and may report to anyone listed in this policy or any supervising staff or faculty member. Reports are required to be forwarded to the Title IX Coordinator.
   d) Student Conduct Board responsibility: Any member of the Student Conduct Board receiving a report of alleged discrimination, sexual harassment, or sexual misconduct shall report it immediately to the Title IX Coordinator. No member of the Student Conduct Board shall undertake any independent efforts to determine whether or not the report or complaint has merit or can be substantiated before reporting it to the Title IX Coordinator.
   e) Reports made by visitors or contractors: Visitors, including visiting students, and employees of contractors working on-campus should report violations of this policy to the Title IX Coordinator.
   f) Mandatory employee reporting: All Richard Bland College employees in receipt of a complaint or report of discrimination, sexual harassment, or sexual misconduct, must report any information regarding the alleged incident to the Title IX Coordinator without delay. No Richard Bland College employee shall undertake any independent efforts to determine whether or not the report or
complaint has merit or can be substantiated before reporting it to the Title IX Coordinator. Any employee with reason to suspect abuse or neglect of a minor must immediately make a report to the local department of the county or city where the child resides or where the abuse or neglect is believed to have occurred, or if neither is known then to the Virginia Department of Social Services’ toll-free child abuse and neglect hotline at 1-800-552-7096.

g) **Criminal Reporting:** If a victim is in immediate danger or needs immediate medical attention, contact 911 (emergency boxes on-campus connect directly to 911) or the Richard Bland Campus Police at 804-863-4085. Some conduct in violation of this policy may also be a crime under Virginia law. Individuals are encouraged to report incidents of sexual misconduct to law enforcement, even if the reporting individual is not certain if the conduct constitutes a crime.

h) **Confidentiality and Anonymous Reporting:** Richard Bland College officials have varying reporting responsibilities under state and federal law. If a victim of conduct in violation of this policy or another reporting party wishes to make a confidential report, it must be made to the RBC Director of Counseling and Support Services/Learner Mentor, physicians, or a local hospital facility. These individuals will encourage victims to make a report to Richard Bland College police, the Title IX Coordinator, or local law enforcement. Students and student organizations cannot keep reports confidential, even if working with officials above that are able to maintain confidentiality of reports. Other faculty and staff receiving reports of conduct in violation of this policy are mandated reporters but will seek to maintain privacy to every extent possible without compromising Richard Bland College’s ability to investigate and respond in accordance with applicable law and regulations. The Title IX Coordinator may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator to conduct a meaningful and fair investigation. If the complainant requests confidentiality or that the complaint not be pursued, Richard Bland College may also be limited in the actions it is able to take and its ability to respond.

i) **Timely Warnings:** Richard Bland College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. Richard Bland College will ensure, to every extent possible, that a victim’s name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safety in light of the potential danger.

VI. **Sexual Misconduct Survivor/Victim Guidance and Services**

1. Richard Bland College of William & Mary will assist sexual misconduct survivors/victims in a supportive manner, implementing the procedures set out herein. Because of the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged sexual misconduct.

   a) **Recommended guidance for anyone who has experienced sexual misconduct:**
      - Go to a safe place.
      - For your safety and confidential care, report promptly to the nearest medical facility/emergency room. The medical facility/emergency room may have a Sexual Assault Advocate available to you upon request. Physical evidence may be usable if proper procedures are followed for evidence collection within 96
hours of the assault.
• Contact a trusted friend or family member. For professional and confidential counseling support, please contact any of the following:

RBC Director of Counseling and Support Services/Learner Mentor
Evanda S. Watts-Martinez, MA, MTS
Student Success Center, Library 2nd Floor - Room 211
8311 Halifax Road
Petersburg, VA 23805
804-862-6263
ewatts@rbc.edu

James House
6610 Commons Drive, Suite C
Prince George, VA 23875
24-Hour Crisis Hotline (804) 458-2840
helpline@thejameshouse.org

Among other services, The James House offers survivors a 24-Hour Crisis Hotline – (804) 458-2840, emergency shelter, crisis intervention, counseling, applicable referrals, and court advocacy.
In addition, you can find an agency referral guide on the RBC website:
www.rbc.edu/areas-of-study/my-support-team/counseling-services

• It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Evidence preservation is enhanced in the following ways:
  o Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  o Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  o Keep the clothing worn when the assault took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
  o Do not destroy any physical evidence that may be found in the vicinity of the assault by cleaning or straightening the location of the crime. You should not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  o Tell someone all the details you remember or write them down as soon as possible.
  o Maintain text messages, pictures, online postings, video and other documentary or electronic evidence that may corroborate a complaint.

2. There is no time limit for filing a complaint of sexual misconduct. However, complainants should report as soon as possible to maximize Richard Bland College’s ability to respond. Failure to report promptly could result in the loss of relevant evidence and impair Richard Bland College’s ability to adequately respond to the allegations.
• The victim shall have the right to file a complaint with law enforcement and the option to be assisted by the Title IX Coordinator and other Richard Bland College authorities in notifying the proper law enforcement authorities of the alleged sexual misconduct.
• Resources for Victims of Sexual Misconduct
  o Any student or visiting student who reports sexual misconduct to the Title IX Coordinator or RBC’s Director of Counseling and Support Services/Learner Mentor will receive an information card outlining resources and options. Richard Bland College Police protocol includes coordination with the James House.
  o Richard Bland College employees shall advise victims of the resources available with the James House and encourage use of these resources.
  o Students and visiting students will be assisted with available options for changing academic, transportation, parking, work and living arrangements after alleged sexual misconduct. Safety arrangements such as no-contact orders and escorts are also available as needed. See Section H “Interim Measures” discussed below.

3. Title IX Coordinator Oversight: The Title IX Coordinator oversees the investigation and resolution of all reports by students, visiting students, faculty and administrative staff of alleged discrimination, sexual harassment or sexual misconduct in accordance with the Discrimination Grievance Procedures. For complaints involving alleged violations of this policy by a student or students, the Title IX Coordinator may delegate certain investigative responsibilities to the Student Conduct Board while maintaining oversight of the investigation. See the Discrimination Grievance Procedures for further information regarding coordination with the Title IX Coordinator. Reports of discrimination by the Title IX Coordinator should be made to the President.

4. Interim Measures: Richard Bland College may take interim measures, as necessary to assist or protect the complainant during the investigation and resolution of complaints of discrimination and any law enforcement investigation, to address the safety of the complainant or any member of the campus community, and to avoid retaliation. If, in the judgment of the Title IX Coordinator or other Richard Bland College leadership, the safety or well-being of any member of the campus community may be jeopardized by the presence on-campus of the accused individual, the Title IX Coordinator may provide interim remedies to address the short-term effects of harassment, discrimination and/or retaliation and to prevent further violations. Richard Bland College will seek the consent of the complainant before taking interim measures to the greatest degree possible. Interim measures may include, but are not necessarily limited to, changes in classroom schedules or housing arrangement, no-contact order, bar from campus, escorts on-campus, referral and coordination of counseling and health services, and modification of work or academic requirements. Richard Bland College may temporarily reassign or place on administrative leave an employee alleged to have violated this policy. In such situation the employee will be given the opportunity to meet with the Title IX Coordinator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented.

5. Sanctions: If it is determined that conduct in violation of this policy has occurred, sanctions will be determined in accordance with the Discrimination Grievance Procedures. Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past conduct in violation of this policy. Sanctions may include penalties up to and including dismissal/expulsion for students and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this
policy, Richard Bland College will take steps to prevent recurrence of any sexual misconduct, including sexual violence, and to remedy discriminatory effects on the complainant and others, if appropriate.

6. **Student Amnesty:** Ensuring the safety of students who report violations of this policy is Richard Bland College’s primary concern. In order to facilitate reporting, Richard Bland College will, with the following limited exceptions, provide amnesty to a student who reports an incident in violation of this policy, directed toward that student or another student, for minor disciplinary infractions, such as underage drinking, at the time of the incident. Amnesty may not be offered if (a) the minor disciplinary infraction places or placed the health or safety of any other person at risk or (b) the student who committed the disciplinary infraction previously has been found to have committed the same disciplinary infraction. If amnesty is provided, no conduct proceedings or conduct record will result for minor disciplinary infractions. Amnesty for minor disciplinary infractions also may be offered to students who intervene to help others before a violation of this policy occurs and students who receive assistance or intervention. Abuse of amnesty requests may result in a decision by the Associate Dean Instructional & Learning Resources not to extend amnesty to the same student repeatedly. The Associate Dean Instructional & Learning Resources shall maintain records regarding the provision of amnesty for at least five (5) years. Infractions that constitute honor offenses shall not be considered minor policy violations for which amnesty may be offered under this provision.

7. **Education and Awareness**
   a) For more information about sexual misconduct and resources available in the local community, please visit the James House website at [http://thejameshouse.org/](http://thejameshouse.org/).
   b) The Title IX Coordinator coordinates an education, training and awareness program on discrimination, sexual harassment, and sexual misconduct for students and employees, including training on primary prevention, bystander intervention, risk reduction, consent and other pertinent topics.

**Academic Freedom and Free Speech:** This policy does not allow curtailment or censorship of constitutionally protected expression, which is valued in higher education and by Richard Bland College. In addressing all complaints and reports of alleged violations of this policy, Richard Bland College will take all permissible actions to ensure the safety of students and employees while complying with any and all applicable guidance regarding free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.
Appendix 2

Weapons Policy
The purpose of this policy is to help provide a safe and secure working, living, and learning environment for the campus community by restricting weapons possession on College property.

Prohibited Conduct
Conduct includes, but is not limited to:
1. Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals or combustibles on College premises.
2. Use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
3. Possession of counterfeit, replica, or blank-firing firearms or realistic-looking toy firearms, knives, or swords. Students may possess single-edged knives with blade lengths of three inches or less.
4. Possession of pellet, paint, and bb guns.

Confiscation
The College reserves the right to confiscate weapons, fireworks, and any instruments, non-conforming toys, or other items that reasonably appear to be weapons or other prohibited items listed above, to hold those items for appropriate disposition, and to refer the possessor for disciplinary action.

Obtaining Permission to Possess
Any student who wishes to possess an object that is deemed a “weapon” by this policy on-campus for any reason, including participating in an academic activity, club sport, or extracurricular activity, must seek and obtain approval from the President or designee, prior to bringing the object to the College. The College reserves the right to refuse permission to any request and/or to place conditions on the approval of such requests.

Self-Defense Items
Students may possess mace, pepper spray, and other such items that are intended for self-defense purposes only. Use in other ways would constitute a violation of College regulations. Stun guns and Tasers are prohibited.
Appendix 3

Richard Bland College Weapons on Campus Regulation

8VAC115-30-10. Definitions.
The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

1. “College property” means any property owned, leased, or controlled by Richard Bland College of William and Mary.
2. “Police officer” means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

8VAC115-30-20. Possession of weapons prohibited.
Possession or carrying of any weapon by any person, except a police officer or an individual authorized pursuant to College policy, is prohibited on College property in academic buildings, administrative buildings, student residence and student life buildings, or dining or athletic facilities, or while attending an official College event, such as an athletic, academic, social, recreational, or educational event, or on vessels that are College property. Entry upon such College property in violation of this prohibition is expressly forbidden.

Statutory Authority
§ 23-44 of the Code of Virginia.

8VAC115-30-30. Person lawfully in charge.
In addition to individuals authorized by College policy, Richard Bland College police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon College property while possessing or carrying weapons in violation of this prohibition.

Statutory Authority
§ 23-44 of the Code of Virginia.
Appendix 4

Honor Code

Preamble
The Honor Code at Richard Bland College is a democratic system of government that is upheld by students, whose efforts are actively supported by the administrative and teaching faculty. The voices retained in the governance of the honor system regard this method of protecting those who teach and/or learn as more than a pragmatic political consideration. The letter and the spirit of the College’s Honor Code promote the virtues which sustain a democratic society—such as integrity, social responsibility, and moral courage. As a branch of The College of William and Mary, which introduced the Honor System into American higher education, Richard Bland College commits itself to the perpetuation of high standards and expectations of its collegiate community. With an aim of educating individuals, the Judicial Committee shall not discriminate in its membership or in its dealings with the accused on the basis of race, color, religion, national origin, gender, sexual orientation, economic status, and/or disability.

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

Honor Code Violations
1. Cheating
Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to:

- the act of plagiarism
- the acts of giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations
- the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations
- the acts of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so
- the acts of intentionally commencing work or failing to terminate work on any examination, test, quiz or assignment according to the time constraints imposed. The term “assignment” includes any work, required or volunteered, and submitted to a faculty member for review and/or academic credit, or any work, required or volunteered, submitted for publication in a College-sponsored or other publication, or any work, required or volunteered, submitted for use in conjunction with a College-sponsored event or activity. All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.
Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas, or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks, or indentation on the page and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedure. While any amount of improperly unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed material is presented as if it were the student’s own work. In the absence of proof of the accused’s intent, the hearing panel shall determine whether the amount of improperly attributed material is so significant that intent may be presumed.

2. Stealing
Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner’s or the rightful possessor’s permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

3. Lying
Lying is the expression of a material untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying is a violation of the Honor Code when the material untruth is uttered or presented, verbally, electronically, or in writing, to another member of the College community (student, faculty or staff), to any person while on College property or at activities sponsored by the College or College-affiliated groups, or to any person when the student actively represents himself/herself as a student at the College. An untruth is material when it relates to or affects in a significant way, academic as well as non-academic activities of legitimate concern to the College community. Lying includes, but is not limited to, forgery or the use of false identifications, under the above-described circumstances.

All Honor Code violations will be referred to the Student Conduct Board, and if needed, a hearing will be conducted, following the Student Conduct Board Process and Procedures.